



TOWN OF MARBLEHEAD
Water and Sewer Commission

P.O. BOX 1108
Marblehead, Massachusetts 01945

Dana E. Snow
Superintendent

Office: Tower Way
631-2694 — 631-0102
SEWER WATER

PV

4-18-06

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

April 18, 2006

Re: EPA Permit Number MAR041047

In accordance with the provisions of the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Stormwater Sewer Systems (MS4s), please find the enclosed Annual Report Number 3 for the period from March 2005 through March 2006 summarizing the Town of Marblehead's progress with its Stormwater Management Program. It is our understanding that by submitting this report prior to the May 1st deadline, the Town is in compliance with the reporting requirements under the Permit. As required by the NPDES General Permit, a copy of this report has also been submitted to the Massachusetts Department of Environmental Protection.

Should you have any questions, you may contact me at (781) 631-0102.

Sincerely,

Dana E. Snow
Superintendent

DES/cs

Municipality/Organization: Town of Marblehead, MA

EPA NPDES Permit Number: MAR041047

MADEP Transmittal Number: W 040374

**Annual Report Number
& Reporting Period:** No. 3: March 2005 - March 2006

NPDES Phase II Small MS4 General Permit Annual Report No. 3

Part I. General Information

Contact Person: Dana E. Snow Title: Superintendent, Water and Sewer
Commission

Telephone #: 781-631-0102 Email: snowd@marblehead.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: F. Carlton Siegel, PE

Printed Name: F. Carlton Siegel, P.E.

Title: Chairman, Water and Sewer Commission

Date: APRIL 12, 2006

Part II. Self-Assessment

The Town of Marblehead Water and Sewer Commission has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

The Town has continued to implement the Best Management Practices (BMPs) outlined in its Stormwater Management Plan, and has made significant progress toward improving stormwater management in Marblehead. As discussed in detail for each BMP in Part III below, the Town has completed many BMPs, and is achieving continuous progress on others. However, the implementation schedule for some BMPs has been delayed, and the responsibility for implementing some BMPs has been reassigned. In the coming year, the Town will reassess the viability of some of these BMPs, and may propose alternative strategies to meet the permit conditions.

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	Speakers for classroom discussion or tours.	Superintendent, Water and Sewer Commission	Call two schools per year to notify.	Contacted the schools for a third time, and again discovered no interest in or time for adding storm water education to the curriculum.	Will approach the school again in 2006 to determine if any interest has developed.
1-2	5-minute news spot produced and broadcast on local TV	Superintendent, Water and Sewer Commission	Conduct news spot. Scheduled for twice during permit term.	The DPW and local cable television station have not been able to produce a news spot.	The DPW will research to determine if an existing program is available for purchase and broadcast.
1-3	Staff community farm stand, distribute information	Superintendent, Water and Sewer Commission	Staff farm stand one day per year.	Staffed the farm stand in August 2005.	Schedule staff attendance at the farm stand for August 2006.
1-4	Brochures available at DPW and Public Library	Superintendent, Water and Sewer Commission	Make two different brochures available.	Brochures are available.	Continue stocking and displaying brochures.

1a. Additions

	None				
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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	Follow public notification guidelines for public meetings	Superintendent, Water and Sewer Commission	Post meeting notices.	Posted meeting notices.	Continue to post meeting notices.
2-2	Annual Household Hazardous Waste Collection Day and Used Oil Collection	Director, Board of Health	1 haz. waste day per year; 2 oil collection days per year.	Held one hazardous waste and used oil collection day.	Schedule hazardous waste and used oil collection day or days for year 4.
2-3	Youth group stenciling	Superintendent, Water and Sewer Commission	50 catch basins stenciled per year for 2 years.	The Town did not conduct stenciling due to concerns about the safety and liability of youth group working in streets.	Revise this BMP to have Water and Sewer staff stencil 200 catch basins during Year 4.
2-4	Seedlings to youth group for planting	Recreation, Parks and Forestry Dept.	10 seedlings per year for 2 years	400 seedlings were planted in the Town conservation areas as part of a reforestation program.	The program will continue over years 4 and 5.

