




# Stormwater Financing Workshop Series

Massachusetts Rivers Alliance

Summer 2023

Chris Payant  
Town of Westborough  
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# Path to Utility

 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

## MS4 Permit 2018

VIA EMAIL

March 5, 2019

James Malloy  
Town Manager

And;

Lisa Allain, PE  
Assistant Town Engineer  
131 Oak St.  
Westborough, MA. 01581  
lallain@town.westborough.ma.us

Re: National Pollutant Discharge Elimination System  
Westborough

Dear Lisa Allain, PE:

The 2016 NPDES General Permit for Stormwater  
Storm Sewer Systems in Massachusetts (MS4 General  
permit. Your Notice of Intent (NOI) for coverage  
reviewed by EPA and appears to be complete. You  
MassDEP to discharge stormwater from your MS4  
conditions of the MS4 General Permit, including  
authorization to discharge expires at midnight on

For those permittees that certified Endangered Species  
NOI, this authorization letter also serves as EPA  
discharges will have no effect on the listed species  
information provided in your NOI.

As a reminder, your first annual report is due by  
from May 1, 2018 through June 30, 2019.

TOWN MANAGER/  
Kristi Williams

TOWN HALL - 34 WEST MAIN STREET  
WESTBOROUGH, MA 01581-1998  
TEL: (508) 366-3030 FAX: (508) 366-3099

## Town Manager Goals 2020

To:  
From:  
Date:  
Re: Town Manager

- 1. Develop Communication Plan - Complete**  
A Communication Plan was established and presented to the Board. The plan will begin implementation in 2021 using existing staff.
- 2. Stormwater Utility Fund - Ongoing**  
The Board has passed a warrant, in part, look at the creation of a Utility Fund, including how the Town might assess this cost. Once complete, we will present next steps.
- 3. Use of Alcohol in Town Buildings Policy - Ongoing**  
A proposed change to the current bylaw will be presented to the Annual Town Meeting warrant.
- 4. Policy for Facility Use - Ongoing**  
This was not developed due to shifting priorities related to COVID-19 to be a goal for the spring so it can be implemented once public health concerns subside.
- 5. Department Head Evaluation Tool - Complete**  
The new department head evaluation tool was used for the evaluation of the Chief and Fire Chief. It is also being used for evaluation of other department heads as their anniversaries come up.
- 6. Non-Public Safety Staffing Study - Complete**  
This staffing study was completed in the spring of 2020. I have attached memos regarding the recommendations. The following items have been completed to date:
  - Created Community Development Department
  - Created Community Development Director Position
  - Created Human Resources Coordinator Position
  - Delegated reporting of Facilities Manager to DPW Director

In 2021 I would address the following recommendations:

## Clean Water Trust Grant 2021

Ms. Kristi Williams  
Town Manager of Westborough  
34 West Main Street  
Westborough, MA 01581

Dear Ms. Williams,

It is our pleasure to congratulate the Town of Westborough on having its project(s) added to the 2021 Intended Use Plan (IUP). The Massachusetts Clean Water Trust (Trust) and the Massachusetts Department of Environmental Protection (MassDEP) work diligently to provide a valuable service to communities by saving them money on their water infrastructure projects.

Since 1989, we have issued over \$8.1 billion in grants. Interest rates are fixed by statute. We do not have bond anticipation notes. You can find more information on the Trust's website by clicking the links below:

Clean Water IUP: <https://www.mass.gov/info-details/clean-water-iup>


Drinking Water IUP: <https://www.mass.gov/info-details/drinking-water-iup>

We are committed to open communication. Please call us at 1-800-352-2253 or email us at [info@cleanwatertrust.org](mailto:info@cleanwatertrust.org) at 10:30 AM through Microsoft Teams. Below is the meeting information for the upcoming meeting.

Meeting Link: [Click here to join the meeting](#)

Dial-In Number: 857-327-9245 | Phone Number: 1-800-352-2253

MassDEP will be reaching out to you regarding the grant. If you have any questions, please contact us. This information is provided on the last page of this letter.



 Woodard & Looney

## Information sharing

### Dec – Mar 2023 Stormwater Utility – Creating a Financially Sustainable Program

Public Information Session  
February 16, 2023

# Phases

Program  
Evaluation

- *Identify needs*
- *External/internal specific infra assessments*
- *Scope for developing budget*

Funding  
Evaluation

- *Tax*
- *Utility*
  - *Measurement method (Impervious area)*
  - *Fee structure (flat, tiers, etc)*

Boards &  
Public

- *Engagement*
- *Education*

Approval

- *Board support*
- *Town meeting*

Implementation

- *Finalize IA data*
- *Rate setting*
- *Regs*
- *Billing setup*

## "Buckets"

- *Management*
- *Ops & Maintenance*
- *Engineering/Planning*
- *Capital Improvements*

