

Municipality/Organization: CITY OF WESTFIELD

EPA NPDES Permit Number: MAR041236/MADEP

MADEP Transmittal Number: W-040836

Annual Report Number

& Reporting Period: No. 7: March 09-March 10

Revd  
5/5/10

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APR 29 2010

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Charles L. Darling

Title: Water Resources System Engineer

Telephone #: 413-572-6270

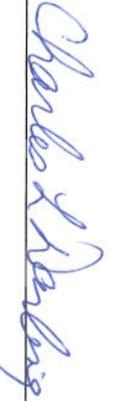
Email: c.darling@cityofwestfield.org

### 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: April 30, 2010

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

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

- BMP 3-4 The locating of any illicit connections associated with previously screened outfalls is continuing.
- BMP 5-3 Inventory of all private and public structural BMPs is not complete.

**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 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 8</b>
1-1	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	No pamphlets were distributed in this permit year. Pamphlet distribution is every other year.	Stormwater pamphlets will again be distributed to municipal employees and households beginning in September 2010
Revised					
1-2	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	No pamphlet distribution in this permit year. Pamphlet distribution is every other year.	Distribution of pamphlets to businesses will be done in September 2010
Revised					
1-3	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.
Revised					
1-4	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. A pet waste flyer was handed out to over 300 participants in hazardous waste collection day.	Continue distributing dog owner pamphlets
Revised					
1-5	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	Contact continued this year with Westfield River Watershed Association and the High School Conservation Club	Continued involvement with Westfield River Watershed Association and other volunteer groups.
Revised					
1-6	Update City Council on progress of W/MP activities	Stormwater Coordinator	Annual update via annual report (available on City's website)	MS 4 Annual Report submitted to Water Commission and City Council	The Water Resources Department Superintendent will continue to report the progress of the W/MP activities to the City Council.
Revised					



## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
2-1	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 as needed to discuss a variety of development issues, including stormwater.	Continue with meetings.
Revised					
2-2	Comply with state public notification guidelines	All departments	Notices posted for all meetings as required by state	Ongoing conformance with state public notification requirements. Meeting agendas are posted on the city website.	Continue conformance with state requirements.
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW Boy Scout Troop and DPW	25 catch basins stenciled per year	150 catch basins were labeled in downtown neighborhoods on May 30, 2009 with funding and volunteers from the Westfield River Watershed Association and volunteers from the Westfield High School Key club.	Continued effort
Revised					
2-4	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 October 4, 2009 with over 300 residents participating. WRWA held a river clean-up day on October 3, 2009. A carwheelathon was held in April 2009 to raise money for street trees	Continued effort. A downtown cleanup day is planned for May 1 <sup>st</sup> .
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
3-1	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
Revised					
3-2	Map stormwater system, outfalls and receiving waters	Engineering	Map created	Initial effort complete with outfalls mapped. The outfall map was further refined this year through the use of a paid college intern's review of as-built plans on file. Stream miles are being walked by interns and data collected.	Will continue walking stream miles to locate unknown outfalls and update City map. Stream banks will be GPS'd as they are walked
Revised					
3-3	Conduct dry weather outfall screening	Engineering and DPW	Number of Outfalls screened	All known outfalls were initially screened during summer 2009. Samples were collected from all flowing outfalls. Outfalls were re-inspected in spring 2010 and samples collected.	New outfalls will be screened as they are found.
Revised					
3-4	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. Data from outfall initial screening reviewed for evidence of potential illicit connections. Prioritization of outfalls to be done. IDDE plan developed. One illicit connection removed.	Illicit connection identification and removal will be ongoing effort
Revised					
3-5	Investigate discharge locations of floor drains at fire dept.	DPW and Fire Department	Discharge location determined, connections to MS4 removed if necessary	None	None
Revised					

### 3a. Additions


**4. Construction Site Stormwater Runoff Control**

<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 7 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 8</b>
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 by ordinance 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 by City departments and during a City Round Table meeting. Meetings are held weekly or as needed.	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. Proposed ordinance was refined and prepared for City Council approval;	Continuing effort. City Council approval of revised ordinance will be pushed
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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
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 however implementation will be an ongoing effort.	Continuing effort
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-1	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module given to employees of Water Resources Department on 1-29-2010.	Continue development of training modules and training of more City employees.
Revised					
6-2	Street sweeping	DPW	Percent of streets swept	75% of street swept this report period between April and November.	Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper.
Revised					
6-3	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. 2 tons of material applied by public Works	Continue to use alternative deicers when possible.
Revised					
6-4	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.
Revised					
6-5	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. Commercial car wash used for Water Resource Dept vehicles	Continued use of phosphate-free, biodegradable soap.
Revised					
6-6	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.
Revised					
6-7	Catch basin cleaning and storm drain maintenance	DPW	Number of CBs cleaned, condition of system recorded	842 catch basins were cleaned, which represents approx 15 % of the 5720 basins city wide.	Continued effort.
Revised					

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. City parks used no chemicals or fertilizers this year.	Research environmentally friendly landscape management techniques.
Revised					
6-9	Urban forestry program	DPW and Engineering	Urban forestry program developed, # of trees planted	22 street trees were planted by DPW this year and 30 were planted for the Great River Bridge project.	Continued tree planting.
Revised					
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	One new dump site was identified this year and cleaned up. 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 response to haz mat incidents	Continue haz mat trainings
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					