

Municipality/Organization: CITY OF WESTFIELD

EPA NPDES Permit Number: MAR041236/MaDEP

MassDEP Transmittal Number: W-040836

**Annual Report Number
& Reporting Period:** No. 9: March 11-March 12

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Casey Berube

Title: Deputy Superintendent of Public Works

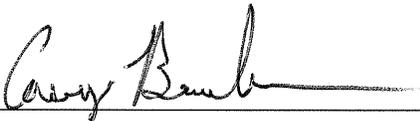
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Certification:

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: 

Printed Name: Casey Berube

Title: Deputy Superintendent of Public Works

Date: April 27, 2012

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: Outfall screening and the locating of any illicit connections associated with previously screened outfalls is continuing.

BMP 4-2: Construction site waste management plans still needed.

BMP4-5: The City is still working to improve implementation of Third party erosion and sediment controls inspection reports.

BMP 5-3: Inventory of all private and public structural BMPs on going and the City is in the process of adding the BMP locations to the City's GIS website.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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 pamphlet distribution in this permit year. 600 storm drains stenciled in cooperation with the Westfield River Watershed Association (WRWA).	Pamphlet distribution scheduled for 2nd quarter billing cycle in 2012 (Oct, Nov, and Dec). Informative door hangers to be distributed to residences during catch basin cleaning e. Continued stenciling.
1-2	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	No pamphlet distribution in this permit year.	Pamphlet distribution scheduled for 2nd quarter billing cycle in 2012 (Oct, Nov, and Dec).
1-3	Create and maintain stormwater website	Stormwater Coordinator and IT specialist	Stormwater web page created	Information in the stormwater flyers on the City's web site has been moved to the Public Works Stormwater Utility web page.	Maintenance and improvement of web site to be a continuing effort. The Stormwater Utility web page will be improved in the coming year to include more educational material.
1-4	Educate dog owners about picking up dog waste	Animal Control	Info posted on animal control website or fact sheet distributed	Dog waste pamphlets are available and at the City Clerk's office for residence to pick up during license renewal. A dog waste poster is posted on the first floor of City Hall outside of Public Works offices. Dog waste pamphlets distributed to local veterinary clinics and the Animal Control shelter.	Continue distributing dog waste pamphlets.
1-5	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	One Eagle Scout assisted the WRWA in the labeling of catch basins, which was detailed in an article in The Westfield News newspaper.	Continue reaching out to scout groups, Westfield River Watershed Association, and other volunteer groups. Earth Day clean up event scheduled for April 22, 2012.
1-6	Update City Council on progress of WWMP activities	Stormwater Coordinator	Annual update via annual report	MS 4 Annual Report submitted to Water Commission and City Council	Continue to update City officials.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
2-1	Form Stormwater Advisory Committee	City departments in committee	Committee formed and # meetings held per year	The Storm water Advisory Committee met as a part of the City's Weekly Round Table	Continue with meetings.
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.
2-3	Stencil catch basins with "don't dump" message	DPW	25 catch basins stenciled per year	The WRWA organized volunteers to label 600 storm drains between June and September 2011.	Continued effort with more labeling.
2-4	Sponsor community participation event	Health Department	At least one event held annually - # of residents participating	May 7, 2011 Arbor Day tree planting event. October 2, 2011 the WRWA sponsored a river clean up. 60 volunteers participated, with involvement from organizations including Westfield High School, Westfield State University, and Lane Construction Corp. of Westfield.	Continued effort. Planned activities for 2012 include Earth Day clean up, Arbor Day tree planting activity, hazardous waste collection, River cleanup, an and a Police Dept prescription drug turn in disposal day.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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
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 interns to walk stream miles and collect data on found outfalls.	Will continue walking stream miles in Year 9 to locate unknown outfalls and update City map. Stream banks will be GPS'd as they are walked
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 after they are found.
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. IDDE plan developed and prioritization of outfalls in progress.	Illicit connection identification and removal will be ongoing effort
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

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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.
		DPW, Building/Zoning and Planning			
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.
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. Public comment available during site plan approval process at Planning Board meetings.	Continuing effort.
Revised		DPW, Engineering and Planning			
4-5	Inspect Erosion and Sediment Controls	DPW, Engineering, Con. Comm & Building Inspector.	Number of Inspections conducted	Third party inspections of construction site BMP's are required by the Planning Board. The Public Works Department to review construction site inspection reports.	Continuing effort. The Public Works Department will assume the review of construction site inspection reports

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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.
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.
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

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
6-1	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module given to key employees of the Department of Public Works. Municipal Airport employees are trained in accordance with the Airport Stormwater Pollution Protection Plan (SWPPP).	Continue development of training modules and training of more City employees.
6-2	Street sweeping	DPW	Percent of streets swept	100% of City streets were swept at least once this report period. 20% of City streets were swept at least twice.	Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper.
6-3	Roadway deicing	DPW	Alternative deicers evaluated, amount of alternative deicers used	Cryotech NAAC alternative used on airport runways for de-icing. Alternative de-icers were not used on City streets this year due to budget restraints.	Continue to use alternative deicers when possible.
6-4	Snow removal	DPW	Install silt fence or haybales around disposal area	Due to the low volume of snow accumulation this winter, silt fence or hay bales were not needed for snow disposal areas.	Continue to install silt fence or hay bales around snow pile each year.
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 DPW vehicle washings. Commercial car wash used for Water Resource Dept vehicles.	Continued use of phosphate-free, biodegradable soap. A wash rack connected to the City sewer is planned for the Westfield Water Resources Department (WWRD).
6-6	Minimize impacts from municipal vehicle maintenance	Individual department heads	Hazardous material inventory updated	DPW 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	Catch basin cleaning and storm drain maintenance	DPW	Number of CBs cleaned, condition of system recorded	1,120 catch basins were cleaned, which represents approximately 20 % of the city's 5720 basins.	The DPW will work to increase the number of catch basins cleaned in Permit year 9. Purchase of a new more efficient vac-truck to assist in catch basin cleaning.

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 – Truegreen fertilizer applied five times on 69.3 acres this year.	Research environmentally friendly landscape management techniques.
6-9	Urban forestry program	DPW and Engineering	Urban forestry program developed, # of trees planted	120 street trees were planted this year	Continued tree planting. Currently, 100 trees are scheduled to be planted in 2012.
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	Two new dump sites were identified this year. One was cleaned, and clean up efforts are currently underway at the other. Additional “No Dumping” signs were posted, and access restricted.	Continue effort to maintain records of all complaints, responses and clean-up efforts.
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 hazmat incidents.	Continue hazmat trainings

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
N/A					
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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)	
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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 ₂ % MgCl ₂ % 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)	