



CITY OF FITCHBURG  
DEPARTMENT of PUBLIC WORKS

HIGHWAYS & STREETS  
SEWERS & DRAINAGE  
PARKS, GROUNDS & TREES  
ENGINEERING & SURVEYING  
WATER SUPPLY & DISTRIBUTION  
FORESTRY & WATERSHED

City Hall, 718 Main Street  
FITCHBURG, MASSACHUSETTS 01420

**Denis R. Meunier**  
COMMISSIONER OF PUBLIC WORKS

TEL. (978) 345-9610  
FAX. (978) 345-9573

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November 25, 2005

U.S. Environmental Protection Agency  
1 Congress Street  
Suite 1100, (SEW)  
Boston, MA 02114-2023

Attn: Mr. Jason Turgeon

Subject: City of Fitchburg MS4 General Permit Annual Reports

Dear Mr. Turgeon:

In compliance with the terms of Docket No. 06-01 Order for Compliance, please find enclosed City of Fitchburg Annual Reports for reporting years 1 and 2. These reports cover the periods of April 1, 2003 through March 31, 2004 and April 1, 2004 through March 31, 2005.

A copy of these reports will also be submitted to MA DEP at the appropriate address.

If you have any questions regarding these reports please contact me at (978) 345-9610.

Very truly yours,

Denis Meunier  
Commissioner DPW

**Municipality/Organization:** City of Fitchburg

**EPA NPDES Permit Number:** MAR041189

**MaDEP Transmittal Number:** W- 035345

**Annual Report Number  
& Reporting Period:** No.1 April-03 - March-04

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Denis Meunier **Title:** Commissioner DPW

**Telephone #:** (978) 345-9610 **Email:** [dmeunier@ci.fitchburg.ma.us](mailto:dmeunier@ci.fitchburg.ma.us)

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:** Denis Meunier

**Title:** Commissioner, Department of Public Works

**Date:** 11/25/05

## **Part II. Self Assessment**

The city of Fitchburg has completed the required self assessment and has determined that at the end of the first year reporting period the City was in compliance with all provisions of the approved NOI, except for the following provisions.

Part III ID-2: No progress was made in the development of a non-stormwater discharge ordinance. A model ordinance will be worked on through the efforts of the Planning Department during the second plan year.

Part III ID-5: An illegal dumping task force was not organized at the end of the first reporting year. A task force has been organized and is active as part of the second reporting year.

Part III PC-1: No progress was made on a formal post construction runoff ordinance. Efforts will be made to develop an ordinance during the second reporting year.

Part III PC-3: Operation and maintenance agreement Work in progress as part of the second reporting year.

Part III PP-1: A Watershed Committee was not organized at the end of the first reporting year. A task force has been organized and is active as part of the second reporting year.

Part III PP-3: No progress was made in developing a citizen storm drain stenciling program. Efforts will be made to develop and implement this program during the second reporting year.

In addition to the efforts outlined in Part III of this report the City has, during the designated reporting period, continued its comprehensive planning for separation of all its combined sewer collection system. The first phase of construction will commence in the fall of 2005. As each of the City's twenty miles of combined sewer is separated combined sewer overflows and discharges will be reduced. The City initiated storm water sampling in selected neighborhoods based on outfalls that were identified as contributing to tributaries to drinking water supply. The results of that analysis for coliform and other parameters has been compiled and is available as a base line for future comparison to other sampling programs.

Part III  
Summary of Minimum  
Control Measures

Public Education and  
Outreach

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
PE-1	Partnership Program	Planning Dept.	Establish education and outreach program	Planning Dept. developing outreach program to be used in the community	Implement outreach program
PE-2	Web Site Creation	Planning Dept.	Website for storm water pollution prevention	Establish link to EPA web site from City web page	Maintain link and update information
PE-3	Brochures and fact sheet	DPW	Door hangers distributed	Information mailer developed	Mailer to be distributed with water and sewer bills
PE-4	Classroom Education	School Dept.	50% of K-12 every 2 yrs.	Work with school dept. to coordinate curriculum	continue working with school dept. to introduce storm water issues in classroom

Part III Summary of Minimum Control Measures

Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
PP-1	Watershed Organization	Planning Dept.	Organize watershed Committee	No progress made	Watershed Committee to be organized as subcommittee of Conservation Commission
PP-2	Stream cleanings	DPW	Civic Clean up days	Civic Clean up day held in spring one Saturday in each of City's six wards. Attention paid to River Banks and buffer areas	Program to continue each year.
PP-3	Storm drain stenciling	DPW	Civilian stenciling program	no progress made	stenciling program to commence

Summary of Minimum  
Control Measures

Part III

Municipal Good  
Housekeeping

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
MH-1	Pet waste collection	BOH	Distribute brochures	Mailing with Water and Sewer Bills completed	Include as annual educational material
MH-2	Parking lot and street cleaning	DPW	Increase frequency	Street and parking lot sweeping program active nine months per year. All streets swept a minimum of twice per year. Main line streets swept multiple times per year.	Continue activity improve tracking and efficiency
MH-3	Catch basin cleaning	DPW	Implement program to track and increase frequency	Catch basin cleaning crew active for nine months per year approximately 400 catch basins cleaned per year.	Continue activity improve tracking and efficiency
MH-4	Spill Response & Prevention	Fire Dept.	Formalize program provide education	Fire Dept. has formal spill response procedures and protocols	continue program and refresher courses

Summary of Minimum  
Control Measures

Part III

Construction Site Runoff  
Control

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
RC-1	Site Plan Review	Planning Dept.	Establish standards	Review existing ordinance and standards	Implement revised standards during Planning Board review process
RC-2	Erosion/Sediment control ordinance	Planning Dept.	Develop Ordinance	Review existing ordinance	implement updated ordinance
RC-3	Stormwater Pollution Prevention Plan	DPW	Require Plan for all projects	Planning Board working on standards	implement updated ordinance
RC-4	BMP measures for sediment/erosion	DPW	Establish for construction sites	Con-Com working on standards	Implement standards

Summary of Minimum  
Control Measures

Part III

Post Construction Runoff  
Control

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
PC-1	Post construction runoff ordinance	Planning Dept.	Develop Ordinance	No progress made	Con-Com to work on standards
PC-2	Site plan review for post construction	Planning Dept.	Adopt Standards	Review standards of existing post construction inspection	Update existing standards and policy
PC-3	Operation and maintenance agreement	DPW	Develop Model	No progress made	Develop model



Summary of Minimum  
Control Measures

Part III

Illicit Discharge Detection  
and Elimination

BMP ID #	BMP Description	Responsible Dept./ Person	Measurable Goal	Progress on Goal Permit year 1	Planned Activities Permit year 2
ID-1	Storm Drain Map	DPW	Update Storm drain map	City Engineering Dept. began work on mapping.	Complete work on updated mapping of storm drains
ID-2	Non-stormwater discharge ordinance	Planning	Non-stormwater ordinance	No progress made	work on developing ordinance.
ID-3	Industrial/Business Connections	IDC	Establish monitoring program	As part of Combined Sewer separation project industrial /commercial buildings surveyed for illicit connections to storm drains.	Continue program
ID-4	Illicit discharge elimination	BOH	Establish Program	As part of Combined Sewer separation project City Engineering Consultant developing program to survey for illicit connections	Implement program
ID-5	Illegal dumping task force	BOH	Form Task Force Quarterly Meetings	No progress made	Establish task force