

CDM Transmittal

CDM

One Cambridge Place
50 Hampshire Street
Cambridge, MA 02139
Phone: 617-452-6306
Fax: 617-452-8306

Received
5/03/05

To:
Organization/ U.S. Environmental Protection Agency
Address: Water Technical Unit
P.O. Box 8127
Boston, MA 02114

From: Alan D. Roscoe, P.E.
Date: April 28, 2005

Re: Phase II SWMP Annual Report – Permit No. MAR 041213 – Newburyport, MA

Job #:

Via: *Mail:* **XX** *Overnight:* *Courier:*

Enclosed please find:

For your information

XX

For your review

XX

For your signature

Approved

Approved as noted

Returned to you for correction

Message:

A copy of the Annual Report is enclosed.

Signed

Alan D. Roscoe

✓

2005 MAY -3 AM 8:38

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50 Hampshire Street
Cambridge, MA 02139
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To:
Organization/ U.S. Environmental Protection Agency
Address: Water Technical Unit
P.O. Box 8127
Boston, MA 02114

From: Alan D. Roscoe, P.E.
Date: May 2, 2005

Re: Phase II SWMP Annual Report – Permit No. MAR 041213 – Newburyport, MA

Job #:

Via: *Mail:* **XX** *Overnight:* *Courier:*

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Message:

Please be informed that the "Time Frame" schedule sent with the Annual Report for Newburyport, MA was a draft version. The enclosed schedule should be substituted for the one forwarded by Transmittal dated April 28, 2005.


Signed



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

**BRP WM 08A NPDES Stormwater General Permit Notice of Intent
for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)**

F. Newburyport Storm Water Management Program TIME FRAMES

Transmittal Number	W040792
Facility ID (if known)	
Page 1 of 1	

BMP ID #	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE			
	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Spring 08
1-1				X				X				X				X				X
1-2				X				X				X				X				X
1-3	Inquire about presentation								If approved, commence											
1-4	Signs Posted				Inspect & Maintain throughout permit term															
1-5		X				X				X				X				X		
2-1								X		X		X		X		X		X		X
2-2																				
2-3	Identify High Priority Basins				Completed				Maintain Stenciled Basins throughout permit term											
3-1	Outfalls Identified				Completed				Screen Annually											
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3-5									Draft By-Law by end of third permit year				Completed							
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6-2																				
6-3																				
6-4																				
6-5																				
6-6																				
6-7																				
6-8																				
6-9					X				X				X				X			

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One Cambridge Place
50 Hampshire Street
Cambridge, MA 02139
Phone: 617-452-6306
Fax: 617-452-8306

To:
Organization/ Department of Environmental Protection
Address: Division of Watershed Management
627 Main Street
Worcester, MA 01608

From: Alan D. Roscoe, P.E.
Date: April 28, 2005

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Returned to you for correction

Message:

A copy of the Annual Report bearing an original signature is enclosed.

c: EPA

Signed

Municipality/Organization: Newburyport

EPA NPDES Permit Number: MAR041213

MaDEP Transmittal Number: W-040792

Annual Report Number

& Reporting Period: No. 2: March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Anthony Furnari

Title: Director, Department of Public Works

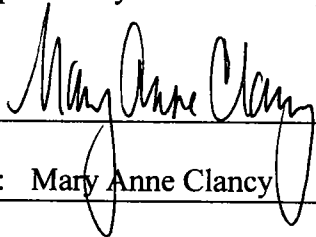
Telephone #: 978-465-4464

Email:

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: Mary Anne Clancy

Title: Mayor, City of Newburyport

Date:

