

TOWN OF WESTFORD

STORMWATER MANAGEMENT UTILITY FEE AND CREDIT POLICY

Introduction

Our town maintains a drainage system valued at over \$150,000,000. The drainage system carries water from roads and properties back to the waterways that provide our drinking water throughout Westford. The Environmental Protection Agency has increased stormwater management requirements across the country with the goal of protecting and improving water resources. A Stormwater Master Plan was completed in 2017 for Westford and provided information to allow us to properly plan for, and comply with EPA regulations, through operational, maintenance, and capital improvements to our stormwater management systems.

Revenue Requirements

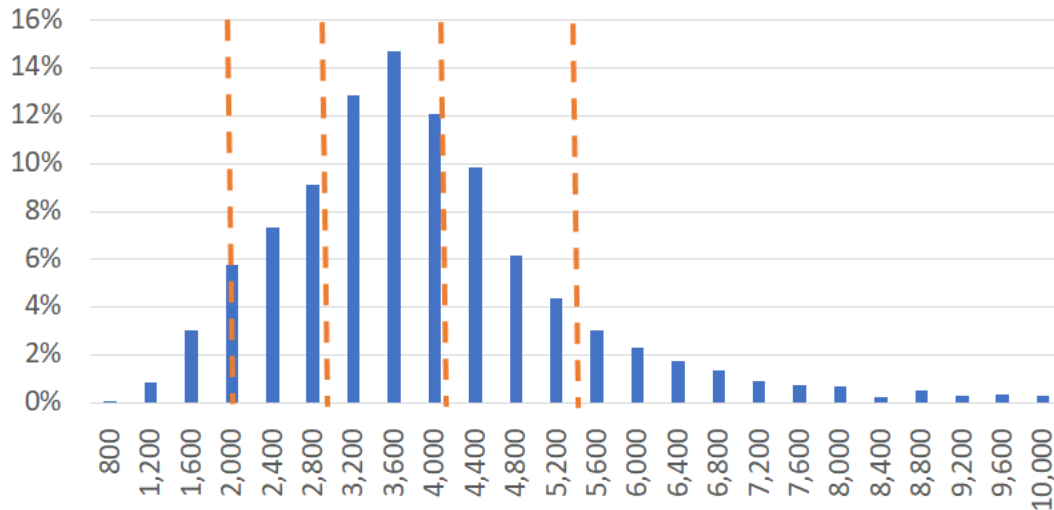
The Stormwater Master Plan provided detailed information about our existing infrastructure and made recommendations for supporting a Stormwater Management Plan. Three levels of service were modeled; minimum, protective and advanced. The Board of Selectmen agreed that the protective level of service is the right choice for Westford. The protective level of service provides funding for compliance with EPA and DEP regulations through a program to repair and replace aging infrastructure. The town currently spends approximately \$600,000 per year on stormwater management related activity. To move to a protective level of service, the cost is expected to be approximately \$1,000,000 more per year for Fiscal Years 21 – 23 based on our budget projections (www.westfordma.gov/sw_projected_budget).

Funding Solution

The Board of Selectmen established a Stormwater Utility Fee in accordance with MGL CH 83:16 (www.westfordma.gov/sw-mgl-ch-83-16). The fee will be implemented in FY2021 beginning July 1, 2020. The fee is based upon impervious surface area, broken down into five tiers for Single Family Residential (SFR) properties. The middle tier represents the most common sized impervious surface area for SFR properties, and is used to establish one unit, called an Equivalent Residential Unit (ERU). Non-single-family residential properties will be charged a fee of \$75.00 per ERU, based upon the size of impervious surface area on their property. Bills will be issued in one mailing containing two bill stubs, allowing the option to pay upon receipt or bi-annually.

| SFR Properties Impervious Square Footage | Proportion in Tier | Yearly Fee | ERU |
|--|--------------------|------------|-----|
| Tier 1: <2,000 Square Feet | 10% | \$ 37.50 | 0.5 |
| Tier 2: >2,000 to <=2,900 | 19% | \$ 52.50 | 0.7 |
| Tier 3: >2,900 to <=4,100 | 40% | \$ 75.00 | 1.0 |
| Tier 4: >4,100 to <=5,500 | 20% | \$ 97.50 | 1.3 |
| Tier 5: >5,500 Square Feet | 11% | \$150.00 | 2.0 |

SFR Impervious Area Distribution



A parcel lookup tool will be made available on October 15th. This tool will allow you to view details on your property’s impervious surface area.

Billing for Multi-Family and Private Roads

Multi-family properties will be billed to owners according to their footprint on the GIS mapping system. Bills will be sent to condominium and home owner associations for many of our multi-family developments to accommodate the calculation of shared impervious areas. Private roads are counted as impervious surfaces and are included in the calculation of fees. Where a private road is the only impervious feature on the property, the property will be billed for the road.

