Municipality/Organization: **Marlborough, MA**

EPA NPDES Permit Number:

MaDEP Transmittal Number: **W-035393**

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Priscilla Ryder Title: Conservation Officer

Telephone #: 508-460-3769 Email: pryder@ci.marlborough.ma.us

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: Dennis C Hunt

Printed Name: Dennis C. Hunt

Title: Mayor

Date: 4/29/04

Part II. Self-Assessment

The City of Marlborough has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions:

Part D 1-1 – Informational brochures. A draft informational brochure will be reviewed by the Storm Water Management Advisory Committee, which was officially formed in April 2004. The brochure once approved by the committee will be inserted in the residential water bills in the May-July 2004 water bill cycle and annually thereafter.

Part D 3-1 – GIS Mapping – Funding for the mapping of the sewer and water infrastructure was allocated in FY '04 and is underway. This is taking longer than anticipated. Funding for the mapping of the drainage system is being requested in the FY '05 capital budget. We anticipate beginning this mapping portion of the project in our third year 2005. The City does have paper maps of the city's street drainage system, which are fairly accurate and are being used, and will be used with the stream teams. Data from the stream team investigations (Part D 3-5) will be incorporated into the drainage mapping when it is done.

Part D 3-2 – Storm Water Management Advisory Committee - Due to a change in the administration, the formation of this committee was delayed. The City Council formally approved the Committee on April 26, 2004. The Committee will begin meeting in May 2004.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-1	Informational brochures	Conservation/ Priscilla Ryder	Distribute city wide annually	Brochure was drafted, seeking SWMAC approval May '04	Will be distributed in May-June 2004 water bills, and annually thereafter
1-2	Storm drain stenciling	Conservation/ Priscilla Ryder	Stencil ¼ of drains per year	Eagle scout volunteers placed storm drain markers on all 687 catch basins and hung 1000+ door hangers in the Fort Meadow watershed '03	The Millham watershed catch basins will be marked in '04
1-3	Cable TV Program		Tape/ air once annually	Contact made with M8 Cable TV show	Taping to be done June 2004, will be aired several times annually
Revised		Conservation/ Priscilla Ryder			
1-4	Student Education		Speak to middle school class	Discussion with curriculum coordinator held, curriculum being established	Program will be presented to schools in '04-'05 school year.
Revised		Conservation/ Priscilla Ryder			
1-5	Web site posting	IS/ Jeanne Bunting	Post storm water information on City Web site	Web site established Dec. '03, information to be posted in'04	Information to be posted in'04 once approved by SWMAC

1-7	Annual Reporting Reminders	Conservation/ Priscilla Ryder	Notices to non-res. Properties	Letters mailed Aug. '03, 10 inspections done with follow up compliance required and achieved.	Letters to be mailed June '04 in water bills; inspections Aug '04
1-6	Prepare compliance report		Prepare annual report	Report prepared April '04	Report to be prepared April '05
Revised		Conservation/Priscilla Ryder			

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-1	Volunteer for stenciling	Conservation/ Priscilla Ryder	Volunteers to install storm drain markers	Boy scouts from two troupes did the drain markers in '03	Two additional scout troupes will be working on drain markers in '04
2-2	Household Hazardous Waste Collection day	Emerg. Mgt/ Don Cusson	Hold HHWCD Annually	Two events were held 5/31 & 10/4 '03, also disposed of haz. Materials from DPW and School labs	Two events scheduled for 5/15 and 10/16 '04
2-3	Storm Water Management Advisory Committee		Form SWMAC	SWMAC formally approved by City Council on 4/26/04	Will meet at least four times in '04 & '05 to develop SWMP
Revised		Conservation/ Priscilla Ryder			
2-4	Public Hearings		Hold Public Hearing on SWP	To be done in '04	Hearings will be held in fall of '04
Revised		Conservation/ Priscilla Ryder			
2-5	Stream Team	Conservation/ Priscilla Ryder	Form Stream Team	To be done in '05	Stream Team to be established winter of '04 in preparation for stream investigation spring '05

2-6	Clean up day		Sponsor Clean-up day	450 volunteers participated in 4/24/04 earth day cleanup	Annual cleanup to continue 4/'05
Revised		DPW/Sandra Waterman			

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-1	GIS Mapping		Map City Drainage System	Funding for developing storm water mapping for Millham Watershed submitted in capital outlay budget '05 Paper map exists	Based on funding allocation will proceed with mapping of Millham Watershed.
Revised		DPW/ city engineer			
3-2	Ordinance Review		Review applicable ordinances	Ordinance review is being performed under the siteplan review committee. Recommendations to be made 5/04	SWMAC to review ordinance
Revised		DPW/ city engineer			
3-3	Protocol development for IDDE		Develop protocol for IDDE		Will be developed in '04
Revised		DPW/ city engineer			
3-4	Ordinance Modifications		Drainage ordinance modifications		Will be proposed in '05
Revised		DPW/ city engineer			
3-5	Stream Team inspections	Conservation/ Priscilla Ryder	Inspect city's streams/outfalls		Will begin in '05
3-6	Ill. Dis. Notice/Enforcement		Disconnect w/in 6 mos.		Will begin in '07
Revised		DPW/ city engineer			

4. Construction Site Storm water Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4-1	Regulation Review		Review applicable regulations	Siteplan review committee is reviewing ordinance changes. DEP storm water policy adopted in practice now, but needs to be included in ordinance	Propose ordinance changes to be submitted in fall of '04
Revised		DPW/acting City Engineer			
4-2	Sampling/Testing		Sample/test to est. baseline		Protocol for baseline sampling will be developed '04
Revised		DPW/city engineer			
4-3	Storm water management policy		Adopt DEP Policy	See 4-1 above	See 4-1 above
Revised		DPW/ City Engineer			
4-4	Resampling retesting discharges		Resample/retest discharges		Resampling to begin in '05 first sampling after protocol established.
Revised		DPW/ city engineer			

5. Post-Construction Storm water Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5-1	Regulation Reviews		Review applicable regulations	See 4-1 above	
Revised		DPW/ city engineer			

5-2	Sampling/testing		Sample/test to est. baseline	See 4-2 above	
Revised		DPW/city engineer			
5-3	Storm water management policy		Adopt DEP Policy	See 4-1 and 4-3 above	
Revised		DPW/ city engineer			
5-4	Resampling/retesting		Resample/retest discharge	See 4-4 above	
Revised		DPW/ city engineer			
5-5	Annual Reporting	Conservation/ Priscilla Ryder	Achieve annual reporting compliance	See 1-7 above	See 1-7 above
Revised					
5-6	Random inspections	Conservation/ Priscilla Ryder	Inspect 10 facilities	See 1-7 above	See 1-7above

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 1** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 2**
6-1	Street Sweeping	DPW/Sandra Waterman	Sweep all streets annually	All streets were swept between April and Nov. 2003	All streets will be swept between April and Nov. 2004
6-2	Catch basin cleaning	DPW/ Sandra Waterman	Clean ½ catch basins annually	1/3 of catch basins were cleaned in 2003	1/3 of catch basins will be cleaned in 2004
6-3	Employee training	DPW/ city engineer	Train DPW employees	Training of DPW included Haz. Materials Awareness Class 1/23/03 and 2/27/04, Incident Contingency Planning 9/17/03 10/9/03, Right to know training 7/17/03, 7/24/03 , IPM management is being implemented at all fields and schools.	Additional training on tracing discharges in drainage system will be held in '04.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) – Not applicable

Part IV. Summary of Information Collected and Analyzed

All applicable information is included in Part II and III above.