City of Woburn, Massachusetts

Department of Public Works
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Frederick W. Russell, P.E.
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April 17, 2006

United States Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

Subject: Woburn, Massachusetts (NPDES# MAR041073)
NPDES Phase II Small MS4 General Permit – Third Annual Report (2006)

Dear Sir/Madam:

The City of Woburn, Massachusetts is pleased to submit this Second Annual Report for coverage under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for the period from April 2005 to March 2006.

We trust that this Annual Report meets the compliance requirements of the Phase II Stormwater Rule General Permit conditions. Please do not hesitate to contact me at (781) 932-4410 if you have any questions regarding this submittal.

Sincerely,

Frederick W. Russell, P.E.
Superintendent of Public Works

cc: Jay Corey, City Engineer
James Drake, CDM
Eric Johnson, CDM

Municipality/Organization: City of Woburn, Massachusetts

EPA NPDES Permit Number: MAR041073

MaDEP Transmittal Number: W-041026

Annual Report Number & Reporting Period: No. 3: April 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Frederick W. Russell, P.E. Title: Superintendent of Public Works

Telephone #: 781-932-4410 Email: frussell@ci.woburn.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: Thomas L. McLaughlin

Title: Mayor

Date: April 28, 2006

Part II. Self-Assessment

The City of Woburn has completed the required self-assessment and has determined that our municipality is in compliance with all the 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 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
1-1	Hold Earth Day Celebration	Conservation Commission	Hold event annually	Earth Day was held on April 23, 2005 at the Woburn Mall.	Earth Day festivities are planned for April 22, 2006 at the Woburn Mall.
1-2	Hold Conservation Day Event	Conservation Commission	Hold event annually	Conservation Day was held on May 7, 2005. The City notified the public about the event through newspapers and flyers about 2 weeks in advance. Approximately 200 people turned out for the event. Trees were sold to the public at discounted prices.	Conservation Day festivities are planned for May 6, 2006.
1-3	Continue Pet Waste Disposal Practices	Dept. of Public Works	Maintain signs and doggie mitts	Doggie mitt supply was checked/ restocked every month. Pet waste disposal signs and waste reception bins were checked daily from April 1st through November 30th.	Continue existing program
1-4	Maintain Environmental Awareness Brochures	Dept of Public Works and Conservation Commission	Brochures available	Several hundred brochures were distributed in 2005. Brochures restocked once during the permit year.	Continue existing program
1-5	Develop Stormwater Brochure	Dept. of Public Works	Brochure developed by May 1, 2004	**BMP completed (May 2004)**	**BMP completed**
	Brochure Available for Distribution	Dept. of Public Works	Distribute brochure via mass mailing once during permit term	**BMP Completed (February 2005)**	**BMP Completed**

1. Public Education and Outreach (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
1-6	DPW staff available for classroom discussions/tours	Dept. of Public Works	Schools aware of opportunity for speakers each fall and spring	Schools were notified of the opportunity.	Continue to notify schools of opportunity. Massachusetts Water Resources Authority also has been involved at the middle school level giving stormwater presentations.
1-7	Stormwater bulletins added to Kiosks at Horn Pond	Dept. of Public Works	Bulletin posted on kiosks by May 1, 2004	**BMP Completed**	**BMP completed** - Maintain/ update bulletins on kiosks
1-8	Stormwater Information added to DPW's Website	Dept. of Public Works	Stormwater information added to website by May 1, 2005	City added stormwater link to the DPW website in 2005. www.woburndpw.com/Stormwater.htm	**BMP completed**
	Maintain/update information on DPW Website	Dept. of Public Works	Maintain/update website as necessary	Website updated as necessary to provide residents notice of public stormwater events.	Continue to update website as necessary.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
2-1	Comply with State Public Notification Guidelines	Planning Board and Any City Department	Post notices on all applicable meetings and environmental awareness events	The City complied with the required state meeting notification guidelines.	Notify public of meetings as necessary. DPW to consider adding meeting notifications to website.
2-2	Used Oil Collection Program	Board of Health	Collection held monthly	(Collection held each month by Bill Murphy Waste Oil).	Continue monthly collection
2-3	Hold Household Hazardous Waste/Tire Collection Days	Board of Health	Collection held every three months	Collection held 4 times in 2005 at the City Hall. Collected items include 108 auto batteries, 509 tires, 154 propane tanks, 4 pounds of mercury and batteries, 3 fluorescent lights.	Continue quarterly collection
2-4	City-Wide Recycling Program	Board of Health	Recyclables collected every two weeks	(Recyclables were collected by a subcontractor bi-weekly).	Continue existing program
2-5	Street Tree Planting Program	Dept. of Public Works	Maintain tree-planting program	52 public shade trees were planted in 2005.	Maintain existing program

