1051

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

W040989
Transmittal Number

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   Mr. Mark Cullinan, Town Administrator
   Name

   334 Nahant Road
   Mailing Address

   Nahant — City/Town
   MA — State

   781-581-9927 — Telephone Number
   tnahant@aol.com — Email (if available)

2. Municipality Name

   Town of Nahant
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____ Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   N/A

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☒ yes ☐ pending ☐ no

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Lynn Harbor (Name)	9 (Number)	☒ Yes ☐ No	Pathogens (Specify)
Nahant Bay (Name)	15 (Number)	☒ Yes ☐ No	Pathogens (Specify)
Massachusetts Bay (Name)	2 (Number)	☐ Yes ☒ No	(Specify)
Nahant Harbor (Name)	10 (Number)	☐ Yes ☒ No	(Specify)
Broad Sound (Name)	2 (Number)	☐ Yes ☒ No	(Specify)
wet. trib. to Lowlands Marsh (Name)	7 (Number)	☐ Yes ☒ No	(Specify)
drainage ditch trib. to K. Green Marsh (Name)	1 (Number)	☐ Yes ☒ No	(Specify)
Kelly Green Marsh (Name)	4 (Number)	☐ Yes ☒ No	(Specify)
wetland trib. to Thicket (Name)	3 (Number)	☐ Yes ☒ No	(Specify)
wet trib. to Nahant Harbor (Name)	1 (Number)	☐ Yes ☒ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)

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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
1-1 Place Educational Info on the Town's Web Site	See Attached	See Attached
1-2 Conduct Annual HHW Collection Day	See Attached	See Attached
1-3 Intensify the Existing Pet Waste Mgmt. Campaign	See Attached	See Attached
1-4 Distribute Educ. Info. Targeted to Businesses	See Attached	See Attached
1-5 Promote Water Conservation Practices for Homeowners	See Attached	See Attached
1-6 Conduct Metal Recycling Day w/ White Goods Pick up	See Attached	See Attached

2. Public Participation:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
2-1 Public Presentation, Access to Draft and Comments	See Attached	See Attached
2-2 Conduct Public Presentation & Receive Comment on Report	See Attached	See Attached
2-3 Provide Support to Local Cleanup Activities	See Attached	See Attached
BMP ID # Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID # Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
3-1		
Complete the Town Storm Drain System Map	See Attached	See Attached
3-2		
Adopt illict Discharge & Connection SW By-law	See Attached	See Attached
3-3		
Develop Illicit Discharge Detection & Elim. Plan	See Attached	See Attached
3-4		
Formalize Town's Storm Drain Stenciling Program	See Attached	See Attached
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

4. Construction Site Runoff Control:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
4-1		
Adopt a Stormwater Mgmt. & Land Disturbance By-law	See Attached	See Attached
4-2		
Develop a Site Inspection Form & Conduct Inspections	See Attached	See Attached
4-3		
Develop & Implement a Citizen Complaint Hotline	See Attached	See Attached
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
5-1	Adopt By-law Governing Post Const. SW Management	See Attached	See Attached

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop a Formal Training Prgm. for DPW Staff	See Attached	See Attached
6-2	Formalize Catch Basin Cleaning Program	See Attached	See Attached
6-3	Formalize Existing Parking Lot & Street Sweeping Program	See Attached	See Attached
6-4	Develop a Vehicle & Equip. Maintenance Policy	See Attached	See Attached
6-5	Develop a Vehicle & Equip. Cleaning Policy	See Attached	See Attached
		See Attached for Additional BMPs	

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

E. 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, I certify that 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.

