# Year 3 Annual Report

Massachusetts Small MS4 General Permit Reporting Period: July 1, 2020-June 30, 2021

\*\*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. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.

## **Part I: Contact Information**

Name	of Municipality or Organi	zation: Ci	ity of Pittsfiel	d				
EPA N	PDES Permit Number: M	IAR0410	18					
Primaı	ry MS4 Program Manag	ger Conta	ct Informati	on				
Name:	Ricardo Morales			Title:	Commission	er of Pub	lic Services &	Utilities
Street A	Address Line 1: 70 Allen	St.						
Street A	Address Line 2: N/A							
City:	Pittsfield		State: MA	Zip Co	de: 01201			
Email:	rmorales@cityofpittsfield	d.org		Phon	e Number: (4	413) 499-	9330	
	water Management Prog P Location (web address):		VMP) Inforn	nation				
Date S	WMP was Last Updated:	N/A						
If the S	SWMP is not available on	the web	please provid	e the ph	ysical addres	s:		
	WMP is in progress to be of g facility SOPs, and other		•			_	•	

### Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state

nere. <u>nups.//v</u>	www.epa.gov/imai/region-1	-impairea-waiers-a	na-303a-iisis-siaie	
Impairment(	<u>(s)</u>			
	⊠ Bacteria/Pathogens	☐ Chloride	☐ Nitrogen	
	⊠ Solids/ Oil/ Grease (H	ydrocarbons)/ Meta	ls	
TMDL(s)				
In State:	☐ Assabet River Phosph		eria and Pathogen	☐ Cape Cod Nitrogen
	☐ Charles River Watersh	ned Phosphorus	☐ Lake and Pond	l Phosphorus
Out of State:	☐ Bacteria/Pathogens	☐ Metals	⊠ Nitrogen	☐ Phosphorus
			Cl	ear Impairments and TMDLs
you have com	<b>ipleted that permit require</b> dditional information will b	<b>ment fully.</b> If you ho	ave not completed a re	<b>ch box you are certifying that</b> equirement leave the box
☐ Inspec	ted and screened all outfall	s/interconnections (	excluding Problem an	nd Excluded outfalls)
	ed outfall/interconnection per inspections as necessary	riority ranking base	d on the information	collected during the dry
	onstruction bylaw, ordinandermit requirements	ce, or other regulato	ry mechanism was up	odated and adopted consistent
any additional impacts of Co	•	of the above year 3 ne requirement that	3 requirements could a could not be complete	•
to inspect and priority will b	urrently negotiating a contr d screen all outfalls in the C be re-prioritized from the d of outfalls will follow the	City's MS4 system in ata collected from the	n Permit Year 4. Outfane screening. Screening	ng, inspections, and re-
	etion regulations are in the pupulated in Permit Year 4.		iewed as part of an or	rdinance review and are
			view and implementa	tion of SWMP and complied

⊠ Kept records relating to the permit available for 5 years and made available to the public

City of Pittsfield Page 3 The SSO inventory has been updated, including the status of mitigation and corrective measures implemented O This is not applicable because we do not have sanitary sewer • This is not applicable because we did not find any new SSOs O The updated SSO inventory is attached to the email submission O The updated SSO inventory can be found at the following website: Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to ☐ Provided training to employees involved in IDDE program within the reporting period ⊠ All curbed roadways were swept at least once within the reporting period ☑ Updated system map due in year 2 as necessary Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities ☑ Updated inventory of all permittee owned facilities as necessary O&M programs for all permittee owned facilities have been completed and updated as necessary Implemented all maintenance procedures for permittee owned facilities in accordance with O&M ☐ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants ☐ Inspected all permittee owned treatment structures (excluding catch basins) Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below: The SWMP is planned to be completed in Year 4 and will leverage existing SOPs, O&M plans, and IDDE Plan. Missing O&M programs and SWPPPs for permittee owned facilities will be completed in tandem with the SWMP. IDDE training will occur in Permit Year 4. The City executed a contract at the end of June with a contractor to inspect and clean all catch basins in the MS4 system by the end of calendar year 2021 to reduce the discharge of pollutants. Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable) **Annual Requirements** Public Education and Outreach\* Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

