

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization: City of Newburyport

EPA NPDES Permit Number: MAR041213

Primary MS4 Program Manager Contact Information

Name: Jon-Eric White

Title: City Engineer

Street Address Line 1: 16C Perry Way

Street Address Line 2: na

City: Newburyport

State: MA

Zip Code: 01950

Email: jewwhite@cityofnewburyport.com

Phone Number: (978)-465-4464

Fax Number: na

Stormwater Management Program (SWMP) Information

SWMP Location (web address): na

Date SWMP was Last Updated: Jun 30, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Physical address is 16C Perry Way, City of Newburyport, DPS Administration Building. The Engineering Division houses the SWMP and will post online once the stormwater section of the City's website has been reviewed and updated. These actions are scheduled to occur in year 2 of the permit.

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State: ☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus

- Out of State: ☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- ☒ Develop and begin public education and outreach program
☒ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - ☒ The SSO inventory is attached to the email submission
 - ☐ The SSO inventory can be found at the following website:☒ Develop written IDDE plan including a procedure for screening and sampling outfalls
☒ IDDE ordinance complete
☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - ☒ The priority ranking of outfalls/interconnections is attached to the email submission
 - ☐ The priority ranking of outfalls/interconnections can be found at the following website:☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete
☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures
☒ Develop written procedures for site plan review
☒ Keep a log of catch basins cleaned or inspected
☐ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☐ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☒ Annual training to employees involved in IDDE program
- ☒ All curbed roadways have been swept a minimum of one time per year

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

A new position within the DPS was created to address the requirements of this permit. The Assistant Engineer - Stormwater position in the Engineering Division started in December, 2018.

Currently our stormwater mapping does not include all City owned SW Treatment Structures. We have worked through this reporting period to begin an inventory to classify all structural BMP's through review of documented plans and field investigations.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period: 5

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:Stormwater Exhibitions

Message Description and Distribution Method:

1. In collaboration with the Town of Newbury, an educational booth was displayed during Newburyport's annual Yankee Homecoming celebration that engaged with and informed citizens of the newly effective MS4 General Permit.
2. The Engineering Division manned two tables at an environmental exposition located at the Newburyport Middle School. One of the tables was dedicated to stormwater and engaged with and discussed ongoing management efforts with residents. The table displayed a general educational brochure, the City's working SWMP, and a draft IDDE Plan.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Message Date(s): Yankee Homecoming on July 29, 2018 and
Green Expo on April 11, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

The manned tables for public stormwater education at these two events was not included in the NOI.

BMP:Meetings/Talks

Message Description and Distribution Method:

3/4/5. Brief stormwater presentations were given at three meetings throughout this reporting period. The talks consisted of outlining the goals of the MS4 at the Business Network International, Greater Newburyport Chamber of Commerce, and the Rotary Club meetings.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

Attendance of the meetings.

Message Date(s): Business Network International on August 8, 2018,
Chamber of Commerce on October 26, 2018,
and Rotary Club on October 30, 2018.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

An annual opportunity for public participation in development of the SWMP was not offered this reporting period. The City's Stormwater Advisory Committee will hold a public meeting for input on the SWMP during the reporting period for year 2.

Was this opportunity different than what was proposed in your NOI? Yes ☒ No ☐

Describe any other public involvement or participation opportunities conducted during the reporting period:

1. A public meeting was held by the City of Newburyport Stormwater Advisory Committee to obtain public comments on the Notice of Intent submission on Friday September 28th, 2018.

2. Catch Basin Stenciling/Marking was performed during the second to last week of June, 2018. This included coordination with the River Valley Charter School to have a group of students, as a program trial run, stencil "No Dumping, Drains to River" next to catch basins throughout the downtown area.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The City of Newburyport has taken a number of steps in the reporting period to update our MS4 map and fully manage our Stormwater GIS databases.

Outfall Reconnaissance Inventory work (ORI), was performed between March and May of 2019 using our existing MS4 map to verify geospatial locations and determine basic outfall characteristics. This, along with existing information was used to aid in the development of an initial priority ranking. During the ORI work, The Engineering and Highway Division worked together to inspect 60% of the City's OF structures. ORI of the remaining OF's will begin in the Fall of 2019.

Moving forward, the Engineering Division has upgraded its ESRI ArcGIS software to enable standard editing capabilities and better manage our mapped drainage infrastructure. We have also contracted with the Merrimack Valley Planning Commission (MVPC) to develop a Mobile Stormwater Collector/Inspector application as a tool to organize and facilitate recorded observations associated with all required field work.

Many handwritten drainage network redmarks have been documented during past investigations. These edits have not made it into our current mapped system. These edits will be reviewed and incorporated through ArcGIS into the base datalayers, then into our phase I map due in year 2.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 0

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: 0

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 0

Number of illicit discharges removed: Estimated volume of sewage removed: [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified: 0

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

Northeast Water & Wastewater Training Associates (NEWWTA) held a 'Permit Required Confined Space Entry & Non-Entry Rescue Course'. 46 employees from the City of Newburyport DPS were awarded certificates of completion.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

Approved on September 24, 2010 in the City of Newburyport Stormwater Management Ordinance: Sec, 17-2 part B "Control of Construction and Post-Construction Run-Off":

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The City's Stormwater Rules and Regulations and our Planning Board Site Plan Review require the submission of as-built drawings for incorporation into our stormwater mapping.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The optimization plan has been developed and will continue in year 2 with cleaning the 820 basin not cleaned in year 1. The basins cleaned in year 1 and found to have a sump greater than 50% will also be cleaned again in year 2.

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☒ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 984

Number of catch basins cleaned: 852

Total volume or mass of material removed from all catch basins: 330 cubic yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: 1672

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Street Sweeping written procedures are included in the City's Municipal Stormwater Infrastructure Operations and Maintenance Plan.

Report on street sweeping completed during the reporting period using one of the three metrics below.

☒ Number of miles cleaned: 120

☐ Volume of material removed: [UNITS]

☐ Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

The City has identified 5.6 miles of rural uncurbed roadways with no catch basins and is working to develop a targeted sweeping plan for those areas to be completed by year 2. Until then, minimum frequencies of sweeping will be maintained as listed in the City's Municipal Stormwater Infrastructure Operations and Maintenance Plan.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Winter Road Maintenance written procedures are included in the City's Municipal Stormwater Infrastructure Operations and Maintenance Plan.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The inventory of permittee-owned properties is being compiled and is expected to be completed early in year 2 of the permit term.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

Once an inventory is complete, the operations and maintenance procedures will be developed in year 2 of the permit term.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

Once an inventory is complete, SWPPP's will be developed for facilities where pollutants are exposed to stormwater in year 2 of the permit term.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 5

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Stormwater Treatment Structure written procedures are included in the City's Municipal Stormwater Infrastructure Operations and Maintenance Plan.

Additional Information**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

Update the stormwater section of the City's Website to include all year 1 completed activities.

Part V: Certification of Small MS4 Annual Report 2019**40 CFR 144.32(d) 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, I certify that 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.

Name:

Donna D. Holaday

Title:

mayor

Signature:



Date:

9/27/19

[Signatory may be a duly authorized representative]

