

**Municipality/Organization:** CITY OF WESTFIELD

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**EPA NPDES Permit Number:** MAR041236/MaDEP

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**MaDEP Transmittal Number:** W-040836

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**Annual Report Number**

**& Reporting Period:** No. 3: March 05-March 06

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MAY - 3 2006

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

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

**Contact Person:** Mark S. Cressotti

**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:**



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**Printed Name:** MARK S. CRESSOTTI

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**Title:** CITY ENGINEER

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**Date:** MAY 01 2006

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

The City of Westfield has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

## 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                                                                    |
|----------|------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1-1      | Distribute Educational Pamphlets to municipal employees and households | Stormwater Coordinator and Westfield Gas & Electric Light Department | 19,000 pamphlets distributed every two years to all residents and municipal employees | Pamphlets were distributed in 2005. Westfield River Watershed Association (WRWA), with the assistance of the boy scouts, distributed 1,000 educational pamphlets to residents on ways to minimize impacts to stormwater. | WRWA and scout troops plan to distribute additional pamphlets to residents during the summer of 2006. |
| Revised  |                                                                        |                                                                      |                                                                                       |                                                                                                                                                                                                                          |                                                                                                       |
| 1-2      | Distribute pamphlets to industries                                     | Stormwater Coordinator                                               | 250 pamphlets distributed biannually to industries                                    | Industry inventory in process.                                                                                                                                                                                           | Prepare pamphlet and distribute biannually to industries and businesses.                              |
| Revised  |                                                                        |                                                                      |                                                                                       |                                                                                                                                                                                                                          |                                                                                                       |
| 1-3      | Create and maintain stormwater website                                 | Stormwater Coordinator and IT specialist                             | Stormwater web page created                                                           | None.                                                                                                                                                                                                                    | Website to be created.                                                                                |
| Revised  |                                                                        |                                                                      |                                                                                       |                                                                                                                                                                                                                          |                                                                                                       |
| 1-4      | Educate dog owners about picking up dog waste                          | Animal Control                                                       | Info posted on animal control website or fact sheet distributed                       | None.                                                                                                                                                                                                                    | Fact sheet to be developed and distributed to dog owners or posted to Animal Control website.         |
| Revised  |                                                                        |                                                                      |                                                                                       |                                                                                                                                                                                                                          |                                                                                                       |
| 1-5      | Contact local boy/girl scouts concerning volunteer projects            | Stormwater Coordinator                                               | Boy/Girl scout troop contacted                                                        | Boy/girl scout troops and other volunteer groups worked with the WRWA on a variety of projects.                                                                                                                          | Continued involvement with local boy/girl scout troops and other volunteer groups.                    |
| Revised  |                                                                        |                                                                      |                                                                                       |                                                                                                                                                                                                                          |                                                                                                       |
| 1-6      | Update City Council on progress of WWMP activities                     | Stormwater Coordinator                                               | Annual update via annual report (available on City's website)                         | None due to proposed consolidation of departments and delegation of responsibilities.                                                                                                                                    | Annual Engineering Report to be submitted to Mayor and City Council in January of 2007.               |

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| Revised |  |  |  |
|         |  |  |  |

### 1a. Additions

[illegible]

## 2. Public Involvement and Participation

| BMP ID #       | BMP Description                                  | Responsible Dept./Person Name                      | Measurable Goal(s)                                              | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)                                                    | Planned Activities – Permit Year 4                                                                                                                |
|----------------|--------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 2-1<br>Revised | Form Stormwater Advisory Committee               | City departments in committee<br>Mayor             | Committee formed and # meetings held per year                   | Meetings are held weekly to discuss a variety of issues, including stormwater.                                                                   | Continue with meetings.                                                                                                                           |
| 2-2<br>Revised | Comply with state public notification guidelines | All departments                                    | Notices posted for all meetings as required by state            | Ongoing conformance with state requirements.                                                                                                     | Ongoing conformance with state requirements.                                                                                                      |
| 2-3<br>Revised | Stencil catch basins with "don't dump" message   | DPW<br><br>Boy Scout Troop and DPW                 | 25 catch basins stenciled per year                              | Various scout troops, working with the WRWA and DPW, stenciled 175 catch basins over the summer of 2005.                                         | WRWA and the scout troops have plans to stencil catch basins over the summer of 2006.                                                             |
| 2-4<br>Revised | Sponsor community participation event            | Health Department<br><br>Health Department and DPW | At least one event held annually - # of residents participating | A hazardous waste collection was held in September 2005. WRWA held two river clean-up days in October 2005. Bulk pickup ongoing throughout year. | Continued effort. A hazardous waste collection day is scheduled for May 2006 and two Westfield River Cleanup Days are scheduled for October 2006. |

