City of Methuen, Massachusetts
Department of Public Works
Engineering Division
The Searles Building, 41 Pleasant Street, Room 206
Methuen, Massachusetts 01844
Telephone (978) 983-8550 Fax (978) 983-8978

William M. Manzi, III
Mayor

Frank Russo, P.E.
Chief Engineer

08

May 8, 2008

Ann Herrick – CIP
U.S. Environmental Protection Agency – Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

RE: NPDES P11 Small MS4 General Permit Annual Report

Dear Ms. Herrick:

Enclosed you will find the City of Methuen, Massachusetts Annual Report, our EPA NPDES Permit Number is MA041210.

If you have any questions or concerns regarding this report, please feel free to contact me at (978) 983-8550.

Thank you.

Sincerely,

Frank Russo, P.E.
Chief Engineer

Enclosures: 1

CERTIFED MAIL: 7006 3450 000 6851 2090

The City of Methuen is an Equal Opportunity/Affirmative Action Employer in its Programs and Activities

Municipality/Organization: City of Methuen, Massachusetts

EPA NPDES Permit Number: MA041210

MADEP Transmittal Number: W- 035284

Annual Report Number
& Reporting Period: No. 4: March 07-March 08

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5/8/08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Frank Russo, P.E. Title: Chief Engineer

Telephone #: 978-983-8549 Email: frusso@ci.methuen.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: William M. Manzi , III

Title: Mayor

Date: 5/7/08

Part II. Self-Assessment

The City of Methuen has completed the self – assessment and has determined that our municipality is in substantial compliance with 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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1-1	Article / Brochure in City newsletter	DPW	Article / brochure distributed annually	Update / distribute flyer	Update / distribute flyer
Revised					
1-2	Info re: lawn waste disposal to Landscapers	DPW	Flyers mailed out	Collected background data.	Develop and mail flyer by Summer 2008
Revised					
1-3	Staff table at neighborhood cleanup day	DPW	Staff table and distribute flyers	Staffed table at cleanup day	Continue to staff table
Revised					
1-4	Offer education program to children	DPW	Give presentation	N/A	Extend offer to make presentation
Revised					
1-5	"Don't feed waterfowl" signs	DPW	Install new signs and inspect existing	All signs inspected twice per year.	Continue inspection of signs
Revised					
1-6	Annual update of SWMP to City Council	DPW / ConComm	Annual update (Spring)	Update planned Spring 2008	Continue annual updates
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
2-1	Public Participation	DPW	Public review and comment period for SWMP	Completed February 2003.	None
Revised					
2-2	Comply w/ state notification guidelines	DPW	Continue to follow guidelines	No action – continue current practice	No action – continue current practice
Revised					
2-3	Offer to assist watershed group activities	DPW	Number of activities assisted	Assisted in the clean up of a portion of the Merrimack River along City property.	DPW will extend offer to local watershed groups to assist in annual activities such as cleanup events, etc.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
3-1	Dry weather outfall screening	DPW	Number of outfalls screened	Completed	No action
Revised					
3-2	Map outfalls / receiving waters	DPW	Map created	Complete	Maintain map
Revised					
3-3	Map drain system / GIS	DPW	GIS created	Complete	Maintain GIS
Revised					
3-4	Develop / implement plan to ID & remove illicit discharges	DPW	Prioritize outfalls Locate illicit cons.	IDDE Program started in Summer 2007	Additional follow-up IDDE work will be performed Summer 2008
Revised					
3-5	Illegal collection / dumping ordinance	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
4-1	Erosion & sediment control ordinance	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
Revised					
4-2	Require waste mgt. plan at const. sites > 1 acre	Chief Engineer	Waste mgt. plans created	Researching information necessary to require waste management plans at construction sites.	Implement plan to require waste management plans at construction sites > 1 acre.
Revised					
4-3	Review site plans	Chief Engineer	Percent of plans reviewed	Continue current program to review all site plans	Continue
Revised					
4-4	New construction project ordinance, sedimentation & erosion control plans > 1acre	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
Revised					
4-5	Develop draft ordinance to implement inspection & enforcement of sediment & erosion controls	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
5-1	Ordinance to apply standards 2, 3,4, 7 &9 of Mass. Stormwater policy	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
Revised					
5-2	Specify BMP manual	Chief Engineer	BMP Manual selected	No action to date	Identification of BMP Manual will be included in BMP 5-1. DEP Stormwater Management Volume 2: Stormwater Technical Handbook
Revised					
5-3	Ordinance to ensure long-term maint. Of structural BMPs	City Solicitor	Draft ordinance & present to Council	Researched available information to develop ordinance.	Draft ordinance and present to council
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
6-1	Continue employee training	DPW	Percent of employees trained	Continue ongoing practices.	Continue ongoing practices
Revised					
6-2	Identify sensitive receptors	DPW	List developed, staff notified	Preliminary list of sensitive receptors has been developed.	Continue to update list and notify / train staff
Revised					
6-3	Street & Parking lot sweeping	DPW	Streets & lots swept	Continue ongoing practices of sweeping all streets twice per year	Continue ongoing practices
Revised					
6-4	Roadway deicing	DPW	Amount of deicers used	Calibrated spreaders. Maintain calibration and deicer usage records. Monitor industry standards	Continue
Revised					
6-5	Storm drain maintenance	DPW	Number of catch basins cleaned	Continue ongoing practices. Approximately 1/3 of the city's basins cleaned in permit year. New cleaner purchased.	Continue ongoing practices
Revised					
6-6	Park & Landscape maintenance	DPW	Employee training Record keeping	N/A	Conduct training and develop record keeping for fertilizer & pesticide use
Revised					
6-7	Annual Hazardous Waste Drop-off Day	DPW	Drop-off day held	Annual HW drop-off day held in October 2007.	Continue to hold annual drop-off day
Revised					
6-8	Proper snow disposal	DPW	Continue current practices	Continue current practices	Continue current practices
Revised					

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
N/A					
Revised					
Revised					
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	(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	(%)	100%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	100%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	95%
% of population on septic systems	(%)	5%

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)	once / 3 yrs
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	once / 3 yrs
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.)		Cemetery lots
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Twice / yr

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Weekly in season
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)	N
Manual control spreaders used	(y/n)	Y
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)	Y
Storage shed(s) in design or under construction	(y/n)	