Municipality/Organization: Town of Westford, MA

EPA NPDES Permit Number: MAR05C490 1232

MADEP Transmittal Number: W-035577

Annual Report Number 5
& Reporting Period: April 1, 2007-March 31, 2008

P 5/1/08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Starratt, P.E. Title: Assistant Town Engineer

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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: Norman Khumalo

Title: Interim Town Manager

Date: April 23, 2008

1D	Stormwater Media Campaign	SuAsCo & Westford DPW	Media information packet, 4 press releases generated.	Awaiting delivery of SuAsCo Year 5 product (postcards, posters, website postings and cable TV advertisements).	Implement SuAsCo Year 5 product upon delivery. Delivery anticipated in April 2008.
Revised					
1E	Stormwater Video	SuAsCo & Westford DPW	Show video at one public meeting and once on local cable.	*After the Storm* was broadcast on Westford Community Access TV over five times in August 2007.	Rebroadcast *After the Storm* in 2008.
Revised					
1F	Recycling/Trash Info. on Website	Recycling Commission	Update website regularly, copies of web pages.	The Recycling Commission updated the website as needed. http://www.westfordrecycles.org/	Continue website updates and retain copies of web pages.
Revised					
1G	Recycling/Trash Mailing to Residents	Recycling Commission	Mail to 75% of residents and display pamphlets in Town offices.	Pamphlets were mailed to all residents and copies were made available at the Town Hall.	Continue displaying pamphlets at public places.
Revised					
1H	Advertise HHW Info. in Community Phonebook	Recycling Commission	Copy of advertisement in the phonebook.	Information about the household hazardous waste collection was advertised in the local phonebook.	Continue to advertise the proper method of disposal for hazardous household wastes.
Revised					
1I	Advertise Brush/Multi Collection on Cable and in Paper	Recycling Commission	Copy of advertisement on cable, website and local paper.	The brush and multi collection events were advertised on cable, website, the local paper, roadside signs and local phone directory.	Continue advertising the brush and multi collection events.
Revised					
1J	Leaf Dumping Article in Paper	Conservation Commission	Copy of article in local paper once per year.	An article discussing the proper disposal of leaves and yard waste was placed in the Westford Eagle. Over 300 storm drain decals installed throughout town.	Continue placing the leaf dumping article in the local paper.
Revised	Storm Drain Decals	Water Dept./ SuAsCo	Install 300 storm drain decals.		
1K	Leaf Dumping Pamphlet to Public	Conservation Commission	Copy of pamphlet, # of residents reached.	Dates, time, location and contact information for leaf disposal and compost published in local phone book.	Continue publishing information on proper leaf disposal and composting.
Revised			Publish leaf disposal notice in local phone book		
1L	Leaf Dumping Pamphlet at Events	Conservation/ Water/ Board of Health	Pamphlet displayed at two events.	The leaf dumping educational pamphlet was displayed at the Annual Health Fair and Drinking Water Day.	Continue displaying pamphlet at two events.
Revised					

