

Municipality/Organization: City of Leominster, MA

EPA NPDES Permit Number: MA0100617

MaDEP Transmittal Number: W-041009

Annual Report Number

& Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Patrick LaPointe

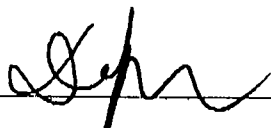
Title: Public Works Director

Telephone #: 978-534-7590 x 504

Email: plapointe@leomister-ma.gov

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: Dean J. Mazarella

Title: Mayor

Date: May 1, 2004

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2004 MAY 17 P 1: 36

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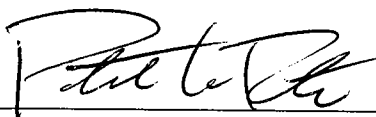
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Signature: 

Printed Name: Patrick LaPointe

Title: Public Works Director

Date: May 1, 2004

Part II. Self-Assessment

The Leominster Department of Public Works has taken the lead in the implementation of a Stormwater Management Plan for our community. Our Committee was formed at a meeting held Tuesday, November 25, 2003. The committee consists of the Planning Director, Health Director, Recreation Director, Public Works Director and the Building Inspector and the city Environmental Inspector, who is a member of the Conservation Commission. Attendees included the Mayor and members of the City Council.

The DPW Engineering Department has completed the mapping of 450 actual outfalls onto Autocad. We have just completed a flyover in preparation for the implementation of a GIS system. When implemented, we will convert the outfall mapping to GIS.

Very little input has been realized from other members of the Stormwater Management Committee and this program will be headed by the DPW.

We are in the process of developing Illicit Discharge and Erosion & Sediment Control , Post Development Stormwater Management ordinance language and it is in the development stage.

We will work with the Recreation Department on a Pet Waste Policy and installation of pet waste bag dispensers.

We have had a catch basin cleaning program in place for the past 5 years and are now able to compute the amount of material collected from catch basins on an annual basis.

We have 2 Eagle Scout candidates in line to do 100 hours each of catch basin stenciling.

In a time of limited budgets and staffing, we feel that we are doing the absolute best that we can do. We also feel that we are in complete compliance with all permit conditions to date.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1 Revised	Educational signage at high-use recreational areas	Recreation & Conservation	Install signage at watershed trail areas and dog park, spring '04	Signs have been installed at most trail heads. Pet Waste signs will be installed at Barrett Park in spring/summer '04	Install signs and establish formal pet waste policy
1.2 Revised	General Education Brochure	DPW Engineering	Develop & distribute mass mailing in water bills	Have received 300 brochures from EPA and will plagiarize them for use in a City of Leominster brochure	Distribute to all residents by February 2005
Revised	Lawn care and pet waste brochure and survey.	Recreation and Water Department	Sent lawn care brochures starting spring '03	Recreation Department working on a pet waste brochure for distribution spring '04.	Draft Survey form for distribution in fall 2005.
1.3 Revised	Stormwater Curriculum for grades 5 & 6	Conservation & School Dept.	Revised curriculum already in place.	Hold planning meeting in preparation for school year beginning Sept. 04	Prepare revised curriculum for review by School Dept. and related staff.
Revised					
Revised					

1a. Additions

1.8	Develop Stormwater web site	Engineering	Add Stormwater page to existing web site by Spring '05	In Process	Prepare and set up content and send to site coordinator

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1 Revised	Stormwater Advisory Committee	Public Works & ConCom	Establish Committee by fall '03, etc.	Established Committee 11-25-03, reviewed SWMP and solicited comments.	Developing ordinances related to SWMP for adoption in 2004.
2.2 Revised	Public Meetings on SWMP	SW Advisory Committee	Host annual public meetings each fall, beginning November 2005	Prepare for this meeting and set date.	Host public meeting to discuss SWMP and solicit public comment for consideration.
2.3 Revised	Shoreline Clean-ups	Public Works & ConCom	Expand annual Monoosnoc Brook cleanup.	Met with Monoosnoc Greenway Group after August 2 nd cleanup to possibly expand to upstream of starting point.	Will do an additional ½ mile of brook cleanup in summer 2005.
2.4 Revised	Catch basin stenciling	Public Works	Stencil priority basins by Fall 2004.	Have 2 approved Eagle Scout candidates to mark basins for a total of 200 man hours.	Stencils have been secured and work will proceed June 2004.
2.5 Revised	HHW Collection Events	Public Works	Host annual HHW collection events.	Hosted June, August, November 2003. Events scheduled March, June, August & November 2004.	Add electronics collection dates for 2005.
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1 Revised	Identify & map outfalls and receiving waters.	Engineering	Map all outfalls in GIS by Spring '05	Outfall mapping 90% complete. Have completed flyer for GIS and will convert when software installed, '04	Complete mapping and GIS integration, fall 2004
3.2 Revised	Screen outfalls for illicit connections	Public Works	Screen all outfalls by Spring '05	In process and 450 outfalls have been identified.	Continue screening and GIS.
3.3 Revised	Draft Illicit connection bylaw	Engineering & ConCom	Submit to City Council Spring '04	In Process	Complete and in ordinance form by fall 2004
3.4 Revised	Revise Sewer and Drain Use Regulations	Engineering	Revise and adopt with new Illicit bylaw	In Process	Complete and in ordinance form by fall 2004
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1 Revised	Construction Site ESC Bylaw and regulations for sites >1-acre	ConCom, Public Works	Reviews existing mechanisms for adequacy and completeness by Spring '05, etc.	Research existing ordinances and regulations and determined that more comprehensive revisions are needed, especially in Sewer Ordinances	Drafting new ordinances to cover all phases of SWMP for fall 2004 or spring 2005.
4.2 Revised	Site Plan Review	Planning, Building & Engineering	Incorporated into Development Review Board process with appropriate ordinance changes	Met with all appropriate parties and supplied same with copy of SWMP. Jurisdictional issues in process.	Continue on interim policy and inspection protocol.
4.3 Revised	Site inspections	Building Dept. & ConCom	Implement a new site inspection process for Spring '07	Action Pending	Research conceptual inspection process with associated ordinance.
4.4 Revised	Establish system to report non-compliant activities	Building Dept. & ConCom	Establish during 2004 construction season Y use web site reporting.	ConCom has taken the lead in doing on site inspections of construction sites during heavy rain events.	Post ConCom & Building reporting hotlines on city web site and include in monthly Neighborhoods section of local newspaper. Investigate web site reporting process.
Revised					
Revised					

