Municipality/Organization: City of Everett

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Annual Report Number & Reporting Period: **No. 3: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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: JULIUS OFURIE

Title: CITY ENGINEER

Date: May 1, 2006

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 in Permit Years 4 and 5.
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 in Permit Years 4 and 5.
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 completed	- Meet measurable goals as outlined in Permit Years 4 and 5.
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.	Ongoing annual Everett "Take Me to the River" Festival.	-Next festival date Summer 2006 -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.		

1-2	Develop and implement an educational program for Everett public school children.	MOCED	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.	-Outreach to TriTec, an educational collaborative between Everett, Malden and Medford that creates online Mass BOE approved curriculum for K-12 students. Providing input for creation of watershed education course. -Outreach to Everett High School for pilot program allowing high school juniors and seniors to perform water related science experiments starting with water quality testing of the Malden River.	- Meet measurable goals as outlined in Permit Years 4 and 5.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2-1	Establish Stormwater Task Force.	MOCED	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.	- Met measurable goals as outlined.	- Meet measurable goals as outlined.
Revised					

2-2	Implement Catch Basin Stenciling Program.	MOCED	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.	Contact with MyRWA made and plan in place. Awaiting drain plans.	- Meet measurable goals as outlined in Permit Year 4 and 5.
Revised					
2-3	Conduct River Clean-up Day	MOCED	Year 1: Develop program and invite participation of other organizations. Years 2 through 5: Conduct one clean-up day annually.	-Waterfront Cleanup held in April, 2005 at Gateway Mall Park along Malden River. 15 people attended and 10 bags of trash collected. Supplies donated by Home Depot of Everett.	- Meet measurable goals as outlined.
Revised					

2-4	Establish Stormwater Hotline	CONCOMM	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.	-Research and compilation on going. -Communication network between departments in progress.	- Meet measurable goals as outlined in Permit Years 4 and 5.
Revised					
2-5	Seek easement to waterfront	MOCED	Year 1: Propose easement to property owner by Year 2.	None	Continue to advertise access to the waterfront through the Mellon Bank property.
Revised			City has obtained Letter of Agreement with property owner to allow citizen access.		

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1	Conduct hydraulic study of drainage system.	City Engineer/DPW	Complete hydraulic modeling by the end of Year 2.	Completed	None
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.	Completed	Additional screening to be performed in Permit Year 4 as required by EPA
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.	Completed	None
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.	Completed	None
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.	Plan developed for followup investigations and sampling as requested by EPA	- Additional inspection and sampling to be performed in Permit Year 4. A plan to follow-up with illicit discharge detection will also be developed.
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 in Permit Years 4 and 5.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	**BMP Description**	**Responsible Dept./Person Name**	**Measurable Goal(s)**	**Progress on Goal(s) – Permit Year 3** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 4**

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 in Permit Years 4 and 5.
Revised					
4-2	Develop site inspection and enforcement of construction control measures program.	CONCOMM	Year 2: Develop program. Years 3 through 5: implement program.	-No action this period.	- Meet measurable goals as outlined in Permit Years 4 and 5.
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.	-No Action this period	- Meet measurable goals as outlined in Permit Years 4 and 5.

Revised					
4-4	Develop procedures to receive and consider information submitted by the public regarding stormwater issues on construction sites.	CONCOMM	Year 1: Create database and advertise hotline telephone number (see BMP 2-4). Years 2 through 5: Accept and document inquiries, convey information to appropriate department for follow-up, review database monthly.	-Procedures still under development.	- Meet measurable goals as outlined in Permit Years 4 and 5.
Revised					
4-5	Develop site inspection and enforcement of control measures program.	City Engineer/DPW	Year 2: Develop program. Years 3 through 5: Implement program.	-Not completed to date.	- Develop and implement program in Permit Years 4 and 5.
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 3** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 4**

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 completed to date.	- Work to implement in Permit Years 4 and 5.
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 goals in Years 4 - 5 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 3** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 4**
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 completed to date.	- Meet measurable goals as outlined in Permit Year 4.
Revised					

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

NOT APPLICIBLE AS NO TMDL ESTABLISHED FOR EVERETT RECIEVING WATERS