Municipality/Organization: **Town of Essex**

EPA NPDES Permit Number: **MA041239**

MaDEP Transmittal Number: **W- 035216**

Annual Report Number & Reporting Period: **No. 1: April 04 - April 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Erik G Mansfield Title: Wastewater Technician

Telephone #: (978)-768-6262 Email: emansfield@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: Erik G Mansfield

Printed Name: Erik G Mansfield

Title: Wastewater Technician

Date: 4·25·05

Part II. Self-Assessment

The Town has been continuing our stormwater sampling project and has been working with the BOH to eliminate illicit discharges to our stormwater system. I have written an illicit discharge by-law that will be presented and voted on at the May town meeting. Our sewer project is in full swing and nearing completion, we have been uncovering and blocking non-permitted drain lines. Several outfall locations have been identified as being in need of repair and we are working to fund these jobs. I have some funds available for mailings and I am working on getting a mailing together for future water bills. I have had no progress on the elementary school education as I have had little time to deal with this issue this year. As in past years funding is a concern as well as limited manpower. We are doing our best to implement new projects and hopefully when we have completed our sewer system in December 2005 we can put more man power toward this project.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX1	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	HHWD is scheduled to be held on June 11th.	We are planning to continue with HHWD around the same time.
Revised					
SX2	Water Conservation	Water Dept. Paul Goodwin	See Attachment 1	Working on mailing for upcoming water bills.	More mailings.
Revised					
SX3	Lawn & Garden	Wastewater Erik Mansfield	See Attachment 1	Working on mailings for upcoming water bills.	More mailings.
Revised					
SX4	Classroom Education	Wastewater Erik Mansfield	See Attachment 1	No action taken.	Work with Elementary school.
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX5	Drain Stencils	Wastewater Erik Mansfield	See Attachment 1	Continue Stencil program.	Continue with program.
Revised					
SX6	Elementary School Projects	Wastewater Erik Mansfield	See Attachment 1	No action taken.	Will talk with Principal about appropriate grade.
Revised					
SX7	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	Tire collection and a battery collection.	See what else is out there.
Revised					
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX8	Identify Failing Septic Systems	Board of Health Elaine Wozney	See Attachment 1	Twenty-five failing systems were brought to the BOH attention and they were sent notices to correct.	Continue to identify.
Revised					
SX9	Drain Connection Permit	DPW Paul Goodwin	See Attachment 1	New by-law written, will be presented at May 2005 Town meeting.	Anticipate a few permits due to disconnecting of drain lines during sewer project.
Revised					
SX10	Stormwater Sampling	Wastewater Erik Mansfield	See Attachment 1	Continued with current program.	Continued with current program.
Revised					
SX11	Outfall Inspections	Wastewater Erik Mansfield	See Attachment 1	Inspected a few basins after cleaning. Found that most met expectations.	Do a Fall inspection to see if twice a year is required.
Revised					
SX24	Illicit Discharge Enforcement	Wastewater Erik Mansfield	See Attachment 2	By-law written, will present at May Town meeting.	Enforcement of new by-law.
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX12	Inspection and Maintenance	Conservation Commission	See Attachment 1	ConCom has been very good about inspections.	Continue with current practices.
Revised					
SX13	Construction Entrances	DPW Paul Goodwin	See Attachment 1	No action taken.	Continue to be a nuisance to contractors about keeping roadways clean.
Revised					
SX14	Silt Fence	Conservation Commission	See Attachment 1	ConCom has been very good about silt-fence inspections.	Continue with current practices.
Revised					
SX25	Enforcement	Conservation Commission	See Attachment 2	No progress at this time.	Talk to ConCom about By-Law.
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX15	Alternative Pavers	Planning Board	See Attachment 1	Planning board has made this a suggestion.	Continue with current practices.
Revised					
SX16	Catch Basins	Wastewater Erik Mansfield	See Attachment 1	No action taken.	Set up meetings with private road associations to work on details.
Revised					
SX17	Street Curbing	Planning Board	See Attachment 1	Planning board has made this a suggestion.	Continue with current practices.
Revised					
SX26	Enforcement	Conservation Commission	See Attachment 2	No action taken.	Work with ConCom to come up with a By-Law.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX18	Truck Wash Bay	DPW Paul Goodwin	See Attachment 1	New garage is still in planning stage. Our hope is to out to bid in Summer 2005.	Construction of new highway garage.
Revised					
SX19	Street Cleaning	DPW Paul Goodwin	See Attachment 1	We feel that at this time our street sweeping is adequate.	Continue to review.
Revised					
SX20	Catch Basin Cleaning	DPW Paul Goodwin	See Attachment 1	Inspected a few basins after cleaning. Found that most met expectations	Do a Fall inspection to see if twice a year is required.
Revised					
SX21	Drain Repair / Replacement	DPW Paul Goodwin	See Attachment 1	Found a few outfalls that need repair. A few drains were also identified as needing repair.	Work on funding repairs and identifying more.
Revised					
SX22	Salt Storage	DPW Paul Goodwin	See Attachment 1	New salt storage building completed in November 2004.	Maintain good housekeeping practices.
Revised					
Revised					

6a. Additions

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
SX23	Public Sewer System	Wastewater Erik Mansfield	See Attachment 1	We are currently about 65% complete on our sewer project.	Projected completion by December 2005.
Revised					
SX27	Outfall Map	Wastewater Erik Mansfield	See Attachment 2	Maintain and re-evaluate current map.	Maintain and re-evaluate current map.
Revised					
Revised					
Revised					
Revised					
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 already appropriated the funds for this project.

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. The Town has already appropriated the funds for this project.

SX23 – Install a public sewer system. The Town of Essex is currently in the process of installing a public sewer system.

ATTACHMENT 2

MEASURABLE GOALS

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

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

SX27 – Maintain current outfall map and update when needed.

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

BRP WM 08A NPDES Stormwater General Permit Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Storm Water Management Program TIME FRAMES

MAY 1 2 2008

Transmittal Number W W 035216

Facility ID (if known)

Page _____ of 1

	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
SX1	X				X					X				X				X		
SX2		X				X			X				X				X			
SX3	X						X		X				X				X			
SX4	X		X		X		X		X		X		X		X		X		X	
SX5			X				X				X				X				X	
SX6			X				X				X				X				X	
SX7				X				X				X				X				X
SX8																				
SX9																				
SX10																				
SX11	X		X		X		X		X		X		X		X		X		X	
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