CITY OF WALTHAM
MASSACHUSETTS

John M. Bradley, P.E.
Director of Public Works
Clerk of the Board of Survey & Planning

Department of Public Works
Municipal Center

AUG - 3 2004

MEMORANDUM

TO: U.S. Environmental Protection Agency

FROM: John M. Bradley, P.E., Director of Public Works

DATE: July 30, 2004

RE: NPDES Phase II Annual Permit

Enclosed please find a copy of the City of Waltham's Annual Permit and Report.

Thank you for your attention to this matter.

JMb/jed

165 LEXINGTON ST. WALTHAM, MASSACHUSETTS 02452-4638 FAX (781) 314-3808 PHONE (781) 314-3800

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

EPA NPDES Permit Number: **MA041066**

MaDEP Transmittal Number: **W-041267**

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

AUG - 3 2004

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Bradley, P.E. Title: DPW Director

Telephone #: 781-314-3800 Email: jbradley@city.waltham.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:

Printed Name: John M. Bradley

Title: Director of Public Works

Date: 6-14-04

Signature: Richard Moore

Printed Name: Richard Moore

Title: President, Rizzo Associates (Stormwater Consultant)

Date: 6/10/04

I acknowledge the Certification of the parties who have signed above. *

Signature: Jeannette A. McCarthy

Printed Name: Jeannette A. McCarthy

Title: Mayor

Date: 7/27/04

* I HAVE READ THE ENCLOSED DOCUMENT. AT my REQUEST The City is ESTABLISHING AN INDEPENDENT ENGINEERING DEPARTMENT. The City COUNCIL IS EXPECTED TO take The final required votes in The beginning of August. I hope to HAVE A City ENGINEER ON board by late SEPTEMBER. ONCE THE ENGINEER is hired I will ask That he/she review The ENCLOSED GOALS AND ACTIVITIES for EXPEDITE COMPLIANCE

Jeannette A. McCarthy

Part II. Self-Assessment

The City of Waltham has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions except for the following provisions:

Part II.B — Due to the limited amount of time between administrative approval of the City's NOI and Stormwater Master Plan and the first annual report deadline, the City has not fully implemented all of the control measures proposed for the first year of the permit in the Stormwater Master Plan. Work is currently underway to complete this work in a timely fashion. Part III of this annual report summarizes the status of each BMP which was proposed for implementation during the first year of the permit.

Part II.C.2 — The City of Waltham has been actively working with the City of Cambridge to identify stormwater discharges which are tributary to the Cambridge Reservoir. These two groups have worked together to develop spill response plans and evaluate potential sources of pollution. The Cambridge Water Board also works with the Waltham Conservation Commission and City Engineer to review proposed development projects and ensure that adequate water quality BMPs are implemented.

Part II.F — Submitted the report after May 1st.

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	Recycling Department Web Site	Recycling Coordinator	An Operational Web Site	Completed	Maintain web site
Revised					
1.2	Office Park Targeted Communication	DPW Director	Contact Office parks which discharge directly to the City's receiving waters.	City is working to develop a letter regarding NPDES Phase II program & office park BMP maintenance.	Complete letter, identify recipients & distribute.
Revised					
1.3	NPDES Phase II Brochure	Environmental Specialist	Distribution of brochure to City water Customers	City is finalizing brochure for distribution.	Distribute brochure
Revised					
1.4	Watershed Signage	Supt. Of Streets & Forestry	Install 10 Watershed signs.	City is printing signs.	Post signs at waterbodies throughout city.
Revised					
Revised					
Revised					

1a. Additions

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	Earth Day Celebration	Environmental Specialist	Provide & staff a booth at the City's annual celebration.	City has decided to participate in an Earth Day type of festival in the Fall of 2004.	Continue annual participation.
Revised					
2.2	Stream Clean-Up	DPW Director	Support existing cleanup program & identify new areas for future clean up efforts.	DPW to provide support to clean-up efforts.	Work In Progress
Revised					
2.3	Catch Basin Stenciling	Supt. Of Streets & Forestry	Stencil 80 CBs per year, install castings at 15 CBs per year	City has obtained a template for CB stenciling.	Commence stenciling activities.
Revised					
Revised					
Revised					
Revised					