Mark Cullinan, Town Administrator
Printed Name

Signature

7/24/03
Date

Public Education and Outreach

BMP		*Measurable Goals*	*Responsible Parties*
1-1	***Place Educational Information on the Town's Web Site***	▪ Post stormwater related information on the Nahant Public Services web site. ▪ Update web site regularly.	Nahant Town Administrator Nahant Webmaster
1-2	***Conduct an Annual Household Hazardous Waste Collection Day***	▪ Co-sponsor an annual Household Hazardous Waste Collection Day. ▪ Continue to develop the Household Hazardous Waste Collection Day flyer on an annual basis for availability at the Nahant Town Hall and other municipal buildings. ▪ Annually send a press release advertising the event to the Harbor Review and other local newspaper and track which newspapers published it. ▪ Advertise the annual event on the Nahant public cable access Channel 8 Bulletin Board. ▪ Maintain and update the Town's web page. ▪ Track the amounts and types of waste collected each year. ▪ Track the number of Nahant vehicles that participate in the event each year.	Nahant Department of Public Works Nahant Webmaster
1-3	***Intensify the Existing Pet Waste Management Campaign***	▪ Update fact sheets to include information regarding the effects of pet wastes on water quality and what pet owners can do to reduce water pollution. ▪ Distribute updated fact sheets with dog licenses, dog license renewals, and at the Town sponsored Spring rabies clinic. ▪ Track the number of fact sheets distributed annually. ▪ Track the number of violations issued per year. ▪ Post pet waste management information on the Town's web site. ▪ Establish "pet waste stations" at the designated "Dog Beach". ▪ Track the number and location of new signs posted that advertise the Town's pet waste removal by-law.	Nahant Animal Control Department Town Clerk's Office Nahant Department of Public Works

1-4 ***Distribute Educational Information Targeted to Community Businesses***	▪ Develop an educational flyer targeted to local businesses. ▪ Distribute the educational flyer to 100% of the businesses in the municipality. ▪ Post the informational flyer on the Town's website.	Nahant Town Administrator Nahant Webmaster
1-5 ***Promote Water Conservation Practices for Homeowners***	▪ Track the number of dye tablets distributed by the Board of Selectmen's Office. ▪ Track the number of water-efficiency kits issued by the Board of Selectmen's Office. ▪ Post water conservation information on the DPW's web page. ▪ Post water conservation posters at Town Hall and the public library. ▪ Include water conservation bill inserts with the September 2003 water bill. ▪ Track the number of additional bill inserts mailed each year of the permit term. ▪ Issue an annual press release to local newspapers to promote water conservation.	Nahant Department of Public Works Nahant Board of Selectmen's Office.
1-6 ***Conduct Metal Recycling Day Events & White Goods Pickup***	▪ Sponsor six metal recycling day events annually. ▪ Produce an annual flyer that outlines the Metal Recycling Day schedule for that year and make flyers available at Town Hall and the DPW Facility. ▪ Advertise each Metal Recycling Day event on Nahant's public cable access television station, Channel 8, Bulletin Board. ▪ Maintain and update the Metal Recycling Day and white goods pick up services information on the Town's web site. ▪ Track the amounts and types of waste collected at each Metal Recycling Day event. ▪ Track the amounts and types of white goods collected each year by the white goods pick up service.	Nahant Department of Public Works Nahant Webmaster

Public Involvement and Participation

BMP	*Measurable Goals*	*Responsible Parties*
2-1 ***Public Presentation, Access to Draft SWMP & Receipt of Comments***	▪ Hold an SWMP Informational Meeting. ▪ Make draft SWMP available to the public and conduct public meeting and comment period. ▪ Finalize SWMP. ▪ Make the final SWMP accessible to the public via the Town's public library and web page.	Nahant Town Administrator Nahant Webmaster
2-2 ***Conduct Public Presentation & Receive Comment on Annual Report***	▪ Prepare annual reports. ▪ Send an annual press release advertising the event and the status of the Town's SWMP to local newspapers and track whether or not it was published. ▪ Advertise the public presentation on the Nahant Public Access Bulletin Board (Channel 8). ▪ Conduct a public presentation and receive comments on the annual report. ▪ Make records of meeting available to public. ▪ Submit an annual report to both the EPA and MA DEP.	Nahant Town Administrator
2-3 ***Provide Support to Local Cleanup Activities***	▪ Draft and distribute an annual letter to offering assistance with local cleanup activities to neighborhood associations, homeowner associations, beach associations, and civic groups active in Nahant. ▪ Place information contained in letter on the Town's official website. ▪ Track which entities the letters are sent to each year. ▪ Track the number of cleanup activities the DPW assists in conducting each year. ▪ Track the number of cleanup participants at each activity the DPW assists in conducting. ▪ Track which areas of Town are cleaned by each activity the DPW assists in conducting. ▪ Track the quantity of waste collected as a result of the cleanup activity.	Nahant Department of Public Works Nahant Conservation Commission

