Municipality/Organization: **City of Somerville**

EPA NPDES Permit Number: **MAR041082**

MaDEP Transmittal Number: **W-041121**

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: Joan Lastovica, P.E. Title: Director of Engineering

Telephone #: 617-625-6600 ext 5410 Email: jlastovica@ci.somerville.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: Joseph A. Curtatone

Title: Mayor

Date: 4/29/04

Part II. Self-Assessment

The City 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

The following sections numbered 1 through 7 detail the Best Management Practices (BMP's) as outlined in the Notice of Intent submitted in July 2003. Section 8 is a revised schedule of the BMP's. Asterisks (*) note those BMP's that have revised schedules.

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	Article/brochure/flyer about stormwater mailed to residents and businesses	Conservation Commission/DPW	Article/brochure/flyer distributed annually starting in the second permit year	None to date.	Distribute article/brochure/flyer
1-2	Article about stormwater published in the local newspaper and/or the Mystic River Watershed Association newsletter	Conservation Commission	Article submitted annually for publication starting in the second permit year	Article about urban runoff and catch basin stenciling program published; included photo and volunteering linkage.	Article submitted for publication.
1-3	Update City website to include information on stormwater management issues	Conservation Commission/Communications	City website updated in the second permit year	None to date.	Update website.
1-4	Install and maintain pet waste clean-up signs at parks	DPW	Annual inspection and maintenance of signs starting in second permit year	None to date.	Inspect and maintain signs as necessary.
1-5 *	Annual update of the Stormwater Management Plan at a televised Board of Aldermen meeting.	DPW/Conservation Commission	Annual update of SWMP at Board of Aldermen meeting	Presentation prepared and ready for scheduling.	Present update.

1-6 *	Post information on stormwater management issues on local access television.	DPW/Communications	Information posted and updated on local access channel.	None to date.	Will post information on local access TV.

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	Comply with state public notification guidelines at MGL Ch. 39 Section 23B.	Planning Board/Zoning Board of Appeals/DPW-ISD & Eng/Conservation Commission/City Clerk	Notices posted in designated locations.	The Planning Board and Zoning Board of Appeals held a total of sixty-eight public hearings for permit applications during Permit Year 1. All of these hearings were conducted in conformance with MGL Ch. 39 Section 23B. Thirteen of the sixty-eight permit applications were considered larger development projects and were also reviewed by DPW Engineering and the Conservation Commission, with respect to storm water management practices. In addition to the public meeting requirements of MGL Ch. 39 Section 23B, the notification requirements of MGL Ch 40A Section 11 were also adhered to. All public hearings were also posted on the City website.	Continue to meet all statutory notice requirements and ensure that all project sites that require permits from the Planning Board or Zoning Board have notices clearly posted on-site to alert neighbors and other interested persons. Such notices will be required to be posted on-site in conspicuous locations, at least one week prior to any upcoming public hearing.
2-2	Stencil catch basins with "don't dump" message.	DPW/Conservation Commission	Number of catch basins stenciled annually	Approximately 60 catch basins stenciled.	Stencil additional catch basins.

2-3	Co-sponsor clean-up days for river and water bodies affected by Somerville discharges	DPW/Conservation Commission	Co-sponsor and participate in river cleanup events	Supported Super Clean Up at the Mystic River in May 2003 (Mystic River Watershed Association).	Support river cleanup events.

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	Conduct dry weather outfall screening	DPW	Percent of outfalls screened	60% to 80% to of outfalls screened quarterly and reported to DEP.	Continue to monitor and report on outfalls.
3-2	Map stormwater outfalls and receiving waters	DPW	Map created	Map has been created.	None, BMP complete.
3-3 *	Map the stormwater collection system in a GIS	DPW/IT	GIS of stormwater system created	GIS has been created.	None, BMP complete.
Revised	GIS System Improvements	DPW/IT	Outfall watersheds shown on GIS	None to date.	Create stormwater overlay showing stormwater outfall watersheds.
3-4	Develop and implement plan to identify and remove non-stormwater discharges	DPW	Number of illicit connections found and removed	Three intersections with collapsed combined sewers over storm drains were repaired.	Additional work during the Summer 2004 will repair over 1000 LF of collapsed storm drains and sanitary sewers
3-5 *	Identify twin-invert manholes and implement sanitary inflow prevention measures	DPW	Number of twin-invert manholes identified and corrected	None, work was previously completed.	None, BMP complete.

3-6	Develop ordinance that prohibits non-stormwater connections to the MS4, gives the City authority to access buildings to search for illicit connections, and allows the City to require redirection of any illicit connections found.	City Solicitor/DPW	Draft ordinance developed in second permit year and present to Board of Aldermen	Sample ordinances circulated to Stormwater Management Team for review.	Develop ordinance and present to Board of Aldermen.
3-7	Continue inspection of new construction for correct connection	DPW	New construction inspected	New construction connections to the sanitary sewers have been inspected.	New construction will continue to be inspected.