## 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

| BMP ID #       | BMP Description                                                             | Responsible Dept./Person Name | Measurable Goal(s)                                                     | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)      | Planned Activities – Permit Year 4                                                                  |
|----------------|-----------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 3-1<br>Revised | Develop ordinances for illicit connections and discharges                   | Planning                      | Ordinance developed and presented to City Council                      | Ordinance adopted by City Council in June of 2005.                                                 | Done                                                                                                |
| 3-2<br>Revised | Map stormwater system, outfalls and receiving waters                        | Engineering                   | Map created                                                            | Continued effort with expected outfalls mapped and finalized stormwater and sanitary sewer mapping | Completed effort with expected outfalls mapped and finalized stormwater and sanitary sewer mapping. |
| 3-3<br>Revised | Conduct dry weather outfall screening                                       | Engineering and DPW           | Number of Outfalls screened                                            | None - fourth year effort.                                                                         | Outfall screening to be programmed upon completion of mapping.                                      |
| 3-4<br>Revised | Develop and implement a plan to identify & remove non-stormwater discharges | DPW and Engineering           | Number of illicit connections found and removed                        | None - fourth year effort.                                                                         | Perform Sewer Separation Investigation effort by Camp Dresser McKee.                                |
| 3-5<br>Revised | Investigate discharge locations of floor drains at fire dept.               | DPW and Fire Department       | Discharge location determined, connections to MS4 removed if necessary | Investigation performed at Fire Department's maintenance garage and Little River Fire Station.     | None                                                                                                |

### 3a. Additions

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#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                                                             | Responsible Dept./Person Name                     | Measurable Goal(s)                                          | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|-----------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|
| 4-1      | Develop construction site E&S control ordinance                             | DPW and Building/Zoning                           | Final ordinance developed and presented to City Council     | Ordinance adopted by City Council on June 2005.                                               | Done                               |
| Revised  |                                                                             | DPW Building/Zoning and Planning                  |                                                             |                                                                                               |                                    |
| 4-2      | Require a waste management plan at construction sites > 1 acre              | DPW and Building/Zoning                           | Requirement developed, # of waste management plans reviewed | None - fifth year effort.                                                                     | None - fifth year effort.          |
| Revised  |                                                                             |                                                   |                                                             |                                                                                               |                                    |
| 4-3      | Review site plans for stormwater impacts                                    | DPW, Engineering, Building/Zoning                 | Internal protocol developed, # of plans reviewed            | Continuing pre-permit practice.                                                               | Continuing effort.                 |
| Revised  |                                                                             |                                                   |                                                             |                                                                                               |                                    |
| 4-4      | Consider public input during project's planning phase for projects > 1 acre | DPW and Engineering                               | Number of public review and comment periods held            | Continuing pre-permit practice.                                                               | Continuing effort.                 |
| Revised  |                                                                             | DPW, Engineering and Planning                     |                                                             |                                                                                               |                                    |
| 4-5      | Inspect Erosion and Sediment Controls                                       | DPW, Engineering, Con. Comm & Building Inspector. | Number of Inspections conducted                             | Continuing practice.                                                                          | Continuing effort.                 |
| 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 3<br>(Reliance on non-municipal partners indicated, if any)                             | Planned Activities – Permit Year 4                      |
|----------------|--------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 5-1<br>Revised | Apply standard 2,3,4,7,9 of Mass. Stormwater Policy for Projects >1 acre | DPW                           | Final ordinance developed and presented to City Council                              | Included in stormwater management ordinance (BMP 4-1). Ordinance adopted by City Council.                                 | Done.                                                   |
| 5-2<br>Revised | Specify Stormwater BMP                                                   | DPW<br>Engineering            | BMP manual selected                                                                  | BMP manual selected in 2004 and included in stormwater management ordinance (BMP 4-1). Ordinance adopted by City Council. | Done.                                                   |
| 5-3<br>Revised | Develop procedure to track and schedule maintenance on BMPs              | DPW                           | Procedure developed to track and plan regular maintenance on private structural BMPs | None - fourth year effort.                                                                                                | Develop inventory of BMPs based upon completed mapping. |

