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April 30, 2009

Vanasse Hangen Brustlin, Inc.

Ref: 09893.00 MAY 1 2009

Glenda Velez - CIP
U.S. Environmental Protection Agency - Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

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Re: NPDES Phase II Permit Year 6 - Annual Report 2008-2009
Permit No. MA 041049 / MA DEP Transmittal Number X228064
Medford, Massachusetts

Dear Ms. Velez,

On behalf of the City of Medford, Vanasse Hangen Brustlin, Inc. (VHB) is pleased to submit the enclosed NPDES Small MS4 General Permit Annual Report to the Environmental Protection Agency (EPA) Region 1, with a copy to the Massachusetts Department of Environmental Protection.

During the 2008/2009 Permit Year, the City of Medford continued to work on outfall inspections, mapping, and detailed investigation of potential illicit discharges. Improvements were made in two drainage areas that had previously been identified as having potential illicit discharges. Opportunities for additional improvements have been identified and will be addressed as staff and funding are available.

The City of Medford anticipates completion of its stormwater, illicit connection and construction management ordinances in 2009.

The City continues to educate municipal employees and citizens relative to stormwater issues, specifically with an annual municipal employee training and public meeting. The City is pleased with the continuation of the 2003 Permit Stormwater Management Practices and looks forward to continued progress in subsequent permits. Please feel free to contact me at 617-924-1770 or the City of Medford Engineering Department, at 781-393-2474 if you have any questions regarding this submittal.

Very truly yours,

VANASSE HANGEN BRUSTLIN, INC.

Robert Wildey, EIT
Project Manager

cc: Massachusetts Department of Environmental Protection
Paul Gere, Commissioner of Public Works
File

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Municipality/Organization: City of Medford

EPA NPDES Permit Number: MA041049

MA DEP Transmittal Number: W228064

Annual Report Number

& Reporting Period: No. 6: March 08-March 09

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

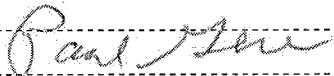
Contact Person: Paul Gere **Title:** Commissioner of Public Works

Telephone #: 781-393-2476 **Email:** pgere@medford.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: Paul Gere

Title: Commissioner of Public Works

Date: 4/30/09

Part II. Self-Assessment – City of Medford NPDES Compliance

During the 2008-2009 permit year, the City of Medford continued implementation of the tasks outlined in the 5-Year Plan under the 2003 NPDES Small Municipal Separate Storm Sewer Systems (MS4) permit. The majority of the specific tasks that the City identified in its 5-Year Permit were completed prior to this period; however, ongoing operations and maintenance activities continue to be performed, as were additional efforts in response to the illicit discharge investigations requested by the 2005 EPA Section 308 Request for Information (RFI).

The BMPs that were modified or not completed during the 2008-2009 year are shown in Table II-A, which follows this summary, as well as being identified in Part III, the Summary of BMPs. As the City has reported previously, some of the proposed BMPs have been delayed until Ordinances are adopted which will allow their enforcement. No BMPs were eliminated from the submitted plan. The extended time frames for those items not completed are due primarily to the lack of staff to implement the new measures and to the continued Ordinance development process. The City expects to finalize the Construction Site Stormwater Runoff Control ordinance, the Post Construction Stormwater Management Ordinance and the Illicit Discharge ordinance in 2009.

2008- 2009 Accomplishments

The City has completed several repairs to reduce potential sources of pollutants at outfalls discharging to the Mystic River. Three outfalls identified in previous reports were improved this year: Whitmore Brook, Winter Brook and Meetinghouse Brook. Documentation, photos and sampling results of these improvements were included in a report entitled *Lower Mystic River EPA Section 308 Non-Compliance Investigations Docket Nos. 06-308-010 & 06-308-053* dated November 2008 submitted to the EPA CSO Coordinator on December 3, 2008. Accomplishments related to reducing pollutants at outfalls completed since that date are included in Appendix A.

The City of Medford is continuing to work on the process of electronic data collection (GIS & GPS) to complete mapping of the City's outfalls and storm drain system. The City has hired Weston & Sampson to complete storm drain mapping.

