Municipality/Organization: City of Everett

EPA NPDES Permit Number: 1078

MaDEP Transmittal Number: W- 035930

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

Received 9-2-05 RM

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Julius Ofurie Title: City Engineer

Telephone #: 617-394-2251 Email: Julius.Ofurie@ci.everett.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: JULIUS OFURIE

Title: CITY ENGINEER

Date: 4-11-05

Part II. Self-Assessment

The City of Everett has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions. In addition, a brief synopsis of progress to date on implementation of minimum control measures is provided below.

Positive: Portions of the SWMP tie in nicely with on-going programs and desired results in other efforts of the city. Outreach to local business community through Chamber of Commerce has allowed for funding of events that serve a dual purpose (River Festival combined with Chamber Business Festival allows for Chamber to fund event allowing city to educate both citizens and businesses through introduction of environmental NGOs and their programs to festival). Creation of "Friends of Everett Waterfront with support from Mystic River Watershed Association serving multiple purposes through creating sense of stewardship and responsibility, creating volunteer base for clean-up and other events, providing means of capacity building through direct personal contact (word of mouth).

Negative: Various issues, not the least of which is funding, has contributed to a less than full completion of goals. Educating city department heads to these new requirements and obligations serves as an example of the need to create a new mindset with in municipal government. Then there is the need to educate taskforce members ...BPMs cannot be evaluated until they are understood. While the desire is there, pressing daily duties in the era of decreased financial aid to cities often relegate portions of Everett SWMP to second tier.

City website in need of update but funding not there to allow for update which would allow for introduction of materials through Internet.

Overall: Everett should get a passing grade for efforts made in Year 1 of permit. Everett's history is one where only industry knew of waterfront and so Everett Officials face the onerous task of not only informing it's people of the steps needed to clean their water but that they, in fact, have a waterfront to protect! This re-discovery of the waterfront has been a huge success in Year 1 and puts us on the path to getting back up to speed on the goals of our SWMP.

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
1-1.1	Develop and distribute educational material to residential property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste and steps the public can take to minimize pollution from stormwater runoff	CONCOMM	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 2 through 5: Distribute information quarterly, utility customers, both residential and commercial, and distribute at City Hall, the library and Waterfront Fairs. Also during Years 2 through 5, post information on the City web site and update the web site semi-annually, and air information on cable television annually.	-Establishment of Everett Waterfront Speaker Series. Free talks open to the public and advertised in local newspaper and TV. Talks have included "Mystic Edison Plant and it's Effects on the Mystic River", "Low Impact Development for Stormwater Management", "Porpoises in the Mystic River, A Research Project of the New England Aquarium" -Creation and/or broadcasting of waterways related cable TV shows including "Virtual Tour of Everett Waterfront", "River Festival Highlights" and "Nonpoint Source Pollution, It's Causes and Effects on the Mystic River Watershed." -Establishment of the "Friends of the Everett Waterfront" (FEW) group. This volunteer organization originally started under auspices of city and MyRWA with goal of FEW becoming independent citizens group responsible for cleanups and public outreach/education. 4 meetings held at this time including Mass Riverways Adopt-a-Stream kick-off meeting, waterfront familiarization and boat tour of Everett waterfront.	-Continue to seek funding for program. -Continue procurement and development of printed materials. -Continue programs outlined in Year 1. - Meet measurable goals as outlined.
Revised					

1-1.2	Revise dog licensing materials to include information on stormwater issues related to pet waste management, and use revised materials. Conduct limited visual survey of City-owned parklands to determine where additional signs, pooper scooper stations or repairs to same may be needed. Install/repair signage and pooper scooper stations in selected locations.	CONCOMM	Year 1: Revise dog licensing materials. Years 2 through 5: Use revised materials. Years 2 and 4: Conduct limited visual survey of City-owned parklands. Years 3 and 5: Install/repair signage and pooper scooper stations based on survey results.	-Dog licensing materials under revision. -Animal Control Officer scheduled for survey.	- Meet measurable goals as outlined.
Revised					

