48 Leona Drive, Suite C
Middleborough, MA 02346

Tel: (508) 923-0879
Fax: (508) 923-0894

www.brownandcaldwell.com

BROWN AND CALDWELL

April 24, 2006

Ms. Thelma Murphy
United States Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Subject: NPDES Phase II Small MS4 General Permit Annual Report

Dear Ms. Murphy:

Brown and Caldwell (BC) is pleased to submit on behalf of the Town of Westminster, the Annual Report of progress in meeting their NPDES Phase II Small MS4 General Permit. The Town has taken significant steps over the past year in meeting the requirements of this permit. Three very significant steps taken are: (1) the Storm Water Management (SWM) Committee has seen new members join and has developed into a strong working group to better manage the Town's stormwater issues; (2) the creation of draft storm water by-laws, and; (3) investigation illicit discharges to the storm drain system.

The following is a brief description of the work of the SWM Committee for each Best Management Practice (BMP). The results are displayed in the tables that follow in the attached Annual Report.

BMP #1 Public Education and Outreach

This year the web site material that was planned last year went live. It can be viewed at http://www.westminster-ma.org/stormwater.htm and printed versions are in the appendix.

The brochure that was developed last year was mailed out to approximately 1,155 water customers in the Town. This did not reach those that are on well water, but the brochure was on display and available for people to take whenever they visited the Town Hall, DPW office, the Police Department, and at all Conservation Commission meetings.

Further, the Town hosts an annual event called Town Benefit Day to raise money for residents in emergency situations. Many people around town attend this event. An

educational table was set up and staffed to provide information about storm water related issues. This` information was also displayed at the Town Meeting.
The SWM Committee obtained a copy of EPA's video *After The Storm* earlier this year and it has begun running on the local cable access channel.

BMP #2 Public Involvement and Participation

The SWC was formed in permit year two and included a variety of individuals from the town as well as staff from BC. Town representatives include the Department of Public Works (DPW) Director, The Superintendent of Highways, the Town Planner, and a Board of Health member. In year three a member of the public who is also a student at Worcester Polytechnic Institute joined, as well as a member of the Town's Conservation Commission. Unfortunately, the member from the Board of Health left the position. We anticipate that when the position is filled again, a representative from the Board of Health will re-join the SWM Committee. The SWM Committee convenes approximately every three months and discusses ideas to fulfill the BMPs. At the end of each meeting members are assigned appropriate tasks to be completed prior to the next meeting.

A catch basin stenciling program was discussed by the SWM Committee but was tabled due to concerns for public safety and Town liability. The issue will be re-examined this year to try to locate less traveled roadways that might provide a safer work zone for the public.

In April a meeting was held for members of all the Town's boards to discuss and review elements of the low impact development and illicit connection draft by-laws. Members of the Planning Board, Conservation Commission, Selectmen, and DPW were present.

BMP #3 Illicit Discharge and Detection

A sewer assessment report is in the process of being completed by an engineering consultant for the Town. The report includes a some stormwater outfall sampling looking for evidence of illicit connections to the storm drain system. Relevant sections are included in the appendix. This data will be further examined this summer to determine the need for further illicit connection investigation.

A draft by-law has been developed by the SWM Committee to prohibit illicit connections to the storm drain system. It is currently being reviewed by several different Town boards. It is intended to be presented for a vote of the Town at the Fall Town Meeting.

BMP #4 Construction Site Storm water Runoff Control and
BMP #5 Post-Construction Storm Water Management in New Development and Redevelopment

The majority of work for the SWM Committee' for Permit Year Three focused on the development of draft storm water by-laws. The draft by-laws are now being reviewed by other governing boards. As previously mentioned, it is the intention of the SWM Committee that the draft by-laws will be presented and voted on at the Fall 2006 Town Meeting. In the mean time members of the SWM Committee are soliciting feed back and will be tweaking the draft by-laws in hopes of building strong support for the by-laws for their eventual vote and passage.

Westminster has incorporated low impact development guidelines into the draft storm water management by-laws. This will give the town more tools to control some aspects of development. There appears to be support within the Town for this type of legislation at this point. Copies of the draft by-laws are in the appendix

BMP #6 Pollution Prevention and Good Housekeeping in Municipal Operations

The DPW conducts annual street cleaning commencing as soon as the snow melts, generally in the early spring. The street cleaning material is removed and transferred to the landfill. Further, all catch basins are cleaned annually, commencing in the spring, by an outside contractor. The waste material accumulated during the cleaning is disposed of at the Westminster Landfill.

Members of the SWM Committee have begun discussions on ways to better manage stormwater on the DPW grounds. We are hoping to have a comprehensive plan for the site this summer.

