CITY OF MELROSE

TRANSMITTAL

TO: Water Technical Unit	FROM: Sean Homem
COMPANY: U.S. Environmental Protection Agency	DATE: May 3, 2005
RE: NPDES PII Small MS4 Report	

NOTES/COMMENTS:

Enclosed please find the NPDES PII Small MS4 General Permit Annual Report.

If you have any questions please contact me at 781-979-4176.

Thanks.

Municipality/Organization: **City of Melrose**

EPA NPDES Permit Number: **MA041050**

MaDEP Transmittal Number: **W- 036136**

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: Robert E. Beshara, P.E., Title: Superintendent and City Engineer

Telephone #: (781) 979-4170 Email: BBeshara@CityofMelrose.org

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: Robert Dolan

Title: Mayor

Date: 5/4/05

Part II. Self-Assessment

The City of Melrose has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions with all permit conditions upon submission of this second permit report.

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	Message with water sewer bills on stormwater topic	Department of Public Works	Message distributed with water and sewer bills twice in permit term	BMP to begin in Year 3	BMP to begin in Year 3
1-2	Select and stock brochures on stormwater topics at various locations in City	Department of Public Works	Brochures selected and stocked in Years 2 through 5	Selected and stocked brochures on wetlands and pond protection. Stocked in Public Works main office.	Maintain supply of brochures and restock as needed.
1-3	Update City website to include information on stormwater management	Department of Public Works	City website updated to include information on stormwater management issues throughout first permit term	City website has posted informational brochures.	Continue to update and post informational links.
1-4	Staff a booth at the annual Victorian Fair	Department of Public Works	Booth staffed annually starting in Year 2	Staffed booth at annual Victorian Fair	Continue to staff booth at Victorian Fair
1-5	Install and maintain signs at athletic fields	Parks Department/School Department/Department of Public Works	Signs installed at athletic fields near Ell Pond by end of Year 1 and inspected annually	Sign selection in progress.	Install signs at the beginning of year 3. Continue to maintain signs.
1-6	Annual update of the Stormwater Management Plan at a televised Aldermen's meeting	Department of Public Works	Annual update of the SWMP at a televised Aldermen's meeting, starting in Year 2	Stormwater Management Plan still being developed.	Present update of SWMP at a televised Alderman's meeting.

1-7	Post information on stormwater management issues on local access TV	Department of Public Works	Stormwater information posted and updated on local access cable television channel during periods of non-programming	Aired informational video.	Continue to post stormwater informational programs on local access cable channel.

1a. Additions

1-8	Speak with elementary school students and teachers about stormwater management and pollution prevention	Department of Public Works	Speak to children at annual Public Works Day.	Staffed booth at annual Public Works Day and discussed stormwater management and pollution prevention.	Staff booth at annual Public Works Day and discussed stormwater management and pollution prevention.

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	Comply with state public notification guidelines at MGL Chapter 39 Section 23B	City Clerk	Notices posted in designated locations	Posted notices announcing upcoming meetings.	Post notices announcing upcoming meetings.
2-2	Stencil catch basins with "don't dump" message	Department of Public Works	25 catch basins stenciled per year, in Years 2 through 5 of the permit	Stencils selected and expected to paint in early spring.	Stencil 50 catch basins in the Spring.
2-3	Assist in clean-up events	Department of Public Works	Assist the Ell Pond Committee on its annual clean-up events	Assisted in Ell Pond annual clean-up. Rebuilt headwall at Lewis Monk Field.	Assist in at least one annual clean-up event.

2a. Additions

	None				

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	Conduct dry weather outfall screening	Department of Public Works	Percent of outfalls screened in Years 1 and 5	BMP to continue in Year 5	BMP to continue in Year 5
3-2	Map stormwater outfalls	Department of Public Works	Map showing all known stormwater outfalls in Year 1	BMP completed. Information updated as necessary	Update information as necessary.
3-3	Map stormwater collection system in GIS	Department of Public Works	GIS of stormwater system by end of Year 2	BMP completed. Information updated as necessary.	Update information as necessary.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4	Department of Public Works	Number of illicit connections investigated, found and removed	Field investigations in second round found no illicit connections. Systems relative to Bennet's Pond, Ell Pond, and Linden Brook have been investigated.	If necessary, conduct field investigations of areas tributary to prioritized outfalls to locate and remove illicit connections by the end of Year 3.
3-5	Strengthen ordinance for access to buildings and requiring redirection of illicit connections	City Attorney/Department of Public Works	Draft ordinance developed and presented to Aldermen	Draft ordinances still in progress.	Finalize draft ordinance by end of year.
3-6	Develop bylaw requiring inspection of new construction for correct connection to sanitary sewer	City Attorney/Department of Public Works	Draft bylaw developed and presented to Aldermen	Draft ordinances still in progress.	Finalize draft ordinance by end of year.

3a. Additions

	None				

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	Develop a Construction Site Erosion and Sediment Control ordinance for construction sites greater than 1 acre in area	Planning Board/Zoning Board of Appeals/Department of Public Works/Inspection Services	Draft ordinance developed and presented to Aldermen	Draft ordinances still in progress.	Finalize draft ordinance by end of year.
4-2	Require construction site operators to submit monthly erosion and sediment control inspection reports to the City for sites greater than 1 acre	Department of Public Works/Zoning Board of Appeals/Inspection Services	Inspection reports submitted to the City	BMP to begin in Year 3	BMP to begin in Year 3
4-3	Review site plans for stormwater impacts	Planning Board / Department of Public Works/Inspection Services	Site plans for construction impacts greater than 1 acre reviewed for erosion and sediment control	Implemented internal protocol for reviewing plans-including identification/training of appropriate town department to conduct review. Began site plan reviews for stormwater impacts.	Continue site plan reviews for stormwater impacts by the end of the year.
4-4	Consideration of public input	Department of Public Works/Inspection Services	Public review and comment periods held; signs posted at each construction site	Conducted public outreach meeting for various Public Works projects. Any project larger than one acre requires NPDES Permit. City maintains communication with residents throughout duration of projects.	Continue placing notices in the newspaper announcing a review and comment period for construction projects disturbing more than 1 acre.

