

CITY OF GARDNER

SURVEY DEPARTMENT

Room 226, City Hall - Gardner Ma 01440-2688

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City Engineer

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April 30, 2009

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APR 30 2009

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

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

Re: NPDES PII Small MS4 General Permit - Annual Report

To whom it may concern,

Attached please find the Annual Report for MS4 NPDES General Permit compliance for the City of Gardner. This report fulfills the requirement of the General Permit MA 041109 for the period of April 2008 through March 2009.

Very truly yours,
City of Gardner

Robert B. Hankinson, P.E.
City Engineer

Municipality/Organization: CITY OF GARDNER

EPA NPDES Permit Number: MA041109

MaDEP Transmittal Number: W-035868

**Annual Report Number
& Reporting Period:** No. 6: April 08-March 09

APR 30 2009

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert B. Hankinson


Title: City Engineer

Telephone #: 978-630-4010

Email: rhankinson@gardner-ma.gov

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: Mark P. Hawke

Title: Mayor, City of Gardner

Date: April 29, 2009

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 work toward meeting our proposed goals commensurate with staff and financial limitations.

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 2008 (Reliance on non-municipal partners indicated, if any) | Planned A Permit Ye |
|----------|---------------------------------------|-------------------------------|--|--|---------------------|
| 11 | 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. | None |
| Revised | | | | | |
| 12 | 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 |
| Revised | | | | | |
| 13 | Trash Management | Bd of Health B. Sullivan | Produce Annual informational handout | Handout produced and distributed | Activities |
| Revised | | | | | |

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|---------------|-----------------------------------|------------------------------|---------------------------------|--|---|
| 14 Revised | 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. |
| 15 Revised | 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. |

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|---------------|-------------------------------|-------------------------------|---|--|--|
| 21 Revised | 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. |
| 22 Revised | Stream Cleanup and Monitoring | Engineering R. Hankinson | Develop Program Seek Sponsor | Earth Day cleanup accomplished for spring of 2008 | Work with youth organizations for 2008 Earth Day cleanup. |
| 23 Revised | Watershed Organization | Engineering R. Hankinson | Dev relationship w/ Miller's River Assn. | Staffing shortages precluded participation. | Seek voluntary participation |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|---------------|----------------------------------|-------------------------------|---------------------------------|--|--|
| 31 Revised | 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. New approach started as volunteers couldn't handle GPS technology | GIS technician actively working to use different technology to finish mapping. |
| 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 working to get interns to complete this task during 2009. |

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|---------|--|-----------------------------|----------------------------------|--|---|--|--|--|--|
| 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 – seek support in City Council | | | | |
| 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 – ongoing! | | | | |
| 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 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|----------|--------------------------------------|-------------------------------|-----------------------------|--|---------------------------------------|
| 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 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|----------|---|-------------------------------|--|--|---------------------------------------|
| 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 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|---------------|-----------------------------|--------------------------------|--------------------------------------|---|---------------------------------------|
| 61 Revised | Street Cleaning | DPW, D. Arnold | Program is ongoing | Streets swept twice a year | Same |
| 62 Revised | Septic System Controls | Board of Health B. Sullivan | Review regs for stormwater exclusion | Task completed | |
| 63 Revised | Storm Drain System Cleaning | DPW D. Arnold | Program is ongoing | Catch basins are cleaned at least once per year | Same |
| 64 Revised | 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 |
| 65 Revised | Employee Training | Engineering R. Hankinson | Develop Module, conduct training | Commercial training modules reviewed but not purchased. | Same goal |

7. BMPs for Meeting TMDL

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 2008 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2009 |
|---------------|------------------------------------|-------------------------------|-----------------------------|---|--|
| 71 Revised | Investigate Bent's Pond Impairment | DPW, D. Arnold | Engineering R. Hankinson | Task not completed | To be done as staffing availability allows |

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