APRIL 26, 2005

Part II. Self-Assessment

The City of Newburyport 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	Newsletter/brochure about stormwater to be included in the sewer bill once annually	Dept. of Public Works and/or Conservation Commission	Newsletter/Brochure distributed to all households in Newburyport.	Brochure from EPA website was included in the sewer bill in June '04, and new brochure will be included in May '05.	Continue throughout permit term.
1-2	Educate dog owners about picking up dog waste	City Clerk	Distribute Fact Sheet to Dog Owners.	Fact Sheet distributed to all dog owners with license renewals.	Continue throughout permit term.
Revised		Animal Control Officer/Board of Health		Fact Sheet not distributed this year.	Responsibility for implementing this BMP will be shifted to Animal Control Officer/Board of Health.
1-3	Stormwater education program for school children	Stormwater Advisory Committee	Inquire about presentation to Middle or Elementary school children.	Inquiry made to Superintendent of Schools regarding stormwater education program.	Implement education program. DPW is also preparing a display table with stormwater quality information to exhibit at Middle and Elementary school(s).
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Department of Public Works	Signs posted.	Signs are posted.	Monitor throughout permit term.
1-5	Annual update of SWMP at a televised City Council Meeting	Dept. of Public Works and/or Conservation Commission	Update City Council on SWMP status.	The City Council will be updated on progress and will receive a copy of this annual report.	Continue throughout permit term.

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	Conservation Commission	Form Committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Advisory Committee will be formed prior to the end of July '04. Membership is likely to include the Department of Public Works Superintendent, Conservation Commission Administrator, and other Department Heads.	Measure completed.
Revised				Advisory Committee will be formed prior to the end of July '05.	Form Committee during first part of third permit year.
2-2	Comply with state public notification guidelines at MGL Ch. 39 s. 23B.	City Clerk	Notices posted in library and current locations.	Once formed, meetings and notices will comply with the Open Meeting Law.	Continue throughout permit term.
2-3	Stencil catch basins with "don't dump" message	Department of Public Works	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	The catch basins within the regulated area have been identified and those basins not already marked are being prioritized for stenciling.	Perform stenciling of highest priority catch basins.
Revised					Measure completed, perform maintenance as necessary throughout permit term.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Conduct dry weather outfall screening	Department of Public Works	Locate Outfalls within regulated area during first year of permit term. All Outfalls screened during permit term.	Outfalls within regulated area are located.	Perform dry weather screening at priority Outfalls during Permit Term.
3-2	Map stormwater outfalls	Department of Public Works	Locate outfalls on a map within regulated area.	Outfalls are mapped.	Measure completed.
3-3	Assess need for stormwater GIS layer	Department of Public Works	Decision on whether to go forward with a stormwater GIS within first two years of the permit.	Stormwater GIS layer will be added to City GIS mapping.	Obtain funding to complete.
Revised				RFP for these services is pending.	
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Department of Public Works	Number of illicit connections found and removed.	No progress to report at this time, but applicant is on schedule to complete in next annual report.	Stormwater Advisory Committee to address and provide plan by end of second permit year as per schedule.
Revised					Stormwater Advisory Committee to address and provide plan by end of third permit year as per revised schedule.
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Draft By-Law for properties connected to a municipal sewer system by end of first permit year.	Inspections are already performed prior to issuance of Certificate of Occupancy. By-Law will include new construction; and for tracking down illicit connections.	This measure will be addressed upon formation of the Stormwater Advisory Committee.
Revised			Draft By-Law by end of third permit year. (May '06)		

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	Construction site Erosion Sediment Control Bylaw for construction sites greater than 1 acre in area	Conservation Commission	Draft By-law by end of first permit year.	Stormwater management activities are presently conducted by the Conservation Commission. Formal creation of the Stormwater Advisory Committee is necessary prior to promulgating regulations. Committee will be in place prior to July '05.	Draft By-Law to meet revised schedule.
Revised			Draft By-law by end of third permit year.		Draft By-law prior to May '06.
4-2	Require a waste management plan at construction sites larger than one acre.	Conservation Commission	Draft By-law by end of first permit year and present to City Council in second permit year.	Stormwater management activities are presently conducted by the Conservation Commission. Formal creation of the Stormwater Advisory Committee is needed prior to promulgating regulations. Committee will be in place prior to July '05.	Draft By-Law for submittal to City Council to meet revised schedule.
Revised			Draft By-law by end of third permit year.		Draft By-Law prior to May '06.
4-3	Review site plans for stormwater impacts	Planning Board	Policies for Site Plan Review developed.	The Conservation Commission and Planning Board perform independent Site Plan reviews for stormwater impacts.	Creation of the Stormwater Advisory Committee will standardize review procedures and will cover development within the regulated area (at minimum) of Newburyport.
Revised					Commence Site Plan reviews by end of third permit year.
4-4	Consider public input	Planning Board	Number of Public Hearings held.	On schedule.	Public input will be considered during Stormwater Advisory Committee meetings.
Revised					Schedule will follow formation of Stormwater Advisory Committee.
4-5	Inspect erosion and sediment controls	Building Inspection Dept. and/or Conservation Commission	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	Conservation Commission currently performs inspections of erosion controls for projects adjacent to wetlands.	Inspections will commence after formation of Stormwater Advisory Committee and By-Law to include projects within the regulated area.
Revised			Develop procedures and commence reviews by end of third permit year		

