



City of Methuen, Massachusetts  
Department of Public Works  
Engineering Division

The Searles Building, 41 Pleasant Street, Room 206  
Methuen, Massachusetts 01844  
Telephone (978) 983-8550 Fax (978) 794-3261

William M. Manzi, III  
Mayor

Frank Russo, P.E.  
Chief Engineer

1210

4/06

April 27, 2006

Ms. Ann Herrick (CIP)  
US EPA Region 01 (Permitting Authority for Massachusetts)  
1 Congress Street  
Boston, MA 02114-2023

RE: NPDES P11 Small MS4 General Permit Annual Report

Dear Ms. Herrick:

Enclosed you will find the City of Methuen, Massachusetts Annual Report, our EPA NPDES Permit Number is MA041210.

If you have any questions or concerns regarding this report, please do not hesitate to contact me at (978) 983-8550.

Sincerely,

Frank Russo, P.E.  
Chief Engineer

FR:kgd  
Enclosures

VIA CERTIFIED MAIL  
70033110000520043535

**Municipality/Organization: City of Methuen, Massachusetts**

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**EPA NPDES Permit Number: MA041210**

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**MADEP Transmittal Number: W- 035284**

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**Annual Report Number**

**& Reporting Period:**

**No. 3: March 05-March 06**

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## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person: Frank Russo, P.E.**

**Title: Chief Engineer**

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**Telephone #: 978-983-8550**

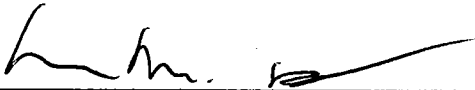
**Email: frusso@ci.methuen.ma.us**

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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: William M. Manzi, III**

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**Title: Mayor**

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**Date:**

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

The City of Methuen has completed the self – assessment and has determined that our municipality is in substantial compliance with permit conditions.

**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 3 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 4</b>
1-1 Revised	Article / Brochure in City newsletter	DPW	Article / brochure distributed annually	Developed and distributed flyer. Copy attached	Update / distribute flyer
1-2 Revised	Info re: lawn waste disposal to Landscapers	DPW	Flyers mailed out	Collected background data.	Develop and mail flyer by Summer 2006
1-3 Revised	Staff table at neighborhood cleanup day	DPW	Staff table and distribute flyers	Staffed table at cleanup day	Continue to staff table
1-4 Revised	Offer education program to children	DPW	Give presentation	N/A	Extend offer to make presentation
1-5 Revised	“Don’t feed waterfowl” signs	DPW	Install new signs and inspect existing	All signs inspected twice per year.	Continue inspection of signs
1-6 Revised	Annual update of SWMP to City Council	DPW / ConComm	Annual update (Spring)	Update planned Spring 2006	Continue annual updates

**1a. Additions**


**2. Public Involvement and Participation**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2-1 Revised	Public Participation	DPW	Public review and comment period for SWMP	Completed February 2003.	None
2-2 Revised	Comply w/ state notification guidelines	DPW	Continue to follow guidelines	No action – continue current practice	No action – continue current practice
2-3 Revised	Offer to assist watershed group activities	DPW	Number of activities assisted	Assisted in the clean up of a portion of the Merrimack River along City property.	DPW will extend offer to local watershed groups to assist in annual activities such as cleanup events, etc.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1 Revised	Dry weather outfall screening	DPW	Number of outfalls screened	All located outfalls screened. 45 outfalls observed with dry weather flow. Test kit sampling completed. Coliform testing completed	As needed.
3-2 Revised	Map outfalls / receiving waters	DPW	Map created	Complete	Maintain map
3-3 Revised	Map drain system / GIS	DPW	GIS created	Complete	Maintain GIS
3-4 Revised	Develop / implement plan to ID & remove illicit discharges	DPW	Prioritize outfalls Locate illicit cons.	No action this period	City on SRF list for followup stormwater management implementation. Outfalls will be prioritized for follow-up action and illicit connection detection.
3-5 Revised	Illegal collection / dumping ordinance	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance also working with the Merrimack Valley Planning Commission in doing so.	Draft ordinance and present to council

### 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4-1 Revised	Erosion & sediment control ordinance	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
4-2 Revised	Require waste mgt. plan at const. sites > 1 acre	Chief Engineer	Waste mgt. plans created	Researching information necessary to require waste management plans at construction sites.	Implement plan to require waste management plans at construction sites > 1 acre.
4-3 Revised	Review site plans	Chief Engineer	Percent of plans reviewed	Continue current program to review all site plans	Continue
4-4 Revised	New construction project ordinance, sedimentation & erosion control plans > 1 acre	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
4-5 Revised	Develop draft ordinance to implement inspection & enforcement of sediment & erosion controls	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
4-5 Revised					

