

**Municipality/Organization:** CITY OF GARDNER

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**EPA NPDES Permit Number:** MA041109

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**MaDEP Transmittal Number:** W-035868

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**Annual Report Number  
& Reporting Period:** No. 5: April 06-March 07

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Robert B. Hankinson Title: 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: 

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Printed Name: Mark P. Hawke

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Title: Mayor, City of Gardner

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Date: May 9, 2008

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**Part II. Self-Assessment**

The City of Gardner has completed the required self-assessment and submits the following report of our progress period:

**GENERAL:**

The City continues to make progress toward meeting our proposed goals commensurate with staff and financial

**SPECIFIC:**

Part I.B.2(e)(vi) Clearance regarding the endangered species act is still in progress as we further define the components of the storm system.

**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 2007 (Reliance on non-municipal partners indicated, if any)	Planned Permit Y
11 Revised	Water Conservation Practice	Water Dept. Steve Wold	Water Conservation module for cable TV	Water and wastewater contract operator Earth Tech has prepared a water conservation module.	
12 Revised	Disposal of household Hazardous Waste	Bd of Health B. Sullivan	Two haz. waste collection days held	Waste Management in conjunction with their contract holds regional haz. waste collection days	Activities
13 Revised	Trash Management	Bd of Health B. Sullivan	Produce Annual informational handout	Handout produced and distributed	Activities

14	Stormwater Educational Material	Engineering, R. Hankinson	Develop educational material	Scheduled to commence 2006. Not started due to limited resources	Activities to commence as resources become available.
Revised					
15	Pollution Prevention for Business	Engineering R. Hankinson	Develop Program Seek Sponsor	Scheduled to commence Spring 2007. Not started due to limited resources.	Activities to commence as resources become available.
Revised					

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
21	Storm Drain Stenciling	DPW Dane Arnold	Develop Program, Seek Sponsor	This task was undertaken during this reporting period.	Discussions with youth organizations to define program underway.
Revised					
22	Stream Cleanup and Monitoring	Engineering R. Hankinson	Develop Program Seek Sponsor	Earth Day cleanup accomplished for spring of 2007	Work with youth organizations for 2008 Earth Day cleanup.
Revised					
23	Watershed Organization	Engineering R. Hankinson	Dev relationship w/ Miller's River Assn.	Staffing shortages precluded participation.	Seek voluntary participation
Revised					

## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
31	Develop Storm Sewer System Map	Engineering R. Hankinson	Dev. Map from avail information	Base plan is prepared, rough location of CB's has been made.	GIS technician actively working to refine and verify map.
Revised					
32	Field locate drainage structures	Engineering R. Hankinson	Field verify structures	GPS equipment has been used to collect data for this task. Work remains at 60 -	GIS technician without interns to complete this task as time permits

Revised					
33	Develop ordinance to prohibit illicit discharge	Engineering R. Hankinson	Draft Ordinance	Zoning and Planning Board Regulations have been completed.	Strengthen wording in current Ordinance
Revised					
34	Illegal Dumping	Engineering R. Hankinson	Develop & Implement Program	Enforcement of ordinance to prohibit sump pump discharge to City Streets continues. Some storm drains have been extended to accept sump pumps.	Seek resources to aid City and homeowners in resolving sump discharges
Revised					
35	Recreational Sewage	Sewer Dept John Cormier	Develop public education program	Earth Tech Project Manager assigned this task	There are typically less than 10 camper loads per year.
Revised					

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
41	Runoff and Erosion Control Education	Engineering, R. Hankinson	Develop & implement program	No Progress on this task.	As resources become available
Revised					
42	Develop Ordinance Controlling Runoff	Engineering R. Hankinson	Develop Ordinance	Newly established zoning and planning regulations address runoff and erosion.	
Revised					

#### 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 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
51	Planning Guidelines for new development	Planning Dept. R. Hubbard	Revise Subdivision Control Regulations	Subdivision Regulation Completed to include stormwater management.	Task completed
Revised					

### 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 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
61	Street Cleaning	DPW, D. Arnold	Program is ongoing	Streets swept twice a year	Same
Revised					
62	Septic System Controls	Board of Health B. Sullivan	Review regs for stormwater exclusion	Task completed	
Revised					
63	Storm Drain System Cleaning	DPW D. Arnold	Program is ongoing	Catch basins are cleaned at least once per year	Same
Revised					
64	Used oil recycling	Board of Health B. Sullivan	Review Public Ed Program	Oil recycling program combined with solid waste drop off program. Public notified via mailing and local cable notices	Same
Revised					
65	Employee Training	Engineering R. Hankinson	Develop Module, conduct training	Commercial training modules reviewed but not purchased.	Same goal
Revised					

### 7. BMPs for Meeting TMDL

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2007 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2008
71	Investigate Bent's Pond Impairment	DPW, D. Arnold	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					

72	Investigate Otter River Impairment	Board of Health B. Sullivan	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					
73	Investigate Hilchy Pond Impairment	DPW D. Arnold	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					