

Municipality/Organization: Westport
EPA NPDES Permit Number: MA041174
MassDEP Transmittal Number: W-042447
Annual Report Number & Reporting Period: Year 13
April 1, 2016 – March 31, 2017


NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

Part I. General Information

Contact Person: Timothy King Title: Town Administrator
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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: Timothy King
Title: TOWN ADMINISTRATOR
Date: 4/12/17

Part II. Self-Assessment

The Town of Westport 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 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.1	Signage at major tributaries	Highway Surveyor	27 signs installed and maintained marking	Westport River Watershed Alliance maps and monitors sign conditions	Maintain signage
Revised			watershed tributaries		
1.2	Development of Stormdrain/MS4 Maps	Highway Surveyor	Improve Stormwater system map	Attended BBAC Stormwater Collaborative meeting. Shared data and processes with the Buzzards Bay NEP	Continue updates with GIS mapping Continue to attend workshops, training
Revised					
1.3	“Mutt Mitt” dog waste bags @ public landings	WRWA	Installed at 2 town public landings	Installed at 2 town landings, WRWA resupplies bags at one location, neighborhood association the other	Implement enforcement of Sanitary Dog regulation by Board of Health
Revised					
1.4	Informational flyer on septic system care and nitrogen TMDL	WRWA	http://westportwatershed.org/wrwa/wp-content/uploads/2011/09/2016_TMDL-flyer_web.pdf	WRWA produced educational fliers about water resources protection mailed to all town residences and businesses and available at Town buildings WRWA authored curriculum, implemented in school department	Continue to promote public awareness of water resource protection Continue to implement curriculum
1.5	Storm water curriculum for grades 6 & high school	School Department/ WRWA	Implement curriculum for 2015-16 school year		

1.6	Stormdrain stencils	WRWA/ Highway Surveyor	Help keep harmful pollution out of your MS4 storm drains and the Westport River	Purchased through grant 900 "No Dumping, Drains to River" high density plastic markers	Install on catchbasins within MS4 area. Record location with GPS.
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1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2.1	Shoreline cleanups	Highway Surveyor	April 23, 2016 cleanup November 5, 2016 cleanup	With WRWA; support two annual clean-ups; record number of volunteers and distance of shoreline cleaned.	Complete similar efforts annually
Revised					
2.2	Hazardous Material Collection	Board of Health	Limited Hazardous Material Collected	Ongoing at transfer-station (fluorescent bulbs, oil)	Research funding for community hazardous waste collection events.
Revised		WRWA	Annual Electronics waste collection		
2..3	Community Septic Management Program	Board of Health/ Board of Selectmen	With funds from Water Pollution Abatement Trust and MADEP to offer loans to repair failed septic systems. MADEP offered loans for failed septic systems, repairs and upgrades	CSMP program approved at Nov. 13, 2012 Town Meeting. In January 2013 funds were received by WPAT. To date 24 systems have been completed and 1 system are in process of being fixed.	Continue to promote CSMP program to residents. Applications are no longer being accepted, link to application: http://www.hgsitebuilder.com/files/writable/uploads/hostgator509639/file/bettermentapplication-revd1-9-13.pdf The Westport Board of Health and Water Resource Management Committee are seeking additional funding continue to provide a Community Septic Management Program.
2.4	Stormwater Management Program	Highway Department	Locate and clean storm drain outfalls	Highway department has included storm drainage system cleaning, repair and replacements as part of Chapter 90 street construction.	Continue to include storm drainage infiltration improvements when streets are reconstructed

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3.1	Illicit discharge prohibition	WRMC	Warrant article for May Town Meeting	Illicit Discharge Permit drafted and submitted for May Town Meeting 2017.	Adopt Illicit Discharge Permit at May Town Meeting 2017.
Revised		Planning Board	2017		
3.2	Bacteria Source tracking support for	WRWA MA DEP	Bacteria source tracking in Westport	Bacteria source tracking surveys in multiple segments of 303d listed Westport watershed and tributaries.	Continue to support the MA DEP Bacteria Source tracking work in the watershed.
Revised	MA DEP		River and 303d listed tributaries.		
3.3	Stormwater Sewer System Map update	Highway Department	Update map within 2 years of New Small MS4 general permit effective date	Used mapping from BBNEP to show location of catch basins and outfalls.	Improve existing coordinates and data to update outfalls, open channel conveyances, water bodies and catchment delineations and add to BBNEP map.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4.1	Planning Board Subdivision Regulation	Planning Board	Review of Plans	The Planning Board had a number of projects that were reviewed for conformance with stormwater	Town Planner reviewing regulations