### 5a. Additions

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## 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<br>(Reliance on non-municipal partners indicated, if any)           | Planned Activities – Permit Year 4                                                         |
|----------------|-----------------------------------------------------|-------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 6-1<br>Revised | Conduct good housekeeping training                  | DPW                           | Training held for staff who could potentially impact stormwater   | Training module being developed. Training deferred to fourth year due to reorganization of departments. | Continue development of training module and begin training employees.                      |
| 6-2<br>Revised | Street sweeping                                     | DPW                           | Percent of streets swept                                          | 100% of street swept annually from April through August.                                                | Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper. |
| 6-3<br>Revised | Roadway deicing                                     | DPW                           | Alternative deicers evaluated, amount of alternative deicers used | Alternative deicers evaluated and found to be cost-prohibitive.                                         | Continue to evaluate alternative deicers.                                                  |
| 6-4<br>Revised | Snow removal                                        | DPW                           | Install silt fence or haybales around disposal area               | Silt fencing was installed around the perimeter of the stockpiled snow pile at the DPW garage site.     | Continue to install silt fence around snow pile each year.                                 |
| 6-5<br>Revised | Minimize impacts from municipal vehicle washing     | Individual department heads   | Need of additional controls evaluated, installed (if needed)      | Use of phosphate-free biodegradable soap for vehicle washings.                                          | Continued use of phosphate-free, biodegradable soap.                                       |
| 6-6<br>Revised | Minimize impacts from municipal vehicle maintenance | Individual department heads   | Hazardous material inventory updated                              | Hazardous material inventory is in place.                                                               | Update material inventory plans. Conduct hazardous materials/waste training for employees. |
| 6-7<br>Revised | Catch basin cleaning and storm drain maintenance    | DPW                           | Number of CBs cleaned, condition of system recorded               | 710 catch basins were cleaned, which represents approx. 12% of the 5720 basins city wide.               | Continued effort.                                                                          |

|         |                                |                             |                                                                 |                                                                                                                                                                                                                                                              |                                                                                        |
|---------|--------------------------------|-----------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 6-8     | Park and landscape maintenance | DPW                         | Obtain amounts of pesticides, fertilizers used by contractor    | Use of herbicides, pesticides and fertilizers is set by School Department IPM Plan. Maintaining records of chemical usage.                                                                                                                                   | Research environmentally friendly landscape management techniques.                     |
| Revised |                                |                             |                                                                 |                                                                                                                                                                                                                                                              |                                                                                        |
| 6-9     | Urban forestry program         | DPW and Engineering         | Urban forestry program developed, # of trees planted            | Continued tree planting.                                                                                                                                                                                                                                     | Continued tree planting.                                                               |
| Revised |                                |                             |                                                                 |                                                                                                                                                                                                                                                              |                                                                                        |
| 6-10    | Illegal dumping control        | Health                      | Number of signs posted, number of sites cleaned up              | Inventory of sites completed. Approximately 50 "No dumping" signs posted. Ongoing effort of posting known sites and remedial clean up. Letter sent to retail establishments from Health Dept. notifying them of sweeping, cleanup, disposal, etc. activities | Continue effort to maintain records of all complaints, responses and clean-up efforts. |
| Revised |                                |                             |                                                                 |                                                                                                                                                                                                                                                              |                                                                                        |
| 6-11    | Spill prevention and response  | Individual department heads | Number of training sessions held; number of employees attending | Annual training has been performed for the Fire Department relating to hazardous materials and to spill prevention equipment and techniques                                                                                                                  | Continue to conduct training for all departments.                                      |
| Revised |                                |                             |                                                                 |                                                                                                                                                                                                                                                              |                                                                                        |

#### 6a. Additions

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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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|----------|-----------------|-------------------------------|--------------------|--------------------------------------------------------------------------------------------|------------------------------------|
| N/A      |                 |                               |                    |                                                                                            |                                    |
| Revised  |                 |                               |                    |                                                                                            |                                    |

**Part IV. Summary of Information Collected and Analyzed**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

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

**Education, Involvement, and Training**

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

## Legal/Regulatory

| Regulatory Mechanism Status (indicate with "X")    | In Place<br>Prior to<br>Phase II | Under<br>Review | Drafted | Adopted |
|----------------------------------------------------|----------------------------------|-----------------|---------|---------|
|                                                    |                                  |                 |         |         |
| ▪ 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)     |  |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets)      | (times/yr)     |  |
| 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 sweepings (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) |  |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) |  |

|                                                                       |                |  |
|-----------------------------------------------------------------------|----------------|--|
| Qty. of sand/debris collected by sweeping                             | (lbs. or tons) |  |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location)     |  |
| Cost of sweepings disposal                                            | (\$)           |  |
| Vacuum street sweepers purchased/leased                               | (#)            |  |
| Vacuum street sweepers specified in contracts                         | (y/n)          |  |
|                                                                       |                |  |
|                                                                       |                |  |

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

|                                                          |                                                                                           |  |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------|--|
| 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 |  |
| Pre-wetting techniques utilized                          | (y/n)                                                                                     |  |
| Manual control spreaders used                            | (y/n)                                                                                     |  |
| Automatic or Zero-velocity spreaders used                | (y/n)                                                                                     |  |
| Estimated net reduction in typical year salt application | (lbs. or %)                                                                               |  |
| Salt pile(s) covered in storage shed(s)                  | (y/n)                                                                                     |  |
| Storage shed(s) in design or under construction          | (y/n)                                                                                     |  |
|                                                          |                                                                                           |  |
|                                                          |                                                                                           |  |