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Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)
Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:
No public messages were sent in Permit Year 3. The City is working with local NGO, HVA (Housatonic Valley Association) to deliver messages on pet wastes and septic systems to appropriate audiences in Permit Year 4. See the additional information box for self-assessment for progress.
Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)
Annual Requirements
Public Education and Outreach*  Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter
* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)
Good Housekeeping and Pollution Prevention for Permittee Owned Operations
Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)
Potential structural BMPs
Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.
○ The BMP information is attached to the email submission
○ The BMP information can be found at the following website:
Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:
No public messages were sent in Permit Year 3. The City is working with HVA to send messages regarding

yard litter, pet waste, and fertilizers appropriate audiences in Permit Year 4. See the additional information

box for self-assessment for progress.

Structural BMPs were tracked, but efficiencies were not estimated for pollutant removal. This will be addressed in the Nitrogen Source ID Report.

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements
Public Education and Outreach*  Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers  Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter
* Public education messages can be combined with other public education requirements as applicable (see Appendix H and $F$ for more information)
Good Housekeeping and Pollution Prevention for Permittee Owned Operations  Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)
Potential structural BMPs
Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.
○ The BMP information is attached to the email submission
○ The BMP information can be found at the following website:

*Optional*: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

No public messages were sent in Permit Year 3. The City is working with HVA to send messages regarding yard litter, pet waste, and fertilizers to appropriate audiences in Permit Year 4. See the additional information box for self-assessment for progress.

Structural BMPs were tracked, but efficiencies were not estimated for pollutant removal. This will be addressed in the Phosphorus Source ID Report.

#### Solids, Oil and Grease (Hydrocarbons), or Metals

#### **Annual Requirements**

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
  - Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50
- ⊠ percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

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The entire City is swept at least 2 times a year, once in the fall and once in the spring. Main streets and parking lots are swept at a higher frequency (1-2 times a month).

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

Due to COVID-19, the City was less able to remain in compliance with the MS4 General Permit because of reduced staffing, increased responsibilities, and city hall closures. With help from HVA, greater efforts will be made in Year 4 to complete public outreach requirements. Messages on pet waste management will be printed on waste bags and bookmarks, and will be distributed with dog licenses. Pamphlets on pet waste, septic maintenance, fertilizer-use, and yard waste (grass-clippings and leaf litter), will also be made available in libraries and mailed with utility/tax bills. A blurb on storm water will be included on annual Consumer Confidence reports. These topics will also be addressed in a broader multi-media effort to increase storm water education through in-person (tabling at community events, school assemblies), online (social media, City website), and broadcast (local radio updates) activities.

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

submitted?

YesNo

# Part III: Receiving Waters/Impaired Waters/TMDL

If yes, describe below, including any relevant impairments or TMDLs:
During permit year 1, the only impairment was Bacteria. However, Phosphorus and Solids/Turbidity were added this year as additional impairments based on the 2016 updated 303D list published in 2020. In addition, Pittsfield is subject to the Nitrogen TMDL for Long Island Sound. Although immediate receiving waters are not impaired by Nitrogen, enhanced BMPs per the permit are required.

#### **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 this reporting period: 0
Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.  BMP:[Message name here]
Message Description and Distribution Method:
N/A
Targeted Audience: N/A
Responsible Department/Parties: N/A
Measurable Goal(s):
N/A
Message Date(s): N/A
Message Completed for: Appendix F Requirements □ Appendix H Requirements □
Was this message different than what was proposed in your NOI? Yes O No O
If yes, describe why the change was made:
N/A

Add an Educational Message

#### **MCM2: Public Participation**

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

There was no public involvement in the development of the SWMP this reporting period as the SWMP has not been created yet. Following the creation of the SWMP this calendar year, the City will provide opportunities for the public and local NGOs (BEAT, HVA) to have input.

