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

EPA NPDES Permit Number: **MA0100617** 1203

MaDEP Transmittal Number: **W- 041009**

Annual Report Number & Reporting Period: **No. 1: March 06-March 07**

MAY - 2

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Patrick LaPointe Title: Public Works Director

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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:

Printed Name: Dean J. Mazzarella

Title: Mayor

Date: May 1, 2006

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 to include water, sewer, drain and outfalls. As of 4-1-06, we are 95% complete.

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 installed signs for 3 parks. In May 2006 we will install two Pet waste stations in Carter Park in downtown Leominster.

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 now have a strategy for future years. The Public would prefer main streets be done first, so logistics are an issue. We have been 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 has not been heard from so the project was taken over by the Leominster Rotary Club with stenciled over 450 catch basins in September 2005.

This past February, we finished the installation of a new sewer line and new drain line in the DPW yard. We have separated our building floor drains, which now empty into the sewer line. A new gas/oil separator was included and we have installed Boston Hoods in all yard basins. As we repair catch basins in town, we are using BMP's on all as we proceed. We have even designed our own type of Boston Hood which has a threaded cap to provide for easy cleanout of clogged drain lines.

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 were installed at Barrett Park in spring/summer '03 Laurie Cormier Park and Doyle Field 5-16-05	Install signs and establish formal pet waste policy spring/summer 2005. Pet waste dispensers will be placed at Carter Park, Hachey Park and Laurie Cormier Park, spring 2006.
Revised			Signs installed 5-05		
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	*Year 2 brochures.*				
	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	*Healthy Lawn Workshop 3-30-05*	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 Revised to September 05.	Prepare revised curriculum for review by School Dept. and related staff.
Revised					
Revised					
Revised					

1a. Additions

1.8	Develop Stormwater web site	Engineering	Add Stormwater page to existing web site by Spring '05	In Process April 2006 and will use existing city website.	Prepare and set up content and send to site coordinator, August 2006
	Use DEP Information				

