

**Municipality/Organization:** Newburyport, MA

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**EPA NPDES Permit Number:** MAR041213

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**MassDEP Transmittal Number:** W-040792

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**Annual Report Number & Reporting Period:** Year 14  
April 1, 2016 – March 31, 2017

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## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

### Part I. General Information

Contact Person: Jon-Eric White Title: City 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: 

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Printed Name: Donna D. Holaday

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Title: Mayor, City of Newburyport

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Date: 5/1/17

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

Mayor Holaday is a strong proponent of projects that provide stormwater improvements (both quality and quantity) in the City of Newburyport. In effort to support our position as a Green Community, Mayor Holaday and City staff established a tree nursery for the City, homeowners, and businesses to plant trees in the public right-of-ways and private properties to encourage best management practices and help mitigate stormwater and flooding.

The Newburyport Department of Public Services has been exceptionally proactive in regards to the inspection and maintenance of the City's stormwater system and structures. The City has as cleaned 900 catch basins the month for this permit year. The City has repaired 25 catch basins, replaced 21 catch basins, repaired 9 drain manholes, and replaced 6 drain manholes.

The City's Stormwater Advisory Committee has made significant progress by adopting the City's first Stormwater Ordinance and associated Rules and Regulations. The Stormwater Rules and Regulations include a City Stormwater Permit, fee system, and retention standard. The Stormwater Permit will be required on all projects where 10,000 square feet or more shall be disturbed. The Stormwater Advisory Committee is currently exploring various funding options, including the formation of a Stormwater Utility, as a means of revenue to fund improvements to the stormwater discharges into our waterbodies.

The City and MVPC member communities have recently received a Community Innovation Challenge (CIC) Grant from the State to assist member communities in all aspects of the NPDES MS4 permit compliance. The work involved with this grant combined with the implementation of our local ordinance and rules & regulations, the City is poised to ensure that our best efforts are put forth to keeping our water clean.

Finally, other annual maintenance and outreach activities were achieved. The City continues to maintain and implement signs and brochures developed in previous years. City field crews continue to markup stormwater system maps printed from the latest GIS layer. The City has been routinely meeting with MVPC to discuss further possibilities of utilizing and improving our GIS system. In part, the City and MVPC plans on using Computer Maintenance Management Software (CMMS), which is an asset management system, to record and maintain trees and the City stormwater system. The City will continue to follow good housekeeping and pollution prevention procedures with street sweeping, catch basin cleaning, and other municipal operations.

**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 14</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1-1	Newsletter/brochure about stormwater distributed once annually	Department of Public Services	Newsletter/Brochure distributed to all households in Newburyport	Measure completed. DPS distributed a brochure on lawn care with sewer bills to all households in Newburyport.	Distribute information on stormwater management program annually in the spring. Explore distributing stormwater information using green options (i.e. website, email).
1-2	Educate dog owners about picking up dog waste	Department of Public Services and Sustainability Dept	Distribute Fact Sheet to Dog Owners	Fact sheet continues to be made available to all dog owners through the City website, various City departments including City Hall, Sustainability and Health Department.	Continue to distribute fact sheets to dog owners.
1-3	Stormwater education program for school children	Stormwater Advisory Committee	Inquire about presentation to Middle or Elementary School children	A new educational center has been constructed as part of the new Yard Waste Facility. The center is maintained by DPS and the Health Department and includes information on the Parker River watershed and stormwater impacts. The educational center has also been added as a new stop for the EcoTours program, where participants explore the City on bicycles.	DPS and Health Department continue to plan and finalize children’s summer program to include stormwater education. Explore options to regionalize or collaborate with other municipalities.

1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Department of Public Services	Signs posted.	Measure completed. Signs posted and inspected.	Inspect quality of existing signs and maintain as required.
1-5	Annual update of SWMP at a televised City Council Meeting	Department of Public Services and/or Conservation Commission	Update City Council on SWMP status.	At last permit year's City Council annual update, it was stated that DPS would wait for the new permit to be released. DPS will review the new permit and present a proposal describing DPS needs to stay in compliance.	Provide an annual update of the SWMP to the City Council at a televised meeting. Review new Phase II MS4 Permit and present needs to City Council.

**1a. Additions**


## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2-1	Comply with state public notification guidelines at MGL Ch. 39 s. 23B.	City Clerk	Notices posted in library and current locations.	Measure completed. Conservation Commission, Sewer Commission, Planning Board, and Stormwater Advisory Committee meetings are filed with the City Clerk, posted, and open to the public.	Continue throughout permit term.
2-2	Stencil catch basins with don't dump message	Department of Public Services	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	Stenciling was not performed this year due to a lack of funding and manpower.	DPS will work with local schools and volunteers to perform stenciling.