In summary, the Town of Westminster has had a productive permit year three, from strengthening the SWM Committee, to educating the public, drafting stormwater by-laws, and much more. The SWM Committee has a strong grasp of the future goals of the program and looks forward to the upcoming year.

If you have any questions or comments please feel free to contact me at your earliest convenience.

Very Truly Yours,
Brown and Caldwell

Steven Perdios
Project Engineer

cc: Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, Massachusetts 01608

Municipality/Organization:	Town of Westminster
EPA NPDES Permit Number:	MAR041233
MaDEP Transmittal Number:	W-040498
Annual Report Number & Reporting Period:	**No. 2: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Bill Wintturi Title: DPW Director

Telephone #: (978) 874-5572 Email: westdpw@gis.net

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name: Preston D. Baker

Title: Public Works, Chairman

Date: 4/25/2006

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Planned Activities - Permit Year 4
01	Storm Water Education Program	Bill Wintturi	Information Pamphlet Series	Secured project funding; Selected BMP's.	A pamphlet was drafted and finalized by the SW committee.	Pamphlet was mailed out in all water bills reaching ____ customers or ___% of the population. Poster displays and the brochures were presented at the Town Benefit Day, and the brochure is available at the DPW, the Police Station, Town Hall, and at all Conservation Commission meetings	SW Committee will continues to distribute the pamphlet and look for public events to display posters.
02	Public School Outreach	Bill Wintturi	Educational Display	Secured project funding; Selected BMP's.	SW Committee initiated contact with a science teacher to help with committee and display.	The Committee was unable to find a teacher willing to participate.	SW Committee will try again to find a contact at the schools
03	Internet Outreach	Bill Wintturi	Town Web link to SW Page	Secured project funding; Selected BMP's.	SW web design was selected and submitted to the town website.	Information was posted to the Town web site	SW web site will get some updates
04	Storm Drain Awareness	Bill Wintturi	Stencil Storm Drains	Secured project funding; Selected BMP's.	One stencil was selected.	The Committee was concerned about liability from having members of the public in the street working on catch basisns. Efforts on this BMP were haulted	The issue will be re-examined this year.

1a. Additions

05	Television Outreach	Bill Wintturi	Air *After The Storm* video on local cable channel			Video aired.	Continue to show the video a few times per month.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Planned Activities- Permit Year 4
07	Storm Sewer System Map	Bill Wintturi	Field Confirmation of Urban Outfalls	Secured project funding; Selected BMP's.	Intensive town-wide mapping was completed	Completed	Completed
08	Illicit Discharge Detection	Bill Wintturi	Field Identification of Existing Illicit Discharges	Secured project funding; Selected BMP's.	Outfalls observed and conditions noted.	Research done under SSE Report. See Appendix	Formulate IDD plan and begin implementation.
09	Town Prohibition	Bill Wintturi	Bylaw Amendments	Secured project funding; Selected BMP's.	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee will present SW bylaw at town meeting in the Fall of 2006.

3a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Planned Activities – Permit Year 4
09	Town Prohibition	Bill Wintturi	Bylaw Amendments	Secured project funding; Selected BMP's.	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee will present SW bylaw at town meeting in the Fall of 2006.
10	Town License Process	Bill Wintturi	Bylaw Amendment	Secured project funding; Selected BMP's.	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee will present SW bylaw at town meeting in the Fall of 2006.
11	Town Guidance	Bill Wintturi	Develop SW Guidance Document	Secured project funding; Selected BMP's.	Initiated discussion of future regulations with SW Committee.	Developed draft Low Impact Development by-law.	SW Committee will present SW bylaw at town meeting in the Fall of 2006.

5a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2		Planned Activities- Permit Year 3

7a. Additions

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			x	
▪ Erosion & Sediment Control			x	
▪ Post-Development Stormwater Management			x	
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			x	
▪ Erosion & Sediment Control			x	
▪ Post-Development Stormwater Management			x	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls (including: pipes, Overland sheet flow, and drainage swales)	(#)	205
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	0%
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	80%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	
% of population on septic systems	(%)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1 time per yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	0
Qty. of sand/debris collected by sweeping	(lbs. or tons)	2782.39 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Town Landfill
Cost of sweepings disposal	($)	$0.00
Vacuum street sweepers purchased/leased	(#)	No
Vacuum street sweepers specified in contracts	(y/n)	Side Broom Sweeper

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	0 32% 0 0 0 0 68%
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Manual
Automatic or Zero-velocity spreaders used	(y/n)	Zero- velocity
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	N/A