Illicit Discharge Detection and Elimination

BMP		*Measurable Goals*	*Responsible Parties*
3-1	***Complete the Town's Storm Drain System Map***	▪ Map twenty percent of the Town's Storm Drainage system each year beginning in the Spring of 2004. ▪ Draft and take to Town Meeting an amendment to the Zoning Bylaw that would require the project proponents for any project regulated by Site Plan Review to submit a copy of the as-built plans to the Planning Board in digital format. ▪ Draft and take to Town Meeting an amendment to the Nahant Subdivision Rules and Regulations that would require project proponents to submit a copy of the subdivision's as-built plans to the Planning Board in digital format. ▪ Continuously update the storm drainage system map(s) as new components are added to the municipal storm drainage system.	Nahant Town Administrator Town Clerk Nahant Planning Board Nahant Department of Public Works
3-2	***Adopt an Illicit Discharge & Connection Stormwater By-Law***	▪ Draft the Illicit Discharge and Connection Stormwater Bylaw. ▪ Take the Illicit Discharge and Connection Stormwater By-Law to Town Meeting for acceptance. ▪ Track the number of enforcement actions taken. ▪ Track the number of street opening permits.	Nahant Town Administrator Town Clerk
3-3	***Develop a Formal Illicit Discharge Detection and Elimination Plan***	▪ Develop an Illicit Discharge Detection and Elimination Plan. ▪ Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. ▪ Trace the source of potential illicit discharges. ▪ Track the number of illicit connections found. ▪ Track the number of illicit connections repaired/replaced. ▪ Report on the success of obtaining alternative funding to assist in illicit connection removal.	Nahant Department of Public Works

3-4 ***Formalize the Town's Storm Drain Stenciling Program***	▪ Identify areas where stenciling will take place and establish schedule for the activity. ▪ Track the number of drains stenciled each year. ▪ Summarize the condition of the inlets surveyed. ▪ Submit a press release to the Harbor Review.	Nahant Department of Public Works

Construction Site Stormwater Runoff Control

BMP	*Measurable Goals*	*Responsible Parties*
4-1 Adopt a Stormwater Management and Land Disturbance By-law	▪ Draft the Stormwater Management and Land Disturbance By-law. ▪ Take the Stormwater Management and Land Disturbance By-law to Town Meeting for acceptance. ▪ Track the number of enforcement actions taken.	Nahant Conservation Commission Nahant Town Administrator
4-2 Develop a Site Inspection Form and Conduct Site Inspections	▪ Develop a Site Inspection Form that reflects the ESCP requirements. ▪ Track the frequency of inspections conducted for each site. ▪ Track the completion of inspection forms. ▪ Track the number of failed ESC BMPs discovered on each site.	Nahant Conservation Commission
4-3 Develop and Implement a Citizen Complaint Hotline	▪ Establish the Citizen Complaint Hotline. ▪ Advertise the Citizen Complaint Hotline. ▪ Track the number of complaints received via the Citizen Complaint Hotline. ▪ Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.	Nahant Department of Public Works Nahant Webmaster

Post Construction Stormwater Management in New Development & Redevelopment

BMP		*Measurable Goals*	*Responsible Parties*
5-1	***Adopt a By-law Governing Post Construction Stormwater Management of New Developments and Redevelopments***	▪ Draft the Bylaw Governing Post-Construction Stormwater Management of New Developments & Redevelopments. ▪ Take the Bylaw Governing Post-Construction Stormwater Management of New Developments & Redevelopments to Town Meeting for acceptance.	Nahant Town Administrator Town Clerk

