

**TOWN OF WESTPORT****816 Main Road  
Massachusetts 02790****The Coastal Agricultural Resource Community of New England  
BOARD OF SELECTMEN**Tel. (508) 636-1003  
Town Administrator (508) 636-1150  
Fax. (508) 636-1147

April 29, 2005

Linda Domizio  
Division of Watershed Management  
MA Department of Environmental Protection  
627 Main Street, 2<sup>nd</sup> Floor  
Worcester, MA 01608

Dear Ms. Domizio:

Attached please find the Town of Westport's NPDES Small MS4  
General Permit Annual Report No. 2.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Charlene R. Wood".

Charlene R. Wood  
Acting Town Administrator

p.c. Board of Selectmen  
Bernie Taber, BBP  
Gay Gillespie, WRWA  
Board of Health  
Jack Sisson, Highway Surveyor  
Planning Board  
Conservation Commission  
EPA: US EPA, Water Technical Unit

|                   |               |         |               |            |    |
|-------------------|---------------|---------|---------------|------------|----|
| Post-it® Fax Note | 7671          | Date    | 8/16/05       | # of pages | 13 |
| To                | Thelma Murphy | From    | Charlene Wood |            |    |
| Co./Dept.         |               | Co.     |               |            |    |
| Phone #           |               | Phone # | 508-636-1004  |            |    |
| Fax #             | 617-988-0615  | Fax #   | 508-636-1147  |            |    |

Received 8/16/05

**Annual Report Number  
& Reporting Period:**

**No. 2 March 04 – March 05**

## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person:** Charlene R. Wood

**Title:** Acting Town Administrator

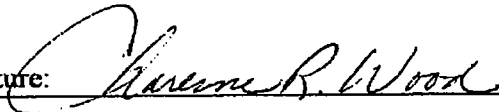
**Telephone #:** 508 636-1150/508-636-1004

**Email:** BOS@westport-ma.g

#### **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:** Charlene R. Wood

**Title:** Acting Town Administrator

**Date:** April 29, 2005

## **Part II. Self-Assessment**

The town of Westport has taken strides to implement the NPDES OII Small MS4 General Permit. The town of Westport is not in compliance with the schedule requirements of the permit.

### **BMP 2-2: Storm Water Management Committee**

The Board of Selectmen established a municipal Storm Water Management Program Committee to oversee the town's Phase II program. The committee is comprised of the following town officials: Town Administrator, Highway Surveyor and a representative from the Board of Health, Conservation Commission, and Planning Board. The committee has invited a representative of the Westport River Watershed Alliance to attend the meetings. The Committee will continue to meet at least once each year to oversee and revise the Stormwater Management Program as appropriate and report annually to the selectmen.

### 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 (Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 3                                      |
|----------------|--------------------------------|-------------------------------|--------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1.1<br>Revised | Educational Flyer              | Board of Selectmen            | Flyer distribution | Flyers are currently in circulation.                                                       | Flyers will be made available at town meetings and throughout the town. |
| 1.3<br>Revised | Development of Stormdrain Maps | Highway Surveyor              | Posting of Maps    | Current map posted in Town Hall & And Town Hall Annex                                      | Map info continually being revised by BBAB and BBP and the town.        |

#### 1a. Additions

|     |                                              |                                   |                                                               |           |  |
|-----|----------------------------------------------|-----------------------------------|---------------------------------------------------------------|-----------|--|
| 1.4 | Development of "Pooper Scooper" signs w/bags | Westport River Watershed Alliance | Install signs/bags at Head of Westport as part of s.319 grant | Completed |  |
|-----|----------------------------------------------|-----------------------------------|---------------------------------------------------------------|-----------|--|

## 2. Public Involvement and Participation

| BMP ID #       | BMP Description                          | Responsible Dept./Person Name | Measurable Goal(s)              | Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3                                                                                |
|----------------|------------------------------------------|-------------------------------|---------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 2.1<br>Revised | Public Participation and Citizen Actions | Board of Selectmen            | Invite public participation     | None                                                                                       | Stormwater Committee will encourage public participation by providing educational material to the general public. |
| 2.2<br>Revised | Storm Water Management Committee         | Board of Selectmen            | Committee formed                | Formation of committee was completed in September 2004.                                    | Host annual meeting in the Fall.                                                                                  |
| 2.3<br>Revised | Annual Selectmen's Meeting Review        | SW Management Committee Chair | Review not completed            | To be completed by June 05 Selectmen's Meeting                                             | To be completed by December 04 Selectmen's Meeting                                                                |
| 2.4<br>Revised | Storm Drain Stenciling                   | Highway Surveyor              | Document catch basins stenciled | None                                                                                       | To be started Spring 05                                                                                           |
| 2.5<br>Revised | Hazardous Material Collection            | Board of Selectmen            | Hazardous material collected    | No bids were received for the Fall 04 event.                                               | To be held August 13, 2005.                                                                                       |
| 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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 3                     |
|----------------|----------------------------------|-------------------------------|------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 3.1<br>Revised | Discharge Identification         | Highway Surveyor              | Discharge inventory          | Working with BBAC and BOH to identify all discharges and flows within Phase II             | Produce new map of known discharges                    |
| 3.2<br>Revised | Drainage Network Mapping         | Highway Surveyor              | Produce maps                 | Current map posted in Town Hall and Town Hall Annex                                        | New map will be produced once data inventory completed |
| 3.3<br>Revised | Illicit Discharge Identification | Highway Surveyor              | Discharge Identification     | On-going                                                                                   | On-going                                               |
| 3.4<br>Revised | Illicit Discharge Prohibition    | Board of Health               | Regulatory changes if needed | None                                                                                       | To be started Winter 05                                |
| 3.5<br>Revised | BOH Training                     | Board of Health               | Training provided            | None                                                                                       | Training to be completed Winter 05                     |

