

**Year 6 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2023-June 30, 2024**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*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, 2023 and June 30, 2024 unless otherwise requested.*

## **Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

### **Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

### **Stormwater Management Program (SWMP) Information**

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## 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>

### 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.

### Annual Requirements

Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements

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

The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 

- This is not applicable because we do not have sanitary sewer
- This is not applicable because we did not find any new SSOs
- The updated SSO inventory is attached to the email submission
- The updated SSO inventory can be found at the following publicly available website:

Updated system map due in year 10 with information from completed catchment investigations

Provided training to employees involved in IDDE program within the reporting period

Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

All curbed roadways were swept at least once within the reporting period

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 programs
- 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 or provide any additional details, please use the box below:

## **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
- 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
  - This is not applicable because there are no septic systems present

*\* 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:

## **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)

***Structural BMPs***

Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

Four new infiltrators were installed as part of the Falcon Drive Drainage System Demonstration Project achieving an estimated 14.77 lb/yr Nitrogen removal with the following central assumptions;

- Assume underlying soils are HSG A soils.
- Assuming that these SCM are catch basin retrofit infiltration trenches.
- Assumes all contributing drainage area is impervious runoff from Falcon Drive roadway.

Any structural BMPs listed in Attachment 3 to Appendix F 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 3 to Appendix F. 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.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs: 14.77

*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:

There were several other additional BMP's installed in the Connecticut River watershed including a new 4' leaching catch basin, a drain inlet structure with 35' of 36" perforated leaching pipe, and two 4' leaching catch basins with 40' of 36" perforated leaching pipe.

***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)

*Structural BMPs*

Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

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.

No BMPs were installed  
 The above referenced BMP information is attached to the email submission  
 The above referenced BMP information can be found at the following publicly available website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs: 0

*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:

A demonstration project was completed for nitrogen impairment within the Connecticut River watershed; however, a demonstration was not implemented within the Pequot Pond watershed. A demonstration project within the Pequot Pond watershed will be scoped in PY7.

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

## 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:

Several impairments for receiving waters have changed since the NOI was submitted. The changes from the 2018/2020 Integrated List of Waters are reflected in the SWMP updated in June 2024.

The City evaluated the 2022 Integrated List of Waters and noted the following changes that have been made to the City's waterbody impairments since the issuance of the 2018/2020 Integrated List:

1. Little River (MA32-08): "Temperature" was added.
2. Little River (MA32-36): "Temperature" was added.
3. Pequot Pond (MA32055): "Curly-Leaf Pond Weed" and "Water Chestnut" were added.

## 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:** 10

*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: Think Blue Connecticut River Website**

Message Description and Distribution Method:

The Think Blue Connecticut River website is at the core of all regional messaging about stormwater. The website at [www.thinkblueconnecticutriver.org](http://www.thinkblueconnecticutriver.org) does the following:

- Covers major areas of messaging about reducing polluted stormwater flows, including lawn and yard care, pet waste management, car care, controlling soil erosion, soaking up the rain, and septic system care
- Addresses the key 4 audiences plus educators
- Serves as the “landing place” for information on nearly all social media messaging

Targeted Audience: Residents, business/institutional/commercial, developers, and industrial

Responsible Department/Parties: Pioneer Valley Planning Commission (PVPC) staff and Connecticut River St

Measurable Goal(s):

Educate the general public and provide notification of relevant stormwater information.

Message Date(s): July 1, 2023 through June 30, 2024

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:

As indicated in previous annual reports, the website was not mentioned in the NOI and SWMP, but it is central to all messaging in the region, providing additional information and resources on key topics

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#### **BMP: Proper Disposal of Leaf Litter - Residents**

Message Description and Distribution Method:

PVPC updated messaging used previously based on Be a Leaf Hero social media posts developed by the Cape Cod Commission, but now customized for the Connecticut River Stormwater Committee. For Year 6 messaging included slides displayed by local cable access television stations, a regionally posted social media message, and a flyer for posting on member webpages. All three messaging elements promoted linking to a series of tips and more in-depth content on the Think Blue Connecticut River website. The flyer included a link to locations for proper disposal of leaves and yard waste. See website page at: <https://>

[thinkblueconnecticutriver.org/be-a-leaf-hero/](http://thinkblueconnecticutriver.org/be-a-leaf-hero/). The content seeks to promote better practices with leaf litter and build understanding about potential contamination of stormwater with leaf litter. PVPC also updated a PDF document for member communities use on their municipal websites.

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Educate general public on best practices for leaf litter disposal, encouraging improved stormwater quality in the area.

Message Date(s): July 1, 2023 through June 30, 2024

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:

### **BMP:Proper Management of Pet Waste - Residents**

Message Description and Distribution Method:

Messaging is based on the “Think picking up Spike’s poop is gross? Try swimming in it,” and aimed at driving people to the pet waste pick up pledge on the Think Blue Connecticut River website. Paid placement social media messages at both time of licensing and summer targeted people in Connecticut Stormwater Committee zip codes who had identifiers that match “pets at home” and “dog walking.”