Revised	Site Plan Review			compliance. (See list). The Planning Board also is reviewing a number of projects that were being constructed during that period to ensure that the stormwater systems were being installed in accordance with the design plans. The Planning Board has hired a consultant engineer to inspect and approve of all drainage installations.	
4.2	Planning Board Subdivision Regulation	Planning Board	Site plan zoning and Low Impact Development Bylaw	Subdivision Rules and Regulations were revised and adopted by the Planning Board in January 2017, with updated stormwater design requirements.	Reviews ongoing to ensure compliance with new regulations.
Revised	Site Plan Review		Accepted at 2011 Town Meeting		
4.3	Planning Board Zoning Regulation - amendments	Planning Board	District zoning Common driveways Flexible frontage	Originally approved on May 2012 Town Meeting. Rules and regulations revised at 2014 town meeting.	Reviews ongoing
4.4	Public access to parcel and GIS data layers on Town Website	Assessors office	Online, digital public access https://westportma.mapgeo.io/	Online, digital public access	Increase local data for GIS mapping of town infrastructure
4.5	Inspection and enforcement procedures	Planning Board, Conservation Commission	Enforce Construction Site Storm Water Runnoff Control	Small MS4 general permit released	Draft written procedures for inspections and enforcement
4.6	Requirements for Construction Operators to Implement Sediment and Erosion Control Program	Planning Board, Conservation Commission	Sediment and Erosion Control Requirements	Small MS4 general permit released	Develop and adopt written procedures for inspections and enforcement.

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5.1	Planning Board Subdivision Regulation	Planning Board	Regulation change and LID bylaw established	All development plans are being reviewed in accordance with low impact development guidelines.	Reviews ongoing
Revised					
5.2	Stormwater Draft Regulations for sites less than 5,000 sq. feet	Board of Health	Enforce regulations	Review regulations annually – Board of Health now requires that all plans submitted for review include reference to stormwater management plans	Review and enforce regulations for planned activities
Revised	2014				
5.3	Planning Board Zoning Regulation - amendments	Planning Board	District zoning Common driveways Flexible frontage	Rules and regulations updated. Engineering consultant hired to oversee construction	Reviews ongoing
Revised			Inspections to ensure conformance with approved plans		
5.4	Estimation of impervious and directly connected impervious areas	Planning Board	Estimate IA and DCIA of rooftops, parking lots and roadways	GPS, training and software acquired throughout 2016	Use software and GPS. Use and collect existing data
5.5	Street design and parking lot guidelines	Planning Board, Highway Department	Develop a report assessing requirements that affect the creation of impervious cover.	Update of Planning Board's Site Plan Rules and Regulations.	Draft written guidelines for street and parking lot design.

