**Municipality/Organization:** **City of Leominster, MA**

**EPA NPDES Permit Number:** **MA0100617**

**MaDEP Transmittal Number:** **W-041009**

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

# NPDES PII Small MS4 General Permit Annual Report

**Part I. General Information**

Contact Person: Patrick LaPointe Title: Public Works Director

Telephone #: 978-534-7590 x 504 Email: plapointe@leomister-ma.gov

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:

Printed Name: Dean J. Mazzarella

Title: Mayor

Date: May 1, 2004

**Municipality/Organization:** **City of Leominster, MA**

**EPA NPDES Permit Number:** **MA0100617** 1203

2004 MAY 17 P 1:35

**MaDEP Transmittal Number:** **W-041009**

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Signature:

Printed Name: Patrick LaPointe

Title: Public Works Director

Date: May 1, 2004

**Part II. Self-Assessment**

**The Leominster Department of Public Works has taken the lead in the implementation of a Stormwater Management Plan for our community. Our Committee was formed at a meeting held Tuesday, November 25, 2003. The committee consists of the Planning Director, Health Director, Recreation Director, Public Works Director and the Building Inspector and the city Environmental Inspector, who is a member of the Conservation Commission. Attendees included the Mayor and members of the City Council.**

**The DPW Engineering Department has completed the mapping of 450 actual outfalls onto Autocad. We have just completed a flyover in preparation for the implementation of a GIS system. When implemented, we will convert the outfall mapping to GIS.**

**Very little input has been realized from other members of the Stormwater Management Committee and this program will be headed by the DPW.**

**We are in the process of developing Illicit Discharge and Erosion & Sediment Control , Post Development Stormwater Management ordinance language and it is in the development stage.**

**We will work with the Recreation Department on a Pet Waste Policy and installation of pet waste bag dispensers.**

**We have had a catch basin cleaning program in place for the past 5 years and are now able to compute the amount of material collected from catch basins on an annual basis.**

**We have 2 Eagle Scout candidates in line to do 100 hours each of catch basin stenciling.**

**In a time of limited budgets and staffing, we feel that we are doing the absolute best that we can do. We also feel that we are in complete compliance with all permit conditions to date.**

## Part III. Summary of Minimum Control Measures

### 1. Public Education and Outreach

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 1.1 | Educational signage at high-use recreational areas | Recreation & Conservation | Install signage at watershed trail areas and dog park, spring '04 | Signs have been installed at most trail heads. Pet Waste signs will be installed at Barrett Park in spring/summer '04 | Install signs and establish formal pet waste policy |
| Revised | | | | | |
| 1.2 | General Education Brochure | DPW Engineering | Develop & distribute mass mailing in water bills | Have received 300 brochures from EPA and will plagiarize them for use in a City of Leominster brochure | Distribute to all residents by February 2005 |
| Revised | | | | | |
| | Lawn care and pet waste brochure and survey. | Recreation and Water Department | Sent lawn care brochures starting spring '03 | Recreation Department working on a pet waste brochure for distribution spring '04. | Draft Survey form for distribution in fall 2005. |
| Revised | | | | | |
| 1.3 | Stormwater Curriculum for grades 5 & 6 | Conservation & School Dept. | Revised curriculum already in place. | Hold planning meeting in preparation for school year beginning Sept. 04 | Prepare revised curriculum for review by School Dept. and related staff. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

### 1a. Additions

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|---|---|---|---|---|---|
| 1.8 | Develop Stormwater web site | Engineering | Add Stormwater page to existing web site by Spring '05 | In Process | Prepare and set up content and send to site coordinator |
| | | | | | |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 2.1 | Stormwater Advisory Committee | Public Works & ConCom | Establish Committee by fall '03, etc. | Established Committee 11-25-03, reviewed SWMP and solicited comments. | Developing ordinances related to SWMP for adoption in 2004. |
| Revised | | | | | |
| 2.2 | Public Meetings on SWMP | SW Advisory Committee | Host annual public meetings each fall, beginning November 2005. | Prepare for this meeting and set date. | Host public meeting to discuss SWMP and solicit public comment for consideration. |
| Revised | | | | | |
| 2.3 | Shoreline Clean-ups | Public Works & ConCom | Expand annual Monoosnoc Brook cleanup. | Met with Monoosnoc Greenway Group after August 2nd cleanup to possibly expand to upstream of starting point. | Will do an additional ½ mile of brook cleanup in summer 2005. |
| Revised | | | | | |
| 2.4 | Catch basin stenciling | Public Works | Stencil priority basins by Fall 2004. | Have 2 approved Eagle Scout candidates to mark basins for a total of 200 man hours. | Stencils have been secured and work will proceed June 2004. |
| Revised | | | | | |
| 2.5 | HHW Collection Events | Public Works | Host annual HHW collection events. | Hosted June, August, November 2003.Events scheduled March, June, August & November 2004. | Add electronics collection dates for 2005. |
| Revised | | | | | |
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| Revised | | | | | |

