

Municipality/Organization: City of Woburn, Massachusetts

EPA NPDES Permit Number: MAR041073

MaDEP Transmittal Number: W-041026

Annual Report Number

& Reporting Period: No. 2: April 04-March 05

05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Frederick W. Russell, P.E.

Title: Superintendent of Public Works

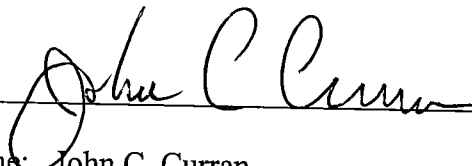
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Certification:

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:



Printed Name: John C. Curran

Title: Mayor

Date:

4/29/2005

Part II. Self-Assessment

The City of Woburn has completed the required self-assessment and has determined that our municipality is in compliance with all the 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 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|--|--|--|---|--|
| 1-1 | Hold Earth Day Celebration | Conservation Commission | Hold event annually | Earth Day was not held in 2004 as the venue (The Woburn Mall) was under construction and no other suitable venue was available. | Earth Day festivities are already planned for May 2005. |
| 1-2 | Hold Conservation Day Event | Conservation Commission | Hold event annually | Conservation Day was held on May 1, 2004. The City notified the public about the event through newspapers and flyers about 2 weeks in advance. Approximately 200 people turned out for the event. | Conservation Day festivities are planned for May 7, 2005. |
| 1-3 | Continue Pet Waste Disposal Practices | Dept. of Public Works | Maintain signs and doggie mitts | Doggie mitt supply was checked/restocked every month. Pet waste disposal signs and waste reception bins were checked daily from April 1st through November 30th. | Continue existing program |
| 1-4 | Maintain Environmental Awareness Brochures | Dept of Public Works and Conservation Commission | Brochures available | Several hundred brochures were distributed in 2004. Brochures restocked once during the permit year. | Continue existing program |
| 1-5 | Develop Stormwater Brochure | Dept. of Public Works | Brochure developed by May 1, 2004 | Brochure on Woburn WaterWays was developed with information on pet waste and illegal dumping into catch basins. | None - BMP completed |
| | Brochure Available for Distribution | Dept. of Public Works | Distribute brochure via mass mailing once during permit term | Brochure distributed as a bill insert in February 2005 to approximately 12,000 households. | BMP completed - Copies of the brochure will be made available to the public at the City Hall and DPW. |

1. Public Education and Outreach (continued)

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|-----------------|---|--------------------------------------|--|---|--|
| 1-6 | DPW staff available for classroom discussions/tours | Dept. of Public Works | Schools aware of opportunity for speakers each fall and spring | Schools were notified of the opportunity. | Continue to notify schools of opportunity. Massachusetts Water Resources Authority also has been involved at the middle school level giving stormwater presentations. |
| 1-7 | Stormwater bulletins added to Kiosks at Horn Pond | Dept. of Public Works | Bulletin posted on kiosks by May 1, 2004 | Stormwater brochure developed for BMP#1-5 was added to the kiosks at Horn Pond. | BMP completed - Maintain/update bulletins on kiosks |
| 1-8 | Stormwater Information added to DPW's Website | Dept. of Public Works | Stormwater information added to website by May 1, 2005 | City has reviewed web page materials and layout. | Continue development of City stormwater webpage. |
| | Maintain/update information on DPW Website | Dept. of Public Works | Maintain/update website as necessary | Website updated as necessary to provide residents notice of public stormwater events. | Continue to update website as necessary. |

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|---|--|--|--|--|
| 2-1 | Comply with State Public Notification Guidelines | Planning Board and Any City Department | Post notices on all applicable meetings and environmental awareness events | The City complied with the required state meeting notification guidelines. | Notify public of meetings as necessary. DPW to consider adding meeting notifications to website. |
| 2-2 | Used Oil Collection Program | Board of Health | Collection held monthly | (Collection held each month by Bill Murphy Waste Oil). | Continue monthly collection |
| 2-3 | Hold Household Hazardous Waste/Tire Collection Days | Board of Health | Collection held every three months | Collection held 3 times in 2004 at the City Hall. Collected items include 73 auto batteries, 487 tires, 166 propane tanks, 34 pounds of mercury and batteries, 170 fluorescent lights. | Continue quarterly collection |
| 2-4 | City-Wide Recycling Program | Board of Health | Recyclables collected every two weeks | (Recyclables were collected by a subcontractor bi-weekly). | Continue existing program |
| 2-5 | Street Tree Planting Program | Dept. of Public Works | Maintain tree-planting program | 50 public shade trees were planted in 2004. | Maintain program |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|--|-------------------------------|--|--|---|
| 3-1 | Continue to inspection new sewer connections | Engineering Department | Continue inspection of all new sewer connections | City inspected 35 new/updated sewer connections. | Continue existing program |
| 3-2 | Map Outfalls/Receiving Waters | Engineering Department | Map completed by May 1, 2005 | Data collection and map development is complete. Approximately 600 outfalls have been located. | None – BMP complete |
| 3-3 | Complete dry weather screening of outfalls | Engineering Department | All outfalls screened once during permit period | Dry weather sampling of known outfalls is ongoing. Forty three (43) outfalls were sampled for fecal coliform counts in 2004. Sampling results indicate that thirty seven (37) outfalls may have potential illicit connections. | Continue to screen outfalls. Test dry-weather flow samples for both fecal coliform and E. coli to further identify illicit connections. |
| 3-4 | Stormwater Ordinance | Engineering Department | Draft stormwater ordinance by May 1, 2005 | Review was conducted. City developing modifications to ordinances. | Draft stormwater ordinance language |
| 3-5 | Develop and implement system for elimination of illicit discharges | Engineering Department | Based on prioritized results in BMP#3-4, determine procedures to identify and remove illicit connections to drain; maintain records. | City initiated development of a plan/procedures to identify and remove illicit connections. City conducted television and manhole inspections to attempt to locate potential illicit connections. | City to continue the illicit connection identification and removal plan |

