



F A X C O V E R S H E E T
ENGINEERING DEPARTMENT
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TO: Ms. Ann Herrick **DATE:** 4/27/07

FROM: Matt Billetto

FAX #: (417) 918-0505

SUBJECT: Phase II annual report

NUMBER OF PAGES, INCLUDING COVER SHEET: 15

**PLEASE CONTACT THIS DEPARTMENT IF TRANSMISSION IS NOT CLEAR.
THANK YOU.**

Mailed hard copy to follow.

Municipality/Organization: Pittsfield, Massachusetts

EPA NPDES Permit Number: MA041018

MaDEP Transmittal Number: W035321

**Annual Report Number
& Reporting Period:** No. 4: March 2006-March 2007

NPDES PHASE II Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Matt Billetter

Title: City Engineer

Telephone #: (413) 499-9327

Email: mbilletter@pittsfieldch.com

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: Bruce Collingwood

Title: Commissioner of Public Works

Date: 4/26/07

Part II. Self-Assessment

The City of Pittsfield has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions. Specific considerations were given to the following:

Part I. D. 4 - To our knowledge the state has not yet drafted TMDLs for waters within the boundaries of the City of Pittsfield. The City will consider measures to address pollutants of concern for impaired waters in subsequent permit periods.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
PEO1	Delineate critical habitats and ecosystems in the community.	Engineering / Matt Billetter	Implement GIS technology to create data layer mapping.	None.	Critical / sensitive areas will be incorporated as a GIS layer. This information will be used when planning maintenance or improvement activities.
PEO2	Disseminate storm water educational brochures at household hazardous waste collection days.	CET and DPW&U / Bruce Collingwood	Collaborate with CET and HVA to make storm water related educational materials available to hand out beginning with the household hazardous waste collection days scheduled for April and May 2003. Thereafter at each proposed household hazardous waste and computer & monitor collection event through 2008.	Educational materials were made available at the May 13, 2006 collection event.	Educational materials will be made available at the May 5, 2007 household hazardous waste collection.

PEO3	Utility bill inserts	CET and DPW&U / Bruce Collingwood	<p>Collaborate with CET and HVA to create and disseminate educational brochures with utility bills twice per year beginning April 2003 and continuing until April 2008. The brochures will address different subjects such as the basics of hydrology; what a storm drain is; danger of and alternatives to pesticides, fertilizers, insecticides and herbicides; hotline phone number to report suspected illegal dumping or illicit discharge; date, time, location and materials that will be accepted at household hazardous waste collection events.</p> <p>Budget \$3500 per year for educational materials beginning fiscal year 2004, through fiscal year 2008.</p>	None.	Continue brainstorming with CET and HVA.
PEO4	Media	Engineering / Matt Billetter	Schedule roundtable with CET and HVA on the Mayor's radio and television programs within the next six months; investigate the possibility of securing a periodic time slot dedicated to environmental awareness and storm water topics.	Wrote a press release that was printed in the Berkshire Eagle on July 27 (see attached) explaining our storm drain outfall evaluation program. Contact information was included for anyone who had questions; no calls were received.	Meet with CET and HVA to brainstorm other possible media outreach.
PEO5	Walk-in / website outreach	Engineering / Matt Billetter	Continue to make educational materials available to the public in this office and other offices in City Hall. Add information and links to the City's website in the next six months.	Various environmental education materials are posted and available in brochure format at City Hall.	Continue same. Refine website page and links.