#### 4a. Additions

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### 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-1 Revised	Ordinance to apply standards 2, 3, 4, 7 & 9 of Mass. Stormwater policy	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
5-2 Revised	Specify BMP manual	Chief Engineer	BMP Manual selected	No action to date	Identification of BMP Manual will be included in BMP 5-1. DEP Stormwater Management Volume 2: Stormwater Technical Handbook
5-3 Revised	Ordinance to ensure long-term maint. Of structural BMPs	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1 Revised	Continue employee training	DPW	Percent of employees trained	Continue ongoing practices.	Continue ongoing practices
6-2 Revised	Identify sensitive receptors	DPW	List developed, staff notified	Preliminary list of sensitive receptors has been developed.	Continue to update list and notify / train staff
6-3 Revised	Street & Parking lot sweeping	DPW	Streets & lots swept	Continue ongoing practices of sweeping all streets twice per year	Continue ongoing practices
6-4 Revised	Roadway deicing	DPW	Amount of deicers used	Calibrated spreaders. Maintain calibration and deicer usage records. Monitor industry standards	Continue
6-5 Revised	Storm drain maintenance	DPW	Number of catch basins cleaned	Continue ongoing practices. Approximately 1/3 of the city's basins cleaned in permit year. New cleaner purchased.	Continue ongoing practices
6-6 Revised	Park & Landscape maintenance	DPW	Employee training Record keeping	N/A	Conduct training and develop record keeping for fertilizer & pesticide use
6-7 Revised	Annual Hazardous Waste Drop-off Day	DPW	Drop-off day held	Annual HW drop-off day held in October 1, 2005.	Continue to hold annual drop-off day
6-8 Revised	Proper snow disposal	DPW	Continue current practices	Continue current practices	Continue current practices

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 4
N/A					
Revised					
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	(y/n)
Annual program budget/expenditures	(\$)

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)
Stormwater management committee established	(y/n)
Stream teams established or supported	(# or y/n)
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)
Household Hazardous Waste Collection Days	
▪ days sponsored	(#)
▪ community participation	(%)
▪ material collected	(tons or gal)
School curricula implemented	(y/n)

**Legal/Regulatory**

In Place  
Prior to  
Phase II

Under  
Review

Drafted

Adopted

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

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	100%
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	95%
% of population on septic systems	(%)	5%

**Construction**

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

**Post-Development Stormwater Management**

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

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	once / 3 yrs
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	once / 3 yrs
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Cemetery lots
Cost of screenings disposal	(\$)	

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

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

Anti-/De-Icing products and ratios	% NaCl	% CaCl <sub>2</sub>	% MgCl <sub>2</sub>	% CMA	% Kac	% KCl	% Sand
Pre-wetting techniques utilized	(y/n)						N
Manual control spreaders used	(y/n)						Y
Automatic or Zero-velocity spreaders used	(y/n)						
Estimated net reduction in typical year salt application	(lbs. or %)						
Salt pile(s) covered in storage shed(s)	(y/n)						Y
Storage shed(s) in design or under construction	(y/n)						



## City of Methuen Stormwater Management Program

The goal of Methuen's Stormwater Management Program is to continuously improve the quality of stormwater discharges into our waterways. Methuen has many natural water resources including, Forest Lake, Spickett River and Merrimack River that residents and visitors enjoy and use for recreational activities. It is important that we maintain the quality of these resources for the future.

### ***What we are doing...***

The Department of Public Works is taking steps to improve the quality of stormwater discharges throughout Methuen. The program includes:

- Cleaning every catch basins a minimum of once every three years, and more frequently sensitive areas.
- Holding an annual household hazardous waste collection day every fall.
- Repair and upgrade our infrastructure (pipes, etc.) that are causing pollution.
- Inspection of all stormwater outfalls to identify contamination and potential illicit connections from household sanitary sewer services that may be improperly connected to the stormwater (drain) system.
- Improving management at DPW facilities and improving operations that can affect stormwater such as road salting / sanding and street sweeping.

### ***How you can help...***

Here are some simple things that you can do to help us reduce pollution and improve our water quality:

- Check your car for leaking fluids and repair it quickly.
- If you change your own oil, collect the used oil in the containers that carried the replacement oil. By law, any store that sells motor oil, must accept used oil for proper disposal and recycling.
- Bring old oil-based paints, solvents and pesticides to the annual DPW Hazardous waste collection day held each fall.
- Don't over fertilize your lawn! Use only the recommended amount during the correct season.
- Pick up pet waste and dispose of it with weekly trash collection.

*If you have additional questions about stormwater related pollution or about how you can get involved in improving the quality of our lakes and rivers, please call us at 978-983-8545.*