1-1.3	Develop and distribute educational material to business property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste.	CONCOMM	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site. Years 2 through 5: Distribute information quarterly, via either mailing a brochure/ fact sheet to business property owners based on tax assessor records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event; or making a brochure/ fact sheet available at City Hall, libraries or other municipal facilities open to the public. Update the web site semi-annually.	-Procurement and development of materials still on going. -Meetings with business community to discuss privately owned waste systems in 21E sites and the start of planning upgrades to these systems. - Establishment of Everett Waterfront Speaker Series. Free talks open to the public and advertised in local newspaper and TV. Talks have included "Mystic Edison Plant and it's Effects on the Mystic River", "Low Impact Development for Stormwater Management", "Porpoises in the Mystic River, A Research Project of the New England Aquarium."	-Continue to seek funding for this program. - Meet measurable goals as outlined.
Revised					

1-1.4	Develop and distribute educational material to owners of properties on which land uses with higher potential pollutant loads have been identified; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste	CONCOMM	Year 2: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site. Years 3 through 5: Distribute information bi-annually, via either mailing a brochure/ fact sheet to property owners based on tax assessor or DEP RCRA generator or other records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event. Update the web site semi-annually.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					
1-1.5	Conduct Waterfront Fairs to provide outreach to residents and businesses.	CONCOMM	Conduct one Waterfront Fair in 2003 and two Waterfront Fairs per year during Years 2 through 5.	Establishment of the Everett "Take Me to the River" Festival. The first festival took place September 6, 2003 and 7500 people were estimated to have attended.	-Next festival date August 28, 2004. -Discussions on partnering with other communities and NGO are ongoing for regional events. If interest and means are indicated, the City will consider a regional fair in addition to the local waterfront fair as a possible goal for future years.
Revised			Resource limitations in time and money dictate that City can only support one fair per year through first permit term.		

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 hydraulic study of drainage system.	City Engineer/DPW	Complete hydraulic modeling by the end of Year 2.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					

3-2	Conduct dry weather outfall screening.	City Engineer/DPW	Year 1: Conduct dry weather screening of up to 25 outfalls. Evaluate those that are observed to have dry weather flow with field screening procedures. Sample outfalls for fecal coliform on two separate occasions. If warranted based upon field screening, conduct additional screening and analysis for some or all of the pollutants in the proposed 2002 "Massachusetts Integrated List of Waters" on up to five outfalls over the permit term beginning in Year 3. Year 5: Conduct dry weather screening of all City-owned outfalls.	The majority of outfalls were sampled in Fall 2003. Sampling will be completed in Sprng 2004.	-Meet measurable goals as outlined.
Revised					
3-3	Map stormwater outfalls and show names of receiving waters.	City Engineer/DPW	Year 1: Locate all known City-owned outfalls using GPS and develop a GIS data layer showing those outfalls.	Preliminary mapping based on documentary records (as-builts and City records) has been completed. Field verification of mapping is scheduled for Spring 2004 and estimated date of final GIS data layer completion is September 2004.	- Complete mapping as described.
Revised					

3-4	Map the stormwater collection system in a GIS.	City Engineer/DPW	Year 2: Create a GIS of stormwater system showing locations of known City-owned pipes, manholes, catch basins, outfalls. Attribute information such as pipe size, construction material, age, etc., will be entered into the system where available.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					
3-5	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	City Engineer/DPW	Year 1: Prioritize outfalls, evaluate funding sources for identifying and removing illicit connections, and develop a system for maintaining electronic records of the program. Conduct field investigations of prioritized area to locate and remove illicit connections within two years of dry weather field screening subject to funding constraints.	Since mapping and dry weather discharge sampling was delayed, the prioritization of outfalls and investigations relative to illicit connections has been similarly postponed. When the GIS data layer is available, and database up to date, these resources will be used in the initial planning for illicit discharge detection and elimination, and findings as well as corrective actions will be entered into the database for purposes of maintaining a current record.	- Much of the work proposed for Year 1 under this BMP will be undertaken in Year 2.
Revised					

