Municipality/Organization: City of Malden

EPA NPDES Permit Number: MA041046

MaDEP Transmittal Number: W-041088

Annual Report Number & Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard C. Howard Title: Mayor

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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: Richard C. Howard

Printed Name: RICHARD C. HOWARD

Title: MAYOR

Date: 8-26-04

Part II. Self-Assessment

The first year of NPDES Storm Water II for the City of Malden showed promising results. Malden started a Storm Water II Committee, which met bi-monthly. Members consisted of a person from city departments that would be involved in the implementation of the Storm Water Management plan.

An example of accomplishment was from the school department. The Beebe Middle School's seventh grade team included storm water in their curriculum. This resulted in many impressive projects by these students. They showed a high level of interest and understanding. This resulted in the addition of BMP 1-7 to Malden's management plan.

As we enter our second year we hope for further accomplishments. We do have issues to address such as funding and interest levels from parties we hope to involve in upcoming issues.

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	Place Educational Information on City's Web Site	Malden Engineering Dept., Malden Mayor's Office	(1)post stormwater related information on web site (2) update site regularly	Malden's Stormwater Management Plan (SWMP) was explained and posted on the City's web site. Press releases also posted in local newspapers as well as City's website.	Continue posting pertinent info on city web site and as press releases
Revised					
1-2	Conduct Recycling Day Events & Household Hazardous Waste Education	Malden DPW, Malden Mayor's Office	(1) sponsor up to 6 annual recycling events (2) advertise the events on MATV "Talking" Bulletin Board (3) advertise events on city's web site and local papers (4) track amounts and types of waste collected (5) maintain and update City's web site.	DPW held four hazards waste days at DPW facility. They accepted a large amount of household waste.	DPW will continue these events.
Revised					
1-3	Intensify the Existing Pet waste Management Campaign	Malden Animal Control Dept., Malden City Clerk	(1) track number of annual fact sheets (2) track the number of annual violations (3) post pet wastes information on web site (4) track the number of signs posted (5) issue press release to local papers	Animal Control Officer and Board of Health Agent attended Jan. 6 Stormwater Meeting to discuss pet wastes laws and brochures. Brochures and laws were found to be much more extensive then previously thought.	Future updates of brochures and laws will be undertaken by the SW II Committee.
Revised					

1-4	Place Educational Information on Malden Access Television	Malden Engineering Dept., Malden Access Television	(1) obtain "Oil Leak" & "Fertilizer" PSAs fro Washington St. Dept. of Ecology Water Quality Consortium (2) track the broadcast of PSAs on MATV (3) track the broadcast of Eagle Scout Catch Basin stenciling video on MATV (4) track frequency of stormwater quality message being shown on "Talking" Bulletin Board (5) track public meeting occurring on proposed Illicit Discharge & Connection Stormwater Ordinance and Sedimentation & Erosion Control Ordinances on MATV	Information is posted regularly on MATV to inform the City's citizens about stormwater and the work of the SW II Committee. Posted reminder for stormwater documentary that was aired on the Weather Channel and ran from February 2-4, 2004.	The city will continue to post schedule of storm water related programs. We will seek video programs to air on MATV.
Revised					

1-5	Promote Water Conservation Practices for Homeowners	Malden Waterworks Division	(1) track number of dye tablets given to Engineering Dept. (2) track number of water-efficiency kits issue by Engineering Dept. (3) post water conservation information of Water Dept. web page (4) post water conservation posters at Government Center and library (5) include water conservation inserts in water bill (6) issue annual press release to local newspapers	MWRA brochures made public to Malden's citizens. Malden and the MWRA create and distribute annual Consumer Confidence Report (CCR) dealing with water conservation among other issues.	Water dept. will create a press release regarding water conservation. This will be posted on city web site and as a press release in the local newspaper, spring 2005.
Revised					
1-6	Develop a Press Release & Flyer Targeting Community Businesses	Malden Engineering Dept., Malden Mayor's Office	(1) Submit the press release to Malden Advocate and other newspapers, (2) submit copies of flyers to local Chamber of Commerce, (3) post flyer on City's website	To be addressed in Fall 2005 as per by Malden's SWMP.	To be addressed in Fall 2005 as per by Malden's SWMP.
Revised					

1a. Additions

1-7	Establish a partnership with local schools to educate Malden's students about stormwater	Malden School Department, Stormwater II Committee	(1) enter into discussion with faculty members (2) plan appropriate curriculum (3) plan appropriate field trips/activities (4) plan for various speakers to address the class/classes about stormwater	Malden Engineering Department was invited to a Beebe School teacher planning meeting to lay out curriculum to involve stormwater. Beebe School students researched stormwater topics via the internet etc. followed by the creation of individual brochures. Students also worked on stormwater issues in Mathematics (calculation of stormwater runoff), Social Studies (mapping of storm drains) and English (writing haikus about stormwater). They were also involved with a partnership with Stop & Shop to decorate paper grocery bags that were distributed to customers. Beebe School acquired "Dwayne the Storm Drain" coloring books from the MWRA to be distributed.	Plan for this partnership to be an ongoing effort in the coming years.