5a. Additions

5.6a	Projects Reviewed for Storm water Compliance Between April 1, 2016 and March 31, 2017	Planning Board	Stormwater regulation Compliance	<p>PB Projects reviewed for stormwater April 1 2016 – March 31 2017</p> <p>Subdivisions 09-001C – Subdivision - Private Acres, Walter’s Way (4 lot Subdivision) 01-006C – Subdivision - Westport Lakes (26 lot Subdivision) 07-002C – Subdivision - Medeiros Farm (10 lot Subdivision) 07-003C – Subdivision - Turtle Rock Lane (2 lot Subdivision) 07-006C – Subdivision - Tobin & Brussel Streets (4 lot Subdivision) 10-005C – Subdivision - Hideaway Lane (3 lot Subdivision) 12-004C – Subdivision - Carvalho Lane (4 lot Subdivision) 13-002C – Subdivision - Meadowbrook Lane Phase III (5 lot Subdivision) 13-003C – Subdivision - Brother’s Way (5 lot Subdivision) 14-006C – Subdivision - Old County Estates (9 Lot Subdivision) 15-009C-SP/IH – Subdivision - BENTLEY ESTATES II (20 Lot) 16-001C-LID - Subdivision - BLACK OAK CIRCLE (4 Lot Subdivision)</p> <p>Site Plans 14-002-SPA-S Site Plan Review Westport Power Associates 15-005SPA-STOD-SP – Site Plan Review – SEMALA 291 State Rd 15-011SPA – Site Plan Review – Silas Brown Inc. 1151 Main Rd 15-026SPA-NOD-IHSP - Site Plan Review - Noquochoke 16-002SPA-m – Site Plan Review - Westport School Department 16-003SP-LID-S – Site Plan Review - BWC Bass River LLC. Blossom Rd 16-005SPA-m – Site Plan Review – Ferreira SPA 875 State Rd 17-001SP-LID-S – Site Plan Review - BWC Hamilton Brook LLC. 17-002SP-LID-S – Site Plan Review - BWC Connecticut River LLC. 17-003SPA – Site Plan Review - New Police Station 54 Hix Bridge 17-004SPA – Site Plan Review – WHS Handy House - 17-006SPA – Site Plan Review - Gulf Holdings Westport LLC - re-construct gas station & store 634 American Legion Hwy.</p> <p>Special Permits 15-009C-SP/IH – Subdivision - BENTLEY ESTATES II 15-026SPA-NOD-IHSP - Site Plan Review - Noquochoke Village 16-003SPA-LID-S – Site Plan Review - BWC Bass River LLC. c/o 16-004SP-FF - Special Permit – Harrison-Parsons 17-001SP-LID-S – Site Plan Review - BWC Hamilton Brook LLC. 17-002SP-LID-S – Site Plan Review - BWC Connecticut River LLC. 17-005CD-FF - Special Permit – Flexible Frontage;</p>	

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6.1	Highway Dept. Policy Guide	Highway Surveyor	Policy Guide produced	Adherence to policies	Conduct training, use feedback to target future agenda
Revised					
	Highway Dept. Annual Training	Highway Surveyor	Training on guide	Yearly training on guide	WRWA will work with Highway Surveyor and clerk to develop a written document outlining safety and housekeeping protocols for Highway Department for 2017 MS4
Revised					
6.2	Highway Dept. Permit Filing	Highway Surveyor	Work with ConCom to develop order of conditions	ongoing –	ongoing
Revised					
6.3	Street Sweeping	Highway Surveyor	Sweep streets 2 times per year	ongoing	ongoing
Revised					
6.4	Catch basin cleaning	Highway Surveyor	Clean over 400 catch basins 2 times per year	Document 1,491 catch basins with 33 new basins installed in 2016	cleaning ongoing – Highway Dept seeking funds for new truck/clam shell cleaner
Revised					
6.5	O&M for town owned structural BMPs	Highway Surveyor	Implement O&M for 319 funded municipal BMPs	Forebays and catch basins cleaned two times a year	ongoing
Revised					
6.6	Municipal worker training	Board of Health, Planning Board, Highway Dept.		Town Planner attended MassDOT transportation project seminar for complete streets and street design Town employees attended workshops on denitrification septic systems	Ongoing. Board of Health attends yearly training by DEP on septic illicit discharge and other related topics Highway Department attends GPS training and Stormwater Permit compliance workshops
Revised					

6a. Additions

6.7	MS4 Annual Report	Board of Selectmen, WRWA	Report filed for 2015-16	submit annual report before deadline	ongoing
6.8	Grant Writing for Stormwater Quality Monitoring	WRMC, Highway Dept	May 2016 Application for grant funding for outfall sampling to Buzzards Bay National Estuaries Program	Asked in 2 different proposals for \$25k and \$35k for Stormwater Quality Monitoring	Grant funding denied but technical assistance offered by BBNEP. Westport will seek assistance from BBNEP to develop a stormwater management plan for 2017 NOI

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7.1	Public release of Estuaries Report for Westport	WRMC,	TMDL for nitrogen in the Westport River watershed.	Westport received a Draft TMDL from MA DEP October, 2015 http://www.westport-ma.com/water-resource-management-committee/pages/westport-river-estuarine-system-total-maximum-daily-loads	Develop an adaptive management strategy for TMDL compliance. Final report still pending April 2017
	TMDL for nutrients	Board of Selectmen			
7.2	Formation of Town Water Resource Management Committee (WRMC)	Board of Selectmen	Combined Stormwater Management Committee and Water and Sewer Committee	2016 –5 people (based on precinct) with appointments from relevant Boards and Committees.	Work with Town Boards to implement an adaptive management strategy for TMDL compliance.
Revised			Meets 8-12 times in 2016.		
7.3	Grant Writing for Stormwater Quality Monitoring	WRMC, Highway Dept	May 2016 Application for grant funding for outfall sampling to Buzzards Bay National Estuaries Program	Asked in 2 different proposals for \$25k and \$35k for Stormwater Quality Monitoring	Grant funding denied but technical assistance offered by BBNEP. Westport will seek assistance from BBNEP to develop a stormwater management plan for 2017 NOI
Revised					

