

**Municipality/Organization:** City of Quincy

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**EPA NPDES Permit Number:** MAR0410819/MADEP

**MaDEP Transmittal Number:** W-041020

**Annual Report Number  
& Reporting Period:** No. 2: March 04-March 05

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** George Clark **Title:** Acting City Engineer

**Telephone #:** (617) 376-1937 **Email:** gclark@ci.quincy.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:** William J. Phelan

**Title:** Mayor

**Date:** April 25, 2005

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

The City of Quincy is compiling with permit conditions.

A quasi-committee (no formal meetings have been held yet) has been formed which includes public officials and private individuals.

Door hangers are being printed that will be distributed in residential neighborhoods during storm drain cleaning operations. The hangers are intended to educate the general public about the storm water collection system.

Phase 1 of the Quincy Shore Drive sanitary sewer and storm drain project is complete. Phase 2 is scheduled to be bid early in the Spring of 2005.

The Mallard Road Marsh restoration project will be complete early in the Spring of 2005. (This project is the result of one individual who pursued grant money and organized public and private entities in order to complete the project.)

Cleaning and video inspection of sewer mains in the Montclair (Neponset River watershed) section have been completed. Recommended repairs are currently under review.

Cleaning and video inspection of sewer mains in the Fenno St. (Blacks Creek watershed) section have been completed. Recommended repairs are currently under review.

A draft storm water order addressing illicit connections and discharges is under review

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<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 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
1-1 Revised	Classroom education	Department of Public Works	Outreach to Ecology Clubs in Schools	Program fell short of goal this past year.	A pro-active emphasis Poster contest with drain stencil kits as rewards. Students stencil drains in schoolyards.
Revised	Flyer & Brochure distribution	Department of Public Works	Develop & distribute materials for public education	Door hangers have been designed and are in the process of being printed. Flyers provided by the MWRA are handed out at the DPW	Distribute door hangers in neighborhoods where catch basin cleaning is being done. Continue with brochure distribution at DPW.
Revised		Department of Public Works	Issue One Local Cable Public Service Announcement (PSA)		
Revised		Department of Public Works	Annual article by Sewer/Water/Drain Superintendent	Article in response to press inquiry about predicted heavy rain event	Would like a press release more specific to storm water system relating to various watersheds in the city of Quincy.
Revised		Department of Public Works	Publish one storm related article each year	This has not been done	Propose to develop a DPW newsletter that will be mailed to households.
Revised		Department of Public Works	Expand City Website to include Storm Water Topics and links	This has not been accomplished yet	Develop Website as planned.

**1a. Additions**


## 2. Public Involvement and Participation

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
	Storm Water Committee	Department of Public Works (DPW)	Establish the Committee hold quarterly meetings	Quarterly meetings <b>have not</b> been held. Individuals from private sector have been contacted and are interested.	Have quarterly meetings further define committee develop a mission statement.
Revised					
	Storm Cleanup and Management	DPW	Track Clean-up activities per year.  Track number of clean-up participants  Track number of miles cleaned by volunteers	“Cleaner Greener Quincy” held in 2004  1000+- volunteers and All city departments cleaned 100 tons of debris  (4) miles , same areas are focused on annually	Cleaner Greener Quincy will be held again. Post storm cleanup is a function of the DPW and Parks Departments.
Revised					
	Pet Waste Collection	DPW	Track number of Dog Parks  Track number of Signs Posted  Track number of Educational Materials Distributed  Track number of “Pooper -Scooper Stations”	None     All stations were destroyed by vandals replaced by the city and destroyed again	The subject of pet waste collection will be reviewed by committee Mutt-mits will be ordered Spring 2005 and stations replaced/repared after review.
Revised					
Revised					

Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Drainage System	DPW	Locate all outfalls	All outfalls have been identified	Goal has been met. Vigilance of private property will be continued.
Revised					
		DPW Engineering	Complete drainage system mapping	A cursory review of digitized plans has been completed in the office.	Verify/clarify questions raised by cursory review. Revise digitised plans.
Revised					
	Outfall Testing Program	DPW	Inspect all City discharges	Cleaning of outfalls complete. Dpw routinely cleans outlets of debris.	Review process in committee Possible bi-annual complete cleaning should be budgeted
Revised					
		Health Dept	Sample discharges with flow present		Committee with address progress with public health representative
Revised					
		Health Dept.	Follow-up testing on discharges showing contamination		
Revised					
	Illegal Dumping	DPW	Stormwater committee to distribute flyers, posters & other educational material	Public education is falling short of goal	Greater emphasis on public education
Revised					
		DPW	Document and investigate illegal dumps reported by citizens	All illegal dumps are investigated by the DPW. Other than daily log entries there is no specific documentation.	Review protocol in committee
Revised					
		DPW	Enforce Penalties	Programmed for year 3	Enforcement in draft ordinance

