



**F A X C O V E R S H E E T**  
**E N G I N E E R I N G D E P A R T M E N T**  
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**TO:** Ms. Ann Herrick **DATE:** 4/20/06

**FROM:** Matt Billetts

**FAX #:** (617) 918-0505

**SUBJECT:** Phase II Annual Report

**NUMBER OF PAGES, INCLUDING COVER SHEET:** 14

**PLEASE CONTACT THIS DEPARTMENT IF TRANSMISSION IS NOT CLEAR.  
THANK YOU.**

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**Municipality/Organization:** Pittsfield, Massachusetts

**EPA NPDES Permit Number:** MA041018

**MaDEP Transmittal Number:** W035321

**Annual Report Number  
& Reporting Period:** No. 3: March 2005-March 2006

## NPDES PHASE II Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Matt Billetter

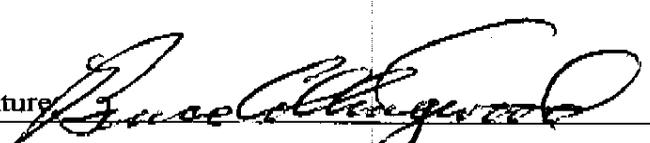
**Title:** City Engineer

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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:** Bruce Collingwood

**Title:** Commissioner of Public Works

**Date:** 4/28/06

**Part II. Self-Assessment**

The city made significant progress this year, especially in developing a GIS and has continued the process of zoning ordinance review and recodification. The city's entire storm drain system has been mapped on GIS. We purchased GPS units and received basic training and are actively using the technology. Also this year, we hired SEA consultants to formulate our systematic IDDE program and to guide the process of implementing strong, effective ordinance to support the program. Once again as a result of the Housatonic Valley Association's (HVA) volunteer monitoring, an illicit discharge was identified and rectified. The source of the discharge was a pipe connecting sewer and storm drain, which had probably been there for a long time. Needless to say, this was a great, environmentally beneficial refinement.

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
PEO1	Delineate critical habitats and ecosystems in the community.	Engineering / Matt Billetter	Implement GIS technology to create data layer mapping.	None.	Critical / sensitive areas will be incorporated as a GIS layer. This information will be used when planning maintenance or improvement activities.
PEO2	Disseminate storm water educational brochures at household hazardous waste collection days.	CET and DPW&U / Bruce Collingwood	Collaborate with CET and HVA to make storm water related educational materials available to hand out beginning with the household hazardous waste collection days scheduled for April and May 2003. Thereafter at each proposed household hazardous waste and computer & monitor collection event through 2008.	Educational materials were disseminated at the May 14, 2005 collection event.	Educational brochures will again be distributed at the May 13, 2006 household hazardous waste collection.

PEO3	Utility bill inserts	CET and DPW&U / Bruce Collingwood	<p>Collaborate with CET and HVA to create and disseminate educational brochures with utility bills twice per year beginning April 2003 and continuing until April 2008. The brochures will address different subjects such as the basics of hydrology; what a storm drain is; danger of and alternatives to pesticides, fertilizers, insecticides and herbicides; hotline phone number to report suspected illegal dumping or illicit discharge; date, time, location and materials that will be accepted at household hazardous waste collection events.</p> <p>Budget \$3500 per year for educational materials beginning fiscal year 2004, through fiscal year 2008.</p>	<p>The city included an insert regarding grease.</p> <p>Grease emanations to our public sewer system caused a backup that revealed a connection to a storm drain. We were then able to trace the problem from a storm drain outfall and isolate and eliminate the connection.</p>	We will be continue brainstorming with CET.
PEO4	Media	Engineering / Matt Billetter	Schedule roundtable with CET and HVA on the Mayor's radio and television programs within the next six months; investigate the possibility of securing a periodic time slot dedicated to environmental awareness and storm water topics.	None.	Meet with CET and HVA to brainstorm other possible media outreach.
PEO5	Walk-in / website outreach	Engineering / Matt Billetter	Continue to make educational materials available to the public in this office and other offices in City Hall. Add information and links to the City's website in the next six months.	Various environmental education materials are posted and available in brochure format at City Hall.	Continue same. Refine website page and links.