2a. Additions

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	Mapping	City Engineer	Completion of city-wide drainage GIS	Drainage GIS is 90% complete. City is reviewing pipe network on plans.	Complete drainage GIS.
Revised					
3.2	Illicit Discharge Ordinance	City Engineer	Acceptance of ordinance into City bylaws.	The City's stormwater consultant is reviewing the ordinance and recommending improvements.	Finalize recommendations and submit to City council.
Revised					
Revised					
Revised					
Revised					
Revised					

3a. Additions

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 Runoff Control Ordinance	City Engineer	Enforce existing runoff control ordinance.	Implemented	Continue implementation.
Revised					
4.2	Conservation Commission Rules & Regulations	City Engineer	Continue to review projects and uphold the WPA and the Massachusetts Stormwater Management Policy.	Implemented	Continue implementation.
Revised					
4.3	Review Existing Runoff Control Ordinance	City Engineer	Review existing text, revise and implement as needed.	The City's stormwater consultant is reviewing the ordinance and recommending improvements.	Finalize recommendations and submit to City council.
Revised					
4.4	Plan Review Process	City Engineer	Update review process to address ordinance changes and develop a plan to review checklist.	The City's stormwater consultant is reviewing the ordinance and will be recommending improvements shortly.	Implement review process with City Engineer's Office.
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	Plan Rules & Regulations	City Engineer	Continue to enforce the existing rules and regulations.	Existing rules and regulations are being enforced.	Continue to enforce existing rules and regs.
Revised					
5.2	Enhance Engineering Guidelines	City Engineer	Implementation of improved engineering design guidelines.	The City's stormwater consultant is reviewing the existing engineering design guidelines and will be recommending improvements shortly.	Implement recommended improvements.
Revised					
5.3	BMP Monitoring & Maintenance Plan	City Engineer	Develop database for population by City.	The City Engineer has initiated talks with the GIS system manager to begin development of this system.	Identify relevant data for database and integrate into GIS.
Revised					
Revised					
Revised					

Revised					

5a. Additions

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	Catch Basin Cleaning	Supt. Of Streets & Forestry	Perform annual cleaning of catch basins.	Status Quo - DPW to perform CB cleaning.	Continue implementation.
Revised					
6.2	Drain Cleaning	Supt. Of Streets & Forestry	Address clogged drain issues as they emerge throughout the year.	Status Quo - DPW to address emerging issues.	Continue implementation.
Revised					
6.3	Street Sweeping	Supt. Of Streets & Forestry	Sweep city streets at least once annually.	Status Quo – DPW to continue sweeping activities.	Continue implementation.
Revised					
6.4	Recycling Program	Recycling Coordinator	Continue to publicize recycling activities.	Web page is up & recycling events are well publicized.	Continue implementation.
Revised					
6.5	Watershed Maintenance Program	Supt. Of Water & Sewer	Implement pilot program on two streams.	Chester & West Chester Brook Cleaning project was executed this past year.	Evaluate implementation in other watersheds.

Revised					
Revised					

6a. Additions

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
Revised					
Revised					
Revised					
Revised					
Revised					

Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Water quality information has not been collected by the City to date and there are no plans at this time to institute a sampling program. The City is in the process of analyzing catch basin cleaning data collected over the last several years to establish a catch basin cleaning frequency schedule.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	
GIS		Yes

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Yes
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	No

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		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination	X			
▪ Erosion & Sediment Control	X			
▪ Post-Development Stormwater Management	X			

Mapping and Illicit Discharges

Outfall mapping complete	(%)	90%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	90%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	90%
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	100%
% of population on septic systems	(%)	0%

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	>1 (monthly)
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	