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Was this appartunity different than what was proposed in your NOI? Was G. Na. C.	
Was this opportunity different than what was proposed in your NOI? Yes   No   O	
Describe any other public involvement or participation opportunities conducted <b>during this repo</b> No public involvement or participation opportunities occurred in this reporting period. With the hast the City will increase public involvement through in-person outreach. The City and HVA will tab community events, and host activities with the schools in the city.	nelp of HVA,
MCM3: Illicit Discharge Detection and Elimination (IDDE)	
Sanitary Sewer Overflows (SSOs)	
Check off the box below if the statement is true.	
☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer	
Below, report on the number of SSOs identified in the MS4 system and removed during this repor	ting pariod
Number of SSOs identified: 0	ung perioa.
Number of SSOs removed: 0	
MS4 System Mapping	
Optional: Provide additional status information regarding your map:	
Initial catchment delineations were finished in this reporting period and was included in the IDDI City is on track to meet Phase II mapping requirements for the MS4 system.	E Plan. The
Screening of Outfalls/Interconnections  If conducted, please submit any outfall monitoring results from this reporting period. Outfall mon results should include the date, outfall/interconnection identifier, location, weather conditions at a sampling, precipitation in previous 48 hours, field screening parameter results, and results from a Please also include the updated inventory and ranking of outfalls/interconnections based on monition of the outfall screening data is attached to the email submission  The outfall screening data can be found at the following website:	time of all analyses.
Below, report on the number of outfalls/interconnections screened during this reporting period.	
Number of outfalls screened: 0	

Below, report on t	he percent of outfalls/interconnectio	ns screened <b>to</b>	date.
Pe	rcent of outfalls screened: 0		
Optional: Provide	e additional information regarding yo	our outfall/inte	erconnection screening:
	tating a contract with a local NGO, E Year 4 following the procedures out		stigate and screen all outfalls in the MS4 isting IDDE Plan.
<b>Catchment Inves</b>	<u>tigations</u>		
investigations. Als	o include the presence or absence of	System Vulne	period as part of the dry and wet weather erability Factors for each catchment.
	o catchment investigations were conceed catchment investigation data is attachment.		mail submission
	le catchment investigation data can b		
Below, report on t	he number of catchment investigatio	ns completed	during this reporting period.
Nu	imber of catchment investigations co	mpleted this r	reporting period: 0
Below, report on t	he percent of catchments investigate	d <b>to date.</b>	
-	rcent of total catchments investigated		]
	e any additional information for clari		he catchment investigations below:
_	pleted in Permit Year 3. The City pla		
		1	
IDDE Progress			
If illicit discharge, period, and cumul	ative to date, including location sou	rce; descriptio	g work conducted over this reporting on of the discharge; method of discovery; at OR planned corrective measures and
schedule of remov		or engoreemer	a on planned confective measures and
	illicit discharges were found		
	ne illicit discharge removal report is a ne illicit discharge removal report car		
-	he number of illicit discharges ident his reporting period.	ified and remo	oved, along with the volume of sewage
Nu	umber of illicit discharges identified:	0	
Nu	umber of illicit discharges removed:	0	
Fe	timated volume of sewage removed:	0	gallons/day

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the number of illicit discharges identified and removed <b>sinc</b>	•	d remove <b>fective d</b>		permit (July 1, 2018)
Total number of illicit discharges identified:	2			
Total number of illicit discharges removed:	2			
Optional: Provide any additional information for clarity reg planned to be removed below:	garding	illicit dis	scharges id	dentified, removed, or
Employee Training				
Describe the frequency and type of employee training cond	ucted <b>d</b>	uring th	is reporti	ng period:
Reduced staffing and increased work requirements in the P postponed training to Permit Year 4. Training will utilize the				
MCM4: Construction Site Stores Below, report on the construction site plan reviews, inspect this reporting period.				
Below, report on the construction site plan reviews, inspect				
Below, report on the construction site plan reviews, inspect this reporting period.				
Below, report on the construction site plan reviews, inspect this reporting period.  Number of site plan reviews completed: 17				
Below, report on the construction site plan reviews, inspect this reporting period.  Number of site plan reviews completed: 17  Number of inspections completed: 40	ions, an	d enforc	ement acti	ions completed <b>during</b>