<p>PEO6</p>	<p>Classroom and hands on storm water education for school children.</p> <p>HVA has an excellent program in place that combines a classroom presentation including an environmental model and a subsequent field day when students label catch basins with an important message.</p>	<p>HVA</p>	<p>Partner with HVA in supporting their educational programs to afford every public and private student the opportunity to participate and learn. We see this as an ongoing BMP that can be modified and adapted to reach other groups and focus on additional field parameters.</p> <p>From the HVA website:  <b>"Community Education.</b> HVA can provide speakers for community events, annual meetings, educational forums and other adult activities. HVA can also provide displays on the Housatonic River for your event. We sponsor and conduct educational seminars for land use officials and others on topics of interest. Check with us for details."</p>	<p>HVA continued their classroom education program.</p>	<p>Continue same.</p> <p>Write letters of support for HVA's grant applications.</p>
<p>PEO7</p>	<p>Toxics use reduction</p>	<p>CET</p>	<p>Partner with CET to reduce the use of toxic products on lawns and gardens through education and outreach.</p>	<p>CET continues their toxics use reduction outreach and education.</p>	<p>Continue to support CET's efforts throughout the community.</p> <p>Write letters of support for CET's grant applications.</p>

<p>PEO8 Responsible recreational vehicle use</p>	<p>Engineering / Matt Billeter</p>	<p>Collaborate with HVA, CET, Massachusetts Environmental Police and/or others to educate and survey recreational vehicle retailers and consumers, urging care and proper procedure when fueling and servicing their boats, jet skis, wave runners, snowmobiles, motorcycles, four wheelers, etc.</p>	<p>Again, we tried contacting the Environmental Police. They choose not to respond.</p>	<p>Need to adjust approach here. Apparently state environmental police is not the way to go.  Meet with local environmental groups to discuss and implement effective means of educating the target audience; i.e. point of sale and point of use outreach, manufacturer's literature, etc.</p>
<p>National Engineers Week symposium</p>		<p>The city engineer presented a well received speech about Phase II and related environmental topics to the Berkshire Chapter of the Institute of Electrical and Electronics Engineers (IEEE) on February 13, 2006.</p>		

**2. Public Involvement and Participation**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 3</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 4</b>
PIP1	Revised:  Public review of Notice of Intent and annual reports.	Engineering / Matt Billetter	Solicit review and commentary from the citizens of Pittsfield, CET, HVA and BRPC within the next six months. Incorporate such feedback into the City's storm water management plan, as warranted, within the next year.	None other than ongoing brainstorming with HVA and CET.	Continue to make program documents available for review.
PIP2	Illicit discharge / illegal dumping hotline	Unknown at this time.	Revise City code to establish severe penalties and punishment for illegal dumping.  Assess the willingness and ability of City, County and State law enforcement officials to impose penalties and punishment for illegal dumping.  Establish and advertise a hotline number within the next two years.	None.	Review current ordinance, draft proposed modifications.
PIP3	Volunteer monitoring	HVA	Conduct annual survey to determine the number of new volunteers that join HVA's existing program as a result of public education and outreach.	The Stream Team sampled various outfalls and identified an illicit discharge that was eliminated by the city and Petricca Construction.	Write letters of support for HVA's grant applications. Continue to work with HVA to eliminate illicit discharges detected through this program.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
IDDE 1	Identifying illicit connections	DPW&U / Bruce Collingwood	<p>Revised:</p> <p>Continue working with the Housatonic Valley Association (HVA) to resolve illicit discharge problems. HVA conducts water quality testing near our storm drain outfalls and contacts us when an illicit discharge is detected. The Water Division then investigates the storm drain at points of access, working up gradient from the outfall until the problem is isolated. This partnership has already yielded corrective results thanks to the devotion of the HVA volunteer monitors and the hard work of the Water Division.</p> <p>Generate plan for dry weather inspection, camera survey, smoke testing, and/or dye testing of storm drains.</p>	<p>Hired SEA Consultants to help us formulate a systematic approach. To the extent possible, HVA and city personnel will be involved with dry weather outfall surveys.</p> <p>The Housatonic Valley Association's (HVA) volunteer monitoring program identified an illicit discharge which was corrected by the city. The source of the discharge was a pipe connecting sewer and storm drain, which had probably been there for a long time. Needless to say, this was a great, environmentally beneficial refinement.</p>	<p>Draft ordinance and request review and feedback from Ordinances &amp; Rules Committee, City Council, Conservation Commission, Community Development Board, City Solicitor and Building Inspector.</p> <p>Investigate grant funding possibilities for IDDE survey and mapping which would be more desirable than SRF.</p>

