TOWN OF MARBLEHEAD

Water and Sewer Commission

P.O. BOX 1108
Marblehead, Massachusetts 01945

Dana E. Snow
Superintendent

Office: Tower Way
631-2694 — 631-0102
SEWER WATER

April 29, 2005

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

Gentlemen:

The Marblehead Water and Sewer Commission, on behalf of the Town of Marblehead, is pleased to submit the NPDES Phase II Small MS4 General Permit Annual Report No. 2 as required.

Respectfully submitted,

Dana E. Snow
Superintendent

DES/lm

Enclosure

Municipality/Organization: **Town of Marblehead, MA**

EPA NPDES Permit Number: **MAR041047**

MADEP Transmittal Number: **W 040374**

Annual Report Number & Reporting Period: **No. 2: March 2004 - March 2005**

NPDES Phase II Small MS4 General Permit Annual Report No. 2

Part I. General Information

Contact Person: Dana E. Snow

Title: Superintendent, Water and Sewer Commission

Telephone #: 781-631-0102

Email: snowd@marblehead.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: F. Carlton Siegel

Printed Name: F. Carlton Siegel, P.E.

Title: Chairman, Water and Sewer Commission

Date: April 29, 2005

Part II. Self-Assessment

The Town of Marblehead, Water and Sewer Commission has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

As the Town has continued to implement its Stormwater Management Plan, the schedule for several of the BMPs has been delayed. The Town has either rescheduled these BMPs within the permit term, if possible, or will revise them, in accordance with the permit requirements (refer to the BMP descriptions below). In particular, the BMPs involving bylaws (BMPs 3-2, 4-1, and 5-2) were originally to be presented at Town Meeting in spring 2004 and were rescheduled to spring 2005. The Water and Sewer Commission has prepared draft bylaws which are being reviewed internally by the Town Engineer, Conservation Commission, Building Department, Zoning Board of Appeals, Town Counsel, and Town Administrator. All departments are dealing with a projected $3.2 million budget deficit and will review the bylaws very carefully in light of anticipated funding cuts. The bylaws will be presented at Town Meeting once the internal review process is complete.

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
1-1	Speakers for classroom discussion or tours.	Superintendent, Water and Sewer Commission	Call two schools per year to notify.	Contacted schools in fall of 2004. There is little or no interest in incorporating this into the current curriculum.	Contact schools in spring semester of 2005; if there is still no interest, the Town will consider dropping this BMP.
1-2	5-minute news spot produced and broadcast on local TV	Superintendent, Water and Sewer Commission	Conduct news spot. Scheduled for twice during permit term.	Could not be completed during Year 2 because TV facility was being renovated.	Schedule first news spots for Year 3, using renovated TV facility.
1-3	Staff community farm stand, distribute information	Superintendent, Water and Sewer Commission	Staff farm stand one day per year.	Staffed farm stand in August 2004.	Staff farm stand. Anticipated date is August 2005.
1-4	Brochures available at DPW and Public Library	Superintendent, Water and Sewer Commission	Make two different brochures available.	Brochures are available.	Continue.

1a. Additions

	None				

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
2-1	Follow public notification guidelines for public meetings	Superintendent, Water and Sewer Commission	Post meeting notices.	Posted meeting notices.	Continue to post meeting notices.
2-2	Annual Household Hazardous Waste Collection Day and Used Oil Collection	Director, Board of Health	1 haz. waste day per year; 2 oil collection days per year.	Held 2 hazardous waste and used oil collection days.	Continue.
2-3	Youth group stenciling	Superintendent, Water and Sewer Commission	50 catch basins stenciled per year for 2 years.	The Town did not conduct stenciling due to concerns about the safety and liability of youth group working in streets.	Revise this BMP to have Water and Sewer staff stencil 200 catch basins during Year 3.
2-4	Seedlings to youth group for planting	Recreation, Parks and Forestry Dept.	10 seedlings per year for 2 years	Not applicable--BMP to be conducted in Year 3 and Year 5 of the permit.	Provide 10 seedlings to group for planting.

