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5/1/08

Municipality/Organization:	Town of Westminster
EPA NPDES Permit Number:	MAR041233
MaDEP Transmittal Number:	W-040498
Annual Report Number & Reporting Period:	**No. 4: March 07-March 08**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Joshua W. Hall, P.E. Title: Interim Director of Public Works

Telephone #: (978) 874-5572 Email: jhall@westminster-ma.gov

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: Alan E. Bedard

Printed Name: Alan E. Bedard

Title: Chairman, Public Works Commission

Date: 04/28/08

Part II. Self-Assessment

The Town of Westminster (the "Town") has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part I. D	The Town has yet to implement storm water waste load allocation provisions for total maximum daily load (TMDL) waters.

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 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Progress on Goals- Permit Year 5
01	Storm Water Education Program	Joshua Hall	Information Pamphlet Series	A pamphlet was drafted and finalized by the SW committee.	Pamphlet was mailed out in all water bills. 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 continued to distribute the pamphlet at Town meetings and make available at Town buildings and for new home owners as part of permit process.	The Town has developed an additional pamphlet targeting homeowners and surrounding water resources.
02	Public School Outreach	Joshua Hall	Educational Display	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 was unable to start a program this year but did get interest from a middle school teacher for an education program for next year.	The SW Committee is making the new pamphlet available for use in stormwater pollution education for the middle school and High School.
03	Internet Outreach	Joshua Hall	Town Web link to SW Page	SW web design was selected and submitted to the town website.	Information was posted to the Town web site	SW web site was updated with information on a new lead bylaw regulation.	SW web site will be updated with new pamphlet information related to SW pollution control.
04	Storm Drain Awareness	Joshua Hall	Stencil Storm Drains	One stencil was selected.	The Committee was concerned about liability from having members of the public in the street working on catch basins. Efforts on this BMP were halted	The issue was re-examined and it was decided that the DPW will Stencil the CBs.	DPW has begun stenciling CB in the stormwater fallout areas.

1a. Additions

05	Television Outreach	Joshua Hall	Air *After The Storm* video on local cable channel		Video aired.	Video was air several times.	Continued to show video a few times during the year.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Progress on Goals – Permit Year 5
01	Storm Water Ed. Program	Joshua Hall	Information Pamphlet Series	A pamphlet was drafted and finalized by the SW committee.	See BMP 01 above.	See BMP 01 above.	See BMP 01 above. The intent of the new pamphlet is to help encourage and assist neighborhood citizen organizations in educating about pollution sources related to nearby water resources.
02	Storm Drain Awareness	Joshua Hall	Stencil Storm Drains	One stencil was selected.	See BMP 04 above.	See BMP 04 above.	See BMP 04 above.
03	Public Announcement	Joshua Hall		None.	None.	The committee posted information at Town Hall meetings. Also participated in Town wide cleanup on Earth Day.	The new pamphlet has information to try to attract new members to get involved and join the committee.
04	Town Committee	Joshua Hall	~~Identify Interested Members~~ Get new members and continue meeting	SW Committee was established and working meetings were held.	New members joined the Committee. The group meet 9 times this year.	SW Committee met twice to decide SW issues and to attract new members. The Town hired Joshua Hall to assist DPW in implementing the stormwater program.	Had two meeting to decide SW issues and develop ways to get more citizens involved.

2a. Additions

05	Pond Clean up	Joshua Hall	Clean up around pond			Participated in cleanup around Crocker Pond	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Planned Activities - Permit Year5
01	Storm Sewer System Map	Joshua Hall	Field Confirmation of Urban Outfalls	Intensive town-wide mapping was completed	Completed	Completed	Completed
02	Illicit Discharge Detection	Joshua Hall	Field Identification of Existing Illicit Discharges	Outfalls observed and conditions noted.	Research done under SSE Report. See Appendix	Reviewed IDD issues and plan to address next year. Also finalizing sewer master plan for Town.	
03	Town Prohibition	Joshua Hall	Bylaw Amendments	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implemented new bylaw.

3a. Additions

04	Comprehensive Wastewater Master Plan	Joshua Hall	Complete plan			Started Planning effort.	Completed Planning effort.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Progress on goal- Permit Year 5
01	Town Prohibition	Joshua Hall	Bylaw Amendments	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.
02	Town License Process	Joshua Hall	Bylaw Amendment	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.
03	Town Guidance	Joshua Hall	Develop SW Guidance Document	Initiated discussion of future regulations with SW Committee.	Developed draft Low Impact Development by-law.	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.

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 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Progress on goal- Permit Year 5
01	Town Prohibition	Joshua Hall	Bylaw Amendments	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.
02	Town License Process	Joshua Hall	Bylaw Amendment	Initiated discussion of future regulations with SW Committee.	Draft by-law created	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.
03	Town Guidance	Joshua Hall	Develop SW Guidance Document	Initiated discussion of future regulations with SW Committee.	Developed draft Low Impact Development by-law.	SW Committee presented SW bylaw at town meeting and bylaw was approved.	Implement new bylaw.

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 2	Progress on Goal(s) – Permit Year 3	Progress on Goal(s)- Permit Year 4	Progress on goal- Permit Year 5
01	Educate Municipal Personnel	Joshua Hall	Employee Training	Initiated discussion of future regulations with SW Committee.	None.	Started the development of a personnel training manual.	Completing education pamphlet for municipal personnel.
02	Street Cleaning	Joshua Hall	Develop Activity Schedule	Reviewed existing street cleaning schedule. Cleaned streets in the Spring.	Documented work.	Continued annual street cleaning. Street cleaning prioritized in urban areas.	Continued annual street cleaning and better documentation to help any further prioritization requirements.
03	Catch Basin Cleaning	Joshua Hall	Clean Catch Basins	Reviewed existing street cleaning schedule. Cleaned catch basins in the Spring.	Documented work.	Continue annual catch basin cleaning. Cleaning prioritized in urban areas.	Continued annual catch basin cleaning and better documentation to help any further prioritization requirements.

6a. Additions

04	Improved storm water management at the DPW site	Joshua Hall	Improvement of storm water management at the DPW site			Installed hay bales and silt fence at identified problem areas.	Designing improvements to silt fence and developing additional required measures to reduce SW pollution.

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

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)	N
Annual program budget/expenditures	($)	$20,000 (CY'07)

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	9
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	No

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	(%)	25
% of population on septic systems	(%)	75

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 %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

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)	1 time per yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	836
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	137 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	($)	$0.00 Town Landfill

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)	1
Qty. of sand/debris collected by sweeping	(lbs. or tons)	1347 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 %)	
* Artificial turf added to High School fields will result in a reduction of chemical use.		

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	32% 0 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

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