IDDE 2	Illicit discharge / illegal dumping hotline	DPW&U / Bruce Collingwood	Revise City code to establish severe penalties and punishment for illegal dumping.  Assess the willingness and ability of City, County and State Law enforcement officials to impose penalties and punishment for illegal dumping.  Establish and advertise a hotline number within the next two years.	None.	Review current ordinance, draft proposed modifications.
IDDE 3	Illegal Dumping	DPW&U / Bruce Collingwood	Revise City code to establish severe penalties and punishment for illegal dumping.  Assess the willingness and ability of City, County and State Law enforcement officials to impose penalties and punishment for illegal dumping.	None.	This can be combined with illicit discharges. There are already littering and illegal dumping regulations.  Review current ordinance, draft proposed modifications.
IDDE 4	Storm drain Mapping	Engineering / Matt Billeter	Verify accuracy of storm drain drawings and modify as necessary, upgrade to GIS over five year timeline.	The entire storm drain system has been mapped on GIS.	Verify outfall location with GPS and glean detail information while conducting dry weather surveys.

**4. Construction Site Stormwater Runoff Control**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
C1	<p>Revised:</p> <p>Require erosion &amp; sediment control plan for all construction sites disturbing less than one acre, which are not in wetland resource areas.</p>	<p>Engineering / Matt Billetter</p>	<p>Collaborate with the Conservation Commission over the next year to establish requirements and review process.</p>	<p>Revised permit language.</p>	<p>Work with SEA to strengthen program.</p>
C2	<p>Revised:</p> <p>Require site plan and signed covenant for waste management and vehicle maintenance for all construction sites disturbing less than one acre which are not in wetland resource areas.</p>	<p>Engineering / Matt Billetter</p>	<p>Collaborate with the Conservation Commission over the next year to establish requirements and review process.</p> <p>Generate covenant within the next year, revise City code to support enforcement of covenant.</p>	<p>Revised permit language.</p>	<p>Work with SEA to strengthen program.</p>
C3	<p>Revised:</p> <p>Require escrow account from developer for all construction projects.</p>	<p>DPW&amp;U / Bruce Collingwood</p>	<p>Revise City code and/or subdivision regulations to require an escrow account from the developer to be used by the City to employ the services of an independent, qualified construction inspector selected solely by the City. This account will be required in addition to a performance bond.</p>	<p>Implemented. Using funds for third party review.</p>	<p>Include as part of zoning ordinance recodification, subdivision regulation and city code.</p> <p>Use funds also for construction inspection.</p>