At time of licensing

Messaging included a slide for use by local cable access television stations, a paid social media message, and an e-mail message to municipal clerks/dog officers providing materials for use in the licensing process. Materials provided to municipal clerks and licensing officers was based on a survey done in Year 3 about what might be the most effective methods for messaging through their licensing process. The cable access message was simplified based on feedback from cable tv stations on the fall leaf litter messages. This message also focused specifically on communicating that pet waste should be put in a trash bin. Public works officials on the committee had stressed the importance of this point because they are frequently finding bagged pet waste in catch basins.

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Educate general public on best practices for pet waste management, encouraging improved stormwater quality in the area.

Message Date(s): July 1, 2023 through June 30, 2024

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:

To provide additional messaging.

### **BMP:Targeted Message**

Message Description and Distribution Method:

The City has a page dedicated to stormwater. This page gives an overview of stormwater, provides information on stormwater management practices, explains the benefits of proper stormwater management, sources of stormwater pollution, and what the City is doing to address stormwater issues. The page also has links to the City's Stormwater Plan (2024), Code Assessment (2022), and Stormwater Ordinance.

The page also includes a stormwater educational video, developed through a collaboration between the Connecticut River Stormwater Committee, Town of West Springfield, and West Michigan Environmental Action Council. The video explains the importance of stormwater management, where stormwater pollution can start from, how it affects the environment, and provides examples of BMPs that can be used for stormwater.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Post educational messages on the Town website. Maintain educational content throughout the Permit term.

Message Date(s): On-going

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:

### **BMP:Dog License Renewal**

Message Description and Distribution Method:

The City has issued flyers and notices regarding the renewal of dog licenses. Additionally, this information was shared on the City's official Facebook page. The flyer included detailed instructions and contact information for the Licensing Division.

Targeted Audience: Residents/Dog Owners

Responsible Department/Parties: Licensing Division

Measurable Goal(s):

Supplemental messaging.

Message Date(s): September 27, 2023, November 15, 2023, and January 10, 2024

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:

#### **BMP:DPW Leaf Collection**

Message Description and Distribution Method:

The Department of Public Works (DPW) carried out leaf collection during the fall season. The event was promoted via social media, the City's official Facebook page, and the City's website. Residents were given detailed instructions and encouraged to participate.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Provide notification and instructions to residents regarding leaf collection

Message Date(s): November 1, 2023

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:

#### **BMP:City of Westfield 2024 Earth Day Clean-Up Event**

Message Description and Distribution Method:

The City promoted an Earth Day Clean-Up event through its official Facebook page. Residents were provided with breakfast, lunch, and clean-up equipment for the occasion.

Targeted Audience: Residents

Responsible Department/Parties: DPW

**Measurable Goal(s):**

Advertise clean-up event and educate residents on the importance of protecting and maintaining the environment.

Message Date(s): April 20, 2024 through April 27, 2024

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:

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**BMP:Understanding Stormwater - Educational Pamphlet****Message Description and Distribution Method:**

The City has distributed an educational pamphlet on stormwater runoff, storm sewers, stormwater management, stormwater BMPs, and facts about the City's stormwater infrastructure. The pamphlet is translated in 3 languages (Spanish, Russian, and Nepalese) and available on the City's website.

Link: <https://cityofwestfield.org/DocumentCenter/View/1718/2014-Stormwater-Pamphlet-?bidId=>

Targeted Audience: Residents

Responsible Department/Parties: DPW

**Measurable Goal(s):**

Educate residents on the importance of stormwater.

Message Date(s): On-going

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:

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**BMP:Grass Clippings - Educational Flyer****Message Description and Distribution Method:**

The City has distributed an educational flyer regarding proper management of grass clippings. The document gives homeowners/residents tips on effective grass clipping management and provides examples of improper disposal. The flyer is available on the City's website.

Link: <https://cityofwestfield.org/DocumentCenter/View/7966/Grass-Clippings-Management?bidId=>

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Educate residents on the importance of proper waste management.

Message Date(s): On-going

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:

### **BMP:Fertilizing the Lawn - Educational Flyer**

Message Description and Distribution Method:

The City has distributed an educational flyer regarding proper management of grass clippings. The document gives homeowners/residents tips on effective grass clipping management and provides examples of improper disposal. The flyer is available on the City's website.

Link: <https://cityofwestfield.org/DocumentCenter/View/7967/Lawn-Fertilizing?bidId=>

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Educate residents on the importance of clean water and impacts of excessive fertilizer use, leading to eutrophication.

Message Date(s): On-going

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 this reporting period**:

The City of Westfield has their SWMP posted on the City's website. Additionally, copies of the SWMP are available at the DPW Office located at 28 Sackett Street, Westfield, MA 01085 and the Engineering Office at 59 Court Street, Westfield, MA 01085.

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

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

## 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 reporting period**.*

Number of SSOs identified: 1

Number of SSOs removed: 1

### MS4 System Mapping

Percent of Phase II map complete: 100

*Optional: Provide additional status information regarding your map:*

The City of Westfield has completed updating their storm sewer infrastructure attributes/map during capital projects and through investigation activities.