4a. Additions

	None				

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	Develop a bylaw to apply standards 2,3,4,7 and 9 for the Massachusetts Stormwater Policy (MSP) to the developments disturbing more than 1 acre throughout entire City	Planning Board/Zoning Board of Appeals/Department of Public Works/Inspection Services	Draft bylaw developed and presented to Board of Aldermen	Draft ordinances still in progress.	Finalize draft ordinance by end of year.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Planning Board / Deparment of Public Works/Inspection Services/Conservation Commission	BMP manual selected by end of Year 1	Specified Massachusetts DEP and CZM, "Stormwater Management, Volume Two: Stormwater Technical Handbook", March 1997.	BMP complete
5-3	Develop draft bylaw to ensure long-term maintenance of structural BMPs	Deparment of Public Works/Inspection Services	Draft bylaw developed and presented to Board of Aldermen	Draft ordinance still in progress.	Finalize draft ordinance by end of year.

5a. Additions

	None				

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	Employee Training Program	Department of Public Works	Number/percent of Department of Public Works employees who receive stormwater training each year	Trained the General Foreman of Water, Sewer and Drains and the Drain Foreman. These personnel represent 100% of the Drainage Department.	Provide training once per permit term to DPW employees whose day-to-day activities include maintenance of the stormwater system, street cleaning, snow removal operations, or similar activities.
6-2	Continue street sweeping program	Department of Public Works	During non-winter months, commercial streets swept twice per week, all streets swept once annually in the spring	Continued street sweeping program, maintained records of schedule and daily volume of residuals collected. Insured proper disposal of residuals.	Continue street sweeping program; maintain records of schedule and daily volume of residuals collected. Insure proper disposal of residuals.
6-3	Storm drain maintenance	Department of Public Works	Percent of catch basins cleaned annually	Cleaned 70% of the City's catch basins. Cleaned drain pipes as necessary. Kept records of residual volumes on a daily basis and prioritized those with the largest for frequent cleaning. Insured proper disposal of residuals.	Clean at least 1/3 of the City's catch basins. Clean prioritized catch basins and clean drain pipes as necessary. Insure proper disposal of residuals.
6-4	Evaluate street sweeping and catch basin cleaning equipment	Department of Public Works	Evaluation of existing equipment	Evaluated equipment to determine if replacement or upgrades would improve efficiency via weekly maintenance reports.	Evaluate equipment to determine if replacement or upgrades would improve efficiency.

6-5	Roadway deicing	Department of Public Works	Amount and type of deicers used	Continued existing roadway deicing procedures: • Used appropriate sand/salt mixture • Calibrated spreaders at beginning of each winter (at least once a year) • Maintained calibration and deicer volume records after each storm • Kept salt stored in enclosed shed. It is never stored outside. • Minimized time salt/sand uncovered	Continue existing roadway deicing procedures. • Use appropriate sand/salt mixture • Calibrate spreaders at beginning of each winter • Maintain calibration and deicer volume records • Keep salt stored • Minimize time salt/sand uncovered
6-6	Minimize impacts from vehicle maintenance	Department of Public Works	Training of Department of Public Works employees once per permit term; hazardous material usage tracked	• All mechanics have training in use and disposal of motor vehicle gasoline and oil, solvents, diesel, etc. • Hazardous materials were properly managed • Hazardous material usage was tracked • All vehicle maintenance was done inside the garage	Before the end of the permit term: Conduct employee training, proper hazardous materials management and use reduction, track material usage, and limit vehicle maintenance activities to the DPW garage or other contained areas.
6-7	Minimize impacts from vehicle washing	Department of Public Works	Small vehicles washed at commercial car wash, use of biodegradable phosphate free soap, evaluation of alternatives to current outdoor large vehicle washing procedures	Instituted the use of biodegradable phosphate free soap, washed smaller vehicles at commercial car washes.	Continue to use biodegradable phosphate free soap, wash small vehicles at commercial car washes and conduct feasibility study for washing large vehicles by end of the year.
6-8	Park and landscape maintenance	Parks Department (by contract) /Cemetery Department	Amount of herbicides/fertilizers used	• No herbicides or pesticides were used • Fertilizers used sparingly by contractors	Conduct staff training once per permit term (if staff is involved in the use of herbicides, pesticides, or fertilizers).

6-9	Continue tree planting and maintenance program	Department of Public Works	Number of trees planted per year	Planted 60 trees and maintained all City trees.	Plant a minimum of 20 trees and maintain all City trees.
6-10	Illegal dumping control	Department of Public Works	Signs posted at dead end streets and other possible illegal dumping locations; sites where illegal dumping is identified are cleaned up	Inventoried illegal dumping locations. Signs are posted. Sites monitored daily.	If needed, post additional signs at dead end streets and other possible illegal dumping locations.
6-11	Household Hazardous Waste Day	Department of Public Works	Household Hazardous Waste Collection Day held annually	Held Household Hazardous Waste Collection Day.	Hold Hazardous Waste Collection Day.

6a. Additions

	None				