# Lessons

- ***Emphasize the importance of a long-term funding strategy***
  - Consistent funding vs Inconsistent/Unpredictable budgeting
  - “Why is a fee now necessary when we’ve never seemed to need it before?” ...conditions have changed
- ***Highlight the significance of equity***
  - Large commercial parking lot vs small residential footprint
- ***Identify and engage stakeholders***
  - Boards; specific neighborhoods/communities; Commercial (Economic Development Committee)
- ***Manage expectations regarding Exemptions & Credits***
  - Zero sum: exemptions/credits often mean someone else is paying more
- ***Contact other towns.***
  - Many MA towns have stormwater utilities in place and several more are in the process of establishing

Backup / Examples / Additional information

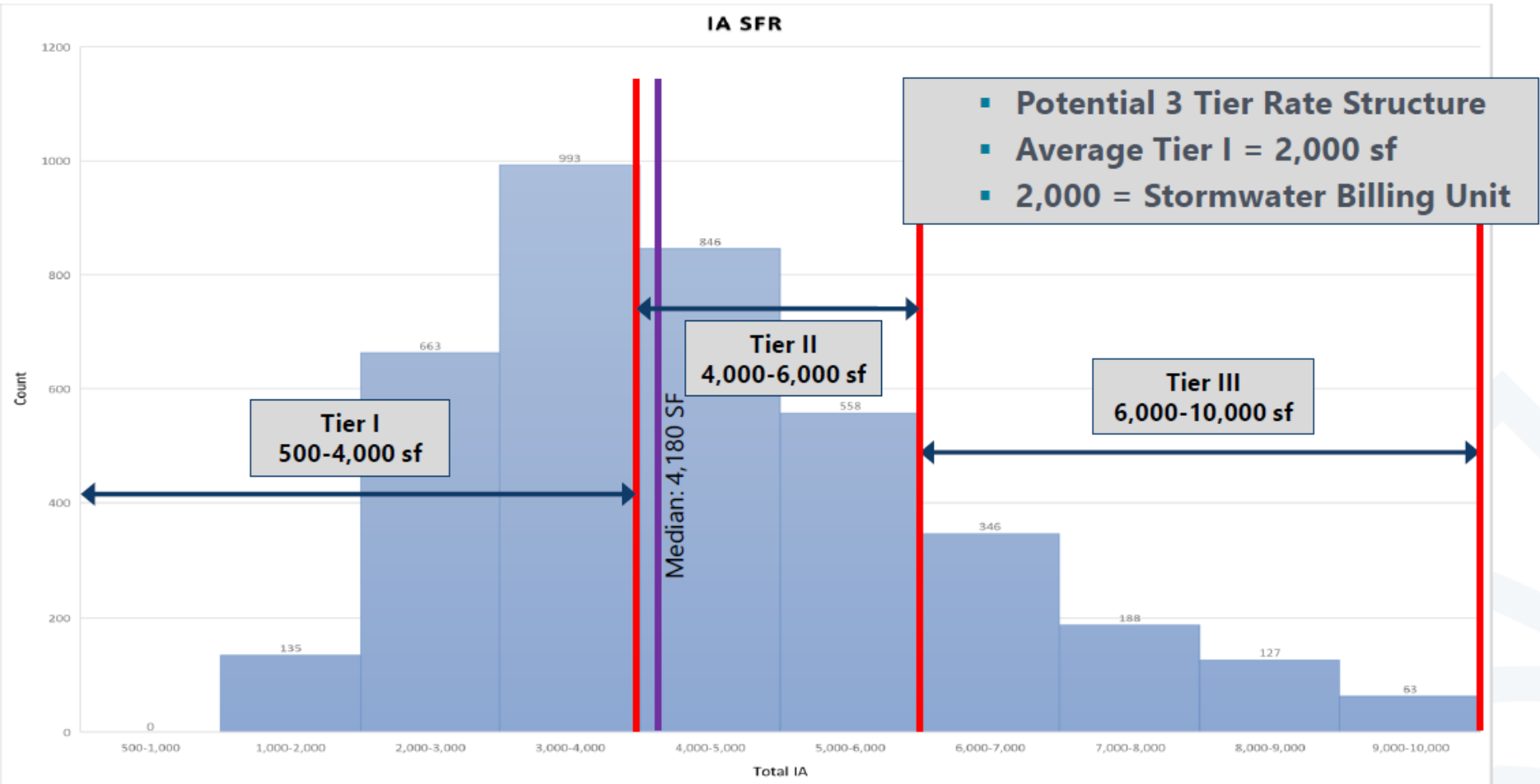
# Stormwater Program Evaluation

- ▶ Future needs and costs for an initial \$1.5M program (first 3 years)
  - Includes \$80,000 of costs (MS4 Permit compliance) from current DPW budget
- ▶ Program will be evaluated over time to ensure future needs are met