Education and outreach activities will be continued through an annual training meeting for DPW employees on stormwater best management practices on May 13, 2009 and a public meeting for interested residents later in May.

Table II – A – Revisions to Specific Measures for Permit Year 6

BMP ID #	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activity for Subsequent Years
1D	Bilingual Education Information	DPW, High School translator	Translate recycling pamphlet into Spanish and make available in DPW office	No action on this BMP this reporting period.	Evaluate need for alternate language for recycling information on City website.
	<i>Revision</i>			Recycling information is available on City of Medford website.	
1E	Arbor Day Celebration	DPW, Tree Warden	One talk will be given to one school per year.	Not completed in 2009. Presentations by Conservation Agent focused on Energy issues.	Continue to include stormwater information in an event related to Arbor Day or Earth Day.
1H	“Do not feed the Geese” Signs	DPW, Board of Health	Design and install one sign at Wright’s Pond.	Signs delayed until Ordinances and fines are instituted.	Fines should be added to existing ordinances as drafted.
1I	“No Littering” signs	DPW, Parks	Design and Install “No Littering” signs in Permit	Signs delayed until Ordinances and fines are instituted.	Fines should be added to existing ordinances as drafted.
1O	Publicize fines for littering, illegal dumping and failure to pick up pet waste in newspaper	DPW, Stormwater Advisory Committee	Publish fines in paper when Ordinances are approved and established.	Publication of fines delayed until Ordinances and fines are instituted.	When finalized, fines will be published in the paper.
3A	Fines for Illegal Dumping	DPW	Establish fines for illegal dumping.	Draft fines included in illicit ordinance. Expected completion Spring 2009.	Finalize fines for illegal dumping. Publicize ordinance when adopted.
	<i>Revision</i>			Delayed until Ordinances are adopted.	

Table II – A – Revisions to Specific Measures for Permit Year 6 continued

BMP ID #	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activity for Subsequent Years
3B	Enforcement of Fines for Littering and Pet Waste	Police	More stringent enforcement of Fines for Littering and Pet Waste	Fines are proposed but aggressive enforcement is delayed until Littering and Pet Waste Ordinances are finalized.	Finalize and publicize fees and then implement stringent enforcement program with Police.
	<i>Revision</i>			Delayed until Ordinances are adopted.	
3E	Detection and Elimination Plan	DPW, Engineering	Trace the Source of the Illicit Discharges.	One illicit discharge areas was conclusively identified and remedied. Investigation of a second illicit discharge area was ongoing. A report titled <i>Lower Mystic River EPA Section 308 Non-Compliance Investigations Docket Nos. 06-308-010 & 06-308-053</i> dated November 2008 was submitted to the EPA Region 1 CSO coordinator on December 3, 2008 fully detailing this work. See Appendix A for documentation of work completed after December 3, 2008.	Plan for remedying remaining illicit discharge areas was described in Conclusions section of the November 2008 report.
4A	Erosion and Sediment Control Ordinance "Construction Ordinance"	DPW, Engineering, Building, Legal	Float new Ordinance, one year of comment period, continue education.	Draft Ordinance expected to be complete Spring 2009.	Finalize ordinance and supporting regulations.
	<i>Revision</i>				
4B	Erosion and Sediment Control BMPs/ Requirements	DPW, Engineering, Building, Legal	Prepare Draft requirements to be referenced or incorporated into the Construction Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	

4C	Construction Site Plan Review Procedures	DPW, Engineering, Building, Legal	Prepare draft Construction Site Plan Review Procedure to be included or referenced Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
4D	Construction Site Inspection and Enforcement Procedures	DPW, Engineering, Building, Legal	Prepare draft Site Inspection and Enforcement Procedure to be included or referenced in Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
4F	Minimum BMPs to Consider and thresholds	Stormwater Advisory Committee	Finalize City's decision on thresholds and minimum BMP requirements and include information in Draft Ordinances.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
5A	Encouragement of "Better Site Design"	DPW, Engineering, Building, Law	Formal document on better site design by the end of Year 5	Better site design practices to be included in the Post-Construction Ordinance.	Finalize ordinance and supporting regulations.
5B	Post-Construction Runoff Ordinance	DPW, Engineering, Building, Law	Float new ordinance, one year of comment period, continue education.	Draft Ordinance expected to be complete Spring 2009.	Finalize ordinance and supporting regulations.
5C	Choose Structural and Non-Structural BMPs	DPW, Engineering	Prepare final procedures.	No action on this BMP this reporting period.	Will be included in Post-Construction Runoff Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
5E	Procedures for Implementation of Structural BMPs	DPW, Engineering	Prepare final procedures.	No action on this BMP this reporting period.	Will be included in Post-Construction Runoff Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
6E	Municipal O&M	DPW, Highway, Parks, Engineering	Develop Draft BMPs for Pollution Source Reduction/Elimination from Municipal Activities including waste disposal procedures.	Funding not available to continue salt shed design.	City will include salt shed in redesigned DPW yard if funding is available.