PEO6	<p>Classroom and hands on storm water education for school children.</p> <p>HVA has an excellent program in place that combines a classroom presentation including an environmental model and a subsequent field day when students label catch basins with an important message.</p>	HVA	<p>Partner with HVA in supporting their educational programs to afford every public and private student the opportunity to participate and learn. We see this as an ongoing BMP that can be modified and adapted to reach other groups and focus on additional field parameters.</p> <p>From the HVA website: "Community Education. HVA can provide speakers for community events, annual meetings, educational forums and other adult activities. HVA can also provide displays on the Housatonic River for your event. We sponsor and conduct educational seminars for land use officials and others on topics of interest. Check with us for details."</p>	HVA reached 443 elementary school students with their storm water awareness program and placed 90 catch basin decals.	<p>Continue same.</p> <p>Write letters of support for HVA's grant applications.</p>
PEO7	Toxics use reduction	CET	Partner with CET to reduce the use of toxic products on lawns and gardens through education and outreach.	CET continues their toxics use reduction outreach and education.	<p>Continue to support CET's efforts throughout the community.</p> <p>Write letters of support for CET's grant applications.</p>
PEO8	Responsible recreational vehicle use	Engineering / Matt Billetter	Collaborate with HVA, CET, Massachusetts Environmental Police and/or others to educate and survey recreational vehicle retailers and consumers, urging care and proper procedure when fueling and servicing their boats, jet skis, wave runners, snowmobiles, motorcycles, four wheelers, etc.	None.	Meet with local environmental groups to discuss and implement effective means of educating the target audience; i.e. point of sale and point of use outreach, manufacturer's literature, etc.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
PIP1	Revised: Public review of Notice of Intent and annual reports.	Engineering / Matt Billetter	Solicit review and commentary from the citizens of Pittsfield, CET, HVA and BRPC within the next six months. Incorporate such feedback into the City's storm water management plan, as warranted, within the next year.	None.	Continue to make program information available.
PIP2	Illicit discharge / illegal dumping hotline	Unknown at this time.	<p>Revise City code to establish severe penalties and punishment for illegal dumping.</p> <p>Assess the willingness and ability of City, County and State law enforcement officials to impose penalties and punishment for illegal dumping.</p> <p>Establish and advertise a hotline number within the next two years.</p>	None.	Review current ordinance, draft proposed modifications.
PIP3	Volunteer monitoring	HVA	Conduct annual survey to determine the number of new volunteers that join HVA's existing program as a result of public education and outreach.	None.	Inquire.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
IDDE1	Identifying illicit connections	DPW&U / Bruce Collingwood	<p>Revised:</p> <p>Continue working with the Housatonic Valley Association (HVA) to resolve illicit discharge problems. HVA conducts water quality testing near our storm drain outfalls and contacts us when an illicit discharge is detected. The Water Division then investigates the storm drain at points of access, working up gradient from the outfall until the problem is isolated. This partnership has already yielded corrective results thanks to the devotion of the HVA volunteer monitors and the hard work of the Water Division.</p> <p>Generate plan for dry weather inspection, camera survey, smoke testing, and/or dye testing of storm drains.</p>	<p>Based on record drawings and other documentation, there are 397 city storm drain outfalls. 79 outfalls could not be located in the field. SEA Consultants inspected 318 outfalls, of which 210 were absent of dry weather discharge. 8 outfalls were classified as high suspicion of illicit discharge / high priority for corrective action and 30 as lower suspicion / second tier priority based on volume, color and odor of discharge and level of damage to surrounding areas. The remaining 70 outfalls were inaccessible.</p> <p>The Housatonic Valley Association's (HVA) volunteer monitoring program (The Stream Team) sampled 12 locations in the West and Southwest branches of the Housatonic River once a month for five months. One illicit discharge was identified by the HVA Stream Team and was then eliminated by the city. The source of the discharge was a sewer main pipe joint that was leaking sewerage through a retaining wall weep hole directly to the West branch of the Housatonic River.</p>	<p>Sample and test illicit discharges, isolate problem areas and correct.</p> <p>Coordinate these efforts with our SSES to avoid redundancy.</p>