Revised					
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**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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Ordinance Review and Updates	DPW	Review and Revise current erosion and sediment control ordinance	A new ordinance addressing illicit connections and discharge submitted for review	Complete review of ordinance & revise. Submit to City Council for approval
Revised					
	Construction Reviews	DPW	Develop and implement standard project review procedures	The city's Engineering Dept. has implemented a construction review process on sites regardless of lot size for the past (6) +- years to ensure that all post construction stormwater runoff has been in compliance with BMP's	Ongoing
Revised					
		DPW & Building Inspection Services	Develop and implement standard construction details	Construction details are added to files as needed	Ongoing
Revised					
		Engineering	Develop and implement standard inspection review procedures	Inadequate plans are rejected by the Engineering Dept. and permits are not allowed until appropriate corrections are made	Ongoing
Revised					
		DPW	Continue "Hot Line"	Ongoing	Ongoing
Revised					
			Document & investigate complaints	A daily log is maintained by the DPW all complaints are entered	Ongoing
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Ordinance Review and Update	Department of Public Works	Review and Revise Current Storm Water Ordinances	Draft Ordinance under review by City Council Public Works Committee	Complete review of ordinance. Revise and implement
Revised					
		Engineering Dept.	Develop and implement standard construction details and policies	The city's Engineering Dept. has implemented a construction detail review.	Ongoing
Revised					
	Project Reviews	DPW	Develop and implement standard Project Review Procedures	Engineering and the Sewer Water Drain Division have standard project review procedures in place	Ongoing
Revised					
			Develop and implement standard construction details	Existing files are updated with construction details as required	Ongoing
Revised					
			Develop and implement Standard Inspection Review Procedures	Engineering, Sewer, Water, & Drain and Building Inspectors have standard procedures in place	Ongoing
Revised					
Revised					

DWP?

DWP?

**5a. Additions**

		Building Inspectors	Document inadequate site plans reported by inspectors		Review of progress required
		DPW	Report non-compliant permits	All issues of non-compliance or the potential thereof are reported/resolved interdepartmentally	ongoing

**6. Pollution Prevention and Good Housekeeping in Municipal Operations**

<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 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
Revised	Predictive Catch Basin Program	Department of Public Works	Continue with current program	Continue the current catch basin, storm drain & tidegate inspection program including operations & maintenance of the storm water system	Continue current practices
Revised	Street Cleaning Program	Department of Public Works	Continue with current program	Continue Current Program	Continue current practices
Revised	Inspect City owned BMPs for retrofit Opportunities	Department of Public Works	Inspect Three Structural BMPs Per Year	Located 3 locations to retrofit 3 “Storm- Septors”	Continue current practices Procure & install 3 “storm septors”
Revised	Municipal Employee Training	Department of Public Works	Continue with current program	Management & non-management employees have had some training	Greater emphasis on training required for success of program
Revised					
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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

**7a. Additions**


**7b. WLA Assessment**

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

The City has many successful programs in place (street sweeping, catch basin cleaning, tidegate maintenance, household hazardous waste, "Cleaner Greener Quincy" & marsh restoration/maintenance)

Many of the programs are part of the DPW daily operations. An emphasis needs on both public education and public employee education still needs to be attained.

The Storm Water Committee will be focusing on BMP short falls.

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

**Programmatic**

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	(\$)	\$25,000

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	<50 %
Stormwater management committee established	(y/n)	yes
Stream teams established or supported	(# or y/n)	no
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	4 miles
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	yes


**Legal/Regulatory**

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

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	95
Estimated or actual number of outfalls	(#)	40
System-Wide mapping complete	(%)	90
<b>Mapping method(s)</b>		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	50
▪ GIS	(%)	85
Outfalls inspected/screened	(# or %)	40
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	99.7
% of population on septic systems	(%)	0.3




**Construction**

Number of construction starts (>1-acre)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	2
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

**Post-Development Stormwater Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Site inspections completed	(# or %)	10
Estimated volume of stormwater recharged	(gpy)	

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	4000-5000
Storm drain cleaned	(LF or mi.)	2500
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	300-500 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Compost	Compost
Cost of screenings disposal	(\$)	7,500


Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	200
Qty. of sand/debris collected by sweeping	(lbs. or tons)	2000
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	N/a

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	50% or 100%      50%
Pre-wetting techniques utilized	(y/n)	no
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	no


# Quincy Annual Report (YR2)

8 JUN 05

Ed/Outreach } Needs much improvement!  
Public Inv } (Many / Most Goals "falling short")  
SW Committee not yet formed.

JDDK - All outfalls located ✓  
Mapping complete - unclear  
All outfalls cleaned ✓  
Sampling - unclear?  
Draft ordinance under review

MCM #4 - ESC v. JDDK Ordinance?  
Cost v. Post-Cost Review procedures?  
↳ Eng. Dept. sign-off? req'd for permit

MCM #5 Ordinance (existing) is under review  
Remainng is vague

MCM #6 Confirmation of current practices for:  
• Predictive CS cleaning  
• Street cleaning  
• BMP Retrofit opportunities  
(install 3 Storm Sceptors)  
More training req.

✓ Metrics provided