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MAR 04/2003

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Municipality/Organization: City of Leominster, MA

EPA NPDES Permit Number: MA0100617

MaDEP Transmittal Number: W-041009

Annual Report Number

& Reporting Period: No. 1: March 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Patrick LaPointe

Title: Public Works Director

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Email: plapointe@dpw.leominster-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. Mazzearella

Title: Mayor

Date: May 1, 2005

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. We are now in the implementation phase of putting them into our GIS system.

Very little input has been realized from other members of the Stormwater Management Committee and this program will be headed by the DPW. However, partnering with our Environmental Inspector, we were able to submit a Stormwater Ordinance that was adopted by our City Council on March 28, 2005. Copy Enclosed.

We will continue to work with the Recreation Department on a Pet Waste Policy and installation of pet waste bag dispensers. Funding is an issue that has been overcome and we have ordered signs for 3 parks.

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. Our sweeping program initially began with some low -lying areas for sand removal and we will develop a strategy for subsequent years. The Public would prefer main streets be done first, so logistics are an issue. We may be able to accommodate both by using overtime and extra personnel qualified to run our sweepers.

We had one Eagle Scout candidate who completed one half of a catch basin stenciling program amounting to over 200 basins being stenciled by October 2004. The other candidate should complete the other half of the project sometime in 2005.

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.

Leominster Department of Public Works
100 North Main Street
Leominster, MA 01454
Phone: 978-851-2200
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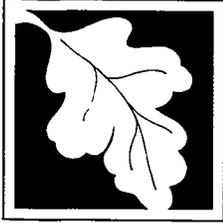
Part III. Summary of Minimum Control Measures

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 were installed at Barrett Park in spring/summer '03	Install signs and establish formal pet waste policy spring/summer 2005.
Revised			Signs ordered 4-27-05		Pet waste dispensers will be placed at Carter Park, Hachey Park and Laurie Cormier Park, summer 2005.
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 November 2005
Revised	<i>Year 2 brochures.</i>				
	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	<i>Healthy Lawn Workshop 3-30-05</i>	DPW & DEP	Broadcast on local cable TV		
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				Revised to September 05.	
Revised					
Revised					

1a. Additions

1.8	Develop Stormwater web site	Engineering	Add Stormwater page to existing web site by Spring '05	In Process April 2005.	Prepare and set up content and send to site coordinator, May 2005
	Use DEP Information				



*Massachusetts Department of Environmental Protection
and
the Leominster DPW*

Present

Healthy Lawns and Landscapes

A Free Workshop



*Learn how to have a beautiful lawn and landscape
that 's healthy for your family, neighbors, pets and
the environment!*

March 30, 2005

6:30 – 8:30 p.m.

City Hall Auditorium

25 West Street, Leominster, MA

Contact Rose @ 978-534-7590 x 501 to sign up for this free workshop.

Refreshments served! Free gifts for participants! Win a compost bin!