3-6	Develop an ordinance to make it illegal to improperly connect a sanitary sewer to the storm drain system or to dump pollutants into the system (i.e. Non-Stormwater Discharge Prohibition).	City Engineer/DPW	Year 1: Draft ordinance and present to the Mayor/Common Council/Board of Aldermen. If ordinance is adopted, develop and adopt regulations. If not, repeat in Years 2 through 5.	-Model Ordinance under review and draft underway.	- Meet measurable goals as outlined.
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	Revise Site Plan Review Ordinance/Regulations/ Procedures.	MOCED	Year 1: Develop draft changes to the ordinance. Year 2: Present proposed changes to Mayor/Common Council/Board of Aldermen. If not approved, revise if necessary and present in Years 3 through 5 until approved. Develop and present to Planning Board revised Site Plan Review regulations and/or procedures within six months of adoption of ordinance.	-Model Ordinance under review and draft underway.	- Meet measurable goals as outlined.
Revised					
4-2	Develop site inspection and enforcement of construction control measures program.	CONCOMM	Year 2: Develop program. Years 3 through 5: implement program.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					
4-3	Identify Preferred Standard Construction Site Runoff Controls	CONCOMM	Year 1: Identify preferred best management practices. Year 3: Complete a draft "Preferred Standard Construction Site Runoff Controls" document. Year 4: Distribute to contractors.	-Identified need to educate task force members. -Education of Stormwater Task Force Members ongoing. (3 members attended Stormwater Symposium).	- Meet measurable goals as outlined.

5-1	Develop post-construction runoff control ordinance, regulations, procedures and guidance.	Planning Board	Year 2: Draft the post-construction runoff ordinance and hold a public meeting. Year 3: present the final ordinance to the Mayor / Common Council / Board of Aldermen. Present in Years 4 and 5 if necessary. Present the regulations, procedures and guidance to the appropriate board and conduct a public hearing thereon within six months of ordinance adoption.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					
5-2.1	Require DPW review of selected structural BMPs.	City Engineer/DPW	Year 1: Develop draft procedures for evaluation of BMPs for operation and maintenance issues. Year 2: Develop final procedure. Years 3-5 implement procedure	-Identified need to educate task force members. -Education of Stormwater Task Force Members ongoing. (3 members attended Stormwater Symposium).	- After additional informational meetings with responsible officials, draft procedures will be developed. We propose to address Year 1 goals in Year 2 of the program and meet measurable goals as outlined thereafter.
Revised					

5-2.2	Establish a mechanism to fund operation and maintenance of structural BMPs	City Engineer/DPW	Year 1: Investigate potential funding mechanisms, develop a draft funding mechanism, and hold a public meeting to solicit input from the community. Year 2: revise draft and present to Mayor / Common Council / Board of Aldermen. If not adopted, revise and present in Years 3 through 5.	Stormwater Task Force has established that additional education of municipal officials is required in order to complete this task. This task will be undertaken after necessary ordinances have been developed and finalized, during which opportunities for funding mechanisms will be discussed. A public meeting will be held during ordinance development process.	- Continue to work on educating municipal officials and coordinating development of ordinances with exploration of funding opportunities.
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 and Implement a Plan to Prevent and Reduce Pollutant Runoff from Municipal Operations.	City Engineer/DPW	By the end of Year 2, develop and adopt a plan. Implement plan beginning in Year 3.	-Not applicable under Year 1 requirements.	- Meet measurable goals as outlined.
Revised					

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

NOT APPLICIBLE AS NO TMDL ESTABLISHED FOR EVERETT RECIEVING WATERS

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)

W035930
Transmittal Number

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   City of Everett
   Name

   484 Broadway
   Mailing Address

   Everett — City/Town
   MA — State

   (617) 394-2251 — Telephone Number
   Julius.Ofurie@ci.everett.ma.us — Email (if available)

2. Municipality Name

   Everett
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____ Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   State highway

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

   The U.S. Fish and Wildlife Service has confirmed that there are no federally-listed threatened or endangered species nor any critical habitat in Everett.

B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☒ yes ☐ pending ☐ no

The Vice Chairman of the Everett Historical Commission has confirmed that, to the best of his knowledge, the Everett MS4 meets the eligibility criteria for the protection of historic properties.