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. Complete	Developing ordinances related to SWMP for adoption in 2004. Adopted Ordinance 3-28-05
Revised					
2.2	Public Meetings on SWMP	SW Advisory Committee	Host annual public meetings each fall, beginning November 2005.	Met at the Doyle Conservation Center February 9, 2006 and attended a DEP Low Impact Development Conference. Planning Department hosted the same conference for local developers 3/06.	Host public meeting to discuss SWMP and solicit public comment for consideration yearly.
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. Canceled winter 2005, waiting to reschedule.	Will do an additional ½ mile of brook cleanup in summer 2005.
Revised	*Partnership with Mosquito Control*	DPW P. LaPointe	Remove trees along north side of brook		Scouts completed 7-30-05.
2.4	Catch basin stenciling	Public Works	Stencil priority basins by Fall 2004.	Only 1 Scout completed ½ project. Leominster Rotary re-stenciled all 450 basins in September 2005.	Stencils have been secured and work will proceed in June 2007 if repainting is needed.
Revised	*Half completed in October 2004*		Will inspect March 2007.		
2.5	HHW Collection Events	Public Works	Host annual HHW collection events.	Hosted Events scheduled March 26, June 25, August 27 & November 19, 2005. 2006 schedule March 25, June 24, August 26 & November 18.	Continue electronics collection in conjunction with HHHW for 2006. Very successful with local company, East Coast Electronics Recycling.
Revised	*Electronics collection 4 events in 2005*		4 per year		
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	Identify & map outfalls and receiving waters.	Engineering	Map all outfalls in GIS by Spring '05	Outfall mapping 95 complete. Have completed flyover for GIS and will be complete June 2006.	Completed mapping and GIS integration June 2006.
Revised	*Complete by fall 2005*				
3.2	Screen outfalls for illicit connections	Public Works	Screen all outfalls by Spring "05	In process and 450 outfalls have been identified and stenciled.	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	*Adopted 3-28-05*		Adopted 3-28-05		Adopted by City Council 3-28-05
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	*Complete*				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	*Bylaw adopted 3/05*				
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. Jurisdiction for enforcement determined to be shared by Health Inspector and Environmental Inspector.	Institute new policy and inspection protocol. Weekly inspections of construction sites began September, 2005.
Revised	*In Place fall 2004*		In place fall 2004		
4.3	Site inspections	Building Dept. & ConCom	Implement a new site inspection process for Spring "07	Started weekly inspections September 2005.	Research conceptual inspection process with associated ordinance.
Revised	*In Process*				
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 and every weekend during construction.	Post ConCom & Building reporting hotlines on city web site and include in monthly Neighborhoods section of local newspaper. Investigate web site reporting process.
Revised	*In place through Conservation Comm.*		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 Petition passed 1-10-05 and Ordinance adopted March 28, 2005.	Complete and submit ordinances to City Council for adoption summer 2004 Adopted 3-28-05.
Revised	*Completed 12/04*	ConCom	Complete 12/04		
Revised					
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	Employee Training	Public Works	Conduct stormwater training each winter	Provide all day off site training to 2 full time engineering employees winter "03-"04 Completed.	Conduct ½ day follow up training each winter, ongoing.
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 6-3-045and will be complete by 5-20-06.	Continue ongoing annual street sweeping program in place since 1995. Purchase 1 replacement sweeper-on hold.
Revised	*Sweep outfall areas first*	Public Works	Sweep outfalls while doing main roads	Developed plan fall 2005.	Swept outfall (lowlying) areas and downtown starting March 21, 2006.
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	*Ongoing*				Developed program in fall 2005.
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. Installed oil/gas separator and. separated DPW floor drains.	Complete construction of DPW separator system fall "05 and implement O & M Procedures.
Revised	*Separated garage drains.*	Engineering	Tie garage drains into sanitary sewer		Tie floor drains into sanitary sewer, Completed 2-14-06 new lines.
6.9	Vehicle Washing	Public Works	Establish a new washing policy	Design new drainage system with new separation technology. Installed new sewer and drain lines with Boston Hoods in catch basins.	Funding provided July 2005. Installed new drain line completed February 06 . Tie floor drains into sewer. Install Boston Hoods in outfall catch basins 2006 as repairs are made.
Revised	*Separated floor drains in February '05*	Public Works	Tie into sanitary sewer		
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.

Completed 95 % replacement of sewer trunk line along Rockwell Pond currently under moratorium with DEP as of November 18, 2005. Work resumed April 24, 2006 to install a final manhole and reline approximately 600 feet of sewer line. Second Phase, pipe-bursting, to commence on or about May 16, 2006. Pre-Construction meeting May 3, 2006 with contractor J. Cougler Inc. Construction to begin May 2006 and finish 3-4 weeks after start up.

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	*Summer/Fall 2006*		In Process 2006		
Revised					
Revised					
Revised					
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	2.0 miles
Household Hazardous Waste Collection Days		
▪ days sponsored	4	
▪ community participation	442	
▪ 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
▪ 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	100%	
Estimated or actual number of outfalls	450	
System-Wide mapping complete	100%	
Mapping method(s)		
▪ Paper/Mylar		
▪ CADD	100%	
▪ GIS	95%	
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)	12	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	500	
Tickets/Stop work orders issued	9	
Fines collected	-O-	
Complaints/concerns received from public	15	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	100%	
Site inspections completed	104	
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	3412	
Storm drain cleaned	3-4 miles	
Qty. of screenings/debris removed from storm sewer infrastructure	6270 c.y.	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	compost	
Cost of screenings disposal	-0-	

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	5016 c.y.	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	compost	
Cost of sweepings disposal	-0-	
Vacuum street sweepers purchased/leased	one	2 week rental
Vacuum street sweepers specified in contracts	yes	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers (Using organic fertilizer on 20 acres of Cemetery land)	100%	
▪ Herbicides	75%	
▪ Pesticides	N/A	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	 30% 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	In use