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|--|---|--|---|---|
| 4-1 | Continue to apply Standard 8 of MA Stormwater Policy | Conservation Commission | Standard 8 of the MSP applied during the permit term | City applied Standard 8 as necessary to all relevant development projects. 12 development plans were reviewed by the Conservation Commission in 2004. | Continue existing program |
| 4-2 | Procedures for Collection of Public Comments | Engineering Department | Maintain existing procedure throughout permit term | Public comments are received/reviewed and filed accordingly. | Continue existing program |
| 4-3 | Continue inspections for erosion control measures at construction sites within Conservation Commission review | Conservation Commission | Maintain existing policy throughout permit term. Number of construction sites inspected each year | City completed 12 construction site inspections for erosion and sediment control. | Continue existing program |
| 4-4 | Procedure for Control of Discarded Building Materials | Board of Health and Building Department | Maintain existing procedure throughout permit term. Number of demolition permits issued each year. | 38 demolition permits were issued by the City. Every applicant is required to complete a debris disposal form, which includes the location of the facility that will be accepting the debris. | Continue existing program |
| 4-5 | Amend Subdivision Regulations to Require Erosion and Sediment Control Plan for Sites Disturbing More than 1-acre | Engineering Department | Draft amendment to regulations by May 1, 2005. | Review was conducted. City is developing modifications to existing regulations. | Draft amendment to Regulations |

4. Construction Site Stormwater Runoff Control (continued)

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|-----------------|---|--------------------------------------|--|---|--|
| 4-6 | Amend Zoning Ordinance to Require Erosion and Sediment Control Plan for Sites Disturbing More than 1-acre | Engineering Department | Draft amendment to regulations by May 1, 2005. | Review was conducted. City is developing modifications to existing regulations. | Draft amendment to Regulations |

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 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|--|-------------------------------|--|--|---|
| 5-1 | Continue to implement City's Planning Board Rules and Subdivision Regulations | Engineering Department | Continue enforcement of existing regulations throughout permit term. Number of subdivisions reviewed each year. | City has enforced Rules and Regulations for all projects that have come under its review. The City reviewed 48 site and subdivision plans. | Continue existing program |
| 5-2 | Maintain Policy Ensuring Long-term Maintenance of Private Structural BMPs | Engineering Department | Maintain existing policy throughout permit term. Number of private structural BMP O&M plans submitted by developers each year. | 7 private structural BMPs with long-term operation and maintenance plans were submitted by developers for City review. | Maintain existing policy |
| 5-3 | Adopt Massachusetts Stormwater Policy Standards #,2, 3, 4, 7, and 9 in City ordinances | Engineering Department | Draft amendment to regulations by May 1, 2005 | Review was conducted. City is developing modifications to existing regulations. | Draft amendment to Regulations |

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 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|----------|---|-------------------------------|---|--|---|
| 6-1 | Continue Street Sweeping Program | Dept. of Public Works | Sweep all streets in the City twice annually | All streets were swept twice in 2004. Some streets in priority areas swept more than two times. | Continue existing program |
| 6-2 | Continue Catch Basin Cleaning Program | Dept. of Public Works | Clean 33% of catch basins in City each year. All CBs cleaned on a three year rotating schedule. | All known catch basins were cleaned this year. Some catch basins in sensitive receptors were cleaned more than once. | Continue existing program |
| 6-3 | Continue Salting/Snow Removal Practices | Dept. of Public Works | Continue existing practices throughout permit term. | Salt was stored in covered areas and spreaders were calibrated as needed to limit salt. Records of salt use are kept by DPW. Alternative deicing methods were used where practical and near sensitive receptors. | Continue existing program |
| 6-4 | Hazardous Waste Response Program | Dept. of Public Works | Continue existing program throughout permit term | The City maintained spill kits and followed Spill Prevention Control and Counter Measure Plan | Continue existing program |
| 6-5 | Continue Vehicle Washing Practices | Dept. of Public Works | Continue existing practices throughout permit term | City vehicles were washed at a local private car wash facility. Oversized vehicles were spayed cleaned without soap in an improved area. | Continue existing program |
| 6-6 | Continue Vehicle Maintenance Practices | Dept. of Public Works | Continue existing practices throughout permit term | Municipal vehicle maintenance, including police vehicles, was performed in a garage that has oil and grease traps, and an oil/water separator. | Continue existing program |

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|-----------------|---|--------------------------------------|---|--|--|
| 6-7 | Park and Landscape Maintenance | Dept. of Public Works | Continue existing practices throughout permit term | The City minimized the use of fertilizers near Horn Pond and the Aberjona River. Records of fertilizer/herbicide/pesticide use are maintained by the Parks Department. | Continue existing program |
| 6-8 | Develop/Implement Employee Education/Training Program | Dept. of Public Works | 4 hours of stormwater related training during permit term for each appropriate employee | - | City to initiate training of employees on stormwater impacts during permit term. |

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 (2004) (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 (2005) |
|-----------------|------------------------|--------------------------------------|---------------------------|--|--|
| | Not Applicable | | | | |