4a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Stormwater Mgmt. Ordinance and regulations for site .1-acre	Engineering & ConCom, City Council	Research and/or revise existing ordinances to comply with SWMP plan	Research complete and completion of ordinances in process	Complete and submit ordinances to City Council for adoption summer 2004
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

5a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1 Revised	Employee Training	Public Works	Conduct stormwater training each winter	Provide all day off site training to 2 full time engineering employees winter '03-'04	Conduct ½ day follow up training each winter.
6.2 Revised	Street Sweeping	Public Works	Sweep all city streets annually by 6-30 and downtown areas once a week	Completed annual sweeping program by 7-5-03 and will be complete by 6-04	Continue ongoing annual street sweeping program in place since 1995. Purchase 1 replacement sweeper
6.3 Revised	Catch Basin Cleaning	Public Works	Clean all basins once per year (3600)	Continue to collect volume data from existing program.	Revise cleaning schedule to reach outfall areas early in program
6.4 Revised	O & M Schedule for town owned structural BMPs	Engineering	Implement program by Spring '05	Inventoried DPW garage and designed new particle separator system. Continue to inventory town owned BMPs	Complete construction of DPW separator system fall '04 and implement O & M Procedures
6.9 Revised	Vehicle Washing	Public Works	Establish a new washing policy	Design new drainage system with new separation technology	Install system by fall 2004
6.9 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7.1 Revised	Targeted education to septic system owners	Health Dept & Engineering	Develop & distribute phosphorus reduction brochure	Begin research and development of brochure to septic system owners in sensitive areas	Distribute brochures to residents with septic system in watershed areas
7.3 Revised	Street Sweeping	Public Works	Increase sweeping to 3-4 times/yr. in watershed areas	Develop plan	Continue present schedule and develop long range plan to increase sweeping frequency in watershed areas.
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	No	
Annual program budget/expenditures	-0-	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	80%	
Stormwater management committee established	Yes	11-25-03
Stream teams established or supported	Yes	Spring '04
Shoreline clean-up participation or quantity of shoreline miles cleaned	M-Brook	1.6 miles
Household Hazardous Waste Collection Days		
▪ days sponsored	4	
▪ community participation	413	
▪ material collected	See attached	
School curricula implemented	Yes	Revision planned

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management			X	
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X	X	
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	

Mapping and Illicit Discharges

Outfall mapping complete	90 %
Estimated or actual number of outfalls	450
System-Wide mapping complete	90%
Mapping method(s)	
▪ Paper/Mylar	
▪ CADD	100%
▪ GIS	In Process
Outfalls inspected/screened	In Process
Illicit discharges identified	Two
Illicit connections removed	Five
	3000 gpd estimated
% of population on sewer	86%
% of population on septic systems	14%

Construction

Number of construction starts (>1-acre)	20	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	350	
Tickets/Stop work orders issued	14	
Fines collected	-0-	
Complaints/concerns received from public	7	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	100%	
Site inspections completed	30	
Estimated volume of stormwater recharged	Unknown	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	Once per yr.	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	Once per yr.	
Total number of structures cleaned	3600 + -	
Storm drain cleaned	3-4 miles	
Qty. of screenings/debris removed from storm sewer infrastructure	2227 c.y.	
Disposal or use of screenings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	compost	
Cost of screenings disposal	-0-	

Average frequency of street sweeping (non-commercial/non-arterial streets)	Once per yr.	
Average frequency of street sweeping (commercial/arterial or other critical streets)	2-3 per yr.	
Qty. of sand/debris collected by sweeping	3000 tons +- compost	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	-0-	
Cost of sweepings disposal	one	
Vacuum street sweepers purchased/leased	yes	
Vacuum street sweepers specified in contracts		

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)	
▪ Fertilizers	100%
▪ Herbicides	75%
▪ Pesticides	N/A

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	30%
Pre-wetting techniques utilized	yes	
Manual control spreaders used	yes	
Automatic or Zero-velocity spreaders used	no	
Estimated net reduction in typical year salt application	20%	
Salt pile(s) covered in storage shed(s)	yes	
Storage shed(s) in design or under construction	Yes - sand	