IDDE2	Illicit discharge / illegal dumping hotline	DPW&U / Bruce Collingwood	<p>Revise City code to establish severe penalties and punishment for illegal dumping.</p> <p>Assess the willingness and ability of City, County and State law enforcement officials to impose penalties and punishment for illegal dumping.</p> <p>Establish and advertise a hotline number within the next two years.</p>	None.	Review current ordinance, draft proposed modifications.
IDDE3	Illegal Dumping	DPW&U / Bruce Collingwood	<p>Revise City code to establish severe penalties and punishment for illegal dumping.</p> <p>Assess the willingness and ability of City, County and State law enforcement officials to impose penalties and punishment for illegal dumping.</p>	None.	<p>This can be combined with illicit discharges. There are already littering and illegal dumping regulations.</p> <p>Review current ordinance, draft proposed modifications.</p>
IDDE4	Storm drain Mapping	Engineering / Matt Billetter	Verify accuracy of storm drain drawings and modify as necessary, upgrade to GIS over five year timeline.	GPS coordinates were recorded at the outfalls inspected by SEA.	Incorporate into GIS.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
C1	Revised: Require erosion & sediment control plan for all construction sites disturbing less than one acre, which are not in wetland resource areas.	Engineering / Matt Billetter	Collaborate with the Conservation Commission over the next year to establish requirements and review process.	None.	Work with SEA to strengthen program.
C2	Revised: Require site plan and signed covenant for waste management and vehicle maintenance for all construction sites disturbing less than one acre which are not in wetland resource areas.	Engineering / Matt Billetter	Collaborate with the Conservation Commission over the next year to establish requirements and review process. Generate covenant within the next year, revise City code to support enforcement of covenant.	None.	Work with SEA to strengthen program.
C3	Revised: Require escrow account from developer for all construction projects.	DPW&U / Bruce Collingwood	Revise City code and/or subdivision regulations to require an escrow account from the developer to be used by the City to employ the services of an independent, qualified construction inspector selected solely by the City. This account will be required in addition to a performance bond.	Implemented. Using funds for third party review.	Include as part of zoning ordinance, subdivision regulation and city code. Use funds also for construction inspection.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
PC1	Structural	Engineering / Matt Billetter	Inventory and document all existing structural storm water management facilities within the city, evaluate their current condition, identify the parties responsible for maintenance and any existing maintenance schedules (typically part of the articles of incorporation), request schedule if none exists, request written documentation of maintenance performed to date and annually thereafter. Review and revise as necessary the City's construction specifications and standards, city code, zoning ordinances and subdivision regulations.	Encouraged low impact development through reduction of subdivision roadway width. All new catch basins are required to have a deep sump and oil / water / debris separator.	Continue to develop. Revise / amend construction standards and specifications. Create inventory list of publicly and privately owned structural storm water management facilities within the City. Identify on GIS mapping.
PC2	Nonstructural	Engineering / Matt Billetter	Establish criteria for site planning that requires incorporation of non-structural storm water management measures (trees, shrubs, flowers, etc.) where applicable.	The city continues to study and encourage low impact development. We worked with designers on recent projects to include items such as rain gardens and water quality swales.	Continue to develop. Revise / amend construction standards and specifications.
PC3	Ordinance	DPW&U / Bruce Collingwood and City Council	Review and revise as necessary the City's construction specifications and standards, city code, zoning ordinances and subdivision regulations to clearly define storm water management requirements, policies and practices.	SEA consultants began working on this.	Work with SEA to achieve objectives and produce written documents for incorporation.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
PPGH1	Continue used motor oil, oil filter and antifreeze recycling.	Highway / Tom Foody		Continue same.	Continue same.
PPGH2	Responsible pest control	Highway / Tom Foody, Water & Sewer/ Matt Inhelder Wastewater / Tom Landry Parks / Jim McGrath Buildings / Ernie Fortini	Although the City of Pittsfield uses little to no chemical pesticides at this time, we will be working with CET to create an Integrated Pest Management (IPM) plan for the City that minimizes use of Tier 1 chemicals to the MEP.	Idle for now as it was determined that the City currently uses little to no pesticides, herbicides and fertilizers.	None.
PPGH3	Vehicle washing	Highway / Tom Foody, Water & Sewer/ Matt Inhelder Wastewater / Tom Landry Parks / Jim McGrath Buildings / Ernie Fortini	Revised: Establish and implement a policy, beginning Summer 2003, for washing City vehicles only on grassed areas, areas that drain to the sanitary sewer via an oil / water separator or in an area where wash water is contained and pumped to the sanitary sewer.	City conducted audits of all municipal facilities including facilities that include vehicle washing operations. Recommendations were made regarding long term washing operations which are currently under review by the City.	Write official policy. Share policy with all City departments that own/operate or maintain City vehicles. Check to see if we are implementing. If not, re- educate Department Heads and staff.

