5/23/06

**Municipality/Organization:** **City of Melrose**

**EPA NPDES Permit Number:** **MA041050**

**MaDEP Transmittal Number:** **W-036136**

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

JUN - 5 2006

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

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

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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: Robert Dolan

Title: Mayor

Date: 6/5/06

**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 third 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 3 | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 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 | Preparations are being made to include a message to be distributed with the water and sewer bills for fiscal year 2007. (There is currently a lead service message on the bills.) | Message to be distributed with water and sewer bills again in Year 5. |
| 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 | Maintained supply of brochures and restocked as needed. Brochures handed out at the Department of Public Works Day and at Victorian Fair. | 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 in process of being updated to include a Stormwater Management page with links to the EPA and Massachusetts DEP including a link to brochures. | Continue to update the City's website and post informational links on stormwater management issues. |
| 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 and discuss stormwater management and pollution prevention. |
| 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 | Placed order for signs regarding pet waste to be installed at parks and athletic fields. | 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 | Presented an informational update on the Stormwater Management Plan at a televised Alderman's meeting regarding ongoing and upcoming events. | Present update of SWMP at a televised Alderman's meeting. |

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| 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 from the United States EPA titled, "Reining in the Storm – One Building at a Time". | Continue to post stormwater informational programs on local access cable channel. |

## 1a. Additions

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| 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. | Staff booth at annual Public Works Day and discuss 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 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. On going throughout the permit term. |
| 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.<br>Selection of volunteer groups in progress. | Stencil catch basins in the Spring.<br><br>Stencil catch basins that drain to ponds first. |
| 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 and tree planting with the Ell Pond Restoration Committee and Swains Pond clean-up with the Cub Scouts and Girl Scouts. | Assist in at least one annual clean-up event. |

## 2a. Additions

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| | None | | | | |

## 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 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 to be conducted in the Spring. | If necessary, conduct field investigations of areas tributary to prioritized outfalls to locate and remove illicit connections. |
| 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 in progress. | Finalize draft ordinance and submit to the Board of Aldermen until approved by end of permit term. |
| 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 in progress. | Finalize draft ordinance and submit to the Board of Aldermen until approved by end of permit term. |

## 3a. Additions

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| | None | | | | |

## 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 | 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 in progress. | Finalize draft ordinance and submit to the Board of Aldermen until approved by end of permit term. |
| 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 began in Year 3. Construction site operators required to submit monthly erosion control inspection reports to the City. | BMP to continue in Year 4. |
| 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. Site plan reviews for stormwater impacts. | Continue site plan reviews for stormwater impacts. |
| 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 at hearings and neighborhood meetings. | Continue placing notices in the newspaper announcing a review and comment period for construction projects disturbing more than 1 acre. |

## 4a. Additions

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| | 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 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 in progress. | Finalize draft ordinance and submit to the Board of Aldermen until approved by end of permit term. |
| 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 | BMP completed. Specified Massachusetts DEP and CZM, "Stormwater Management, Volume Two: Stormwater Technical Handbook", March 1997. | BMP completed |
| 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 ordinances in progress. | Finalize draft ordinance and submit to the Board of Aldermen until approved by end of permit term. |

## 5a. Additions

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| | 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| 6-1 | Employee Training Program | Department of Public Works | Number/percent of Department of Public Works employees who receive stormwater training each year | Training scheduled for 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 50% 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. |

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| 6-5 | Roadway deicing | Department of Public Works | Amount and type of deicers used | Continued existing roadway deicing procedures:<br>• Used appropriate sand/salt mixture<br>• Calibrated spreaders at beginning of each winter (at least once a year)<br>• Maintained calibration and deicer volume records after each storm<br>• Kept salt stored in enclosed shed. It is never stored outside.<br>• Minimized time salt/sand uncovered | Continue existing roadway deicing procedures.<br>• Use appropriate sand/salt mixture<br>• Calibrate spreaders at beginning of each winter<br>• Maintain calibration and deicer volume records<br>• Keep salt stored<br>• 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 | • Mechanics are scheduled for training in use and disposal of motor vehicle gasoline and oil, solvents, diesel, etc.<br>• Hazardous materials were properly managed<br>• Hazardous material usage was tracked<br>• 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<br>• Fertilizers used sparingly by contractors | Conduct staff training once per permit term (if staff is involved in the use of herbicides, pesticides, or fertilizers). |

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| 6-9 | Continue tree planting and maintenance program | Department of Public Works | Number of trees planted per year | Planted 64 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 regularly. | 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

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| | None | | | | |