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	Public Access to SWMP & Receipt of Comments	Malden Engineering Department, Malden Mayor's Office	(1) make the Draft SWMP access to public, (2) Draft press release advertising public comment period, (3) make final SWMP accessible to public	The Draft SWMP has been made accessible to the public at the DPW Facility and on the City's web site. Informational press release advertising the public comment period was submitted to the local newspaper and yielded no comments from the public.	The Storm Water Committee will continue to make their activities open to the public.
Revised					
2-2	Establish SWMP Review Committee & Receive Public Comment on SWMP Annual Report	Malden Mayor's Office	(1) establish SWMP Review Committee (2) conduct quarterly meetings of committee (3) prepare annual report for permitting authorities (4) send press release advertising comment period (5) advertise public comment period at City Clerk's office (6) receive public comment on report (7) submit annual report to EPA and MA DEP	SWMP Review Committee has been established with seven members from the following departments: Mayor's Office, Engineering Dept. Conservation Commission, City Council, DPW and Beebe Elementary School. The committee meets bi-monthly. The annual report is being compiled for the May 1 deadline and will be submitted to the EPA and MA DEP. Public comment period was advertised in local newspapers as well as at the City Clerk's Office. A series of press releases have also been developed highlighting that activities being conducted by the Review Committee relating to stormwater.	The Storm Water Committee will continue to make their activities open to the public.
Revised					

2-3	Provide Support to Local Cleanup Activities	Malden DPW, Malden Conservation Commission	(1) distribute annual letter offering help with local cleanup activities (2) place letter on City's web site (3) track the number of annual activities DPW helps with (4) track number of participants at cleanup activity (5) track which areas are cleaned by each activity (6) track the quantity of waste collected in cleanup activity	Beebe School students, with support of the DPW, cleaned various parks around the City. On October 18, 2003 Roseland Development cleaned wetlands in the area of the Rumney Marsh and removed thirty yards of debris.	A letter of support and encouragement for clean up or similar activities at appropriate sites will sent to target groups as well as being posted on city web site, in spring of 2005.
Revised					
2-4	Co-sponsor Storm Drain Stenciling Activities	Malden DPW, Malden Conservation	(1) distribute annual letter offering to cosponsor storm drain stenciling activity (2) identify areas for stenciling and develop a schedule (3) track number of drains stenciled (4) track number of volunteers in stenciling activities (5) summarize condition of inlets surveyed	SW II Committee already making progress to obtain stencil for activity that will begin in Spring 2005.	Activity will begin in Spring 2005.
Revised					
Revised					

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	Field Verify Outfall Locations	Malden Engineering Dept., Malden DPW	(1) develop schedule for outfall verification & identification activities, (2) perform outfall activities as scheduled (3) continuously update storm drainage system map(s)	Attempts being made to acquire and find funding for an outside consultant.	Attempts being made to acquire and find funding for an outside consultant.
Revised					
3-2	Adopt an Ordinance Governing Discharges to the Municipal Storm Drainage System	Malden Engineering Dept., Malden City Clerk	Draft ordinance for discharges to municipal storm drainage system (2) present ordinance to City Council for acceptance (track number of enforcement actions	Rough drafts and discussions of ordinance proposals were took place in several SWII Committee meetings.	Draft ordinances and seek comment from appropriate parties.
Revised					

3-3	Implement an Illicit Discharge and Elimination Plan	Malden DPW	(1) Develop an Illicit Discharge Detection and Elimination Plan (2) conduct dry-weather field screening of outfalls & track number of surveys (3) trace source of potential illicit discharges (4) trace number of illicit connection (5) trace number of illicit connection repaired/replaced (6) report on success of obtaining alternative funding in illicit connection removal	To be addressed in Winter 2004/2005.	To be addressed in Winter 2004/2005.
Revised					
3-4	Conduct I/I Removal in the Sanitary Sewer System	Malden Engineering Dept., Roseland Property Company	(1) complete Infiltration & Inflow Identification Program Overlook Ridge Study, (2) Evaluate recommendations made in the I/I program and develop a plan to perform the recommendations (3) track City's sanitary capital improvement projects	The City has completed an I/I study with the combined efforts of FST and CDM. A large percent of City's sewer system was surveyed. A contract is being developed for the removal of the I/I that was detected in this study.	The city has awarded a contract known as 2004-S-1. Work is expected to be by Jan. 2005
Revised					
Revised					