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 6	Planned Activities for Subsequent Years
1A	Recycling/household hazardous waste information on website.	DPW	Update website throughout year.	Website was updated with new links and the collection dates for the 2008/2009 permit year.	Continue to update website with event dates.
1B	Recycling/household hazardous waste information on pamphlet in DPW Office.	DPW	Make pamphlet available daily in the DPW Office.	Pamphlet is available in the DPW Office.	Continue to display pamphlet in DPW Office.
1C	Recycling/household hazardous waste information on pamphlet to be mailed.	DPW	Mail pamphlet to 75% of residents.	Pamphlet was mailed to residents in previous years. Information available on City website http://www.medford.org/Pages/MedfordMA_Re-cycle/index .	Continue to update recycling and hazardous waste information on website.
1D	Bilingual Education Information	DPW, High School translator	Translate recycling pamphlet into Spanish and make available in DPW office	No action on this BMP this reporting period.	Evaluate need for alternate language for recycling information on City website.
	<i>Revision</i>			Recycling information is available on City of Medford website.	
1E	Arbor Day Celebration	DPW, Tree Warden	One talk will be given to one school per year.	Not completed in 2009. Presentations by Conservation Agent focused on Energy issues.	Continue to include stormwater information in an event related to Arbor Day or Earth Day.
1F	"No Dumping Allowed" Signs	DPW, Parks Department	Existing signs in parks.	Existing signs were maintained.	Existing signs will be maintained.
1G	"No Dogs or Animals Allowed" Signs	DPW, Parks Department	Existing signs in parks.	Existing signs were maintained.	Existing signs will be maintained.
1H	"Do not feed the Geese" Signs	DPW, Board of Health	Design and install one sign at Wright's Pond.	Signs delayed until Ordinances and fines are instituted.	Fines should be added to existing ordinances as drafted.
1I	"No Littering" signs	DPW, Parks	Design and Install "No Littering" signs in Permit	Signs delayed until Ordinances and fines are instituted.	Fines should be added to existing ordinances as drafted.

