Municipality/Organization: **CITY OF WESTFIELD**

EPA NPDES Permit Number: **MAR041236/MaDEP**

2005 MAY - 5 AM 8: 38

MaDEP Transmittal Number: **W- 040836**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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: M Cressotti

Printed Name: MARK S. CRESSOTTI

Title: CITY ENGINEER

Date: 5-1-05

Part II. Self-Assessment

The City of Westfield has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Distribute Educational Pamphlets to municipal employees and households	Stormwater Coordinator and Westfield Gas & Electric Light Department	19,000 pamphlets distributed every two years to all residents and municipal employees	Pamphlets were distributed in 2004. Westfield River Watershed Association (WRWA), with the assistance of the boy scouts, distributed 1,000 educational pamphlets to residents on ways to minimize impacts to stormwater.	Pamphlets will be distributed in utility bills in 2005. WRWA and scout troops plan to distribute additional pamphlets to residents during the summer of 2005.
Revised					
1-2	Distribute pamphlets to industries	Stormwater Coordinator	250 pamphlets distributed biannually to industries	Industry inventory begun.	Prepare pamphlet and distribute biannually to industries and businesses.
Revised					
1-3	Create and maintain stormwater website	Stormwater Coordinator and IT specialist	Stormwater web page created	None.	Website to be created.
Revised					
1-4	Educate dog owners about picking up dog waste	Animal Control	Info posted on animal control website or fact sheet distributed	None.	Fact sheet to be developed and distributed to dog owners or posted to Animal Control website.
Revised					
1-5	Contact local boy/girl scouts concerning volunteer projects	Stormwater Coordinator	Boy/Girl scout troop contacted	Boy/girl scout troops and other volunteer groups worked with the WRWA on a variety of projects.	Continued involvement with local boy/girl scout troops and other volunteer groups.
Revised					
1-6	Update City Council on progress of WWMP activities	Stormwater Coordinator	Annual update via annual report (available on City's website)	Annual Engineering Report submitted to Mayor and City Council in January of 2005.	Annual Engineering Report to be submitted to Mayor and City Council in January of 2006.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-1	Form Stormwater Advisory Committee	City departments in committee	Committee formed and # meetings held per year	A committee consisting of members from DPW, Engineering, Sewer, Water and Planning has been formed. Meetings are held weekly to discuss a variety of issues, including stormwater.	Continue with meetings.
Revised		Mayor			
2-2	Comply with state public notification guidelines	All departments	Notices posted for all meetings as required by state	Ongoing conformance with state requirements.	Ongoing conformance with state requirements.
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW	25 catch basins stenciled per year	Various scout troops, working with the WRWA and DPW, stenciled 175 catch basins over the summer of 2004.	WRWA and the scout troops have plans to stencil catch basins over the summer of 2005.
Revised		Boy Scout Troop and DPW			
2-4	Sponsor community participation event	Health Department	At least one event held annually - # of residents participating	A hazardous waste collection was held in September 2004. WRWA held two river clean-up days in October 2004. Bulk pickup ongoing throughout year.	Continued effort. A hazardous waste collection day is scheduled for May 2005 and two Westfield River Cleanup Days are scheduled for October 2005.
Revised		Health Department and DPW			