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

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Below, report on the number of as-built drawings received during this reporting period.
Number of as-built drawings received: 0
Optional: Enter any additional information relevant to the submission of as-built drawings:  No as-built drawings were received this reporting period.
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:
The Street Design and Parking Lots Report is planned to be completed in Permit Year 4. An ordinance review is in progress to be completed by the end of CY 2021. Ordinance and regulations will be analyzed for any changes to support low-impact designs and design requirements to minimize impervious cover. The planned report will leverage information from the ordinance review.
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:
The Green Infrastructure Report is planned to be finished in Permit Year 4. An ordinance review is in progres to be completed by the end of CY 2021. Ordinance and regulations will be analyzed for any barriers to the implementation of green infrastructure. The planned report will leverage information from the ordinance review.
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:
The Retrofit Inventory Report is planned to be completed in Permit Year 4.
MCM6: Good Housekeeping
Catch Basin Cleaning
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: 25
Number of catch basins cleaned: 25

Total volume or mass of material removed from all catch basins: 37

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cubic yards

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Below, report on the total number of catch basins	s in the MS4 system.
Total number of catch basins: 4,6	12
If applicable:	
Report on the actions taken if a catch basin sump inspections/cleaning events:	is more than 50% full during two consecutive routine
basins were cleaned and rebuilt by the Highway	storically having sumps fill to and past 50% full. These catch Department. The City has a list of low-lying catch basins that re routinely inspected and maintained to ensure proper
Street Sweeping	
Report on street sweeping completed during this	reporting period using one of the three metrics below.
Number of miles cleaned: 200	
O Volume of material removed:	[Select Units]
O Weight of material removed:	[Select Units]
reporting period.  Number of site inspections complete	or facilities that require a SWPPP completed during this eted: 0
Describe any corrective actions taken at a facility N/A	/ WILLI & SWFFF.
	onal Information
	vater quality monitoring or studies conducted during the where the data is being used to inform permit compliance or
Not applicable	
-	s or studies are attached to the email submission s or studies can be found at the following website(s):
	(-):

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If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted entities were reported to you, a brief description of the type of information gathered or received studies cribed below:	•
N/A	
Additional Information	
Optional: Enter any additional information relevant to your stormwater management program imduring the reporting period. Include any BMP modifications made by the MS4 if not already disc	•
N/A	
COVID-19 Impacts	
<i>Optional:</i> If any of the above year 3 requirements could not be completed due to the impacts of C please identify the requirement that could not be completed, any actions taken to attempt to comprequirement, and reason the requirement could not be completed below:	
COVID-19 pandemic has reduced the capability of the Department of Public Works to allocate repersonnel to participate in Permit compliance tasks because of facility closures, smaller workford increased department responsibilities. As a result, requirements for Public Education and Outread 2, App. F & H requirements) were not done as resources were allocated to essential Department.	ce, and ch (MCM 1 &

#### **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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ⊠

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

#### **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
- 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

In addition to the requirements above, the following is planned for Permit Year 4:

- complete the SWMP in CY2021
- update the IDDE Plan
- begin analysis for N & P Source ID reports
- complete outfall inspections and screening
- complete a thorough ordinance review and propose updates
- increase public outreach and education following the NOI and App. F & H prescribed topics and timings through print, digital, in-person, and broadcast opportunities

## Part V: Certification of Small MS4 Annual Report 2021

#### 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:	Ricardo Morales	Title:	Commissioner of Public Utilities
Signature:	Signatory may be a duly authorized representative]	Date:	