Non-Profits and Tax-Exempt Property Utility Fees

Non-profit and tax-exempt property owners must also pay a stormwater utility fee. The Board of Selectmen voted to delay stormwater fees for non-profits for one year. The starting date for this fee will be July 1, 2021. The fee for all other tax-exempt properties will begin July 1, 2020. It is important to note that governmental entities are not considered non-profits, and therefore will be subject to the fee. Non-profit properties are categorized in two class codes in our database under Religious and Other. The non-profit properties are as follows:

| RELIGIOUS | | | | | | | |
|---------------|------------|-----------------|---------------------------------------|---------------|----------------------|-----------|-----------------|
| Parcel ID | Street No. | Street Name | Owner | Land Use Code | Land Use Description | ERUs | Fee @ \$75/ERU |
| 025 0019 0000 | | PINE RIDGE RD | ROMAN CATHOLIC ARCHDIOCESE | 962 | RELIGIOUS GROUP | 17 | \$ 1,275 |
| 025 0076 0000 | | NORTH ST | ROMAN CATHOLIC ARCHDIOCESE | 962 | RELIGIOUS GROUP | 13 | \$ 975 |
| 025 0091 0001 | | WEST ST | ROMAN CATHOLIC ARCHDIOCESE | 962 | RELIGIOUS GROUP | 5 | \$ 375 |
| 054 0027 0000 | | PATTEN RD | RUSSIAN ORTHODOX CHURCH | 962 | RELIGIOUS GROUP | 2 | \$ 150 |
| 025 0086 0000 | 25 | MILOT RD | WAT BUDDHABHAVANA OF MA | 960 | CHURCH | 3 | \$ 225 |
| 025 0091 0000 | 107 | NO MAIN ST | ROMAN CATHOLIC ARCHDIOCESE | 960 | CHURCH | 15 | \$ 1,125 |
| 025 0137 0000 | 75 | COLD SPRING RD | ST MARKS EPISCOPAL CHURCH | 960 | CHURCH | 12 | \$ 900 |
| 026 0028 0000 | 32 | GRANITEVILLE RD | THE IMMANUEL BAPTIST CHURCH OF LOWELL | 960 | CHURCH | 5 | \$ 375 |
| 059 0017 0000 | 48 | MAIN ST | FIRST PARISH CHURCH UNITED | 960 | CHURCH | 7 | \$ 525 |
| 062 0027 0000 | 6 | CHURCH ST | UNITED METHODIST CHURCH | 960 | CHURCH | 10 | \$ 750 |
| Totals | | | | | | 89 | \$ 6,675 |

| OTHER | | | | | | | |
|---------------|------------|---------------------|---------------------------------|---------------|----------------------|-----------|-----------------|
| Parcel ID | Street No. | Street Name | Owner | Land Use Code | Land Use Description | ERUs | Fee @ \$75/ERU |
| 055 0012 0000 | 10 | LINCOLN ST | WESTFORD HISTORICAL SOCIETY INC | 934 | IMPROVE-EDUC | 2 | \$ 150 |
| 054 0012 0009 | 0 | MACQUARRIE LN | WESTFORD CONSERVATION TR INC | 950 | VACANT-CONS | 1 | \$ 75 |
| 018 0061 0000 | 55 | SOUTH CHELMSFORD RD | MIDDLESEX COUNTY 4-H FAIR INC | 958 | CHAR RECR | 31 | \$ 2,325 |
| 040 0018 0000 | 114 | DUNSTABLE RD | AMERICAN LEGION POST 437 | 954 | FRATERNAL | 8 | \$ 600 |
| 052 0026 0000 | 67 | W PRESCOTT ST | VFW POST 6539 | 954 | FRATERNAL | 6 | \$ 450 |
| 062 0022 0000 | 2 | CROSS ST | AMERICAN LEGION POST 159 | 954 | FRATERNAL | 2 | \$ 150 |
| 007 0001 0001 | | OLD RD | MASSACHUSETTS AUDUBON SOCIETY | 950 | VACANT-CONS | 2 | \$ 150 |
| 003 0005 0000 | 173 | CARLISLE RD | CHOICE | 970 | HOUSING AUT | 7 | \$ 525 |
| 065 0023 0000 | 34 | PLAIN RD | THE EDINBURG CENTER, INC. | 959 | HOUSE-OTHR | 2 | \$ 150 |
| 025 0193 0000 | 77 | GRANITEVILLE RD | FRIENDS OF PROJECT COPE INC | 959 | HOUSE-OTHR | 2 | \$ 150 |
| 049 0015 0101 | 11 | MAKEPEACE RD | CIL REALTY OF MASSACHUSETTS | 959 | HOUSE-OTHR | 1 | \$ 75 |
| Totals | | | | | | 64 | \$ 4,800 |

Credit Criteria

A system for credits has been established based on Best Management Practices identified in Westford's Stormwater Management Permit (www.westfordma.gov/sw_credits). The goal is to substantially reduce the amount of stormwater contributed to the town's stormwater management system. Qualifying non-single family residential (NSFR) customers could receive a reduction of up to 50%. No NSFR fee will be reduced below one ERU. Qualifying SFR customers may receive a tier reduction. No SFR fee will be reduced below \$37.50. Reductions in impervious area that would constitute a change in fee will be reviewed by our Engineering Department on a case by case basis.

Fee Review

The Board of Selectmen set the fee for a period of three fiscal years, FYs 2021 through FY2023 based on our projected 3-year budget. The funding requirements for the Stormwater Management Program will be reviewed by the Board of Selectmen prior to the end of FY2023 to determine appropriate fee level and term for FY2024 and beyond.