PPGH4	Research alternatives to road salts and effective application rates	Engineering / Matt Billetter Highway / Tom Foody	<p>Research effective alternatives to conventional road salts that are more environmentally friendly and techniques of effective lower salt application rates. Research road salt application rates of other communities in Berkshire County and the northeast region. Perform active experimentation on designated sections of roadway and document results, starting winter 2003/2004.</p> <p>Create a map identifying sensitive areas where little or no salt shall be applied (bridges, culverts, wetlands, etc.); to be completed and distributed within the next year.</p>	None.	Review "Manual of Practice for an Effective Anti-Icing Program" and additional research. Involve the Highway Superintendent and Commissioner.
PPGH5	Household hazardous waste collection events(HHWCE)	CET and DPW&U / Bruce Collingwood	Collaborate with CET to organize one HHWCE for each spring, summer and fall in the City of Pittsfield.	A HHWCE was held on May 13, 2006.	Next HHWCE is May 5, 2007.
PPGH6	Street & parking lot sweeping	Highway / Tom Foody	<p>Revised:</p> <p>Sweep streets before flushing water mains, consider vacuum sweepers</p>	<p>Streets & parking lots were swept.</p> <p>Pre water main flushing priority is being given to streets closest to lakes and streams this spring.</p>	<p>Streets & parking lots will be swept.</p> <p>Revise contract schedule so that sweeping occurs prior to water main flushing. Consider using vacuum sweepers.</p> <p>Review EPA & DEP guidance and regulation. Modify disposal methods if necessary.</p>

PPGH7	Storm drain system cleaning	Water & Sewer/ Matt Inhelder	Revised: Clean each catch basin once annually. Inspect each outfall once annually and clean accordingly.	City's Water, Sewer & Drain Department actively cleans catch basins; city also contracts this work.	Continue same. Review EPA & DEP guidance and regulation. Modify disposal methods if necessary.
PPGH8	Proper snow disposal	Highway / Tom Foody	Develop policy and train Highway Department personnel starting this winter.	None.	Write official policy. Train staff.



CITY OF PITTSFIELD

DEPARTMENT OF PUBLIC WORKS & UTILITIES, CITY HALL, 70 ALLEN STREET, PITTSFIELD, MA 01201 413-499-9330

PRESS RELEASE

Stormwater System Survey and Condition Assessment

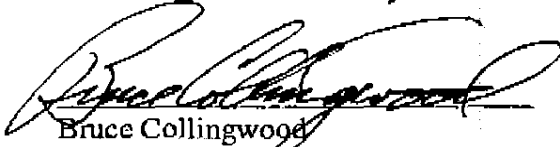
Starting the week of July 24, 2006, the City of Pittsfield Department of Public Works is undertaking a city-wide survey and condition assessment of stormwater drainage outfalls as part of the comprehensive stormwater management program. The program, in compliance with the federal National Pollutant Discharge Elimination System (NPDES) regulations developed under the Clean Water Act, involves the identification and mapping of all points of discharge from city-owned stormwater systems to surface waters or wetlands.

As part of the investigation, the Department will have one or more teams of engineers and technicians visiting every identified city-owned outfall to inspect the outfall and determine if illicit and/or illegal connections exist in the system. Illegal discharges include anything other than stormwater, and sometimes are the result of old sewer connections, or piping from industrial facilities that pre-dated current regulations. These kinds of discharges are often identified when flow is observed from drainage outfalls despite the fact that the weather has been dry and no stormwater is present in the system.

The City requests the cooperation of residents and business owners as the work proceeds. All investigations will be conducted from or through public right-of-ways or easements where practicable. If city-owned outfalls can only be accessed through private property, then efforts will be made to contact property owners to inform them of the purpose of the work and request permission to access their property. All team members will have proper identification. The results from the survey will allow the City to continue efforts to improve water quality and environmental health of our watersheds and the waters of the Commonwealth.

Questions about this project may be directed to Matt Billetter, City Engineer, 499-9327.

Press release authorized by:


Bruce Collingwood
Commissioner


Date

B4 — The Berkshire Eagle, Thursday, July 27, 2006



In the Berkshires

Pittsfield City begins inspecting stormwater drainage

Starting this week, the Department of Public Works will be inspecting stormwater drainage outfalls citywide as part of the comprehensive stormwater management program.

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The city is seeking the cooperation of residents and business owners as the work proceeds. All investigations will be conducted from or through public rights-of-way or easements, where practicable. If city-owned outfalls can only be accessed through private property, efforts will be made to contact property owners to inform them of the purpose of the work and request permission to access their property. All team members will have proper identification.