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	Develop a draft bylaw to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to the entire municipality. Present to City Council.	Conservation Commission	Develop By-Law by end of first permit year, and present to City Council by end of second year.	Stormwater Standards are presently administered by the Conservation Commission for projects under the jurisdiction of the Wetlands Protection Act.	Form Stormwater Advisory Committee, Develop By-Law and present for City Council.
Revised			Draft By-law by end of third permit year.		
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Conservation Commission	BMP manual selected by end of first permit year.	Intended members of the Committee have indicated that for consistency, adoption of Mass. Stormwater Guidelines as standard BMP manual is likely. On schedule for completion by July '04.	Measure completed.
Revised			Select BMP Manual by end of third permit year.		Select BMP Manual prior to May '06
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to City Council	Conservation Commission	Compliance with regulations, present to City Council by end of second permit year.	Planning Board has regulations in place.	Stormwater Advisory Committee will adopt maintenance provision as part of By-Law. On schedule to complete by end of second permit year.
Revised			Present to City Council by end of third permit year.		Present to City Council by May '06.

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	Identify sensitive receptors within the City	Conservation Commission	List of sensitive receptors developed, staff notified by the end of the first permit year.	On schedule to be completed by July '04.	Measure completed.
6-2	Street sweeping	Department of Public Works	Continue street sweeping procedures.	Street Sweeping operations are continuous. 100% of streets are swept at least annually.	Continue throughout permit term.
6-3	Sidewalk sweeping	Department of Public Works	Continue sidewalk sweeping procedures.	Sidewalk Sweeping operations are continuous. 100% of streets are swept at least annually.	Continue throughout permit term.
6-4	Roadway deicing	Department of Public Works	Amount of deicing compounds used.	Quantity of deicing compounds documented.	Continue throughout permit term.
6-5	Minimize impacts from vehicle washing	Department of Public Works	Minimize impacts from vehicle washing.	Continue use of vehicle washing containment area.	Continue use of biodegradable soaps and determine need for further controls by end of permit term.
6-6	Minimize impacts from vehicle maintenance	Department of Public Works	Amount of hazardous materials used.	Employee training, signage, materials inventory, and procedures followed.	Continue throughout permit term.
Revised					Waste-Oil burners to be installed for DPW Garage Heat.
6-7	Maintain the storm drain system	Department of Public Works	Number of catch basins cleaned annually	100% of catch basins are cleaned annually (1100 catch basins).	Continue throughout permit term.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas	Department of Public Works	Training conducted; amount of herbicides/fertilizers	Green landscaping procedures followed during second permit year.	Continue throughout permit term.
6-9	Control of illegal dumping	Department of Public Works	Number of signs posted; number of sites cleaned up.	Cleaned three dumping sites (Hale Street, Turkey Hill Road, and Crow Lane) roadside trash and debris is continually removed by City crews.	Continue monitoring, cleaning-up dump sites and posting signs throughout permit term.

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>> Not 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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

None during this period

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	(#)	1
▪ 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	(%)	
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)	At least once
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	At least once
Total number of structures cleaned	(#)	1100
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)	At least once
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	At least once
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)	



Massachusetts Department of Environmental Protection
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F. Newburyport Storm Water Management Program TIME FRAMES

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1-2				X				X				X				X				X
1-3	Inquire about presentation								If approved, commence		X				X				X	
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6-9					X				X				X				X			