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**Municipality/Organization:** City of Fitchburg

**EPA NPDES Permit Number:** MAR 041189

**MassDEP Transmittal Number:** W-

**Annual Report Number  
& Reporting Period:** April 1, 2006 - March 31, 2007

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

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

**Telephone #:** 978-345-9612 **Email:** dmeunier@ci.fitchburg.ma.us

**Mailing Address:** 718 Main St. Fitchburg, MA 01420

**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:** Dan H. Mylott

**Printed Name:** Dan H. Mylott

**Title:** Mayor

**Date:** 12/10/07

## **Part II. Self Assessment**

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

Part III PC-3: Operation and maintenance agreement: Work in progress as part of year number five work

Inspection and sampling of active construction sites has confirmed that selected BMP's have been effective in meeting storm water control goals and limits.

In addition to the efforts outlined in Part III of this report the City has, during the designated reporting period, continued a storm water sampling program in selected drainage basins. The results of the second year sampling program resulted in the identification of six illicit connections to the storm drain system. All identified illicit connections were eliminated. Results of the third year of this program identified two more illicit connections that were eliminated. Results of the fourth year program identified two more illicit connections that have been eliminated. Substantial progress was made in the physical inspection, mapping, and dry weather sampling, if necessary, of storm water outfalls. All remaining outfalls will be inspected, sampled as necessary, during dry weather and all outfalls will be sampled during wet weather during the fifth year of the program. Mapping and digital photos of all outfalls will be updated during these inspections.

Summary of Minimum  
Part III Control Measures

Illicit Discharge Detection  
and Elimination

| BMP ID # | BMP Description                     | Responsible Det./ Person | Measurable Goal                    | Progress on Goal Permit years 1, 2,3,4                                                                                                                                                                                 | Planned Activites Permit year 5                                 |
|----------|-------------------------------------|--------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| ID-1     | Storm Drain Map                     | DPW                      | Update Storm drain map             | Storm drain map updated. Includes base flow data and location of outfalls. Inspection, sampling, and map update of all stormwater outfalls started.                                                                    | Continue work to comply with permit requirements and deadlines. |
| ID-2     | Non-storm water discharge ordinance | Planning                 | Non-storm water ordinance          | ordinance in place                                                                                                                                                                                                     | Continue activity                                               |
| ID-3     | Industrial/Business Connections     | IDC                      | Establish monitoring program       | Continue survey of industrial and commercial connections as part of combined sewer separation project                                                                                                                  | continue program                                                |
| ID-4     | Illicit discharge elimination       | BOH / DPW                | Establish Program                  | Illicit connection program established. Total of ten illicit sewer connections to storm system identified and eliminated                                                                                               | continue program                                                |
| ID-5     | Illegal dumping task force          | BOH                      | Form Task Force Quarterly Meetings | City established environmental task force. A public and private partnership. Group activities include streamside clean-up, community policing of environmental issues, outreach to schools and volunteer participation | Continue program                                                |

Part III Summary of Minimum Control Measures

BMP's for Meeting TMDL

| BMP ID # | BMP Description                 | Responsible Det./ Person | Measurable Goal                            | Progress on Goal Permit year 1,2,3,4                                                                                                | Planned Activites Permit year 5                                    |
|----------|---------------------------------|--------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| TM-1     | Parking lot and street cleaning | DPW                      | Formalize Program                          | see municipal house keeping                                                                                                         | continue activity                                                  |
| TM-2     | Catch Basin cleaning            | DPW                      | Formalize Program                          | see municipal house keeping                                                                                                         | continuity activity                                                |
| TM-3     | Install deep sumps              | Planning/ Engineering    | Require all new development to install     | Deep sumps installed in all new and rebuilt catch basins                                                                            | continue activity                                                  |
| TM-4     | Install gas and oil separators  | DPW                      | Establish requirement                      | All new garage and other potential oil using activity required to install oil water separation                                      | continue activity and inspect established locations for compliance |
| TM-5     | Detention Basins                | Planning/ Engineering    | Establish design and requirement standards | Design and standards established. Enforce standards for new construction, inspect older construction for function and effectiveness | continue activity                                                  |

Part III Summary of Minimum Control Measures

Construction Site Runoff Control

| BMP ID # | BMP Description                       | Responsible Det./ Person | Measurable Goal                  | Progress on Goal Permit years 1,2,3,4                                                                           | Planned Activites Permit year 5 |
|----------|---------------------------------------|--------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------|
| RC-1     | Site Plan Review                      | Planning Dept.           | Establish standards              | Revised standards requiring BMP. Implemented and applied to all new construction regulated under Planning Board | Continue activity               |
| RC-2     | Erosion/Sediment control ordinance    | Planning Dept.           | Develop Ordinance                | Existing ordinance updated                                                                                      | continue activity               |
| RC-3     | Storm water Pollution Prevention Plan | DPW                      | Require Plan for all projects    | Plan required for all sub-division projects and major construction projects                                     | Review effectiveness of program |
| RC-4     | BMP measures for sediment/erosion     | Con-Com                  | Establish for construction sites | Con-Com reviews and inspects sites for compliance with approved plans and BMP                                   | Continue practice               |