2a. Additions

	None				

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
3-1	Map outfalls and receiving waters	Superintendent, Water and Sewer Commission	Complete map.	Not applicable--BMP completed in Year 1.	None--BMP is complete.
3-2	Develop and present draft storm sewer bylaw	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting.	Prepared draft bylaw and initiated internal review.	Complete internal review.
3-3	Dry weather field screening of outfalls	Superintendent, Water and Sewer Commission	Two complete rounds during first permit term.	None.	Conduct dry weather screening of inland outfalls during August/ September.
3-4	Develop and implement illicit connection detection program	Superintendent, Water and Sewer Commission	TV storm drains, eliminate illicits as found, with goal of TVing as much of system as possible during first permit term.	Cleaned and TV'd 25,760 linear feet of storm drains, and found no illicit connections. Found infiltration from a leaking water main which was replaced to eliminate the infiltration.	Cleaning and TVing will be temporarily suspended during Year 3 due to budget constraints and is scheduled to resume during Year 4,

3a. Additions

	None				

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
4-1	Develop / present ordinance for E&S control and plan review	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting	Prepared draft bylaw and initiated internal review.	Complete internal review.
4-2	Receive and consider public comment	ZBA, Planning Board, ConCom	Public allowed to comment at public meetings	Open meetings are held; interested citizens and groups are notified and public comment is allowed.	Continue current procedures.
4-3	Continue/improve review procedures for site plans	ZBA, Planning Board, ConCom	Add stormwater quality review to required scope	Water and Sewer Commission reviews all plans involving 3 or more units (and some with less than 3 units) regarding stormwater issues.	Continue current procedures; incorporate checklist into review procedures.
4-4	Notify local boards and commissions of enforcement procedures	Planning Board, ConCom, ZBA, Building Dept.	Review procedures, notify boards/ commissions	Boards are informed about enforcement procedures.	None--BMP is complete.

4a. Additions

	None				

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
5-1	Recommend a BMP Manual for Use by Planners and Developers	Planning Board, Conservation Commission	Select BMP Manual	Not applicable--BMP completed in Year 1.	None--BMP complete.
5-2	Ordinance for controls for new & redevelop, including O&M	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting	Prepared draft bylaw and initiated internal review.	Complete internal review.