### 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3-1	Conduct dry weather outfall screening and inspection	Department of Public Services	Screen outfalls upon identifying or confirming location of outfalls within regulated area during first year of permit term.	No screening has been performed this year due to lack of manpower.	City will continue seeking funding sources to accomplish this goal.
3-2	Map stormwater outfalls	Department of Public Services	Locate outfalls on a map within regulated area.	Measure completed.	Confirm outfall locations and update as necessary.
3-3	Develop and implement plan to identify and remove non-stormwater discharges	Department of Public Services	Number of illicit connections found and removed.	No illicit discharges were identified during this permit year.	Continue to identify and further investigate illicit discharges in the system.

#### 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4-1	Construction site Erosion Sediment Control Ordinance for construction sites greater than 1 acre in area	Department of Public Services	Draft Ordinance by end of third permit year.	Measure completed. Requirements for erosion sediment control have been identified and specified in the City's Stormwater Management Ordinance, which has been adopted by City Council.  The Stormwater Advisory Committee has finalized the Stormwater Management Rules & Regulations, including permit fees, effective April 28, 2014.	Measure complete.
4-2	Require a waste management plan at construction sites larger than one acre.	Department of Public Services	Draft Ordinance by end of third permit year.	Measure completed. Requirements for a waste management plan on construction sites 10,000 square feet or greater have been identified and specified in the City's Stormwater Management Ordinance and Rules & Regulations.	Measure complete.
4-3	Review site plans for stormwater impacts.	Department of Public Services	Policies for Site Plan Review developed.	Reviewed all of City's Site Plan Reviews (SPR) from City Planning Department.  The Stormwater Advisory Committee has finalized the Stormwater Management Rules & Regulations, including permit fees, effective April 28, 2014.	Work is ongoing.
4-4	Consider public input.	Department of Public Services	Number of Public Hearings held.	Stormwater issues were discussed at Stormwater Advisory Committee meetings, which were public meetings.	Continue to make Stormwater Advisory Committee meetings open to the public.

4-5	Inspect erosion and sediment controls	Department of Public Services	Develop procedure, including inspection checklist, and commence reviews by end of third permit year.	Reviewed all of City's SPR's from City Planning Department.	Inspections are ongoing.
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**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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5-1	Develop a draft ordinance to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to the entire municipality. Present to City Council.	Department of Public Services	Draft ordinance by end of third permit year.	Measure completed. The City's Stormwater Management Ordinance has been adopted by City Council.  Measure completed. The Stormwater Advisory Committee has finalized the Stormwater Management Rules & Regulations, including permit fees, effective April 28, 2014.	Measure completed.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Department of Public Services	Select BMP Manual by end of third permit year.	Measure completed. The City's Stormwater Management Rules and Regulations identify and require the use of Massachusetts DEP's list of BMP's.	Measure completed.
5-3	Develop draft ordinance that ensures long-term maintenance of private Structural BMPs. Present to City Council.	Department of Public Services	Compliance with regulations, present to City Council by end of third permit year.	Measure completed. The City's Stormwater Management Ordinance has been adopted by City Council.	Measure completed.

### 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6-2	Street Sweeping	Department of Public Services	Continue street sweeping procedures.	The downtown area streets have been swept.	Sweep 100% of streets at least annually and high priority areas as needed throughout permit year.
6-3	Sidewalk Sweeping	Department of Public Services	Continue sidewalk sweeping procedures.	Sidewalks in downtown area are swept at least annually.	Continue sweeping all sidewalks in downtown at least annually throughout permit year.
6-4	Roadway deicing	Department of Public Services	Amounts of deicing compounds used.	For the winter of 2016/2017, the City used 2,238 tons of salt and 3,400 gallons of pretreatment (CaCl).	Document deicing compounds used by the City for the winter of 2016/2017.
6-5	Minimize impacts from vehicle maintenance	Department of Public Services	Amount of hazardous materials used.	Continued use of proper procedures for minimizing impacts from vehicle maintenance.	Continue throughout permit term.
6-6	Maintain storm drain system	Department of Public Services	Number of catch basins cleaned annually	DPS has implemented a storm drain cleaning system. 900 catch basins were cleaned by clam shell this permit year. 25 catch basins repaired, 21 basins replaced, 9 drain manholes repaired, 6 drain manholes replaced.	Catch basins cleaned throughout permit year. DPS plans on cleaning and inspecting approximately 1,000 catch basins next permit year.
6-7	Minimize pesticide and fertilizer use for parks and other landscaped areas	Department of Public Services	Use herbicides/fertilizers only as needed.	4 gallons pesticides and 0 gallons fertilizers were used on landscaped areas and parks.	Continue use of green landscaping procedures and communicating with pesticide control when necessary during permit year.
6-8	Control of illegal dumping	Department of Public Services	Number of signs posted; number of sites cleaned up.	Continued identifying, monitoring, and cleaning-up dump sites and posting signs.	Continue monitoring and cleaning-up dump sites and posting signs.

### 6a. Additions

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