

**Municipality/Organization:** CITY OF WESTFIELD

---

**EPA NPDES Permit Number:** MAR041236/MaDEP

---

**MaDEP Transmittal Number:** W- 040836

---

**Annual Report Number  
& Reporting Period:** No. 4: March 06-March 07

---

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Charles L. Darling Title: Water Resources System Engineer

---

Telephone #: 413-572-6243 Email: c.darling@mail.ci.westfield.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: Charles L. Darling

---

Title: Water Resources System Engineer

---

Date:

---

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

The City of Westfield has completed the required self-assessment and has determined that our municipality is in compliance with all 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1 Revised	Distribute Educational Pamphlets to municipal employees and households	Stormwater Coordinator and Westfield Gas & Electric Light Department	19,000 pamphlets distributed every two years to all residents and municipal employees	Pamphlets were distributed in 2005. No pamphlets were distributed in 2006.	Pamphlets will be distributed in utility bills in 2007.
1-2 Revised	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	Industry inventory in process.	Prepare pamphlet and begin distribution biannually to industries and businesses.
1-3 Revised	Create and maintain stormwater website	Stormwater Coordinator and IT specialist	Stormwater web page created	None.	Website to be created.
1-4 Revised	Educate dog owners about picking up dog waste	Animal Control	Info posted on animal control website or fact sheet distributed	None.	Fact sheet to be developed and distributed to dog owners and posted to Animal Control website.
1-5 Revised	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	Boy/girl scout troops and other volunteer groups worked with the WRWA on a variety of projects.	Continued involvement with local boy/girl scout troops and other volunteer groups.
1-6 Revised	Update City Council on progress of WWMP activities	Stormwater Coordinator	Annual update via annual report (available on City's website)	Annual Engineering Report submitted to Mayor and City Council in January of 2007.	Annual Report to be submitted to Mayor and City Council in January of 2008.

**1a. Additions**


## 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
2-1	Form Stormwater Advisory Committee	City departments in committee	Committee formed and # meetings held per year	Meetings are held weekly to discuss a variety of issues, including stormwater.	Continue with meetings.
Revised		Mayor			
2-2	Comply with state public notification guidelines	All departments	Notices posted for all meetings as required by state	Ongoing conformance with state requirements.	Ongoing conformance with state requirements.
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW	25 catch basins stenciled per year	The DPW, stenciled 425 catch basins in 2006.	Additional catch basins will be stenciled over the summer of 2007.
Revised		Boy Scout Troop and DPW			
2-4	Sponsor community participation event	Health Department	At least one event held annually - # of residents participating	A hazardous waste collection was held May 6, 2006. WRWA held a river clean-up day on September 30, 2006. Bulk pickup is ongoing throughout the year.	Continued effort. A hazardous waste collection day is scheduled for April 28, 2007 and a Westfield River Cleanup Days is scheduled for October 2007.
Revised		Health Department and DPW			

### 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3-1 Revised	Develop ordinances for illicit connections and discharges	Planning	Ordinance developed and presented to City Council	Ordinance adopted by City Council in June of 2005.	Done
3-2 Revised	Map stormwater system, outfalls and receiving waters	Engineering	Map created	Initial effort complete with expected outfalls mapped and stormwater and sanitary sewer mapped.	Review and finalize maps.
3-3 Revised	Conduct dry weather outfall screening	Engineering and DPW	Number of Outfalls screened	None - fifth year effort.	Outfall screening to be conducted upon completion of mapping.
3-4 Revised	Develop and implement a plan to identify & remove non-stormwater discharges	DPW and Engineering	Number of illicit connections found and removed	Sewer Separation Investigation effort underway by Camp Dresser McKee.	Complete Sewer Separation Investigation effort by Camp Dresser McKee; all non-stormwater discharges to be removed.
3-5 Revised	Investigate discharge locations of floor drains at fire dept.	DPW and Fire Department	Discharge location determined, connections to MS4 removed if necessary	Investigation performed at Fire Department's maintenance garage and Little River Fire Station.	None

