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**Municipality/Organization:** Town of Essex

**EPA NPDES Permit Number:** MA041239

**MaDEP Transmittal Number:** W-035216

**Annual Report Number  
& Reporting Period:** No. 15: April 17 - April 18

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Paul Goodwin **Title:** Superintendent

**Telephone #:** (978)-768-6262 **Email:** pgoodwin@essexma.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:** 

**Printed Name:** Paul Goodwin

**Title:** Superintendent

**Date:** April 13, 2018

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

**Like many small Communities the Town of Essex tries to find the balance of staying in compliance with rules/regulations and small town finances. We continue good housekeeping practices and preventative maintenance. All sidewalks and roadways were swept and town catch basins cleaned by outside contractors.**

**We will continue to make repairs to drainage as needed. Essex continues to have Greenscapes North Shore Coalition provide public education/outreach. The town works closely with Coneco Engineering as funds allow, to be sure our stormwater compliance is met. Essex has a Household Hazardous Waste Day annually. This year we begin working with Weston and Sampson on sewer infiltration/inflow inspection work.**

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 15</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities –</b>
SX1 Revised	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	HHWD was held on June 24, 2017 and run by Stericycle and DPW personnel.	HHWD is scheduled for June 9, 2018.
SX2 Revised	Water Conservation	Water Dept. Paul Goodwin	See Attachment 1	The town will post on website and social media any restriction requirements.	Update website as needed for water conservation tips.
SX3 Revised	Lawn & Garden	Wastewater	See Attachment 1	April 22, 2017 had a brush drop off event and offered Saplings to residents to celebrate Earth Day.	Same events offered scheduled for April 21, 2018.
SX4 Revised	Classroom Education	Wastewater Paul Goodwin	See Attachment 1	Continued work with Greenscapes North Shore Coalition for classroom education and educational brochures.	Continue in the future.
Revised					
Revised					

**1a. Additions**


## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX5 Revised	Drain Stencils	Wastewater Paul Goodwin	See Attachment 1	DPW stenciled catch basins in town as time allowed.	Continue stencil work as man power and time allows. Encourage scouts/students for this.
SX6 Revised	Elementary School Projects	Wastewater Paul Goodwin	See Attachment 1	Greenscapes Program. Student approached town about help in cleaning up the school pond.	Look to continue with Greenscapes. Encourage volunteers
SX7 Revised	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	HHWD was held on June 24, 2017 and run by Stericycle and DPW personnel.	Continue with current practices.
Revised					

### 2a. Additions


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX8 Revised	Identify Failing Septic Systems	Board of Health Erin Kirchner	See Attachment 1	All occupied mandatory/failed systems with in the sewer service area, are connected to the Town Sewer System.	Continue to identify and work together with the local Board of Health agent.
SX9 Revised	Drain Connection Permit	DPW Paul Goodwin	See Attachment 1	Local MS-4 by-law in place.	Continue to identify and require permits as needed.
SX10 Revised	Stormwater Sampling	Wastewater Paul Goodwin	See Attachment 1	Satisfied DEP requirement for Storm Water sampling.	New regulations may require future sampling.
SX11 Revised	Outfall Inspections	Wastewater Paul Goodwin	See Attachment 1	Inspected annually and cleaned/maintained as needed by Public works employees.	Maintain current inspection process.
SX24 Revised	Illicit Discharge Enforcement	Wastewater Paul Goodwin	See Attachment 2	IDDE plan complete utilizing town staff and outside engineers.	Update IDDE plan as needed.
Revised					

#### 3a. Additions


#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX12 Revised	Inspection and Maintenance	Conservation Commission	See Attachment 1	Construction plan review by various Town Boards. Site plan review by law.	Continue with current practices.
SX13 Revised	Construction Entrances	DPW Paul Goodwin	See Attachment 1	Address construction site maintenance, as needed. Have contractor clean street if needed.	Keep local contractors informed about accountability of site maintenance.
SX14 Revised	Silt Fence	Conservation Commission	See Attachment 1	Con Com inspects and requires upkeep/maintenance and proper silt fence installation.	Continue with current practices.
SX25 Revised	Enforcement	Conservation Commission Planning Board	See Attachment 2	Work with local town departments.	Continue with current practice.
Revised					
Revised					

#### 4a. Additions


## 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX15	Alternative Pavers	Planning Board	See Attachment 1	Investigate possibilities.	Continue with current practices.
Revised					
SX16	Catch Basins	DPW Paul Goodwin	See Attachment 1	Planning Board sends the DPW plans of proposed drainage work for new developments, for our input.	Continue with current practices.
Revised					
SX17	Street Curbing	Planning Board	See Attachment 1	Repaired curbing from plow damage on streets.	Possible new curbing on Walnut Park Rd.
Revised					
SX26	Enforcement	Conservation Commission Planning Board	See Attachment 2	Work with town departments on new development.	Continue current practice.
Revised					
Revised					
Revised					