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	Adopt a Stormwater Management & Land Disturbance Ordinance	Malden Engineering Dept., Malden City Clerk	(1) draft Stormwater Management & Land Disturbance Ordinance (2) present ordinance to City Council for acceptance (3) track number of enforcement actions taken	To be addressed in Winter 2004//2005.	To be addressed in Winter 2004//2005.
Revised					
4-2	Develop a Site Inspection Form and Conduct Site Inspections	Malden Engineering Dept.	(1) develop a Site Inspection Form reflecting ESCP requirements, (2) track the frequency of inspections conducted for each site, (3) track completion of inspection forms (4) track number of failed ESC BMPs at each site	To be addressed in Spring 2005.	To be addressed in Spring 2005.
Revised					
4-3	Develop and Implement a Citizen Complaint Hotline	Malden DPW, Malden Mayor's Office	(1) establish Citizen Complaint Hotline (2) Advertise Citizen Complaint Hotline, (3) track number of complaints, (4) track problem/incidents remedied	To be addressed in Spring 2005.	To be addressed in Spring 2005
Revised					

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	Revise the Rules & Regulations Governing the Subdivision of Land	Malden Planning Dept., Malden Planning Board	(1) draft amendment to Section V of the Rules & Regulation governing subdivision of land and submit amendment to Planning Board (2) adopt proposed amendment at a Planning Board meeting	The Planning Board drafted an amendment to Sub-Division Rules and Regulations. This was adopted and incorporated into the regulations as Section VI Part B.4.a.i.	This BMP well be reviewed to see if further amendment is necessary.
Revised					
5-2	Revise the Zoning Ordinance	Malden Planning Dept., Malden Planning Board, Malden City Council	(1) draft amendment to Sections 700 and 800 of Zoning Ordinance and submit to Planning Board (2) hold a public meeting jointly conducted by Planning Board and City Council (3) adopt proposed amendment at a meeting of City Council	The timeline on this was Spring 2004, however the BMP was not fulfilled.	Draft and adopt amendment that will meet BMP.
Revised					
Revised					
Revised					

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	Develop a Formal Training Program for DPW Staff	Malden DPW, Malden Human Resources Dept.	(1) develop a DPW employee-training manual (2) conduct training session for current employees (3) train all new DPW employees according to manual (4) track employees trained according to manual (5) conduct employee refresher courses every two years	To be addressed in Fall 2004.	To be addressed in Fall 2004.
Revised					
6-2	Develop a Formal Catch Basin Cleaning Program	Malden DPW	(1) request funding for catch basin cleaning contract (2) request funding for vactor truck (3) document annual cleaning activities (4) document annual stenciling activities	DPW requests for funding the purchase of a Vac Tor truck, crew and debris disposal are making progress. Discussions are under way with an Enviro. Consultant for options relating to debris disposal.	Pending funding, implement catch basin cleaning program with city equipment and crew.
Revised					

6-3	Formalize the Existing Parking Lot and Street Sweeping Program	Malden DPW	(1) conduct inventory of publicly owned parking lots (2)develop a schedule for parking lot cleaning activities (3) track which streets swept monthly (4) track number of inventoried municipal parking lots clean annually (5) maintain accurate log of disposed materials (^) re-evaluate storage make improvement complying with MADEP BWP Reuse & Disposal of Street Sweepings Policy	A street sweeping schedule has been issued by the DPW which includes all the times that specific streets will be cleaned. The schedule has been printed and extensively distributed, it is also available at the DPW facility on Commercial Street.	The street sweeping schedule issued by the DPW will continue. DPW will review this BMP for additional items that need to be implemented.
Revised					
6-4	Develop a Vehicle & Equipment Maintenance Policy	Malden DPW	(1) develop & implement a vehicle & equipment maintenance policy to be incorporated into DPW training manual	To be addressed in Fall 2004.	To be addressed in Fall 2004.
Revised					
6-5	Develop a Vehicle & Equipment Cleaning Policy	Malden DPW	(1) develop & implement a vehicle & equipment cleaning policy (2) place policy in DPW training manual and supply City Police Dept, Fire Dept and Parks Dept. with policy	To be addressed in Fall 2004.	To be addressed in Fall 2004.
Revised					

6-6	Develop a Landscape and Lawn Care Policy	Malden DPW, Malden School Dept., Malden Cemetery Dept.	(1) develop & implement landscape/lawn care policy (2) place policy in DPW training manual and provide to City's Cemetery Dept. and School Dept.	To be addressed in Fall 2004.	To be addressed in Fall 2004.
Revised					

6-7	Develop a SPRP for the Commercial Street Facility	Malden DPW	(1) complete & implement use of Spill Prevention & Response Plan for DPW facility (2) identify and train key individuals in the areas of spill response, prevention and cleanup (3) develop an emergency spill containment and cleanup kit (4) post a summary of the Spill Prevention & Response Plan throughout facility (5) conduct annual review of Spill Prevention & Response Plan (6) track number of spill & leak incidents at facility and actions taken to alleviate them	To be addressed Fall 2006.	To be addressed Fall 2006.