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**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
PC1	Structural	Engineering / Matt Billetter	Inventory and document all existing structural storm water management facilities within the city, evaluate their current condition, identify the parties responsible for maintenance and any existing maintenance schedules (typically part of the articles of incorporation), request schedule if none exists, request written documentation of maintenance performed to date and annually thereafter. Review and revise as necessary the City's construction specifications and standards, city code, zoning ordinances and subdivision regulations.	Encouraged low impact development through approval of variance to reduce roadway width of new housing developments.	Continue to develop with SEA, HVA.  Revise / amend construction standards and specifications.  Create inventory list of publicly and privately owned structural storm water management facilities within the City. Identify on GIS mapping.
PC2	Nonstructural	Engineering / Matt Billetter	Establish criteria for site planning that requires incorporation of non-structural storm water management measures (trees, shrubs, flowers, etc.) where applicable.	The seeds of the low impact development concept have been planted.	Continue to develop with SEA, HVA.  Revise / amend construction standards and specifications.
PC3	Ordinance	DPW&U / Bruce Collingwood and City Council	Review and revise as necessary the City's construction specifications and standards, city code, zoning ordinances and subdivision regulations to clearly define storm water management requirements, policies and practices.	The city hired SEA consultants to assist with this.	Work with SEA to achieve objectives and produce written documents for incorporation.

## 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
PPGH 1	Continue used motor oil, oil filter and antifreeze recycling.	Highway / Tom Foody		Continue same.	Continue same.
PPGH 2	Responsible pest control	Highway / Tom Foody,  Water & Sewer/ Dave Santolin  Wastewater / Tom Landry  Parks / Jim McGrath  Buildings / Ernie Fortini	Although the City of Pittsfield uses little to no chemical pesticides at this time, we will be working with CET to create an Integrated Pest Management (IPM) plan for the City that minimizes use of Tier I chemicals to the MEP.	Idle for now as it was determined that the City currently uses little to no pesticides, herbicides and fertilizers.	None.
PPGH 3	Vehicle washing	Highway / Tom Foody,  Water & Sewer/ Dave Santolin  Wastewater / Tom Landry  Parks / Jim McGrath  Buildings / Ernie Fortini	Revised:  Establish and implement a policy, beginning Summer 2003, for washing City vehicles only on grassed areas, areas that drain to the sanitary sewer via an oil / water separator or in an area where wash water is contained and pumped to the sanitary sewer.	None.	Write official policy.  Include School, Fire, Police, other departments?  Check to see if we are implementing. If not, re-educate Department Heads and staff.

PPGH 4	Research alternatives to road salts and effective application rates	Engineering / Matt Billetter  Highway / Tom Foody	Research effective alternatives to conventional road salts that are more environmentally friendly and techniques of effective lower salt application rates. Research road salt application rates of other communities in Berkshire County and the northeast region. Perform active experimentation on designated sections of roadway and document results, starting winter 2003/2004.  Create a map identifying sensitive areas where little or no salt shall be applied (bridges, culverts, wetlands, etc.); to be completed and distributed within the next year.	None.	Review "Manual of Practice for an Effective Anti-Icing Program" and additional research. Involve the Highway Superintendent and Commissioner.
PPGH 5	Household hazardous waste collection events(HHWCE)	CET and DPW&U / Bruce Collingwood	Collaborate with CET to organize one HHWCE for each spring, summer and fall in the City of Pittsfield.	A HHWCE was held on May 14, 2005.	Next HHWCE is May 13, 2005.
PPGH 6	Street & parking lot sweeping	Highway / Tom Foody	Revised:  Sweep streets before flushing water mains, consider vacuum sweepers	Streets & parking lots were swept.  Pre water main flushing priority is being given to streets closest to lakes and streams this spring.	Streets & parking lots will be swept.  Revise contract schedule so that sweeping occurs prior to water main flushing, consider requiring vacuum sweepers.  Review EPA & DEP guidance and regulation. Modify disposal methods if necessary.

PPGH 7	Storm drain system cleaning	Water & Sewer/ Dave Santolin	Revised: Clean each catch basin once annually. Inspect each outfall once annually and clean accordingly.	City's Water, Sewer & Drain Department actively cleans catch basins; City also contracts this work.	Continue same. Review EPA & DEP guidance and regulation. Modify disposal methods if necessary.
PPGH 8	Proper snow disposal	Highway / Tom Foody	Develop policy and train Highway Department personnel starting this winter.	None.	Write official policy; Train staff.