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	City-wide construction site ESC ordinance for construction sites greater than 1 acre in area	City Solicitor/Planning Dept/DPW	Draft ordinance developed in second permit year and presented to Board of Aldermen	Sample ordinances circulated to Stormwater Management Team for review.	Develop ordinance and present to Board of Aldermen.
4-2	Review site plans for stormwater impacts for sites greater than 1 acre	Conservation Commission/Planning Dept	Number of site plans reviewed	Zero sites greater than 1 acre submitted for review.	Review applicable site plans.
4-3	Consider public input	Planning Board	Public review and comment periods held; signs posted at construction sites	None to date.	Hold review and comment periods, post signs at construction sites.

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	Develop ordinance to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to developments disturbing more than 1 acre.	City Solicitor/Planning Dept	Draft ordinance developed in second permit year and presented to Board of Aldermen	Sample ordinances circulated to Stormwater Management Team for review.	Develop ordinance and present to Board of Aldermen.
5-2 *	Specify a stormwater BMP manual to be used for consistent design and performance standards	Conservation Commission/Planning Dept	BMP manual selected	MA DEP BMP Manual selected.	None, BMP complete.
5-3	Ensure long-term maintenance of structural BMPs.	City Solicitor/Planning Dept/DPW	Draft ordinance developed in second permit year and presented to Board of Aldermen	Sample ordinances circulated to Stormwater Management Team for review.	Develop ordinance and present to Board of Aldermen.

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	Employee training program.	DPW	Number/percent of DPW employees who receive stormwater training each year	Engineering staff attended workshop for storm treat systems.	Continue providing training for staff as applicable.

6-2	Continue street and municipal parking lot sweeping.	DPW	City streets swept twice monthly from April to November, municipal parking lots swept in spring.	Sweeping schedule extended (starting in March), night sweeping increased.	Continue street sweeping.
6-3	Storm drain maintenance	DPW	Clean 100 percent of stormwater catch basins every three years	2800 catch basins cleaned by contract in the Summer of 2003.	Catch basins cleaned by DPW on daily basis from March to November.
6-4	Evaluate street sweeping and catch basin cleaning equipment	DPW	Continually evaluate existing equipment	Equipment evaluated; 2 new sweepers added to fleet Spring 2004.	Evaluation ongoing.
6-5	Roadway deicing	DPW	Amount and type of deicers used.	Deicers used included 1800 T. rock salt; 1 T. sand; 1 T. calcium chloride.	Deicers shall be used as required by winter weather.
6-6	Continue spill prevention and response training at DPW facility.	DPW/Fire Department	Periodic training of employees	Ongoing	Provide periodic training.
6-7	Develop written spill prevention and response plan for DPW facility.	DPW/Fire Department	Written spill prevention and response plan developed and reviewed annually	None to date.	Develop plan.
6-8	Minimize impacts from vehicle maintenance at DPW	DPW	Amount of hazardous materials used	Water with biodegradables used on vehicles; gas traps in all garages.	Continue to minimize impacts where feasible.
6-9	Minimize impacts from vehicle washing at DPW	DPW	City departments educated on proper vehicle washing practices	None to date.	None. Planned to begin in third permit year.
6-10	Continue tree planting and maintenance program.	DPW/OHCD	Number of trees planted	107 trees planted.	Continue tree planting program.

6-11	Continue to hold Household Hazardous Waste Collection Events	DPW/Environmental Engineer	Household Hazardous Waste Collection Day held.	Mailed program information brochures to each household. Collection days were held on the 2nd Saturday of the month between April and November, 9:00 AM – Noon at DPW yard.	Collection days held on the 2nd Saturday of the month between April and November, 9:00 AM – Noon at DPW yard. Also one additional Saturday collection day each month in early spring and late fall.
6-12	Continue to provide hazardous waste drop offs and collection services for other waste products throughout the year	DPW/Environmental Engineer	Hazardous waste drop offs and normal waste collection services provided year-round	Provided year-round drop offs for oil and antifreeze, TVs, computer monitors, tires, and propane tanks. Also purchased an Indoor/Outdoor 2 Drum Spill Pallet, (Spill Capacity 58 Gallons, Length 37 Inches, Height 60 Inches, Width 71 1/2 Inches, Rolltop/Lockable Door). Sump capacity meets EPA 40CFR 264.175.	Continue providing drop offs for Oil and Antifreeze, TVs, Computer monitors, Tires, and propane tanks year-round.
6-13	Monitor pollution prevention programs for effectiveness and suggest improvements as needed	Stormwater Management Team/Conservation Commission/DPW/Planning Dept/City Solicitor's Office	Stormwater management program and pollution prevention measures evaluated for improvement on regular basis.	Ongoing.	Continue to evaluate for improvement on a regular basis.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

NONE REQUIRED; NO TMDLs in Somerville.

8. Revised Schedule for Permit Term

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE			
BMP ID #	Spring 03	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
1-1										X				X				X		
1-2										X				X				X		
1-3																				
1-4					X				X				X				X			
1-5 *								X				X				X				X
1-6 *																				
2-1																				
2-2					X				X				X				X			
2-3						X				X				X				X		
3-1																				
3-2																				
3-3 *																				
3-4																				
3-5 *	Complete.																			
3-6									Done if passed by Board of Aldermen											
3-7																				
4-1									Done if passed by Board of Aldermen											
4-2																				
4-3																				
5-1									Done if passed by Board of Aldermen											
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Part IV. Summary of Information Collected and Analyzed

Not applicable.