## 2a. Additions

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## 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 3.1 | Identify & map outfalls and receiving waters. | Engineering | Map all outfalls in GIS by Spring '05 | Outfall mapping 90% complete. Have completed flyover for GIS and will convert when software installed, "04 | Complete mapping and GIS integration, fall 2004 |
| Revised | | | | | |
| 3.2 | Screen outfalls for illicit connections | Public Works | Screen all outfalls by Spring "05 | In process and 450 outfalls have been identified. | Continue screening and GIS. |
| Revised | | | | | |
| 3.3 | Draft Illicit connection bylaw | Engineering & ConCom | Submit to City Council Spring"04 | In Process | Complete and in ordinance form by fall 2004 |
| Revised | | | | | |
| 3.4 | Revise Sewer and Drain Use Regulations | Engineering | Revise and adopt with new Illicit bylaw | In Process | Complete and in ordinance form by fall 2004 |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 3a. Additions

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## 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 4.1 | Construction Site ESC Bylaw and regulations for sites >1-acre | ConCom, Public Works | Reviews existing mechanisms for adequacy and completeness by Spring '05, etc. | Research existing ordinances and regulations and determined that more comprehensive revisions are needed, especially in Sewer Ordinances | Drafting new ordinances to cover all phases of SWMP for fall 2004 or spring 2005. |
| Revised | | | | | |
| 4.2 | Site Plan Review | Planning, Building & Engineering | Incorporated into Development Review Board process with appropriate ordinance changes | Met will all appropriate parties and supplied same with copy of SWMP. Jurisdictional issues in process. | Continue on interim policy and inspection protocol. |
| Revised | | | | | |
| 4.3 | Site inspections | Building Dept. & ConCom | Implement a new site inspection process for Spring "07 | Action Pending | Research conceptual inspection process with associated ordinance. |
| Revised | | | | | |
| 4.4 | Establish system to report non-compliant activities | Building Dept. & ConCom | Establish during 2004 construction season Y use web site reporting. | ConCom has taken the lead in doing on site inspections of construction sites during heavy rain events. | Post ConCom & Building reporting hotlines on city web site and include in monthly Neighborhoods section of local newspaper. Investigate web site reporting process. |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |

## 4a. Additions

## 5. Post-Construction Stormwater Management in New Development and Redevelopment

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 5.1 | Stormwater Mgmt. Ordinance and regulations for site .1-acre | Engineering & ConCom, City Council | Research and/or revise existing ordinances to comply with SWMP plan | Research complete and completion of ordinances in process | Complete and submit ordinances to City Council for adoption summer 2004 |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 5a. Additions

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## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 6.1 | Employee Training | Public Works | Conduct stormwater training each winter | Provide all day off site training to 2 full time engineering employees winter "03-"04 | Conduct ½ day follow up training each winter. |
| Revised | | | | | |
| 6.2 | Street Sweeping | Public Works | Sweep all city streets annually by 6-30 and downtown areas once a week | Completed annual sweeping program by 7-5-03 and will be complete by 6-04 | Continue ongoing annual street sweeping program in place since 1995. Purchase 1 replacement sweeper |
| Revised | | | | | |
| 6.3 | Catch Basin Cleaning | Public Works | Clean all basins once per year (3600) | Continue to collect volume data from existing program. | Revise cleaning schedule to reach outfall areas early in program |
| Revised | | | | | |
| 6.4 | O & M Schedule for town owned structural BMPs | Engineering | Implement program by Spring '05 | Inventoried DPW garage and designed new particle separator system. Continue to inventory town owned BMPs | Complete construction of DPW separator system fall "04 and implement O & M Procedures |
| Revised | | | | | |
| 6.9 | Vehicle Washing | Public Works | Establish a new washing policy | Design new drainage system with new separation technology | Install system by fall 2004 |
| Revised | | | | | |
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| Revised | | | | | |