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 Revised	Stormwater Advisory Committee	Public Works & ConCom	Establish Committee by fall '03, etc.	Established Committee 11-25-03, reviewed SWMP and solicited comments. Complete	Developing ordinances related to SWMP for adoption in 2004. Adopted Ordinance 3-28-05
2.2 Revised	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.
2.3 Revised	Shoreline Clean-ups <i>Partnership with Mosquito Control</i>	Public Works & ConCom DPW P. LaPointe	Expand annual Monoosnoc Brook cleanup. Remove trees along north side of brook	Met with Monoosnoc Greenway Group after August 2 nd cleanup to possibly expand to upstream of starting point. Canceled winter 2005, waiting to reschedule.	Will do an additional ½ mile of brook cleanup in summer 2005.
2.4 Revised	Catch basin stenciling <i>Half completed in October 2004</i>	Public Works	Stencil priority basins by Fall 2004. Other half in 2005	Have 2 approved Eagle Scout candidates to mark basins for a total of 200 man hours. Only 1 Scout completed ½ project.	Stencils have been secured and work will proceed June 2005.
2.5 Revised	HHW Collection Events <i>Electronics collection 3 events in 2004</i>	Public Works	Host annual HHW collection events. 4 per year	Hosted events March, June, August & November 2004. Events scheduled March, June August & November 2005	Continue electronics collection in conjunction with HHHW for 2005.
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 Revised	Identify & map outfalls and receiving waters. <i>Complete by fall 2005</i>	Engineering	Map all outfalls in GIS by Spring '05	Outfall mapping 90% complete. Have completed flyover for GIS and will convert when software installed, '05	Complete mapping and GIS integration, fall 2005
3.2 Revised	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.
3.3 Revised	Draft Illicit connection bylaw <i>Adopted 3-28-05</i>	Engineering & ConCom	Submit to City Council Spring'04 Adopted 3-28-05	In Process	Complete and in ordinance form by fall 2004 Adopted by City Council 3-28-05
3.4 Revised	Revise Sewer and Drain Use Regulations <i>Complete</i>	Engineering	Revise and adopt with new Illicit bylaw	In Process	Complete and in ordinance form by fall 2004 Adopted 3-28-05
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 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. Adopted 3/05
Revised	<i>Bylaw adopted 3/05</i>				
4.2	Site Plan Review	Planning, Building & Engineering	Incorporated into Development Review Board process with appropriate ordinance changes	Met with all appropriate parties and supplied same with copy of SWMP. Jurisdictional issues in process.	Institute new policy and inspection protocol.
Revised	<i>In Place fall 2004</i>		In place fall 2004		
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	<i>In Process</i>				
4.4	Establish system to report non-compliant activities	Building Dept. & ConCom	Establish during 2004 construction season & 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	<i>In place through Conservation Comm.</i>		Web-site being developed spring '05		
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	<i>Completed 12/04</i>	ConCom	Complete 12/04	Petition passed 1-10-05 and Ordinance adopted March 28, 2005.	Adopted 3-28-05.
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 Revised	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.
6.2 Revised	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-on hold.
	<i>Sweep outfall areas first</i>	Public Works	Sweep outfalls while doing main roads	Develop plan summer/fall 2005	
6.3 Revised	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. Develop program by fall 2005.
	<i>Ongoing</i>				
6.4 Revised	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. Silt blankets at 3 locations. Separated DPW floor drains.	Complete construction of DPW separator system fall ‘04 and implement O & M Procedures. Tie floor drains into sanitary sewer in June 2005.
	<i>Separated garage drains.</i>	Engineering	Tie garage drains into sanitary sewer		
6.9 Revised	Vehicle Washing	Public Works	Establish a new washing policy	Design new drainage system with new separation technology.	Install system by June 2005. Installed new drain line completed March 2005. Tie floor drains into sewer.
	<i>Separated floor drains in February ‘05</i>	Public Works	Tie into sanitary sewer	Completed February 2005	
Revised					

6a. Additions

1.	Separate Combination Sewer/Drain manholes	Public Works	Separate when encountered	Separated 5 combination manholes in 2004.	Continue to separate as we find combination manholes
2.	Repair leaking sewer trunk line.	Public Works	Replace leaking sewer trunk line-Granite St.	Eliminate leaking sewer line near Rockwell Pond in Leominster	Design in process for bid and construction summer 2005.

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 Sweep outfall areas early in sweeping program while doing main roads.	Continue present schedule and develop long- range plan to increase sweeping frequency in watershed areas.
Revised	<i>Summer/Fall 2005</i>				
Revised					

7a. Additions

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)	80-90%	
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

Residential Hazardous Household Products (HHP)

Part A: Reporting in Part A and Part B are mutually exclusive. Please report the number of comprehensive events your municipality sponsored or participated in in 2003. To avoid double counting, please do not report tonnage collected in one day events below in Part B.

