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Municipality/Organization: **TOWN OF WEBSTER**

EPA NPDES Permit Number: **MAR041170**

MaDEP Transmittal Number: **W-21004707**

Annual Report Number & Reporting Period: **No. 5 March 2007-March 2008**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: DENNIS WESTGATE Title: DIRECTOR OF PUBLIC WORKS

Telephone #: 508 949-3862 Email: WEBSTERPARKS@AOL.COM

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: MARK DOWGIEWICZ

Title: CHAIRMAN, BOARD OF SELECTMEN

Date: APRIL 30, 2008

Part II. Self-Assessment

THE TOWN OF WEBSTER HAS COMPLETED THE REQUIRED SELF-ASSESSMENT AND HAS DETERMINED THAT OUR MUNICIPALITY IS IN COMPLIANCE WITH ALL PERMIT CONDITIONS.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1A Revised	Educational Flyers and Pamphlets	Dennis Westgate	# of materials created & distributed	Erected large banners advertising "Earth Day", "Adopt a Street Day", and "Hazardous Waste Collection Day". Received the 2007 "Outstanding Sponsor Support" award from Keep America Beautiful. Received a recognition plaque that will be on display in the Town Hall. Snow & Ice pamphlet was not circulated due to budget cuts. (Local Recycling Committee created and distributed all flyers through money appropriated by the Town.)	Continue educational flyers. Identify funding source to circulate Snow & Ice pamphlet. (Local Recycling Committee will create and distribute educational flyers)
1B Revised	Newspaper – Press Releases	Dennis Westgate	# of storm water related articles published	Advertisements covering all of the above and interviews with the Recycling Committee were posted in the Patriot, Webster Times, and the T&G. (Local Recycling Committee submitted and paid for all advertisements.)	Continue advertising articles related to the Stormwater program.
1C	Local Cable Access Channel	Dennis Westgate	# of public service announcements made on TV	All of the above also received airtime on the local cable access channel.	Continue listing all events and information on the local cable access channel.

Revised					
1D	Hazardous Waste Collection Day	Dennis Westgate	# of people participating/list of materials collected	Webster held a "Hazardous Waste Collection Day" on October 13, 2007. The program collected oil paints, pesticides, chemicals, cleaners, automotive wastes, etc. The program was again a success serving 162 families.	Continue Hazardous Waste Collection Day. (Local Recycling Committee will host program)
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2A	Storm Drain Stenciling	Dennis Westgate	# of drains stenciled	All previous stenciling was repainted due to fading.	Continue to locate and stencil storm drains until all drains are identified. Then, repaint as needed.
Revised					
2B	Stream Cleanup and Monitoring	Dennis Westgate	# of participants & location of streams	Throughout the spring, summer, and fall, cleanup was done along the side of the French River in Webster. All materials collected were brought to the DPW garage where they were separated and either recycled or disposed of accordingly. Stream sampling was performed in various locations along the French River. A full report was filed at the DPW for future comparison. (The French River Connection performed all cleanups.)	Continue to assist the French River Connection in cleaning the French River. Continue to monitor samples of the French River and compare to previous years.
Revised					
2C	Roadside Cleanup Day	Dennis Westgate	# of participants & miles of roadside cleaned	Webster observed "Earth Day" on May 5, 2007. 212 people participated and over 8 tons of trash was collected. The cleanup was town-wide covering approximately 120 miles of road.	Webster is planning "Earth Day" for May 5, 2007
Revised					
2D	Attitude Survey	Dennis Westgate	# of completed surveys	Not enough planning or funding was available to include a survey.	Meet with Town Administrator and Town Accountant to identify a funding source.
Revised					
Revised					

Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3A	Mapping Storm Water Outfalls	Dennis Westgate	# of outfalls connecting to streams	The drainage near Point Breeze was not reconstructed last year. Instead, three areas that drain directly into the lake were grouped together and engineered. These areas are located on Kenneth Ave, June Ave, and Colonial Road. They are scheduled to go out to bid in May and will be completed during the summer of 08.	Construct new drainage on Kenneth Ave, June Ave, and Colonial Road applying Stormwater Phase II BMPs .
Revised					
3B	DPW Employee Education	Dennis Westgate	# of employees educated about storm water	The DPW Director conducted several training seminars to Highway personnel. Information regarding BMP's is consistently given to Highway personnel. Tailgate meetings that include up-to-date methods for rebuilding drop-inlets and maintaining catch basins are conducted by the Highway Foreman.	Continue educating DPW employees.
Revised					
3C	Capital Planning/Budget	Dennis Westgate	Amount of money needed for future projects	Received a fourth $168,000 from the State for sediment control. This money will be used to design, permit, and construct the next prioritized drainage issue identified above.	Continue to work with the State Representative and Senator to secure additional funding for sediment control. Find a funding source to circulate Snow & Ice pamphlet.
Revised					
3D	Assess current By-Laws/Amend to meet phase II req.	Dennis Westgate	By-Law language to prohibit illicit discharges	A Charter Review Committee was established to review and make recommendations relevant to the Town's Charter and By-Laws. The Town is on it's 6th Town Administrator in 6 years. Therefore, the Town has not received enough stability to create some of the necessary tools related to stormwater such as the Stormwater Committee	Request the Town Administrator and Board of Selectmen implement a Stormwater Committee comprised of the DPW Director, and a member from the Planning Board, Conservation Commission, Zoning Board, and the Webster Lake Association. Draft By-Laws to prohibit illicit discharges.
Revised					

Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4A Revised	Site Plan Review	Dennis Westgate	# of sites reviewed prior to construction	Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water Superintendent, Sewer Superintendent, and the Town's Consulting Engineering firms, review all proposals. Inspection sheets are used to track the progress and compliance of all subdivisions. Last year, the Town received approximately 24 plans for Site Plan Review.	Continue reviewing sites prior to construction.
4B Revised	Building Permit Requirement	Dennis Westgate	# of building permits issued	449 building permits were issued between March 06 – March 07	Continue documenting building permits
4C Revised	Inspection	Dennis Westgate	# of sites inspected	During the construction of subdivisions, site visits are performed at least weekly and more often during crucial points of construction. Sign off sheets are used to identify compliance with approved specifications during every step of the construction process.	Continue Inspecting and document number of sites visited during the year.
4D Revised	Assess Planning Board regs./Amend to meet phase II req.	Dennis Westgate	Regulations to control runoff from construction projects	Stormwater Committee still needs to be implemented. In November of 2006, the Town hired a permanent Town Administrator. However, during the winter of 2007, the Town released the Town Administrator and another interim was brought in. Therefore, this issue still needs to be addressed after the Town can find an appointing authority that lasts longer than a year.	Create Stormwater Committee and address Planning Board regulations that will meet Phase II of the NPDES

Revised					
Revised					

4a. 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5A	Eliminating Curbs and Gutters	Dennis Westgate	# of curb cuts made in existing developments	The Town issued 39 curb cuts between March 07 and March 08	Continue to monitor curb cuts
Revised					
5B	Urban Forestry	Dennis Westgate	# of trees planted as a result of urban forestry initiatives	No trees were planted for this reporting year.	Continue to investigate grants and programs associated with Urban Forestry
Revised					
5C	Zoning	Dennis Westgate	The amount of open space protected by zoning codes	The Town's Open Space Committee has identified a comprehensive plan to address the Town's open space needs and has made recommendations to the Board of Selectman	Continue to monitor and adhere to opens space policies
Revised					
5D	Assess Town regs./Amend to meet phase II req.	Dennis Westgate	Regulations to control post construction runoff	Efforts to control post construction runoff have been made by various Town Boards as well as the DPW Director. However, no written regulation currently exists.	Form the above mentioned Stormwater Committee and address regulation to meet Phase II of the NPDES.
Revised					
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6A	Parking Lot and Street Cleaning	Dennis Westgate	# of scheduled road cleanings	Completed annual town-wide street sweeping program. All streets within the Town received annual cleaning. Thereafter, the street sweeper went twice a week to a needs-based location. Catch basin cleaning program assisted complimented the street sweeping program.	Continue programs.
Revised					
6B	Road Salt Application and Storage	Dennis Westgate	Quantity of salt applied to roadways & # of storage facilities	Applied: Total Material 4008 CY 2130 CY Salt 1878 CY Sand Salt & Mix stored in approved building Sand stockpiled outdoors	Continue collecting quantity of materials applied to roadways. New building for storing sand is identified on the Town's 5-year capital improvement plan. Apply for a BUD to dispose of street sweepings.
Revised	*Road Salt/Sand/Mix Application and Storage*		Cubic Yards of Salt/Sand/Mix applied to roadways & location of storage		
6C	Drain System Cleaning Program	Dennis Westgate	# of storm drains cleaned regularly	Continued the catch basin cleaning program with the street sweeping program. The majority of catch basin are cleaned and documented within a calendar year.	Continue program and improve efficiency, yearly. Investigate purchasing options for a vacuum truck capable of sucking out catch basins and jetting drainage lines.
Revised					
Revised					
Revised					
Revised					

6a. 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	
Total program expenditures since beginning of permit coverage	($)	
Funding mechanism (s) (General Fund, Enterprise, Utility, etc.)		

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	