#### 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4-1	Develop construction site E&S control ordinance	DPW and Building/Zoning	Final ordinance developed and presented to City Council	Ordinance adopted by City Council on June 2005.	Done
Revised		DPW Building/Zoning and Planning			
4-2	Require a waste management plan at construction sites >1 acre	DPW and Building/Zoning	Requirement developed, # of waste management plans reviewed	None - fifth year effort.	Implementation of Waste Management plan requirement at construction sites >1 acre.
Revised					
4-3	Review site plans for stormwater impacts	DPW, Engineering, Building/Zoning	Internal protocol developed, # of plans reviewed	Continuing pre-permit practice.	Continuing effort.
Revised					
4-4	Consider public input during project's planning phase for projects >1 acre	DPW and Engineering	Number of public review and comment periods held	Continuing pre-permit practice.	Continuing effort.
Revised		DPW, Engineering and Planning			
4-5	Inspect Erosion and Sediment Controls	DPW, Engineering, Con. Comm & Building Inspector.	Number of Inspections conducted	Continuing practice.	Continuing effort.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5-1	Apply standard 2,3,4,7,9 of Mass. Stormwater Policy for Projects >1 acre	DPW	Final ordinance developed and presented to City Council	Included in stormwater management ordinance (BMP 4-1). Ordinance adopted by City Council.	Done.
Revised					
5-2	Specify Stormwater BMP	DPW	BMP manual selected	BMP manual selected in 2004 and included in stormwater management ordinance (BMP 4-1). Ordinance adopted by City Council.	Done.
Revised		Engineering			
5-3	Develop procedure to track and schedule maintenance on BMPs	DPW	Procedure developed to track and plan regular maintenance on private structural BMPs	None – Procedure development deferred to fifth year.	Complete procedure development and develop inventory of BMPs based upon completed mapping.
Revised					

### 5a. Additions


## 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 4</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 5</b>
6-1 Revised	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module given to employees of DPW.	Continue development of training modules and training of employees.
6-2 Revised	Street sweeping	DPW	Percent of streets swept	100% of street swept annually from April through August.	Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper.
6-3 Revised	Roadway deicing	DPW	Alternative deicers evaluated, amount of alternative deicers used	Alternative deicers evaluated and found to be cost-prohibitive.	Continue to evaluate alternative deicers.
6-4 Revised	Snow removal	DPW	Install silt fence or haybales around disposal area	Silt fencing was installed around the perimeter of the stockpiled snow pile at the DPW garage site.	Continue to install silt fence around snow pile each year.
6-5 Revised	Minimize impacts from municipal vehicle washing	Individual department heads	Need of additional controls evaluated, installed (if needed)	Use of phosphate-free biodegradable soap for vehicle washings.	Continued use of phosphate-free, biodegradable soap.
6-6 Revised	Minimize impacts from municipal vehicle maintenance	Individual department heads	Hazardous material inventory updated	Hazardous material inventory is in place.	Update material inventory plans. Conduct hazardous materials/waste training for employees.
6-7 Revised	Catch basin cleaning and storm drain maintenance	DPW	Number of CBs cleaned, condition of system recorded	765 catch basins were cleaned, which represents approx. 13% of the 5720 basins city wide.	Continued effort.

6-8	Park and landscape maintenance	DPW	Obtain amounts of pesticides, fertilizers used by contractor	Use of herbicides, pesticides and fertilizers is set by School Department IPM Plan. Maintaining records of chemical usage.	Research environmentally friendly landscape management techniques.
Revised					
6-9	Urban forestry program	DPW and Engineering	Urban forestry program developed, # of trees planted	Continued tree planting.	Continued tree planting.
Revised					
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	Inventory of sites completed. Approximately 50 "No dumping" signs posted. Ongoing effort of posting known sites and remedial clean up.	Continue effort to maintain records of all complaints, responses and clean-up efforts.
Revised					
6-11	Spill prevention and response	Individual department heads	Number of training sessions held; number of employees attending	Annual training performed for the Fire Department relating to hazardous materials and spill prevention equipment and techniques	Continue to conduct training for all departments.
Revised					

**6a. Additions**


**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<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>
N/A					
Revised					

**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	(#)	1
▪ 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”)				
▪ 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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

### 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)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
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 sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	

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)		
▪ 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)	
Manual control spreaders used	(y/n)	
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)	
Storage shed(s) in design or under construction	(y/n)	