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Develop ordinances for illicit connections and discharges	Planning	Ordinance developed and presented to City Council	Ordinance submitted to City Council.	Adoption of ordinance anticipated by June 2005.
Revised					
3-2	Map stormwater system, outfalls and receiving waters	Engineering	Map created	Draft GIS model with stormwater and sanitary sewer systems has been developed.	Continued effort with expected outfalls mapped and finalized stormwater and sanitary sewer mapping.
Revised					
3-3	Conduct dry weather outfall screening	Engineering and DPW	Number of Outfalls screened	None - fourth year effort.	None - fourth year effort.
Revised					
3-4	Develop and implement a plan to identify & remove non-stormwater discharges	DPW and Engineering	Number of illicit connections found and removed	None - fourth year effort.	None - fourth year effort.
Revised					
3-5	Investigate discharge locations of floor drains at fire dept.	DPW and Fire Department	Discharge location determined, connections to MS4 removed if necessary	None.	Investigation to be performed at Fire Department's maintenance garage and Little River Fire Station.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	Develop construction site E&S control ordinance	DPW and Building/Zoning	Final ordinance developed and presented to City Council	Ordinance submitted to City Council.	Adoption of ordinance anticipated by June 2005
Revised		DPW Building/Zoning and Planning			
4-2	Require a waste management plan at construction sites>1 acre	DPW and Building/Zoning	Requirement developed, # of waste management plans reviewed	None - fifth year effort.	None - fifth year effort.
Revised					
4-3	Review site plans for stormwater impacts	DPW, Engineering, Building/Zoning	Internal protocol developed, # of plans reviewed	Continuing pre-permit practice.	Continuing effort.
Revised					
4-4	Consider public input during project's planning phase for projects >1 acre	DPW and Engineering	Number of public review and comment periods held	Continuing pre-permit practice.	Continuing effort.
Revised		DPW, Engineering and Planning			
4-5	Inspect Erosion and Sediment Controls	DPW, Engineering, Con. Comm & Building Inspector.	Number of Inspections conducted	Continuing practice.	Continuing effort.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Apply standard 2,3,4,7,9 of Mass. Stormwater Policy for Projects >1 acre	DPW	Final ordinance developed and presented to City Council	Included in stormwater management ordinance (BMP 4-1). Ordinance presented to City Council.	Adoption of ordinance anticipated by June 2005.
Revised					
5-2	Specify Stormwater BMP	DPW	BMP manual selected	BMP manual selected in 2004 and included in stormwater management ordinance (BMP 4-1). Ordinance presented to City Council.	Adoption of ordinance anticipated by June 2005.
Revised		Engineering			
5-3	Develop procedure to track and schedule maintenance on BMPs	DPW	Procedure developed to track and plan regular maintenance on private structural BMPs	None - fourth year effort.	None - fourth year effort.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Conduct good housekeeping training	DPW	Training held for staff who could potentially impact stormwater	Training module being developed.	Continue development of training module and begin training employees.
Revised					
6-2	Street sweeping	DPW	Percent of streets swept	100% of street swept annually from April through August.	Continue street sweeping program. City in process of purchasing a vacuum-assisted sweeper.
Revised					
6-3	Roadway deicing	DPW	Alternative deicers evaluated, amount of alternative deicers used	Alternative deicers evaluated and found to be cost-prohibitive.	Continue to evaluate alternative deicers.
Revised					
6-4	Snow removal	DPW	Install silt fence or haybales around disposal area	Silt fencing was installed around the perimeter of the stockpiled snow pile at the DPW garage site.	Continue to install silt fence around snow pile each year.
Revised					
6-5	Minimize impacts from municipal vehicle washing	Individual department heads	Need of additional controls evaluated, installed (if needed)	Use of phosphate-free biodegradable soap for vehicle washings.	Continued use of phosphate-free, biodegradable soap.
Revised					
6-6	Minimize impacts from municipal vehicle maintenance	Individual department heads	Hazardous material inventory updated	Hazardous material inventory is in place.	Update material inventory plans. Conduct hazardous materials/waste training for employees.
Revised					
6-7	Catch basin cleaning and storm drain maintenance	DPW	Number of CBs cleaned, condition of system recorded	1,210 catch basins were cleaned, which represents approx. 21% of the 5720 basins city wide.	Continued effort.
Revised					

6-8	Park and landscape maintenance	DPW	Obtain amounts of pesticides, fertilizers used by contractor	Use of herbicides, pesticides and fertilizers is set by School Department IPM Plan. Maintaining records of chemical usage.	Research environmentally friendly landscape management techniques.
Revised					
6-9	Urban forestry program	DPW and Engineering	Urban forestry program developed, # of trees planted	With the assistance of the Pioneer Valley Planning Commission, the Urban Forestry Master Plan was finalized in October 2004. Sixty-eight trees were planted in the past year by the combined effort of DPW and the Arboretum Committee of the Community Development Corporation.	Continued tree planting.
Revised					
6-10	Illegal dumping control	Health	Number of signs posted, number of sites cleaned up	Inventory of sites completed. Approximately 50 "No dumping" signs posted. Ongoing effort of posting known sites and remedial clean up. Letter sent to retail establishments from Health Dept. notifying them of sweeping, cleanup, disposal, etc. activities	Continue effort to maintain records of all complaints, responses and clean-up efforts.
Revised					
6-11	Spill prevention and response	Individual department heads	Number of training sessions held; number of employees attending	Annual training has been performed for the Fire Department relating to hazardous materials and to spill prevention equipment and techniques	Continue to conduct training for all departments.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
N/A					
Revised					

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

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

Mapping and Illicit Discharges

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

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	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
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)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	

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)	