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
3-1	Continue to inspection new sewer connections	Engineering Department	Continue inspection of all new sewer connections	City inspected 32 new/updated sewer connections.	Continue existing program
3-2	Map Outfalls/Receiving Waters	Engineering Department	Map completed by May 1, 2005	**BMP Completed** - Approximately 600 outfalls have been located.	**None – BMP complete**
3-3	Complete dry weather screening of outfalls	Engineering Department	All outfalls screened once during permit period	Dry weather sampling of known outfalls is ongoing. Of the forty three (43) outfalls were sampled for fecal coliform counts in 2004, 10 were not flowing in 2005. Further sampling and inspection has indicated that, of the thirty seven (37) outfalls labeled as having potential illicit connections, only one (1) illicit connection has been confirmed and is being eliminated.	Continue to screen outfalls. Test dry-weather flow samples for both fecal coliform and E. coli to further identify illicit connections.
3-4	Stormwater Ordinance	Engineering Department	Draft stormwater ordinance by May 1, 2005	Draft city ordinances have been prepared and are being considered for adoption.	Adopt stormwater ordinance language
3-5	Develop and implement system for elimination of illicit discharges	Engineering Department	Based on prioritized results in BMP#3-4, determine procedures to identify and remove illicit connections to drain; maintain records.	City initiated development of plan/procedures to identify and remove illicit connections. City conducted television and manhole inspections to attempt to locate potential illicit connections.	City to continue the illicit connection identification and removal plan

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
4-1	Continue to apply Standard 8 of MA Stormwater Policy	Conservation Commission	Standard 8 of the MSP applied during the permit term	City applied Standard 8 as necessary to all relevant development projects. 13 development plans were reviewed by the Conservation Commission in 2005.	Continue existing program
4-2	Procedures for Collection of Public Comments	Engineering Department	Maintain existing procedure throughout permit term	Public comments are received/reviewed and filed accordingly.	Continue existing program
4-3	Continue inspections for erosion control measures at construction sites within Conservation Commission review	Conservation Commission	Maintain existing policy throughout permit term. Number of construction sites inspected each year	City completed 13 construction site inspections for erosion and sediment control.	Continue existing program
4-4	Procedure for Control of Discarded Building Materials	Board of Health and Building Department	Maintain existing procedure throughout permit term. Number of demolition permits issued each year.	34 demolition permits were issued by the City. Every applicant is required to complete a debris disposal form, which includes the location of the facility that will be accepting the debris.	Continue existing program
4-5	Amend Subdivision Regulations to Require Erosion and Sediment Control Plan for Sites Disturbing More than 1-acre	Engineering Department	Draft amendment to regulations by May 1, 2005.	City is developing modifications to existing regulations.	Adopt amendment to regulations

4. Construction Site Stormwater Runoff Control (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
4-6	Amend Zoning Ordinance to Require Erosion and Sediment Control Plan for Sites Disturbing More than 1-acre	Engineering Department	Draft amendment to regulations by May 1, 2005.	City is developing modifications to existing regulations.	Adopt amendment to regulations

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 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
5-1	Continue to implement City's Planning Board Rules and Subdivision Regulations	Engineering Department	Continue enforcement of existing regulations throughout permit term. Number of subdivisions reviewed each year.	City has enforced Rules and Regulations for all projects that have come under its review. The City reviewed 55 site and subdivision plans.	Continue existing program
5-2	Maintain Policy Ensuring Long-term Maintenance of Private Structural BMPs	Engineering Department	Maintain existing policy throughout permit term. Number of private structural BMP O&M plans submitted by developers each year.	There were no projects reviewed during this permit period that required private structural BMPs with long-term operation and maintenance.	Maintain existing policy
5-3	Adopt Massachusetts Stormwater Policy Standards #,2, 3, 4, 7, and 9 in City ordinances	Engineering Department	Draft amendment to regulations by May 1, 2005	Incorporation of MA Stormwater Policy into City ordinances pending.	Adopt amendment to Regulations

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 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
6-1	Continue Street Sweeping Program	Dept. of Public Works	Sweep all streets in the City twice annually	All streets were swept twice in 2005. Some streets in priority areas swept more than twice as needed.	Continue existing program
6-2	Continue Catch Basin Cleaning Program	Dept. of Public Works	Clean 33% of catch basins in City each year. All CBs cleaned on a three year rotating schedule.	All known catch basins were cleaned this year. Some catch basins in sensitive receptors were cleaned more than once.	Continue existing program
6-3	Continue Salting/ Snow Removal Practices	Dept. of Public Works	Continue existing practices throughout permit term.	Salt was stored in covered areas and spreaders were calibrated as needed to limit salt. Records of salt use are kept by DPW. Alternative deicing methods were used where practical and near sensitive receptors.	Continue existing program
6-4	Hazardous Waste Response Program	Dept. of Public Works	Continue existing program throughout permit term	The City maintained spill kits and followed Spill Prevention Control and Counter Measure Plan	Continue existing program
6-5	Continue Vehicle Washing Practices	Dept. of Public Works	Continue existing practices throughout permit term	City vehicles were washed at a local private car wash facility. Oversized vehicles were spayed cleaned without soap in an improved area.	Continue existing program
6-6	Continue Vehicle Maintenance Practices	Dept. of Public Works	Continue existing practices throughout permit term	Municipal vehicle maintenance, including police vehicles, was performed in a garage that has oil and grease traps, and an oil/water separator.	Continue existing program

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
6-7	Park and Landscape Maintenance	Dept. of Public Works	Continue existing practices throughout permit term	The City minimized the use of fertilizers near Horn Pond and the Aberjona River. Records of fertilizer/herbicide/pesticide use are maintained by the Parks Department.	Continue existing program
6-8	Develop/Implement Employee Education/Training Program	Dept. of Public Works	4 hours of stormwater related training during permit term for each appropriate employee	City compiled some examples of educational materials that could be shared with employees.	City to initiate training of employees on stormwater impacts during permit term.

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 3 (2005) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4 (2006)
	Not Applicable				