2B	Poster Contest for Fifth Grader	SuAsCo & Westford DPW	Poster contest is held and entries are received, judged and displayed in year 2.	Annual Water Department 4th Grade Poster Contest to include pollution prevention, and nonpoint source pollution	Continue 4th Grade Poster Contest
Revised	*Revised to 4th Graders*	Westford Water Department			
2C	Poster Contest for High Schoolers	SuAsCo & Westford DPW	Poster contest is held and entries are received, judged and displayed in year 3.	NOI specified to begin this BMP in Permit Year 3. Eliminated from Year 3 product by SuAsCo. Water Department will hold Poster Contest for 4th Graders.	Continue 4th Grade Poster Contest
Revised		Eliminated from Year 3 product by SuAsCo.			
2D	Local Stormwater Summit Event	SuAsCo & Westford DPW	Hold local multi-community summit in year 4.	Email update sent to SuAsCo Watershed Community Council (W.C.C.) Land and Habitat Working Group with highlights of Nashoba Brook corridor activities.	Continue information sharing with other stakeholders across the Nashoba Brook sub-basin.
Revised		SuAsCo W. C. C. Land and Habitat Working Group			
2E	Stormwater Super Summit Event	SuAsCo & Westford DPW	Municipal participation in the Super Summit, stormwater "survey" to 75% residents, compiled & considered results.	Stormwater Super Summit eliminated from SuAsCo Year 5 product	Reevaluate possibility of a future summit with SuAsCo.
Revised					
2F	Curbside Recycling	Department of Public Works	Continued Town service.	Curbside recycling was picked up every other week.	Continue Curbside Recycling program.
Revised					
2G	In Town HHW Drop-off	Department of Public Works	Hold at least one event per year.	A household hazardous waste collection event held in the Fall of 2006.	Hold one HHW event and track waste quantities received.
Revised			Every other year.		
2H	HHW Drop-off in Lexington	Department of Public Works	Advertise service on the Town website and in flyers.	Fee based service was reinstated for 2008, one Saturday a month, April-November.	Continue combined effort with Lexington.
Revised			Also advertise in local phone book.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Interim Period
3A	Storm Sewer Map	Highway Department/ GIS	Expand and field verify all outfalls by year 5.	The storm sewer map was updated to include all known structures in GIS based on recent aerials and planimetrics.	Maintain GIS database.
Revised					
3B	Illicit Discharge Bylaw	Engineering/ Conservation	Present draft bylaw to public in year 4, adopt in year 5.	Town was awarded a Smart Growth Technical assistance Grant (ENV-2538) to develop an Illicit Discharge Bylaw. Proposed bylaw to be voted on at Annual Town Meeting, May 10, 2008 under Warrant Article 19.	Present proposed Illicit Discharge Bylaw to Town Meeting on May 10, 2008.
Revised					
3C	Detection & Elimination Plan	Highway Department	Screen 25% of outfalls each year in 4 divided sections of Town.	The Town contracted with Woodard & Curran to conduct outfall inspections and testing at 71 sites previously identified as potential sources of pollution and dry weather flow.	Complete source investigations of illicit discharges. Develop a protocol and written strategy for Illicit Discharge Detection and Elimination activities. Continue inspecting outfalls for illicit discharges in high priority areas.
Revised			Prioritize areas of known water quality problems for inspections and removal of illicit discharges.		
3D	Illicit Discharge Education for Public	SuAsCo/Public Works/ Highway/ Water/ Board of Health	Continued public education under Control Measures 1 and 2.	Partner with Westford Environmental News and Action Committee (WENAC) and the Organization for the Assabet River (OAR) to develop priorities for detection using results from Stream Team testing and Water Quality Report.	Support and encourage public participation and involvement in local Stream Teams and groups that promote environmental awareness and activism.
Revised			Partner with Westford Environmental News and Action Committee (WENAC) and the Organization for the Assabet River (OAR).		
3E	Illicit Discharge Education for Municipal Employees	Highway Department	Education for employees under BMP 6H.	Information on illicit discharge detection and elimination was discussed at the OAR training session.	Continue municipal employee training program.

Revised					
4F	Construction Site Contact	Highway Department	Establish contact and include information in pamphlets and on the Town's website.	The Town Engineer was identified as the stormwater contact regarding pollution prevention, complaints and construction runoff in Year 1. Established stormwater email contact at stormwater@westfordma.gov	Update information as needed and continue to include stormwater contact information on the Town's website. Include contact information in educational pamphlets. Track stormwater calls and issues addressed.
Revised	Procedure to Address Public Comment		Record of calls and issues addressed.		