Part III Summary of Minimum Control Measures

Post Construction Runoff Control

| BMP ID # | BMP Description                        | Responsible Det./ Person | Measurable Goal   | Progress on Goal Permit years 1,2,3,4                                                                                              | Planned Activites Permit year 5       |
|----------|----------------------------------------|--------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| PC-1     | Post construction runoff ordinance     | Planning Dept.           | Develop Ordinance | Standards and program developed by joint effort between Con-Com and City Engineering. Formalized into planning board requirements. | Review effectiveness of requirements. |
| PC-2     | Site plan review for post construction | Planning Dept.           | Adopt Standards   | Post construction site plan review conducted for all planned sub-divisions and major construction sites                            | Continue activity                     |
| PC-3     | Operation and maintenance agreement    | DPW                      | Develop Model     | No progress made                                                                                                                   | Develop model and scope of work       |
|          |                                        |                          |                   |                                                                                                                                    |                                       |

Part III Summary of Minimum Control Measures

Public Involvement and Participation

| BMP ID # | BMP Description        | Responsible Det./ Person | Measurable Goal              | Progress on Goal Permit years 1,2,3,4                                                                                                                                                                                                                                                                    | Planned Activites Permit year 5 |
|----------|------------------------|--------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| PP-1     | Watershed Organization | Planning Dept.           | Organize watershed Committee | Watershed Committee organized as subcommittee of City Con-Com. Watershed land maps updated and overlaid on topo. maps Sensitive land parcels identified and prioritized for purchase or protection. Work with Nashua River Watershed Group to perform storm water sampling identify illicit connections. | Continue program                |
| PP-2     | Stream cleanings       | DPW                      | Civic Clean up days          | Community service work crews from Dept. of Corrections performed stream side clean up. Civic clean up days held each spring in all City wards. Stream clean up part of program.                                                                                                                          | Continue program                |
| PP-3     | Storm drain stenciling | DPW                      | Civilian stenciling program  | Storm drain marking program begun                                                                                                                                                                                                                                                                        | Stenciling program to continue  |

Part III Summary of Minimum Control Measures

Public Education and Outreach

| BMP ID # | BMP Description          | Responsible Det./ Person | Measurable Goal                              | Progress on Goal Permit years 1,2,3,4                                                                                                                                                                                  | Planned Activites Permit year 5                                                |
|----------|--------------------------|--------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| PE-1     | Partnership Program      | Planning Dept.           | Establish education and outreach program     | City established environmental task force. A public and private partnership. Group activities include streamside clean-up, community policing of environmental issues, outreach to schools and volunteer participation | continue activity.                                                             |
| PE-2     | Web Site Creation        | Planning Dept.           | Website for storm water pollution prevention | maintain City web site link to EPA storm water information                                                                                                                                                             | Continue activity                                                              |
| PE-3     | Brochures and fact sheet | DPW                      | Door hangers distributed                     | Information mailer distributed via water and sewer bills                                                                                                                                                               | continue activity                                                              |
| PE-4     | Classroom Education      | School Dept.             | 50% of K-12 every 2 yrs.                     | Storm water education introduced as part of science curriculum grades 4 and 6                                                                                                                                          | continue activity work with schools to expand education to other grade levels. |

Part III Summary of Minimum Control Measures

Municipal Good Housekeeping

| BMP ID # | BMP Description                 | Responsible Det./ Person | Measurable Goal                                   | Progress on Goal Permit years 1,2,3,4                                                                                                                         | Planned Activites year 5                                                                   |
|----------|---------------------------------|--------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| MH-1     | Pet waste collection            | BOH                      | Distribute brochures                              | Include educational material in water bill                                                                                                                    | continue activity                                                                          |
| MH-2     | Parking lot and street cleaning | DPW                      | Increase frequency                                | Street and parking lots sweeping program active nine months per year. All streets swept a minimum of twice per year. Main lines swept multiple times per year | Contiue program. Main Street now swept three times per week during summer and fall months. |
| MH-3     | Catch basin cleaning            | DPW                      | Implement program to track and increase frequency | Catch basin cleaning program active nine months per year. Approximately 500 basins cleaned per year. Record keeping and tracking computerized.                | continue program.                                                                          |
| MH-4     | Spill Response & Prevention     | Fire Dept.               | Formalize program provide education               | Conduct annual review and training at specific sites including wastewater, water and DPW faciities                                                            | continue program.                                                                          |