

**Municipality/Organization:** City of Everett

**EPA NPDES Permit Number:** MAR041078

**MaDEP Transmittal Number: W-** 035930

**Annual Report Number  
& Reporting Period: No, 9: May 1, 2013 to May 1, 2014**

## NPDES PII Small MS4 General Permit Annual Report

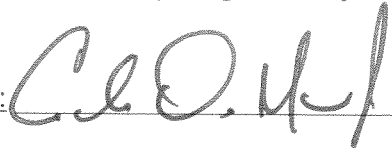
### Part I. General Information

Contact Person: Peter Messina Title: Storm Water Coordinator

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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: Carlo DeMARIA

Title: MAYOR

Date: \_\_\_\_\_

## **Part II. Self-Assessment**

The City of Everett has undertaken new steps in insuring compliance with our NPDES requirements. The city has created two new positions; Stormwater Coordinator in the City Services (Highway) Department and an Environmental Planner in the Community Development and Planning Office.

The Stormwater Coordinator will be responsible for both city and stakeholder compliance within the city and will manage the various programs needed to comply with the Clean Water Act from catchment cleaning to public outreach and education, from IDDE programming and implementation to interacting with various city departments to ensure compliance.

The Environmental Planner will work closely with the Conservation Commission and ensure that all Notice of Intents receive their due diligence and that Orders of Conditions are being maintained and enforced.

With both of these new positions and the renewed attention to our responsibilities under the city's NPDES permit, the City of Everett ensure a measurable increase in the NPDES Phase II compliance.

### 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 10
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 ( <a href="http://maldenriver.wordpress.com/">http://maldenriver.wordpress.com/</a> <a href="https://www.facebook.com/FriendsoftheMaldenRiver">https://www.facebook.com/FriendsoftheMaldenRiver</a> )  -Purchased and are running on cable television Stormwater educational videos.  -Purchased and beginning viewing of in-house stormwater BMP's for City	-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.

<p>1-1.2</p>	<p>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.</p>	<p>CONCOMM</p>	<p>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.</p>	<p>-Signs posted in select parks in city.</p>	<p>- Continue to install and maintain signage and pooper scooper stations through all public park spaces.</p>
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1-1.3	<p>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.</p>	CONCOMM	<p>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.</p>	<p>- 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.</p>	<p>- Develop and implement this program in a phased approach to meet these requirements.</p>
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I-1.4	<p>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</p>	CONCOMM	<p>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.</p>	<p>-No progress at this time, attempting to determine identification methodology.</p>	-Ongoing
I-15	<p>Conduct Waterfront Fairs to provide outreach to residents and businesses.</p>	LACOMUNIDAD	<p>Conduct one Waterfront FESTIVAL in 2012 and two Waterfront Fairs per year during Years 2 through 5.</p>	<p>Waterfront Festivals have been held consistently every year except the last due to funding issues.</p>	<p>Support the reinstatement of Waterfront Festivals either here in Everett or partner with surrounding communities (ie: Malden, Medford) to festivals.</p>

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept/Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 9
2-1	Establish Stormwater Task Force.	PDP	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.	- Ongoing.	- Meet measurable goals as outlined.
2-2	Implement Catch Basin Stenciling Program.	PDP	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	PDP	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	<p>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.</p>	<p>Efforts now ongoing to create new cable television show with City Services Director and Stormwater Coordinator who will educate the public and put out the new Hotline telephone number for the public to utilize.</p>	<p>Replay and re-enforce message as needed</p>
2-5	Seek easement to waterfront	PDP	<p>Year 1: Propose easement to property owner by Year 2.</p>	<p>Ongoing legal issues slow attempts to resolve easement.</p>	<p>Continue to advertise access to the waterfront through the Mellon Bank property.</p>



3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 9
3-1	Conduct hydraulic study of drainage system.	City Engineer/DPW	Complete hydraulic modeling by the end of Year 2.	Ongoing	Attempting to finalize a complete mapping system of city drain and sanitary sewer and create more complete GIS map of city infrastructure. NOTE: New city hire of GIS Coordinator complete and work now beginning
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-	Ongoing	Attempting to finalize a complete mapping system of city drain and sanitary sewer and create more complete GIS map of city infrastructure. NOTE: New city hire of GIS Coordinator complete and work now beginning.

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: New city hire of GIS Coordinator complete and work now beginning
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	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) — Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 9
4-1	Revise Site Plan Review Ordinance/Regulations/Procedures.	PDP	Year 1: Develop draft changes to the ordinance. Year 2: Present proposed changes to Mayor/Common Council. 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.	-Model Ordinance under review and draft underway.	- Meetings scheduled with Stormwater Task Force week of 4/28/14 to discuss.
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	- 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.	- Creation and distribution of preferred controls to be completed this period..

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 Year 10.
4-5	Develop site inspection and enforcement of control measures program.	City Engineer/DPW	Year 2: Develop program. Years 3 through 5: Implement program.	-Ongoing identification of control measures and in-house BMP's still ongoing. Site Inspections are occurring now informally outside of a program.	- Develop and implement program in Permit Year 10.

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 S (Reliance on non-municipal partners indicated, if any)	Planned Activities — Permit Year 9
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. Present in Years 4 and 5 if necessary. Present the regulations, procedures and guidance to the appropriate board and conduct a public hearing within six months of ordinance adoption.	-Not completed to date.	- Identification of BMP's still an ongoing issue.
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 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 Year 10 of the program and meet measurable goals as outlined thereafter.

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. 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.	- Continue to work on educating municipal officials and coordinating development of ordinances with exploration of funding opportunities.
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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 8	Planned Activities — Permit Year 9
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.	-Identifying opportunities (low lying fruit) such as catch basin cleanings storage containers in City yards. Further education and capitalizing on other opportunities to be ongoing.	- Meet measurable goals as outlined in Permit Year 8.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)  
NOT APPLICABLE AS NO TMDL ESTABLISHED FOR EVERETT RECEIVING WATERS