7.4	Denitrification Septic Systems	Planning Board, Board of Health, WRMC	Minimize Nitrogen from new septic systems	<p>Planning Board has required as part of the approval process a denitrifying septic system for single family homes requiring special permits and a 50 unit residential development.</p> <p>WRMC is working on a Denitrification Board of Health Regulation for septic systems.</p>	<p>Systems will be monitored by the Planning Board and the Board of Health</p> <p>Submit draft denitrification regulations to Board of Health for Approval</p>
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7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Westport Water Resources Management Committee was established by the Board of Selectmen to combine the Water & Sewer Committee, the Ponds Committee, the Stormwater Committee and the Estuaries Committee to work towards consensus on water issues affecting the Town to include drinking water, fresh water, stormwater, nitrogen management and infrastructure options. The Committee consists of nine members, one representative from each of the five voting districts and one representative from the following: the Conservation Commission, the Board of Health, the Highway Department and the Westport River Watershed Alliance.

In FY (June) 2017, the Water Resource Management Committee had two primary focus areas: drafting a denitrification septic system regulation and preparing to file the notice of intent (NOI) on meeting new FY 2018 MS4 requirement. As for the former, we have in April the regulation in draft form that is circulating among the appropriate committees and organizations in Town for comments. As for the MS4 NOI, we have moved its preparation from the Highway Department to the Office of the Assistant Town Administrator to insure a more timely and professional completion. In addition, we have relied upon the guidance of Fred Civian, Mass. DEP's Stormwater Coordinator, on a couple of occasions and will continue to do so. Also, we have worked closely with the Planning Board to co-sponsor an Illicit Stormwater Discharge Bylaw for our 2017 Annual Town Meeting, which meets the requirements of one of the six focus areas of the new MS4.

Other issues we have dealt with in the current fiscal year include the following: worked with the Planning Board to focus the efforts of the new Assistant Town Administrator on water issues; reviewed the “Waste, Wastewater, and Stormwater” chapter of our new Master Plan; discussed the Westport River Nitrogen TMDL issue on many occasions; visited the Director of the Alternative Septic System Test Center on Cape Cod; received a new water and sewer offer from the City of Fall River’s utility department; and listened to a presentation by the Buzzards Bay Coalition on a new, carbon-layer, nitrogen-removal septic system technology.

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2016 through March 31, 2017)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	0
Total program expenditures since beginning of permit coverage	(\$)	UNKNOWN
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		DONATED

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	9,000
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	5 mi
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	0
▪ community participation **	(# or %)	0
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination	x	X			
▪ Erosion & Sediment Control		x			X
▪ Post-Development Stormwater Management					X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	75
Estimated or actual number of outfalls	(#)	1524
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	25
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	75
Outfalls inspected/screened **	(# or %)	54%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	25%
Illicit discharges identified **	(#)	12
Illicit discharges identified (Since beginning of permit coverage)	(#)	12
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
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	(%)	100
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

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
Qty of structures cleaned **	(#)	820
Qty. of storm drain cleaned **	(%, LF or mi.)	90%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	240 YARDS
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	COMPOST
Basin Cleaning Costs		0
• Annual budget/expenditure (labor & equipment)**	(\$)	IN HOUSE
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	0
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	0

• Vacuum trucks specified in contracts	(y/n)	0
• % Structures cleaned with clam shells **	(%)	100
• % Structures cleaned with vector **	(%)	0

	(Preferred Units)	Response
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)	COMPOST HIGHWAY DEPT YARD
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	IN HOUSE
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	IN HOUSE
• Disposal cost**	(\$)	N/A
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1 OWNED
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	100
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) 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
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Y

(Preferred Units) Response

Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	33% NaCl 66% Sand
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	N
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	1036 TONS
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	N
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	Y
<ul style="list-style-type: none"> Treatment units induce infiltration within 500-feet of a wellhead protection area 	# or y/n	