2a. Additions

	None				
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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	Map outfalls and receiving waters	Superintendent, Water and Sewer Commission	Complete map.	Not applicable--BMP completed in Year 1.	None--BMP is complete.
3-2	Develop and present draft storm sewer bylaw	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting.	Internal development of the by-law is continuing.	Complete internal revisions of the by-law.
3-3	Dry weather field screening of outfalls	Superintendent, Water and Sewer Commission	Two complete rounds during first permit term.	None.	Conduct dry weather screening of inland outfalls during August/ September.
3-4	Develop and implement illicit connection detection program	Superintendent, Water and Sewer Commission	TV storm drains, eliminate illicit as found, with goal of TVing as much of system as possible during first permit term.	Although no additional television inspections were conducted in 2005, extensive cleaning and television inspection has been conducted in previous years. In total, over seven miles of storm drain has been cleaned and inspected during the permit period.	Due to budget constraints, cleaning and TV inspection will be suspended in year 4.

3a. Additions

	None				
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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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4-1	Develop / present ordinance for E&S control and plan review	Superintendent, Water and Sewer Commission	Draft by-law, present to Town Meeting	Internal development of the by-law is continuing.	Complete internal revisions of the by-law.
4-2	Receive and consider public comment	ZBA, Planning Board, ConCom	Public allowed to comment at public meetings	Open meetings are held; interested citizens and groups are notified and public comment is allowed.	Continue current procedures.
4-3	Continue/improve review procedures for site plans	ZBA, Planning Board, ConCom	Add stormwater quality review to required scope	Water and Sewer Commission reviews all plans involving 3 or more units (and some with less than 3 units) regarding stormwater issues.	Continue current procedures; incorporate checklist into review procedures.
4-4	Notify local boards and commissions of enforcement procedures	Planning Board, ConCom, ZBA, Building Dept.	Review procedures, notify boards/commissions	Boards are informed about enforcement procedures.	None--BMP is complete.

4a. Additions

	None				
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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	Recommend a BMP Manual for Use by Planners and Developers	Planning Board, Conservation Commission	Select BMP Manual	Not applicable--BMP completed in Year 1.	None--BMP complete.
5-2	Ordinance for controls for new & redevelop, including O&M	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting	Internal development of the by-law is continuing.	Complete internal revisions of the by-law.

5a. Additions

	None				
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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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1	Identify sensitive areas within the Town.	Superintendent, Water and Sewer Commission	Sensitive areas identified and mapped	BMP was completed in Year 2.	None--BMP complete.
6-2	Continue CB cleaning program, improve record keeping	Director, DPW	Maintain CB cleaning program, maintain records	Cleaned approximately 50 catch basins. Removed approximately 100 cubic yards of material.	Continue program.
6-3	Continue sweeping each street at least twice annually	Director, DPW	Sweep each street twice a year	Street sweeping occurs continuously. In March alone, the entire town was swept twice.	Continue program.
6-4	Continue to not use pesticides on town property	Recreation, Parks, and Forestry Dept.	No pesticides used	Used no pesticides.	Continue using no pesticides.
6-5	Complete tree survey, include long term forestation program	Recreation, Parks, and Forestry Dept.	Complete survey/plan	Completed survey in Year 1.	None--BMP complete.
6-6	Implement long term forestation plan	Recreation, Parks, and Forestry Dept.	Implement survey and plan.	The Marblehead Conservancy provided 400 seedlings for planting.	Continue plan implementation, annually.
6-7	Provide training to DPW, W&S, and Rec.	DPW, Water and Sewer, and Recreation	Change in measurable goal: Training of new employees. Training on an as-needed basis.	Training done with all new employees and on an as-needed basis.	Continue training of new employees and training on an as-needed basis.
6-8	Place additional barrels for pet waste collection in parks	Recreation, Parks, and Forestry Dept.	Three additional barrels	Not applicable--barrels were added to parks in Year 1.	None--BMP complete.
6-9	Maintain covered salt storage; calibrate salt spreaders yearly	Director, DPW	Shed maintained, spreaders calibrated	The shed was maintained, and the spreaders were calibrated.	Maintain shed and calibrate spreaders at least once.

6a. Additions

6-10	Encourage treatment of MS4 discharges	Water and Sewer, ZBA, Conservation Commission	Identify opportunities to incorporate treatment of municipal stormwater discharges into proposed projects and current operations.	The Water and Sewer Department reviewed approximately five private development plans and negotiated the installation of stormwater treatment systems. The developers typically provide the treatment units, and Water and Sewer will maintain them. In one case, the developer was encouraged to install a treatment unit designed to treat runoff not only from the developer's site but also from a previously developed area.	Continue this practice when feasible.
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) - not applicable

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