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Malden River (Name)	TBD (Number)	☒ Yes ☐ No	Organic enrichment/low DO, pathogens, oil and grease, taste, odor and color, suspended solids; objectionable deposits (Specify)
Mystic River – Outlet of Lower Mystic Lake to Amelia Earhart Dam (Name)	TBD (Number)	☒ Yes ☐ No	Metals, nutrients, pathogens (Specify)
Mystic River – Amelia Earhart Dam to confluence with Chelsea River, including Island End River (Name)	TBD (Number)	☒ Yes ☐ No	Priority organics, metals, unionized ammonia, other inorganics, pathogens, oils and grease, taste, odor and color (Specify)
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify

D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1.1	Develop and distribute educational material to residential property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste and steps the public can take to minimize pollution from stormwater runoff	Conservation Commission	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 2 through 5: Distribute information quarterly, utility customers, both residential and commercial, and distribute at City Hall, the library and Waterfront Fairs. Also during Years 2 through 5, post information on the City web site and update the web site semi-annually, and air information on cable television annually.
1-1.2	Revise dog licensing materials to include information on stormwater issues related to pet waste management, and use revised materials. Conduct limited visual survey of City-owned parklands to determine where additional signs, pooper scooper stations or repairs to same may be needed. Install/repair signage and pooper scooper stations in selected locations.	Conservation Commission	Year 1: Revise dog licensing materials. Years 2 through 5: Use revised materials. Years 2 and 4: Conduct limited visual survey of City-owned parklands. Years 3 and 5: Install/repair signage and pooper scooper stations based on survey results.

D. Stormwater Management Program Summary (Cont.)

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1.3	Develop and distribute educational material to business property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste	Conservation Commission	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 2 through 5: Distribute information quarterly, via either mailing a brochure/fact sheet to business property owners based on tax assessor records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event; or making a brochure/fact sheet available at City Hall, libraries or other municipal facilities open to the public. Update the web site semi-annually.
1-1.4	Develop and distribute educational material to owners of properties on which land uses with higher potential pollutant loads have been identified; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste	Conservation Commission	Year 2: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 3 through 5: Distribute information bi-annually, via either mailing a brochure/fact sheet to property owners based on tax assessor or DEP RCRA generator or other records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event. Update the web site semi-annually.
1-1.5	Conduct Waterfront Fairs to provide outreach to residents and businesses.	Conservation Commission	Conduct one Waterfront Fair in 2003 and two Waterfront Fairs per year during Years 2 through 5.

D. Stormwater Management Program Summary (Cont.)

1-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Develop and implement an educational program for Everett public school children.	Director, Mayor's Office of Community and Economic Development	Conceptual and final program development will occur in Years 1 and 2, respectively. The program will be conducted once annually during Years 3 through 5.

2. Public Participation:

2-1
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Establish Stormwater Task Force	Director, Mayor's Office of Community and Economic Development	Identify individuals to serve on the Task Force within the first eight months of the permit period. The task force will hold at least four meetings per year. It will prepare and submit the required annual reports.

2-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Implement Catch Basin Stenciling Program	Director, Mayor's Office of Community and Economic Development	Year 1: Contact Mystic River Watershed Association and/or other organization and develop phased stenciling plan. Years 2 through 5: Implement phased plan. Stencil 30% of all City-owned catch basins over five year permit term.

2-3
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Conduct River Clean-up Day	Director, Mayor's Office of Community and Economic Development	Year 1: Develop program and invite participation of other organizations. Years 2 through 5: Conduct one clean-up day annually.

D. Stormwater Management Program Summary (Cont.)

2-4
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Establish Stormwater Hotline	Conservation Commission	Year 1: Create database of stormwater related issues, including operation and maintenance concerns, possible illicit connections and unusual outfall discharges. During Years 1 through 5, publicize hotline number, update database regularly, undertake follow-up action on 80% of the items. Share data with Engineering Department, DPW, Mayor's Office of Community and Economic Development, and Board of Health.

2-5
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Seek easement to waterfront	Director, Mayor's Office of Community and Economic Development	Year 1: Propose easement to property owner by Year 2.

3. Illicit Discharge Detection and Elimination:

3-1
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Conduct hydraulic study of drainage system	City Engineer/DPW	Complete hydraulic modeling by the end of Year 2.

D. Stormwater Management Program Summary (Cont.)

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-2	Conduct dry weather outfall screening	City Engineer/DPW	Year 1: Conduct dry weather screening of up to 25 outfalls. Evaluate those that are observed to have dry weather flow with field screening procedures. Sample outfalls for fecal coliform on two separate occasions. If warranted based upon field screening, conduct additional screening and analysis for some or all of the pollutants in the proposed 2002 "Massachusetts Integrated List of Waters" on up to five outfalls over the permit term beginning in Year 3. Year 5: Conduct dry weather screening of all City-owned outfalls.
3-3	Map stormwater outfalls and show names of receiving waters	City Engineer/DPW	Year 1: Locate all known City-owned outfalls using GPS and develop a GIS data layer showing those outfalls.
3-4	Map the stormwater collection system in a GIS	City Engineer/DPW	Year 2: Create a GIS of stormwater system showing locations of known City-owned pipes, manholes, catch basins, outfalls. Attribute information such as pipe size, construction material, age, etc., will be entered into the system where available.