## 6a. Additions

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## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| 7.1 | Targeted education to septic system owners | Health Dept & Engineering | Develop & distribute phosphorus reduction brochure | Begin research and development of brochure to septic system owners in sensitive areas | Distribute brochures to residents with septic system in watershed areas |
| Revised | | | | | |
| 7.3 | Street Sweeping | Public Works | Increase sweeping to 3-4 times/yr. in watershed areas | Develop plan | Continue present schedule and develop long range plan to increase sweeping frequency in watershed areas. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 7a. Additions

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## 7b. WLA Assessment

## Part IV. Summary of Information Collected and Analyzed

## Part V. Program Outputs & Accomplishments (OPTIONAL)

### Programmatic

| | | |
|---|---|---|
| Stormwater management position created/staffed | No | |
| Annual program budget/expenditures | -0- | |
| | | |
| | | |

### Education, Involvement, and Training

| | | |
|---|---|---|
| Estimated number of residents reached by education program(s) | 80% | |
| Stormwater management committee established | Yes | 11-25-03 |
| Stream teams established or supported | Yes | Spring "04 |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | M-Brook | 1.6 miles |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored | 4 | |
| ▪ community participation | 413 | |
| ▪ material collected | See attached | |
| School curricula implemented | Yes | Revision planned |

| | | |
|---|---|---|
| | | |
| | | |

**Legal/Regulatory**

| | In Place Prior to Phase II | Under Review | Drafted | Adopted |
|---|---|---|---|---|
| Regulatory Mechanism Status (indicate with "**X**") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | X | | |
| ▪ Erosion & Sediment Control | | X | X | |
| ▪ Post-Development Stormwater Management | | | X | |
| Accompanying Regulation Status (indicate with "**X**") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | X | X | |
| ▪ Erosion & Sediment Control | | X | X | |
| ▪ Post-Development Stormwater Management | | X | X | |

**Mapping and Illicit Discharges**

| | | |
|---|---|---|
| Outfall mapping complete | 90 % | |
| Estimated or actual number of outfalls | 450 | |
| System-Wide mapping complete | 90% | |
| Mapping method(s) | | |
| ▪ Paper/Mylar | | |
| ▪ CADD | 100% | |
| ▪ GIS | In Process | |
| Outfalls inspected/screened | In Process | |
| Illicit discharges identified | Two | |
| Illicit connections removed | Five<br>3000 gpd estimated | |
| % of population on sewer | 86% | |
| % of population on septic systems | 14% | |

| | | |
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| | | |

**Construction**

| | | |
|---|---|---|
| Number of construction starts (>1-acre) | 20 | |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | 100% | |
| Site inspections completed | 350 | |
| Tickets/Stop work orders issued | 14 | |
| Fines collected | -O- | |
| Complaints/concerns received from public | 7 | |
| | | |
| | | |

**Post-Development Stormwater Management**

| | | |
|---|---|---|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | 100% | |
| Site inspections completed | 30 | |
| Estimated volume of stormwater recharged | Unknown | |
| | | |
| | | |

**Operations and Maintenance**

| | | |
|---|---|---|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | Once per yr. | |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | Once per yr. | |
| Total number of structures cleaned | 3600 + - | |
| Storm drain cleaned | 3-4 miles | |
| Qty. of screenings/debris removed from storm sewer infrastructure | 2227 c.y. | |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | compost | |
| Cost of screenings disposal | -0- | |

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| Average frequency of street sweeping (non-commercial/non-arterial streets) | Once per yr. | |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | 2-3 per yr. | |
| Qty. of sand/debris collected by sweeping | 3000 tons +- | |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | compost | |
| Cost of sweepings disposal | -0- | |
| Vacuum street sweepers purchased/leased | one | |
| Vacuum street sweepers specified in contracts | yes | |
| | | |
| | | |

| | | |
|---|---|---|
| Reduction in application on public land of: ("N/A" = never used; "100%" = elimination) | | |
| ▪ Fertilizers | 100% | |
| ▪ Herbicides | 75% | |
| ▪ Pesticides | N/A | |
| | | |
| | | |

| | | |
|---|---|---|
| Anti-/De-Icing products and ratios | % NaCl<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% Sand | <br>30%<br><br><br><br><br>70% |
| Pre-wetting techniques utilized | yes | |
| Manual control spreaders used | yes | |
| Automatic or Zero-velocity spreaders used | no | |
| Estimated net reduction in typical year salt application | 20% | |
| Salt pile(s) covered in storage shed(s) | yes | |
| Storage shed(s) in design or under construction | Yes - sand | |

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