

Municipality/Organization: City of Everett

EPA NPDES Permit Number: MAR041078

MaDEP Transmittal Number: W- 035930

Annual Report Number
& Reporting Period: No, 11: April 1, 2014 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jerry Navarra **Title:** Acting Executive Director of Public Works

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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: Jerry Navarra

Title: Acting Executive Director of Public Works

Date: 7/9/15

Part II. Self-Assessment

The City of Everett has come a long way in implementing a number of new programs, conducting a number of construction projects and with the hiring consultants to assist with a myriad of projects. These efforts include:

- Cleaning and repairing of 170 catch basins
- Rebuilding of 35 catch basins
- Replacing 300' drain lines
- Two year contract in place with National Water Main for cleaning of catchments.
- Issued fines to new construction for SWPP violations
- Issued fines to homeowners for illicit discharge to a public way
- Is planning and have RFP out for re-building of 300' of drain line in Robin, Bow, Beacham and Orient Ave section of the city
- With Beta Consultants:
 - Ongoing citywide IDDE Program
 - Updated and corrected GIS mapping of drain and sewer lines
- Public Education program implemented through video on local public access television and expanded to include a number of topics.
- In-house employee education planning complete and implementation to begin first quarter 2015
- Outreach program to restaurants on F.O.G. (Fats, Oils and Grease) being implemented first quarter 2015

The Conservation Commission has accepted the new Environmental Planner as Agent and is working to ensure that all Notices Of Intent have received their due diligence and all Orders or Conditions are being maintained and enforced.

Overall, the City of Everett has improved tremendously over the last 10 years particularly in the last year with the concentrated efforts of the new Stormwater Coordinator and Environmental Planner and will continue this work under the new NPDES permit expected later this calendar year.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
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.	-The City has participated in and supports the new Friends of the Malden River group that has worked on a number of different educational materials including internet and facebook (http://maldenriver.wordpress.com/ https://www.facebook.com/FriendsoftheMaldenRiver) Public Education program implemented through video on local public access television and expanded to include a number of topics.	-Continue procurement and development of video and printed materials. -Continue programs outlined in Year 1 including outreach during waterfront festivals and placement of printed materials in water and sewer bills. •In-house employee education planning complete and implementation to begin first quarter 2015

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	<i>Year 1:</i> 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.	-Signs and pooper scooper stations installed and posted in select parks in city.	- Continue to install and maintain signage and pooper scooper stations through all public park spaces.
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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 semiannually.	- Attempted to educate in a one-on-one basis with a number of small business owners on this issue through inspections and select enforcement actions.	- Develop and implement this program in a phased approach to meet these requirements. - Outreach program to restaurants on F.O.G. (Fats, Oils and Grease) being implemented first quarter 2015
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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.	-No progress at this time, attempting to determine identification methodology.	-Ongoing
1-15	Conduct Waterfront Fairs to provide outreach to residents and businesses.	DPD	Conduct one Waterfront FESTIVAL in 2012 and two Waterfront Fairs per year during Years 2 through 5.	Waterfront Festivals have been held consistently every year except for 2013/2014 due to funding issues.	Support the reinstatement of Waterfront Festivals either here in Everett or partner with surrounding communities (ie: Malden, Medford) to support and manage festivals.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept/Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
2- I	Establish Stormwater Task Force.	DPD	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.	- Established Taskforce to include Director of City Services, Stormwater Coordinator, Director of Community Development and Planning and Environmental Planner.	- Meet measurable goals as outlined.
2-2	Implement Catch Basin Stenciling Program.	DPD	Year 1: Contact Mystic River Watershed Association and/or other organization and develop phased stenciling plan. Years 2 through 9: Implement phased plan. Stencil 30% of all City-owned catch basins over five year permit term.	Medallions placed on all catch basins in 2010.	- Continue to inspect and reinstall as needed.
2-3	Conduct River Clean-up Day	DPD	Year 1: Develop program and invite participation of other organizations. Years 2 through 9: Conduct one clean-up day annually.	City conducts city wide cleanup that includes waterfront areas every Earth Day.	- Continue this programming.

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 9, publicize hotline number, update database regularly, undertake follow-up action on 80% of the items. Share data with Engineering Department, DPW, Planning Department, and Board of Health.	City implemented a new online and app based program called “See, Click, Fix” that allows residents to notify the city of any public safety and infrastructure issues. This will serve as the city’s Stormwater Hotline and will be promoted as such. -Additionally the Stormwater Coordinator’s direct telephone number is displayed on all public education outreach materials.	Further promotion of See, Click, Fix and display of Stormwater Coordinators telephone number.
2-5	Seek easement to waterfront	PDP	Year 1: Propose easement to property owner by Year 2.	Ongoing legal issues slow attempts to resolve easement.	Continue to advertise access to the waterfront through the Mellon Bank property.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
3-1	Conduct hydraulic study of drainage system.	City Engineer/DPW	Complete hydraulic modeling by the end of Year 2.	With Beta Consultants we are working on an ongoing citywide IDDE Program and are working on updating and correcting GIS mapping of drain and sewer lines	Continue to update mapping as necessary.
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.	Ongoing	Attempting to finalize a complete mapping system of city drain and sanitary sewer and create more complete GIS map of city infrastructure. NOTE: GIS drainage mapping updates by BETA expected January14, 2015 and this will be used to define a testing program.

3-3	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.		Attempting to finalize a complete mapping system of city drain and sanitary sewer and create more complete GIS map of city infrastructure. NOTE: BETA to submit an IDDE report January 14, 2015 and this will be used to prioritize a IDDE elimination program. Program to be developed by BETA as well.
3-4	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 9.	Completed	Looking to revise.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept/Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
4- I	Revise Site Plan Review Ordinance/Regulations/ Procedures.	DPD	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 9 until approved. Develop and present to Planning Board revised Site Plan Review regulations and/or procedures within six months of adoption of ordinance.	-Need guidance on this requirement.	- Ongoing
4-2	Develop site inspection and enforcement of construction control measures program.	CONCOMM	Year 2: Develop program. Years 3 through 5: implement program.	- Controls informally identified and working on documentation and distribution	- Looking to confirm and update status of ordinances and ensure latest version.
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.	-Controls informally identified and working on documentation and distribution.	Completed and utilized through SWPP

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.	City utilizing See Click Fix to receive community complaints.	- Continue to promote See, Click Fix and educate public on identifying Stormwater issues.
4-5	Develop site inspection and enforcement of control measures program.	City Engineer/DPW	Year 2: Develop program. Years 3 through 5: Implement program.	-Stormwater Coordinator conducts periodic inspections of known construction sites for compliance.	Continue to inspect sites and ensure compliance.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
5-1	Develop post-construction runoff control ordinance, regulations, procedures and guidance.	DPD	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.	- Ongoing.
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 <u>implement procedure</u>	-Identified need to educate task force members. -Education of Stormwater Task Force Members ongoing. (3 members attended Stormwater Symposium).	Ongoing

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.	Ongoing
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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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 11
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.	Plan in place and being implemented.	- Continue to ensure compliance

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

NOT APPLICABLE AS NO TMDL ESTABLISHED FOR EVERETT RECEIVING WATERS