

5/5/11

P

Municipality/Organization: CITY OF WESTFIELD

EPA NPDES Permit Number: MAR041236/MADEP

MADEP Transmittal Number: W-040836

Annual Report Number & Reporting Period: No. 8: March 10-March 11

APR 29 2011

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Charles L. Darling Title: Water Resources System Engineer

Telephone #: 413-572-6270 Email: c.darling@cityofwestfield.org

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:

A handwritten signature in cursive script, appearing to read "Charles L. Darling", written over a horizontal line.

Printed Name: Charles L. Darling

Title: Water Resources System Engineer

Date: April 26, 2011

Part II. Self-Assessment

The City of Westfield has completed the required self-assessment and has determined that our municipality is in compliance with its permit conditions with the following exceptions:

- BMP 3-4 The locating of any illicit connections associated with previously screened outfalls is continuing.
- BMP 5-3 Inventory of all private and public structural BMPs is not complete.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
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	Stormwater information pamphlets were mailed with utility bills to all property owners in the City.	No pamphlet distribution in this permit year. Pamphlet distribution is every other year.
Revised					
1-2	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	Stormwater pamphlets were mailed to business property owners with their combined utility bills this report period. A direct mailing will be done in the next report period	No pamphlet distribution in this permit year. Pamphlet distribution is every other year. A direct mailing to businesses and industry is planned for this year.
Revised					
1-3	Create and maintain stormwater website	Stormwater Coordinator and IT specialist	Stormwater web page created	Information in the stormwater flyers on the City's web site has been moved to the Public Works Stormwater Utility web page.	Maintenance and improvement of web site to be a continuing effort. The Stormwater Utility web page will be improved in the coming year to include more educational material.
Revised					
1-4	Educate dog owners about picking up dog waste	Animal Control	Info posted on animal control website or fact sheet distributed	A dog waste pamphlet is available and a dog waste poster is posted on the first floor of City Hall outside of Public Works offices.	Continue distributing dog waste pamphlets. The Office of the City clerk will resume giving pamphlets to dog owners with dog license renewals
Revised					
1-5	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	Contact continued this year with Westfield River Watershed Association and the High School Conservation Club	Continued involvement with Westfield River Watershed Association and other volunteer groups. One Boy Scout Eagle project will involve catch basin labeling
Revised					
1-6	Update City Council on progress of WWMP activities	Stormwater Coordinator	Annual update via annual report (available on City's website)	MS 4 Annual Report submitted to Water Commission and City Council	Continue to update City officials.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2-1	Form Stormwater Advisory Committee	City departments in committee Mayor	Committee formed and # meetings held per year	The Storm water Advisory Committee met as a part of the City's Weekly Round Table	Continue with meetings.
Revised					
2-2	Comply with state public notification guidelines	All departments	Notices posted for all meetings as required by state	Ongoing conformance with state public notification requirements. Meeting agendas are posted on the city website.	Continue conformance with state requirements.
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW	25 catch basins stenciled per year	The W/RWA organized volunteers to label 50 storm drains on July 17, 2010 and 50 more storm drains on October 16, 2010.	Continued effort with more labeling planned for early in the next report period.
Revised		Boy Scout Troop and DPW			
2-4	Sponsor community participation event	Health Department	At least one event held annually - # of residents participating	A hazardous waste collection was held on September 25, 2010. W/RWA held river clean-up days on October 3, 2010 and October 16, 2010. 34 Volunteers participated including members of the High School Conservation club. The Athenaeum sponsored "Go Green" Events in July and August	Continued effort. Planned activities for 2011 include hazardous waste collection, River cleanup, an Arbor Day tree care activity and a Police Dept prescription drug turn in disposal day,
Revised		Health Department and DPW			

