Municipality/Organization: City of Malden

EPA NPDES Permit Number: MA041046

MaDEP Transmittal Number: W- 041088

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: 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:

Printed Name: RICHARD C. HOWARD

Title: MAYOR

Date: 6-9-06

Part II. Self-Assessment

Malden Storm Water efforts most measurable accomplishment this year was the results of Malden DPW drain cleaning efforts. The city purchased a full size Vactor truck, this is manned by a dedicated two man crew. They have moved systematically through the drainage system cleaning and clearing all catch basins and pipes. This has should promising results.
As we enter our third 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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 posted on the City's web site.	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 hazardous 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 continue to enforce and strengthen pet wastes laws and distribute brochures.	Updates of brochures and laws will be continue.

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 on MATV when available to inform the City's citizens about stormwater.	The city needs to increase it's knowledge of storm water related programs.
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 2006.
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					
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 attended several lectures presenting environmental information. Students completed several projects at Fellsmere Pond including water testing. Students experimented with ways to keep the geese out of the pond.	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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	The SWMP Review Committee has been ongoing. Membership needs to be reviewed and participation needs to be increased. The lack of a budget limits effectiveness.	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	Work towards encouraging Clean ups continues.	Establish a data base for clean up sites and contact information for target groups.
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 is seeking resources of personnel and material.	Begin program.
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	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 took place in several SWII Committee meetings.	Increase awareness and interest 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	Seek direction from an outside consultant.	Seek direction from an outside consultant.
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	A contract known as 2004-S-1 was implemented this has been completed and resulted in epoxy lining of over 15,000 lf of sewer main. The City has completed a second I/I study with the combined efforts of FST and CDM. A large percent of City's sewer system was surveyed. A second contract is being developed for the removal of the I/I that was detected in this study.	The city is preparing a contract known as 2006-S-1.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	Seek direction from an outside consultant..	Seek direction from an outside consultant..
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	Seek direction from an outside consultant.	Seek direction from an outside consultant.ing.
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 Fall 2005.	To be addressed in Fall 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	Revised Zoning Ordinances were implemented	Revised Zoning Ordinances were implemented
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	The DPW is conducting training.	Training of new programs or new staff will continue.
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 has purchased a Vactor truck, and trained a 2 man crew.	The cleaning of catch basins and drain lines by city equipment and crew will continue. The city is committed to a system wide cleaning.
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	DPW has completed.	Training of new programs or new staff will continue.
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	DPW has completed.	Training of new programs or new staff will continue.
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 Spring 2006.	To be addressed in Spring 2006.
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.