

MAY 4 2009

Municipality/Organization: CITY OF WESTFIELD

EPA NPDES Permit Number: MAR041236/MaDEP

MaDEP Transmittal Number: W-040836

Annual Report Number  
& Reporting Period: No. 6: March 08-March 09

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

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

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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: Charles L. Darling

Printed Name: Charles L. Darling

Title: Water Resources System Engineer

Date: Apr. / 30, 2009

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

The City of Westfield has completed the required self-assessment and has determined that our municipality is in compliance with permit conditions with the following exceptions:

- BMP 3-3 Outfall screening is now planned for summer 2009
- BMP 3-4 Illicit discharge removal will continue after outfall screening
- BMP 5-3 Inventory of private and public structural BMPs is not complete

**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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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 July, August, and September 2008 in combined utility bills. Pamphlets were distributed to municipal employees with paychecks.	No pamphlet distribution planned for this year.
1-2 Revised	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	Pamphlets were direct mailed to commercial and Industrial facilities in Summer 2008.	No pamphlet distribution planned for this year
1-3 Revised	Create and maintain stormwater website	Stormwater Coordinator and IT specialist	Stormwater web page created	Information in the residential and commercial stormwater flyers has been placed on the City's web site	Maintenance and improvement of web site to be a continuing effort.
1-4 Revised	Educate dog owners about picking up dog waste	Animal Control	Info posted on animal control website or fact sheet distributed	A dog owner pamphlet is available in the Office of the City clerk and given to dog owners with dog license renewals	Continue distributing dog owner pamphlets
1-5 Revised	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	There were no activities initiated with Boy/Girl Scout troops during this report year. New projects are being planned for following years through the Westfield River Watershed Association.	Continued involvement with Westfield River Watershed Association 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)	MS 4 Annual Report submitted to Water Commission, Mayor and City Council	The Water Resources Department Superintendent will report the progress of the WWMP activities to the Mayor and City Council in future years

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
2-1 Revised	Form Stormwater Advisory Committee	City departments in committee Mayor	Committee formed and # meetings held per year	The Storm water Advisory Committee met on a number of occasions this report period. Meetings are also held weekly to discuss a variety of issues, including stormwater.	Continue with meetings.
2-2 Revised	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.
2-3 Revised	Stencil catch basins with "don't dump" message	DPW Boy Scout Troop and DPW	25 catch basins stenciled per year	No catch Basins were stenciled this report period. The City is investigating the use of metal or plastic markers.	A project funded through a grant to the Westfield River Watershed Association will mark 150 catch basins in the downtown neighborhoods in May 2009.
2-4 Revised	Sponsor community participation event	Health Department Health Department and DPW	At least one event held annually - # of residents participating	A hazardous waste collection was held on May 10, 2008. WRWA held a river clean-up day on October 2008. Bulk pickup is ongoing throughout the year. A carwheelathon was held in April 2008 to raise money for street trees	Continued effort.

### 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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 outfalls mapped. The outfall map was further refined this year.	Done
3-3 Revised	Conduct dry weather outfall screening	Engineering and DPW	Number of Outfalls screened	None due to staffing and budget shortages	Initial screening now planned for summer of 2009
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 completed by Camp Dresser McKee.	Illicit connection identification and removal will be ongoing effort
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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	Construction site waste management plans are required. at sites disturbing greater than one acre	Continuing effort.
Revised					
4-3	Review site plans for stormwater impacts	DPW, Engineering, Building/Zoning	Internal protocol developed, # of plans reviewed	Continuing pre-permit practice of reviewing site plans during a City Round Table meeting. Meetings are held weekly.	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	The City is amending its ordinances to require third party inspections of construction site BMP's due to a lack of City resources to accomplish 100% of required inspections..	Continuing effort. Ordinance revision to be sought
Revised					

**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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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	Procedure is developed and implementation will be an ongoing effort.	Summer interns will be used to continue creating initial inventory of BMP's
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6-1 Revised	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module given to employees of DPW on 11-8-2007. A new training program will be implemented in 2009	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 November.	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	Crotech NAAC alternative used on airport runway for de-icing and on some streets within the City's drinking water zone 2	Continue to use alternative deicers when possible.
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 and up to date.	Continue to update hazardous material inventory. 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	785 catch basins were cleaned, which represents approx 14 % 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	27 street trees were planted in this year.	Continued tree planting.
Revised					
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	No new dump sites were identified this year and no new additional signs were posted	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>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
N/A					
Revised					