1. Public Education and Outreach (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
1J	"No Household Trash" signs	DPW, Parks	Install City owned barrels that read "No household Trash"	Barrels with signs delayed until Ordinances and fines are instituted.	Fines should be added to existing ordinances as drafted.
1K	Geese Dropping Article in Newspaper	DPW, Environmental Agent	Place one article in the paper Years 1, 3, and 5.	None required.	Completed.
1L	Pet Waste Article in Newspaper	DPW, Environmental Agent	Place one article in the paper Years 1, 3 and 4	None required.	Publish another article when fines and ordinances take effect.
1M	Stormwater Video on Local Cable Channel	DPW, Local Cable Access Staff	City will buy a stormwater educational video and play on a regular basis the third year.	None required.	Play stormwater video on Public Access channel once per year.
1O	Publicize fines for littering, illegal dumping and failure to pick up pet waste in newspaper	DPW, Stormwater Advisory Committee	Publish fines in paper when Ordinances are approved and established.	Publication of fines delayed until Ordinances and fines are instituted.	When finalized, fines will be published in the paper.
1P	Educate Local Businesses	DPW, Environmental Agent	Distribute flyers to 75% of businesses in the third year.	None required.	Invite City Businesses to annual meeting.
1Q	Assess stormwater information at existing City Events.	DPW	Assess one existing City event for opportunities to include stormwater information.	No action on this BMP this reporting period.	Continue to provide stormwater information at City Hall and for local events.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
2A	Oil-Based Paint Collection at DPW Yard	DPW, Recycling	DPW to accept Latex/oil-based paint from residents at DPW Yard once per month, May through October.	Residents were able to bring latex and oil-based paint to the DPW Yard (see Part V).	DPW will continue to collect these materials at the DPW Yard.
2B	Hazardous Waste Drop-off in Lexington	DPW, Recycling	Advertise the hazardous waste drop-off in Lexington in mailer and daily in DPW office as a pamphlet.	Advertised this service in the recycling/HHW pamphlet.	Continue to advertise this service.
2C	Curbside recycling	DPW, Recycling	DPW to pick up recyclables once every two weeks year-round.	DPW contractor picked up recyclables every other week (see Part V).	Continue to provide this service.
2D	Mercury Exchange	DPW, Recycling, Board of Health	DPW to accept mercury at the DPW Yard once/month May-October.	Residents were allowed to drop off mercury products at the DPW Yard on specified days.	Continue to provide this service.
2E	Nickel-Cadmium Recycling	DPW, Recycling	DPW to accept rechargeable nickel-cadmium batteries in the DPW office.	Residents were allowed to drop off batteries at the DPW office daily during regular office hours.	Continue to provide this service.
2F	Leaf and yard waste collection	DPW, Recycling	DPW to collect leaf and yard waste every other week curbside from May to November.	DPW collected leaf and yard waste every other week April through October (see Part V). Schedule posted on web site	Continue to provide this service.
2G	Mystic River Cleanup	Mystic River Watershed Association, DPW	DPW to collect trash volunteers pick up at the Mystic River Clean up Day.	No action on this BMP this reporting period. DCR provided cleanup and disposal services at Mystic River Clean-up day.	Continue to provide cleanup and disposal services for volunteer cleanup events.
2H	Public Meetings/ Notification	DPW	Hold one public meeting to present stormwater program progress.	DPW will hold a public meeting in May 2009.	Hold an annual public meeting in subsequent years.

2. Public Involvement and Participation (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
2I	Stormwater Contact to receive and address public complaints or concerns	DPW	Establish a Stormwater Contact	Stormwater contact identified in Year 5.	Continue to expand publicity for this contact through newspaper, etc.
2J	Earth Day Activity	DPW – Energy and Environment Department	Include a stormwater activity in Earth Day Events	No stormwater activities included in Earth Day events. This year's focus was Clean Energy.	The City will evaluate new opportunities for including stormwater outreach in Earth Day events.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
3A	Fines for Illegal Dumping	DPW	Establish fines for illegal dumping.	Draft fines included in illicit ordinance. Expected completion Spring 2009.	Finalize fines for illegal dumping. Publicize ordinance when adopted.
	<i>Revision</i>			Delayed until Ordinances are adopted.	
3B	Enforcement of Fines for Littering and Pet Waste	Police	More stringent enforcement of Fines for Littering and Pet Waste	Fines are proposed but aggressive enforcement is delayed until Littering and Pet Waste Ordinances are finalized.	Finalize and publicize fees and then implement stringent enforcement program with Police.
	<i>Revision</i>			Delayed until Ordinances are adopted.	
3C	Expand storm sewer map to include all outfalls.	DPW, Engineering	Finish mapping by Year 5.	Outfall mapping is substantially complete.	Continue storm sewer mapping and update maps as development occurs.
3D	Illicit Discharge Ordinance	DPW, Engineering, Building, Law	Float new Ordinance, one year of comment period, continue education.	Draft ordinance prepared. Expected completion Spring 2009.	Attempt to pass Ordinance, continue comment period and educate more if necessary.
3E	Detection and Elimination Plan	DPW, Engineering	Trace the Source of the Illicit Discharges.	One illicit discharge areas was conclusively identified and remedied. Investigation of a second illicit discharge area was ongoing. A report titled <i>Lower Mystic River EPA Section 308 Non-Compliance Investigations Docket Nos. 06-308-010 & 06-308-053</i> dated November 2008 was submitted to the EPA Region 1 CSO coordinator on December 3, 2008 fully detailing this work. See Appendix A for documentation of work completed after December 3, 2008.	Plan for remedying remaining illicit discharge areas was described in Conclusions section of the November 2008 report.
3F	Illicit Discharge Education for Public	DPW, Engineering	Included in Measure 1	Included in Measure 1	