#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                              | Responsible Dept./Person Name | Measurable Goal(s)                                                   | Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3                                   |
|----------|----------------------------------------------|-------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 4.1      | Conservation Commission Bylaw Review         | Conservation Commission       | Review of regulations, submission of needed changes to Town Meeting. | Review completed by March 05                                                               | Wetlands by-law being presented at the May 2005 Annual Town Meeting. |
| Revised  |                                              |                               |                                                                      |                                                                                            |                                                                      |
| 4.2      | Planning Board Subdivision Regulation Review | Planning Board                | Necessary regulation changes made                                    | Review is in progress.                                                                     | Review completed by March 06                                         |
| Revised  |                                              |                               |                                                                      |                                                                                            |                                                                      |

#### 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 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|----------|----------------------------------------------------------|-------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------|
| 5.1      | Conservation Commission Bylaws                           | Conservation Commission       | Review of regulations, submission of needed changes to Town Meeting. | None                                                                                       | Review completed by March 05       |
| Revised  |                                                          |                               |                                                                      |                                                                                            |                                    |
| 5.2      | Planning Board Subdivision Regulations Review and Change | Planning Board                | Necessary regulation changes made                                    | None                                                                                       | Review completed by March 05       |
| Revised  |                                                          |                               |                                                                      |                                                                                            |                                    |
| Revised  |                                                          |                               |                                                                      |                                                                                            |                                    |

### 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 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities -- Permit Year 2   |
|----------------|------------------------------------|-------------------------------|-----------------------------|---------------------------------------------------------------------------------------------|---------------------------------------|
| 6.1<br>Revised | Highway Department Policy Guide    | Highway Surveyor              | Development of Policy Guide | None                                                                                        | Work with BBP to develop policy guide |
| 6.2<br>Revised | Highway Department Annual Training | Highway Surveyor              | Training on policy Guide    | None                                                                                        | Will be completed Winter 06           |
| 6.3<br>Revised | Highway Department Permit Filing   | Highway Surveyor              | Permits filed as needed     | On-going                                                                                    | On-going                              |

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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 2 |
|----------|-----------------|-------------------------------|--------------------|-----------------------------------------------------------------------------------------------|------------------------------------|
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |
| Revised  |                 |                               |                    |                                                                                               |                                    |

7a. Additions

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

7b. WLA Assessment

## Part IV. Summary of Information Collected and Analyzed

## Part V. Program Outputs &amp; Accomplishments (OPTIONAL)

## Programmatic

|                                                |       |   |
|------------------------------------------------|-------|---|
| Stormwater management position created/staffed | (y/n) | N |
| Annual program budget/expenditures             | (\$)  |   |
|                                                |       |   |
|                                                |       |   |

## Education, Involvement, and Training

|                                                                         |               |         |
|-------------------------------------------------------------------------|---------------|---------|
| Estimated number of residents reached by education program(s)           | (# or %)      | 1,000   |
| Stormwater management committee established                             | (y/n)         | Y       |
| Stream teams established or supported                                   | (# or y/n)    | N       |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.)  | Y       |
| Household Hazardous Waste Collection Days                               |               | Pending |
| ▪ days sponsored                                                        | (#)           | Pending |
| ▪ community participation                                               | (%)           |         |
| ▪ material collected                                                    | (tons or gal) |         |
| School curricula implemented                                            | (y/n)         |         |
|                                                                         |               |         |
|                                                                         |               |         |

**Legal/Regulatory**

|                                                    | In Place<br>Prior to<br>Phase II | Under<br>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)     | 2 |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets)       | (times/yr)     | 2 |
| 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 screenings (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) | 2 |
|----------------------------------------------------------------------------|------------|---|

|                                                                                      |                |            |
|--------------------------------------------------------------------------------------|----------------|------------|
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr)     | 2          |
| Qty. of sand/debris collected by sweeping                                            | (lbs. or tons) | Unknown    |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)                | (location)     | Hwy. Dept. |
| Cost of sweepings disposal                                                           | (\$)           | N/A        |
| Vacuum street sweepers purchased/leased                                              | (#)            | N/A        |
| Vacuum street sweepers specified in contracts                                        | (y/n)          | N/A        |
|                                                                                      |                |            |

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

|                                                          |                                                                                           |     |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------|-----|
| Anti-/De-Icing products and ratios                       | % NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand | N/A |
| Pre-wetting techniques utilized                          | (y/n)                                                                                     | N   |
| Manual control spreaders used                            | (y/n)                                                                                     | Y   |
| Automatic or Zero-velocity spreaders used                | (y/n)                                                                                     | N   |
| Estimated net reduction in typical year salt application | (lbs. or %)                                                                               |     |
| Salt pile(s) covered in storage shed(s)                  | (y/n)                                                                                     | Y   |
| Storage shed(s) in design or under construction          | (y/n)                                                                                     | N   |
|                                                          |                                                                                           |     |