Program Category	FY2024	FY2025	FY2026
1. Stormwater Program Management	\$100,000	\$102,500	\$105,000
2. Stormwater Operations and Maintenance	\$133,000	\$133,000	\$133,000
3. Drainage Engineering and Stormwater Management Planning	\$150,000	\$150,000	\$150,000
4. Stormwater Capital Improvement Projects and Equipment	\$1,070,000	\$1,140,000	\$1,240,000
<b>Total</b>	<b>\$1,453,000</b>	<b>\$1,525,500</b>	<b>\$1,628,000</b>
<b>Avg.</b>	<b>\$1,535,500</b>		

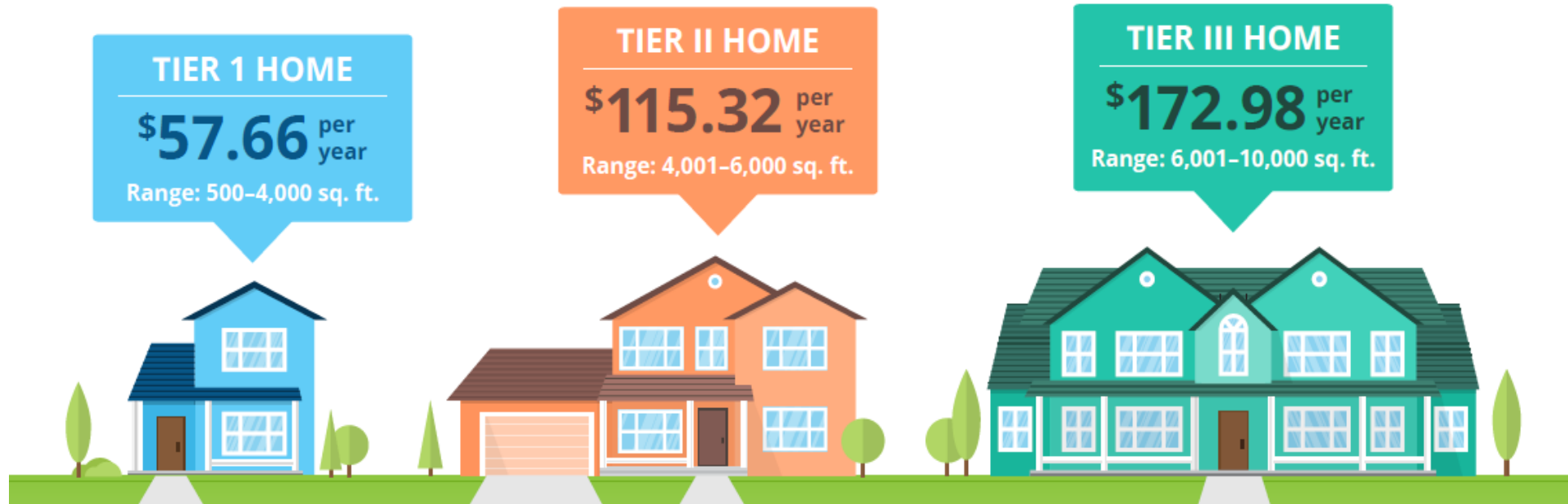
# Funding Evaluation

## ► Consideration of Tiers for SFR Properties



Example Product

# Preliminary Stormwater Fees for Single-Family Residential Properties Using a Tiered Rate Approach



A typical single-family residential property in Westborough has 4,180 sq. ft. of Impervious Area (IA) and 81.5% of properties with <10,000 sq. ft. IA will fall within the first two tiers.



## OTHER PROPERTIES

Extra large homes (>10,000 sq. ft.), condominiums, multi-family homes and commercial properties, which include businesses and tax-exempt properties, are calculated based on the total impervious area of the property, divided by 2,000 sq. ft. and multiplied by \$4.81 per month.



Example Product

## Example Stormwater Fees for Extra Large Homes (>10,000 sq.ft.) and Non-Residential Properties

20,000 sq. ft.  
Impervious Area

**\$577.20** per  
year  
(\$48.10 per month)



50,000 sq. ft.  
Impervious Area

**\$1,443** per  
year  
(\$120.25 per month)



100,000 sq. ft.  
Impervious Area

**\$2,886** per  
year  
(\$240.50 per month)



These properties account for 74.6% of the projected Stormwater Utility revenue.

Fees are calculated based on the total Impervious Area (IA) of the property, divided by 2,000 sf. ft., and multiplied by \$4.81 per month.

Extra large homes include condominiums and multi-family homes. Non-residential properties include commercial/industrial properties, which includes businesses, non-profits, and tax-exempt properties.