# CITY OF FITCHBURG
## DEPARTMENT of PUBLIC WORKS

City Hall, 718 Main Street
FITCHBURG, MASSACHUSETTS 01420

HIGHWAYS & STREETS
SEWERS & DRAINAGE
PARKS, GROUNDS & TREES
ENGINEERING & SURVEYING
WATER SUPPLY & DISTRIBUTION
FORESTRY & WATERSHED

**Denis R. Meunier**
COMMISSIONER OF PUBLIC WORKS

TEL. (978) 345-9610
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November 25, 2005

U.S. Environmental Protection Agency
1 Congress Street
Suite 1100, (SEW)
Boston, MA 02114-2023

Attn: Mr. Jason Turgeon

Subject: City of Fitchburg MS4 General Permit Annual Reports

Dear Mr. Turgeon:

In compliance with the terms of Docket No. 06-01 Order for Compliance, please find enclosed City of Fitchburg Annual Reports for reporting years 1 and 2. These reports cover the periods of April 1, 2003 through March 31, 2004 and April 1, 2004 through March 31, 2005.

A copy of these reports will also be submitted to MA DEP at the appropriate address.

If you have any questions regarding these reports please contact me at (978) 345-9610.

Very truly yours,

Denis Meunier

Denis Meunier
Commissioner DPW

**Municipality/Organization:** City of Fitchburg

**EPA NPDES Permit Number:** MAR041189

**MaDEP Transmittal Number:** W- 035345

**Annual Report Number & Reporting Period:** No.1 April-03 - March-04

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: Denis Meunier Title: Commissioner DPW

Telephone #: (978) 345-9610 Email: dmeunier@ci.fitchburg.ma.us

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: Denis Meunier

Printed Name: Denis Meunier

Title: Commissioner, Department of Public Works

Date: 11/25/05

**Part II. Self Assessment**

The city of Fitchburg has completed the required self assessment and has determined that at the end of the first year reporting period the City was in compliance with all provisions of the approved NOI, except for the following provisions.

Part III. ID-2: No progress was made in the development of a non-stormwater discharge ordinance. A model ordinance will be worked on through the efforts of the Planning Department during the second plan year.

Part III ID-5: An illegal dumping task force was not organized at the end of the first reporting year. A task force has been organized and is active as part of the second reporting year.

Part III PC-1: No progress was made on a formal post construction runoff ordinance. Efforts will be made to develop an ordinance during the second reporting year.

Part III PC-3: Operation and maintenance agreement Work in progress as part of the second reporting year.

Part III PP-1: A Watershed Committee was not organized at the end of the first reporting year. A task force has been organized and is active as part of the second reporting year.

Part III PP-3: No progress was made in developing a citizen storm drain stenciling program. Efforts will be made to develop and implement this program during the second reporting year.

In addition to the efforts outlined in Part III of this report the City has, during the designated reporting period, continued its comprehensive planning for separation of all its combined sewer collection system. The first phase of construction will commence in the fall of 2005. As each of the City's twenty miles of combined sewer is separated combined sewer overflows and discharges will be reduced. The City initiated storm water sampling in selected neighborhoods based on outfalls that were identified as contributing to tributaries to drinking water supply. The results of that analysis for coliform and other parameters has been compiled and is available as a base line for future comparison to other sampling programs.

Part III Summary of Minimum Control Measures

Public Education and Outreach

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| PE-1 | Partnership Program | Planning Dept. | Establish education and outreach program | Planning Dept. developing outreach program to be used in the community | Implement outreach program |
| PE-2 | Web Site Creation | Planning Dept. | Website for storm water pollution prevention | Establish link to EPA web site from City web page | Maintain link and update information |
| PE-3 | Brochures and fact sheet | DPW | Door hangers distributed | Information mailer developed | Mailer to be distributed with water and sewer bills |
| PE-4 | Classroom Education | School Dept. | 50% of K-12 every 2 yrs. | Work with school dept. to coordinate curriculum | continue working with school dept. to introduce storm water issues in classroom |

Part III Summary of Minimum Control Measures

Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| PP-1 | Watershed Organization | Planning Dept. | Organize watershed Committee | No progress made | Watershed Committee to be organized as subcommittee of Conservation Commission |
| PP-2 | Stream cleanings | DPW | Civic Clean up days | Civic Clean up day held in spring one Saturday in each of City's six wards. Attention paid to River Banks and buffer areas | Program to continue each year. |
| PP-3 | Storm drain stenciling | DPW | Civilian stenciling program | no progress made | stenciling program to commence |
| | | | | | |

Part III

Summary of Minimum Control Measures

Municipal Good Housekeeping

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| MH-1 | Pet waste collection | BOH | Distribute brochures | Mailing with Water and Sewer Bills completed | Include as annual educational material |
| MH-2 | Parking lot and street cleaning | DPW | Increase frequency | Street and parking lot sweeping program active nine months per year. All streets swept a minimum of twice per year. Main line streets swept multiple times per year. | Continue activity improve tracking and efficiency |
| MH-3 | Catch basin cleaning | DPW | Implement program to track and increase frequency | Catch basin cleaning crew active for nine months per year approximately 400 catch basins cleaned per year. | Continue activity improve tracking and efficiency |
| MH-4 | Spill Response & Prevention | Fire Dept. | Formalize program provide education | Fire Dept. has formal spill response procedures and protocols | continue program and refresher courses |

Part III Summary of Minimum Control Measures

Construction Site Runoff Control

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| RC-1 | Site Plan Review | Planning Dept. | Establish standards | Review existing ordinance and standards | Implement revised standards during Planning Board review process |
| RC-2 | Erosion/Sediment control ordinance | Planning Dept. | Develop Ordinance | Review existing ordinance | implement updated ordinance |
| RC-3 | Stormwater Pollution Prevention Plan | DPW | Require Plan for all projects | Planning Board working on standards | implement updated ordinance |
| RC-4 | BMP measures for sediment/erosion | DPW | Establish for construction sites | Con-Com working on standards | Implement standards |

Part III Summary of Minimum Control Measures

Post Construction Runoff Control

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| PC-1 | Post construction runoff ordinance | Planning Dept. | Develop Ordinance | No progress made | Con-Com to work on standards |
| PC-2 | Site plan review for post construction | Planning Dept. | Adopt Standards | Review standards of existing post construction inspection | Update existing standards and policy |
| PC-3 | Operation and maintenance agreement | DPW | Develop Model | No progress made | Develop model |
| | | | | | |

Part III Summary of Minimum Control Measures

Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./ Person | Measurable Goal | Progress on Goal Permit year 1 | Planned Activities Permit year 2 |
|---|---|---|---|---|---|
| ID-1 | Storm Drain Map | DPW | Update Storm drain map | City Engineering Dept. began work on mapping. | Complete work on updated mapping of storm drains |
| ID-2 | Non-stormwater discharge ordinance | Planning | Non-stormwater ordinance | No progress made | work on developing ordinance. |
| ID-3 | Industrial/Business Connections | IDC | Establish monitoring program | As part of Combined Sewer separation project industrial /commercial buildings surveyed for illicit connections to storm drains. | Continue program |
| ID-4 | Illicit discharge elimination | BOH | Establish Program | As part of Combined Sewer separation project City Engineering Consultant developing program to survey for illicit connections | Implement program |
| ID-5 | Illegal dumping task force | BOH | Form Task Force Quarterly Meetings | No progress made | Establish task force |