Total number of comprehensive HHP events in 2003: 4

Approximate total number of full cars served at comprehensive HHP events in 2003: 133

Were these events reciprocal or regional events? No

Approximate total number of 1/2 cars served at comprehensive HHP events in 2003: 280

Part B: If your municipality has ongoing material specific collections in addition to the events reported above in Part A, please report that tonnage collected below.

PLEASE NOTE: Providing the amount(s) for these materials is OPTIONAL. If a city or town does not have these figures to report they will not be included in the calculation of the municipal recycling rate. Report the number of days you collected these items, or days open to residents. Please make note of the units requested.

MATERIAL	AMOUNT	UNITS	# OF COLLECTION DAYS in 2003
Auto batteries	252	Number	Daily @ Transfer Station
Auto tires	112	Number Tons	Daily @ Transfer Station
Batteries -- household		5-gallon pails	
CRT's/ Electronics	107,500	Pounds	Daily @ Transfer Station
Fluorescent lamps and bulbs	588	Linear feet	4 HHHW Days
Propane tanks	52	Number	Daily @ Transfer Station
Anti-freeze		55-gallon drums	
Used oil filters		55-gallon drums	
Latex/oil based paint	<u>25 AB</u>	Cubic yard boxes	8 drop off days @ DPW
Waste/used engine oil	<u>1803</u>	Gallons	Weekly on Fridays @ DPW
Mercury Containing Items		5-gallon pails	
Elemental Mercury		Pounds	
What were the types of mercury devices collected? Thermostats <input checked="" type="checkbox"/> Thermometers <input checked="" type="checkbox"/> Flow meters <input checked="" type="checkbox"/> Mercury switches <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>			Name of vendor(s) who removed mercury waste and mercury containing items (note if separate contractors):

Section 6 - Commercial Recycling & Disposal Services

- Does your municipality allow some or all businesses to use your drop-off center for trash? YES NO NA/No program
- Does your municipality allow some or all businesses to use your drop-off center for recycling? YES NO NA/No program
- Does your municipality allow some or all businesses to use your curbside trash collection? YES NO NA/No program
- Does your municipality allow some or all businesses to use your curbside recycling collection? YES NO NA/No program
- Does your municipality have a mandatory business recycling ordinance? YES NO

Section 7 - Signature of Municipal Official

It is important that this information is accurate. Please sign to indicate that you have reviewed this data and so that we may contact you with any questions.

Signature: Patrick LaPointe

Date: 3/15/04

Print Name: Patrick LaPointe

Title: DPW Director

Telephone: 978-534-7590 x 504

Massachusetts Municipal Recycling Programs Information Update

DEP is updating our online searchable "Massachusetts Municipal Recycling Programs Database" (located at www.db.state.ma.us/dep/asppage1.asp). This database enables municipal officials and others to search for municipal recycling programs in the state by specific characteristics. Filling in the information requested below will help DEP to complete this update. Please check below which materials your municipality collects. If you collect paper or containers in a mixed stream, please check the individual materials that comprise that mixed stream.

HHP Products

- Used Engine Oil
- Antifreeze
- Auto Batteries
- Latex/Oil Paint
- Electronics/CRT's

Organics

- Leaves and Yard Waste
- Christmas Trees
- Food/Kitchen Scraps

Paper

- Newspaper
- Magazines
- Junk Mail
- White Paper
- Cardboard
- Paperboard
- Phone Books
- Waxed Cartons
- Aspetic Cartons

Glass

- Clear Glass
- Brown Glass
- Green Glass
- Glass - All Colors

Plastic

- #1 - PET
- #2 - HDPE
- #3 - PVS
- #4 - LDPE
- #5 - PP
- #6 - PS
- #7 - Other

Metals

- Aluminum Cans
- Aluminum Foil
- Steel/Tin Cans
- Aerosol Cans
- White Goods (appliances)
- Scrap Metal

Miscellaneous

- C&D Debris
- Textiles
- Swap Shop

*Electronics Collection
Started May 29, 2004*

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	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 3000 gpd estimated	
% of population on sewer	86%	
% of population on septic systems	14%	

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	-0-	
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	73	
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	3405	
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-	