4a. No additions at this time.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Interim Period
5A	Post-Construction Site Runoff Bylaw	Engineering/ Planning/ Conservation	Present draft bylaw to public in year 4, adopt in year 5.	Town was awarded a Smart Growth Technical assistance Grant (ENV-2538) to develop Stormwater Management Bylaw. Proposed bylaw to be voted on at Annual Town Meeting, May 10, 2008 under Warrant Article 18.	Present proposed Stormwater Management Bylaw to Town Meeting on May 10, 2008.
Revised					
5B	Structural & Non-Structural BMPs	Engineering/ Planning/ Conservation	BMP design standards specific to the Town of Westford.	BMP design standards were introduced and discussed at the August 9, 2004 kick-off meeting.	Hold progress meetings and evaluate BMPs and design standards desirable by the Town of Westford. Incorporate results into the draft bylaw for Post-Construction Stormwater Management.
Revised	BMP Design Standards				
5C	Long-Term Operation & Maintenance	Engineering/ Planning/ Conservation	O&M Plan/template and procedures required for new and redevelopment	Methods to address BMP operation and maintenance were discussed at the August 9, 2004 kick-off meeting.	Hold progress meetings and evaluate BMP O&M Plans, templates and methods for long-term effectiveness.
Revised					

6E	Municipal Hazardous Material Stored Inside	Highway Department	All hazardous materials are stored indoors.	The Highway Department stored all hazardous materials indoors.	Continue to store all hazardous materials indoors.
Revised					
6F	Implement SWPPP at Garage	Highway Department	SWPPP implemented and maintained.	The Highway Department implemented BMPs outlined in the Garage SWPPP.	Continue existing practices for pollution prevention and good housekeeping.
Revised	Implement SWPPP BMPs at Garage		SWPPP BMPs implemented.		
6G	Increase Vehicle Fueling Cover	Highway Department	Increase cover until new facility is constructed.	Occupied new facility in September 2006	Utilize covered fueling station at the new DPW Facility.
Revised					
6H	Municipal Employee Training	Highway Department	All Highway Department employees trained annually, record of attendance sheet. Copy of training program	Organization for the Assabet River conducted two employee training sessions for Highway/Parks/Recreation and Cemetery workers; EPA Webcast Series (IDDE 201); 2007 NEWEA Stormwater Seminar; MassDEP Circuit Rider – Stormwater Management	Continue existing training programs, incorporate new topics and expand programs as appropriate.
Revised					
6I	Municipal Operation/ Maintenance Plan	Highway Department	Improved operations at municipal facilities and throughout Town.	Municipal facilities are evaluated on a regular basis for pollution issues. Work began to document protocols for municipal operations. The Town began work to develop a Beneficial Use Determination (BUD) for the reuse of stormwater residuals.	Evaluate and document BMP evaluations and draft BMPs for municipal facilities and operations. Begin compiling a draft Municipal Operation and Maintenance Plan and continue to develop a BUD for stormwater residuals.
Revised					

6a. Addition

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Interim Period
6J	Mosquito Control Project & Drainage System Maintenance	Engineering/ Conservation	Record of improved drainage system inspection and maintenance.	Through the efforts of the Central Massachusetts Mosquito Control Project, brush and other accumulated debris was removed from culverts and	Continue mosquito control program.

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	Households*
Stormwater management committee established	(y/n)	Yes**
Stream teams established or supported	(# or y/n)	Yes***
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	8
▪ community participation	(%)	U.K.
▪ material collected	(tons or gal)	See Below
School curricula implemented	(y/n)	Yes: 5th Grade

* Water Department mailing sent to every Westford Household.
** Project Advisory Committee (Smart Growth Technical Assistance Grant)
*** Westford News and Action Committee (WENAC) & Organization for the Assabet River (OAR).

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			X*	

Number of construction starts (>1-acre)	(#)	5 (Approx.)
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
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)	Not Assessed

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2/yr[1]
Total number of structures cleaned	(#)	2,700 approx.
Storm drain cleaned	(LF or mi.)	200 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	283 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Disposal
Cost of screenings disposal	($)	$19,823.37
1. Drainage structures in hilly areas are cleaned more frequently based on the rate of sediment accumulation.		

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2