### 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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available 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 outfalls/interconnections screened **to date**.*

Percent of outfalls screened: 100

*Optional: Provide additional information regarding your outfall/interconnection screening:*

### **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.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

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

Number of catchment investigations completed this reporting period: 20

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

Percent of total catchments investigated: 25

*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.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available 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:  0

Estimated volume of sewage removed:  0 gallons/day

*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 (July 1, 2018)**.*

Total number of illicit discharges identified:  10

Total number of illicit discharges removed:  8

*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 this reporting period**:

The DPW staff were trained and tested for New England Water Environment Association (NEWEA) collections system certification. Additionally, opportunistic trainings occur regularly at DPW staff meetings.

### **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:  7

Number of inspections completed:  27

Number of enforcement actions taken: 12

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

[Large empty box for optional information]

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

### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3): 2006

Website of ordinance or regulatory mechanism:

[https://library.municode.com/ma/westfield/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH16STSI\\_ARTIIST\\_DIV4STMA](https://library.municode.com/ma/westfield/codes/code_of_ordinances?nodeId=PTIICOOR_CH16STSI_ARTIIST_DIV4STMA)

### **As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received: 2

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

[Large empty box for optional information]

### **Street Design and Parking Lots Report**

*Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:*

The City has prepared a report that assesses their existing regulations related to the effect of street and parking lot guidelines on the creation of impervious cover. A copy of this report is available at the Department of Public Works. The City plans on beginning to implement the identified recommended updates to their regulations during Permit Year 7.

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

The City has prepared a draft report that assesses their existing regulations related to the feasibility of making green infrastructure practices available. A copy of this report is available at the Department of Public Works. The City plans on beginning to implement the identified recommended updates to their regulations during Permit Year 7.

### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

- New Broadway and Pequot Pond Infiltration Trench
- Pequot Pond Road Infiltration Trench
- Wieser Drive Infiltration Trench
- Italian Club Road Diversion Weir
- Mill at Crane Avenue Intersection
- Water Recovery Facility Operation Building Retention Building

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

The City has implemented the Falcon Drive Drainage System Project this Permit Year. Documentation of this project, including a memorandum summarizing pollutant load removed by newly installed BMPs, can be found at the Department of Public Works.

## **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: 50

Number of catch basins cleaned: 50

Total volume or mass of material removed from all catch basins: 10 tons

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

Total number of catch basins: 3,500

*If applicable:*

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

If necessary, schedule adjustments will be made to prioritize catch basins located at known problem areas (low spots) and near construction activities. If inspections and maintenance activities indicate excessive sediment and debris loading (i.e. the sump is more than 50% full during two consecutive routine inspections/cleanings), these catch basins will be marked for more frequent cleaning.

### **Street Sweeping**

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

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed: 352  tons

### **Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed: 0

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

Due to staffing shortages no SWPPP inspections were completed this permit year. The City intends to hire a stormwater coordinator during PY7 who will be responsible for ensuring regular SWPPP inspections occur. The drainage treatment units at the Department of Public Works (DPW) yard were cleaned as part of routine maintenance.

## **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 publicly available 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**

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.

## **Year 7**

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

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

### **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)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 7 below:

A demonstration project within the Pequot Pond watershed will be scoped in PY7.



# *City of Westfield*

OFFICE OF THE MAYOR



59 Court Street Suite 202  
Westfield, MA 01085  
413-572-6201  
Mayor Michael McCabe

September 26, 2024

MEMO TO FILE

Re: Documentation for delegation of "Authorized Representative" for NPDES 2016  
**Massachusetts** Small Municipal Separate Storm Sewer System (MS4) General Permit

This document serves to affirm that **Francis Cain** has responsibility for the operation of the MS4 and is hereby designated as an authorized person for signing all reports including but not limited to the Stormwater Management Plan (SWMP), Stormwater Pollution Prevention Plans (SWPPPs), inspection reports, annual reports, monitoring reports, reports on training, and other information required by the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts for the Town of Orleans. This authorization cannot be used for signing a NPDES permit application (e.g., Notice of Intent (NOI) in accordance with 40 CFR 122.22).

By signing this authorization, I confirm that I meet the following requirements to make such a designation as set forth in Part B.11 of Appendix B of the Small MS4 General Permit:

*For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official.*

"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 gathered and evaluated 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."

Michael A. McCabe  
Mayor

Date

## Part V: Certification of Small MS4 Annual Report 2024

### **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.

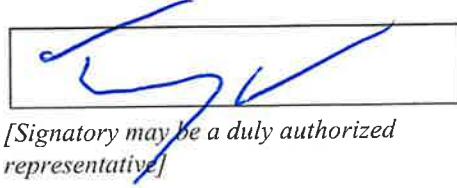
Name:

Francis Cain

Title:

Director of Public Works

Signature:



Date:

9-30-24

*[Signatory may be a duly authorized representative]*