

Municipality/Organization: City of Methuen, Massachusetts

EPA NPDES Permit Number: MA041210

MADEP Transmittal Number: W- 035284

Annual Report Number	Year 15
& Reporting Period:	March 17-March 18

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Patrick L. Bower

Title: Director of Public Works

Telephone #: 978-983-8545

Email: pbower@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: Patrick L. Bower

Title: Director of Public Works

Date: 5/1/18

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
1-1	Article / Brochure in City newsletter	DPW/MVPC	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 2018
Revised			Announcement on Web site		Ongoing
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 2018	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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
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.	Contracted with Tighe & Bond to develop IDDE Action Plan	Perform additional IDDE investigation as budget and manpower permit. Perform follow-up in Jackson Street area to confirm problem has been corrected.
Revised					
3-5	Illegal collection / dumping ordinance	City Solicitor	Draft ordinance & present to Council	Contracted with Tighe & Bond to develop Illegal Dumping 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
4-1 Revised	Erosion & sediment control ordinance	City Solicitor	Draft ordinance & present to Council	Contracted with Tighe & Bond to develop Erosion Control Ordinance.	Draft ordinance and present to council
4-2 Revised	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.
4-3 Revised	Review site plans	Chief Engineer	Percent of plans reviewed 100	Continue current program to review all site plans	Continue
4-4 Revised	New construction project ordinance, sedimentation & erosion control plans > 1acre	City Solicitor	Draft ordinance & present to Council	Contracted with Tighe & Bond to develop New Construction Erosion Control Ordinance	Draft ordinance and present to council
4-5 Revised	Develop draft ordinance to implement inspection & enforcement of sediment & erosion controls	City Solicitor	Draft ordinance & present to Council	Contracted with Tighe & Bond to develop New Construction Erosion Control Ordinance	Draft ordinance and present to council
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
5-1	Ordinance to apply standards 2, 3,4, 7 &9 of Mass. Stormwater policy	City Solicitor	Draft ordinance & present to Council	Contracted with Tighe & Bond to develop Stormwater 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	Contracted with Tighe & Bond to develop Stormwater 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
6-1 Revised	Continue employee training	DPW/MVPC	Percent of employees trained 25%	Continue ongoing practices.	Continue ongoing practices
6-2 Revised	Identify sensitive receptors	DPW	List developed, staff notified	Preliminary list of sensitive receptors has been developed.	Continue to update list and notify / train staff
6-3 Revised	Street & Parking lot sweeping	DPW	Streets & lots swept 190 mi	Continue ongoing practices of sweeping all streets twice per year	Continue ongoing practices
6-4 Revised	Roadway deicing	DPW	Amount of deicers used 8,111 T	Calibrated spreaders. Maintain calibration and deicer usage records. Monitor industry standards	Continue
6-5 Revised	Storm drain maintenance	DPW	Number of catch basins cleaned 177	Continue ongoing practices. Approximately 1/3 of the city's basins cleaned in permit year.	Continue ongoing practices
6-6 Revised	Park & Landscape maintenance	DPW	Employee training Record keeping	N/A	Conduct training and develop record keeping for fertilizer & pesticide use
6-7 Revised	Annual Hazardous Waste Drop-off Day	DPW	Drop-off day held	Annual HW drop-off day held in October.	Continue to hold annual drop-off day
6-8 Revised	Proper snow disposal	DPW	Continue current practices	Continue current practices	Continue current practices

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
N/A					
Revised					
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	(#)	1
▪ community participation	(%)	.5%
▪ material collected	(tons or gal)	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)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	75%
Site inspections completed	(# or %)	97
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	75%
Site inspections completed	(# or %)	69
Estimated volume of stormwater recharged	(gpy)	684,219

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	once / 2 yrs
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	once / 2 yrs
Total number of structures cleaned	(#)	177
Storm drain cleaned	(LF or mi.)	5,800
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	581 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Cemetery lots
Cost of screenings disposal	(\$)	0

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)	2,100 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	

Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	1,550 lbs
▪ Herbicides	(lbs. or %)	750 lbs
▪ Pesticides	(lbs. or %)	200 lbs

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	70% 30%
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	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)	