D. Stormwater Management Program Summary (Cont.)

3-5
BMP ID #

Develop and implement a plan to identify and remove non-stormwater discharges to the MS4
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Prioritize outfalls, evaluate funding sources for identifying and removing illicit connections, and develop a system for maintaining electronic records of the program. Conduct field investigations of prioritized area to locate and remove illicit connections within two years of dry weather field screening subject to funding constraints.
Specify Measurable Goal

3-6
BMP ID #

Develop an ordinance to make it illegal to improperly connect a sanitary sewer to the storm drain system or to dump pollutants into the system
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Draft ordinance and present to the Mayor/Common Council/Board of Aldermen. If ordinance is adopted, develop and adopt regulations. If not, repeat in Years 2 through 5.
Specify Measurable Goal

4. Construction Site Runoff Control:

4-1
BMP ID #

Revise Site Plan Review Ordinance/Regulations/ Procedures
Specify Best Management Practice

Director, Mayor's Office of Community and Economic Development
Responsible Dept./Person Name

Year 1: Develop draft changes to the ordinance. Year 2: Present proposed changes to Mayor/Common Council/Board of Aldermen. If not approved, revise if necessary and present in Years 3 through 5 until approved. Develop and present to Planning Board revised Site Plan Review regulations and/or procedures within six months of adoption of ordinance.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

4-2
BMP ID #

Develop site inspection and enforcement of construction control measures program
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 2: Develop program. Years 3 through 5: implement program.
Specify Measurable Goal

4-3
BMP ID #

Identify Preferred Standard Construction Site Runoff Controls
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 1: Identify preferred best management practices. Year 3: Complete a draft "Preferred Standard Construction Site Runoff Controls" document. Year 4: Distribute to contractors.
Specify Measurable Goal

4-4
BMP ID #

Develop procedures to receive and consider information submitted by the public regarding stormwater issues on construction sites
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 1: Create database and advertise hotline telephone number. Years 2 through 5: Accept and document inquiries, convey information to appropriate department for follow-up, review database monthly.
Specify Measurable Goal

4-5
BMP ID #

Develop site inspection and enforcement of control measures program
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 2: Develop program. Years 3 through 5: Implement program.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

5-1
BMP ID #

Develop post-construction runoff control ordinance, regulations, procedures and guidance Specify Best Management Practice	Planning Board Responsible Dept./Person Name	Year 2: Draft the post-construction runoff ordinance and hold a public meeting. Year 3: present the final ordinance to the Mayor / Common Council / Board of Aldermen. Present in Years 4 and 5 if necessary. Present the regulations, procedures and guidance to the appropriate board and conduct a public hearing thereon within six months of ordinance adoption. Specify Measurable Goal

5-2 Ensure Adequate Long-Term Operation and Maintenance of BMPs
BMP ID #

5-2.1
BMP ID #

Require DPW review of selected structural BMPs Specify Best Management Practice	City Engineer/DPW Responsible Dept./Person Name	Year 1: Develop draft procedures for evaluation of BMPs for operation and maintenance issues. Year 2: Develop final procedure. Years 3-5 implement procedure. Specify Measurable Goal

5-2.2
BMP ID #

Establish a mechanism to fund operation and maintenance of structural BMPs Specify Best Management Practice	City Engineer/DPW Responsible Dept./Person Name	Year 1: Investigate potential funding mechanisms, develop a draft funding mechanism, and hold a public meeting to solicit input from the community. Year 2: revise draft and present to Mayor / Common Council / Board of Aldermen. If not adopted, revise and present in Years 3 through 5. Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop and Implement a Plan to Prevent and Reduce Pollutant Runoff from Municipal Operations	City Engineer/DPW	By the end of Year 2, develop and adopt a plan. Implement plan beginning in Year 3.

7. BMPs for Meeting TMDL: NOT APPLICABLE

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

E. 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, I certify that 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.

Printed Name

Signature Date

Printed Name

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