### 5a. Additions


## 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX18 Revised	Truck Wash Bay	DPW Paul Goodwin	See Attachment 1	Highway garage Gas/sand trap pumped by Clean Harbors May 11, 2017.	Maintain good housekeeping practices.
SX19 Revised	Street Cleaning	DPW Paul Goodwin	See Attachment 1	Annual sweeping of all streets and sidewalks.	Continue current practices.
SX20 Revised	Catch Basin Cleaning	DPW Paul Goodwin	See Attachment 1	Have all town catch basins cleaned annually.	Continue current practices
SX21 Revised	Drain Repair / Replacement	DPW Paul Goodwin	See Attachment 1	Repaired catch basins and drainage throughout year as needed.	Continue maintenance, look to repair drain on Southern Ave near Desoto Road.
SX22 Revised	Salt Storage	DPW Paul Goodwin	See Attachment 1	Maintain good housekeeping practices.	Maintain good housekeeping practices.
Revised					

### 6a. Additions


**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 15</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities –</b>
SX23	Public Sewer System	Wastewater Paul Goodwin	See Attachment 1	Daily data collection. Monitor and maintain system as needed, primarily grinder pumps.	Begin another unfunded regulation of I/I compliance in Spring of 2018.
Revised					
SX27	Outfall Map	Wastewater Paul Goodwin	See Attachment 2	GIS mapping of most of drainage systems catch basins.	Modernize current drain map.
Revised					

**7a. Additions**


**7b. WLA Assessment**

# **ATTACHMENT 1**

## **MEASURABLE GOALS**

**SX1** – Distribute flyers with information about what hazardous waste day is about and what it hopes to accomplish. Post banners around town to inform the public of dates and locations.

**SX2** – Send out flyers with water bills informing the public of the benefits of water conservation.

**SX3** – Distribute flyers to home owners and business owners on the effects of fertilizers and chemical lawn and garden products.

**SX4** – Work with Elementary School to develop a classroom education program.

**SX5** – Work with local girl and boy scouts on a drain stenciling program.

**SX6** – Work with the Elementary School with poster drawing and getting the children out into Town to see where the drains start and where they end.

**SX7** – Add more programs to the current hazardous waste day to increase amounts of materials.

**SX8** – Work with Board of Health to make sure we are made aware of all failing septic systems.

**SX9** – Continue to issue permits for all connections to the Towns storm drain systems.

**SX10** – Continue with the current storm water sampling program implemented in 1996.

**SX11** – Periodic inspections of outfalls to determine if street sweeping and catch basin cleaning is adequate.

**SX12** – Work with Conservation Commission to ensure construction site inspections are being performed and that the contractors are maintaining all barriers.

**SX13** – Visually inspect construction site entrances and exits to ensure streets are clean.

**SX14** – Work with Conservation Commission to ensure correct and proper placement of silt fences.

**SX15** – Work with the Planning Board to look at alternative pavers as an option for developments.

**SX16** – Visually inspect catch basins on private roads and work with homeowners to develop a plan that addresses cleaning and maintenance.

**SX17** – Work with Planning Board to reduce the amount of street curbing used in new developments.

**SX18** – Build a truck wash bay for cleaning Town vehicles. The Town has completed a new highway garage.

**SX19** – Look at current street sweeping schedule and determine if it is adequate.

**SX20** – Look at current cleaning schedule and inspect basins in between cleanings to determine if it is adequate.

**SX21** – Repair broken drain lines and catch basins that may have collapsed.

**SX22** – Build a new salt storage facility. Complete.

**SX23** – Install a public sewer system. The Town of Essex has completed the process of installing a public sewer system.

## **ATTACHMENT 2**

### **MEASURABLE GOALS**

**SX24** – Created a Town wide Bylaw allowing fines for illicit discharges to the storm drain system. Work with Conservation Commission and Board of Health to enforce Bylaw.

**SX25** – Create a Town wide Bylaw allowing fines for construction site runoff violations. Work with Conservation Commission and Planning Board to create and enforce Bylaw outside of the wetlands protection area.

**SX26** – Create a Town wide Bylaw allowing fines for post construction site runoff violations. Work with Conservation Commission and Planning Board to create and enforce Bylaw outside of the wetlands protection area.

**SX27** – Maintain current outfall map and update when needed.