2a. Additions

7. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3-1	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
Revised					
3-2	Map stormwater system, outfalls and receiving waters	Engineering	Map created	Initial effort complete with outfalls mapped. The outfall map was further refined this year through the use of a paid college interns to walk stream miles and collect data on found outfalls.	Will continue walking stream miles in Year 9 to locate unknown outfalls and update City map. Stream banks will be GPS'd as they are walked
Revised					
3-3	Conduct dry weather outfall screening	Engineering and DPW	Number of Outfalls screened	All known outfalls were initially screened during summer 2009. Samples were collected from all flowing outfalls. Outfalls were re-inspected in spring 2010 and samples collected.	New outfalls will be screened after they are found.
Revised					
3-4	Develop and implement a plan to identify & remove non-stormwater discharges	DPW and Engineering	Number of illicit connections found and removed	Sewer Separation Investigation effort completed by Camp Dresser McKee. Data from outfall initial screening reviewed for evidence of potential illicit connections. Prioritization of outfalls to be done. IDDE plan developed. The investigation upstream of one outfall was begun.	Illicit connection identification and removal will be ongoing effort
Revised					
3-5	Investigate discharge locations of floor drains at fire dept.	DPW and Fire Department	Discharge location determined, connections to MS4 removed if necessary	None	None
Revised					

3a. Additions

7. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
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	Construction site waste management plans are required by ordinance at sites disturbing greater than one acre	Continuing effort.
Revised					
4-3	Review site plans for stormwater impacts	DPW, Engineering, Building/Zoning	Internal protocol developed, # of plans reviewed	Continuing pre-permit practice of reviewing site plans by City departments and during a City Round Table meeting. Meetings are held weekly or as needed.	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	Third party inspections of construction site BMP's are required by the Planning Board	Continuing effort. The Public Works Department will assume the review of construction site inspection reports
Revised					

4a. Additions

7. 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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
5-1	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.
Revised					
5-2	Specify Stormwater BMP	DPW	BMP manual selected	BMP manual selected in 2004 and included in stormwater management ordinance (BMP 4-1). Ordinance adopted by City Council.	Done.
Revised		Engineering			
5-3	Develop procedure to track and schedule maintenance on BMPs	DPW	Procedure developed to track and plan regular maintenance on private structural BMPs	Procedure is developed however implementation will be an ongoing effort.	Continuing effort
Revised					

5a. Additions

7. 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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-1	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module given to key employees of the Department of Public Works. Municipal Airport employees are trained in accordance with the Airport SWPPP	Continue development of training modules and training of more City employees.
Revised					
6-2	Street sweeping	DPW	Percent of streets swept	85% of City street swept this report period between April and November.	Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper.
Revised					
6-3	Roadway deicing	DPW	Alternative deicers evaluated, amount of alternative deicers used	Cryotech NAAC alternative used on airport runways for de-icing. Alternative de-icers were not used on City streets this year due to budget restraints.	Continue to use alternative deicers when possible.
Revised					
6-4	Snow removal	DPW	Install silt fence or haybales around disposal area	Due to the large volume of snow requiring removal this year the silt fence or hay bales were not in place.	Continue to install silt fence or hay bales around snow pile each year.
Revised					
6-5	Minimize impacts from municipal vehicle washing	Individual department heads	Need of additional controls evaluated, installed (if needed)	Use of phosphate-free biodegradable soap for DPW vehicle washings. Commercial car wash used for Water Resource Dept vehicles	Continued use of phosphate-free, biodegradable soap. A wash rack connected to the City sewer is planned for the WWRD.
Revised					
6-6	Minimize impacts from municipal vehicle maintenance	Individual department heads	Hazardous material inventory updated	DPW Hazardous material inventory is in place and up to date.	Continue to update hazardous material inventory. Conduct hazardous materials/waste training for employees.
Revised					
6-7	Catch basin cleaning and storm drain maintenance	DPW	Number of CBs cleaned, condition of system recorded	525 catch basins were cleaned, which represents approx 9 % of the 5720 basins city wide.	The DPW will work to increase the number of catch basins cleaned in Permit year 8
Revised					

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. City parks – ChemLawn fertilizer applied five times on 69.3 acres this year.	Research environmentally friendly landscape management techniques.
Revised					
6-9	Urban forestry program	DPW and Engineering	Urban forestry program developed, # of trees planted	35 street trees were planted by DPW this year	Continued tree planting.
Revised					
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	One new dump site was identified this year and cleaned up. No new additional signs were posted	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 performed for the Fire Department relating to hazardous materials and response to haz mat incidents	Continue haz mat trainings
Revised					

6a. Additions

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					