Pollution Prevention & Good Housekeeping in Municipal Operations

BMP		*Measurable Goals*	*Responsible Parties*
6-1	***Develop a Formal Training Program for DPW Staff***	▪ Develop the DPW employee-training manual. ▪ Conduct training sessions with all current employees. ▪ Train all new DPW employees in accordance with the training manual. ▪ Track employees trained in accordance to the training manual. ▪ Conduct refresher training for employees after every two years of employment.	Nahant Department of Public Works Supervisor Nahant Town Administrator
6-2	***Formalize the Catch Basin Cleaning Program***	▪ Award biennial catch basin cleaning contract. ▪ Document biennial cleaning activities.	Nahant Department of Public Works
6-3	***Formalize the Existing Parking Lot and Street Sweeping Program***	▪ Conduct an inventory of all municipal streets and parking lots. ▪ Track the number of times the inventoried municipal streets and parking lots are swept each year. ▪ Maintain an accurate log of sweepings collected and method of disposal. ▪ Re-evaluate storage practices and make improvements in order to ensure compliance with the MADEP BWP Reuse and Disposal of Street Sweepings Policy. ▪ Update inventory of municipal streets and parking lots as needed.	Nahant Department of Public Works
6-4	***Develop a Vehicle & Equipment Maintenance Policy***	▪ Develop and implement a vehicle and equipment maintenance policy and incorporate policy requirements into the DPW employee-training program.	Nahant Department of Public Works Supervisor
6-5	***Develop a Vehicle & Equipment Cleaning Policy***	▪ Construct two new wash bays at the Flash Road facility. ▪ Develop and implement a vehicle and equipment cleaning policy. ▪ Incorporate policy requirements into the DPW employee-training manual and provide to the Town's Police Department and Fire Department.	Nahant Department of Public Works

6-6	***Develop a Landscape and Lawn Care Policy***	▪ Develop and implement a landscape and lawn care policy. ▪ Provide the policy to DPW staff and lawn care providers contracted by the DPW. ▪ Provide the policy to the Kelly Greens Golf Course management company.	Nahant Department of Public Works
6-7	***Develop and Implement a SPRP for the Flash Road Facility***	▪ Complete and implement the use of the Spill Prevention and Response Plan for the Flash Road facility. ▪ Identify and train key individuals in the area of spill prevention, response and cleanup. ▪ Develop an emergency spill containment and cleanup kit. ▪ Post a summary of the Spill Prevention and Response Plan at various locations throughout facility. ▪ Conduct an annual review of the Spill Prevention and Response Plan. ▪ Track the number of spill and leak incidents at the facility and the actions taken for each incident.	Nahant Department of Public Works
6-8	***Apply for Funding to Conduct Pollution Remediation Activities in Nahant Thicket Watershed***	▪ Apply to CZM by July 30, 2003 for CPR funding to implement the pollution remediation activities proposed in the Nahant Thicket watershed. ▪ If awarded funding for the CPR FY04 grant round, proceed with project implementation for completion by June 30, 2004.	Nahant Town Administrator Massachusetts Audubon Society
6-9	***Formalize the Bear Pond/Golf Course Drainage Ditch Maintenance Program***	▪ Develop an operation and maintenance (O&M) plan for the Bear Pond pump station and 36-inch outfall. ▪ Track maintenance activities for the Bear Pond pump station and 36-inch outfall. ▪ Develop a formal Drainage Ditch Maintenance Program. ▪ Apply to the Nahant Conservation Commission for an Order of Conditions every three years in order to conduct activities outlined in the Town's Formal Drainage Ditch Maintenance program. ▪ Track the scheduled maintenance activities of the Drainage Ditch Maintenance Program.	Nahant Department of Public Works

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F. Storm Water Management Program TIME FRAMES

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Facility ID (if known)

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
1-1																					
1-2	X				X				X				X				X				
1-3					X																
1-4						X															
1-5			X																		
1-6																					
2-1		X																			
2-2					X				X				X				X				
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6-7											X										
6-8		X																			
6-9						X			X												