3G	Illicit Discharge Education for Municipal Employees	DPW	Included in Measure 6	Included in Measure 6	
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
4A	Erosion and Sediment Control Ordinance "Construction Ordinance"	DPW, Engineering, Building, Legal	Float new Ordinance, one year of comment period, continue education.	Draft Ordinance expected to be complete Spring 2009.	Finalize ordinance and supporting regulations.
	<i>Revision</i>				
4B	Erosion and Sediment Control BMPs/ Requirements	DPW, Engineering, Building, Legal	Prepare Draft requirements to be referenced or incorporated into the Construction Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
4C	Construction Site Plan Review Procedures	DPW, Engineering, Building, Legal	Prepare draft Construction Site Plan Review Procedure to be included or referenced Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
4D	Construction Site Inspection and Enforcement Procedures	DPW, Engineering, Building, Legal	Prepare draft Site Inspection and Enforcement Procedure to be included or referenced in Ordinance.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
4E	Stormwater Contact to receive and address public complaints or concerns	DPW	Expand publicity regarding stormwater contact (paper, etc.)	Stormwater contact established in Year 5.	Maintain contact information on website and distributed pamphlets.
4F	Minimum BMPs to Consider and thresholds	Stormwater Advisory Committee	Finalize City's decision on thresholds and minimum BMP requirements and include information in Draft Ordinances.	No action on this BMP this reporting period.	Will be included in Erosion and Sediment Control Regulations supporting Ordinance

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 6	Planned Activities for Subsequent Years
5A	Encouragement of "Better Site Design"	DPW, Engineering, Building, Law	Formal document on better site design by the end of Year 5	Better site design practices to be included in the Post-Construction Ordinance.	Finalize ordinance and supporting regulations.
5B	Post-Construction Runoff Ordinance	DPW, Engineering, Building, Law	Float new ordinance, one year of comment period, continue education.	Draft Ordinance expected to be complete Spring 2009.	Finalize ordinance and supporting regulations.
5C	Choose Structural and Non-Structural BMPs	DPW, Engineering	Prepare final procedures.	No action on this BMP this reporting period.	Will be included in Post-Construction Runoff Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	
5E	Procedures for Implementation of Structural BMPs	DPW, Engineering	Prepare final procedures.	No action on this BMP this reporting period.	Will be included in Post-Construction Runoff Regulations supporting Ordinance
	<i>Revision</i>			Delayed until Ordinances are adopted.	

6. Pollution Prevention & Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 6	Planned Activities for Subsequent Years
6A	Regular Street Sweeping	DPW, Highway	Sweep main Streets year-round; Sweep all streets and municipal lots twice per year.	DPW swept all streets twice (spring and fall) and swept main streets weekly throughout the year (see Part V).	Continue existing sweeping schedule.
6B	Regular Catch Basin Cleaning	DPW, Highway	Cleaned catch basins once per year as stated in the revisions for the 2003/2004 Annual Report.	Catch basin cleaning continued. 2700 catchbasins cleaned in 2008 cleaning season. See Appendix B for cleaning logs.	Continuing cleaning catch basins annually. Developing targeted informational mailing for the neighborhoods associated with problematic catch basins.
6D	Employee Training	DPW, Engineering	Continue existing training; determine necessary personnel and topics; schedule training.	DPW-wide employee training will be held on May 13, 2009.	Continue performing stormwater training in conjunction with implementation of new ordinances.
6E	Municipal O&M	DPW, Highway, Parks, Engineering	Develop Draft BMPs for Pollution Source Reduction/Elimination from Municipal Activities including waste disposal procedures.	Funding was not available in 2008 to construct salt shed design. City continues to seek funding source for improvements at DPW yard.	City will include salt shed in redesigned DPW yard if funding is available.
6H	Geese Maintenance Contract	DPW, Engineering	Reduce permanent geese populations near water bodies.	Geese maintenance contract was not continued.	Continue discouraging geese; evaluate effectiveness of geese maintenance program.