5a. Additions

	None				

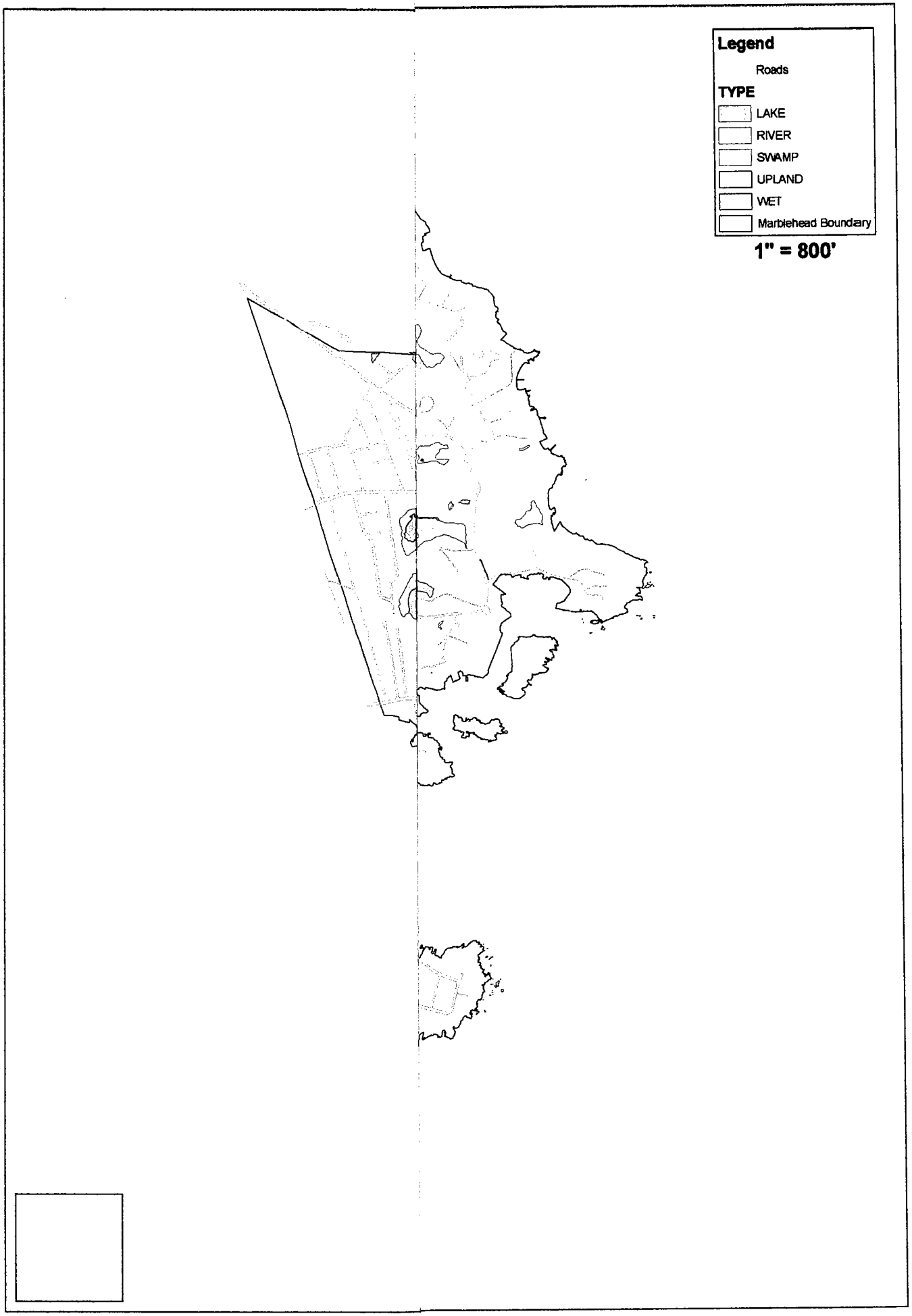
6. Pollution Prevention and Good Housekeeping in Municipal Operations

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
6-1	Identify sensitive areas within the Town.	Superintendent, Water and Sewer Commission	Sensitive areas identified and mapped	Prepared map of wetland and ocean frontage sensitive areas.	None--BMP complete.
6-2	Continue CB cleaning program, improve record keeping	Director, DPW	Maintain CB cleaning program, maintain records	Cleaned approximately 100 catch basins. Removed approximately 280 cubic yards of material.	Continue program.
6-3	Continue sweeping each street at least twice annually	Director, DPW	Sweep each street twice a year	Swept each street at least twice.	Continue program.
6-4	Continue to not use pesticides on town property	Recreation, Parks, and Forestry Dept.	No pesticides used	Used no pesticides.	Continue using no pesticides.
6-5	Complete tree survey, include long term forestation program	Recreation, Parks, and Forestry Dept.	Complete survey/plan	Completed survey in Year 1.	None--BMP complete.
6-6	Implement long term forestation plan	Recreation, Parks, and Forestry Dept.	Implement survey and plan.	Spent $8,000 on forestation plan. Provided 200 saplings for planting by the Marblehead Conservancy.	Continue plan implementation, annually.
6-7	Provide training to DPW, W&S, and Rec.	DPW, Water and Sewer, and Recreation	Change in measurable goal: Training of new employees. Training on an as-needed basis.	Training done with all new employees and on an as-needed basis.	Continue training of new employees and training on an as-needed basis.
6-8	Place additional barrels for pet waste collection in parks	Recreation, Parks, and Forestry Dept.	Three additional barrels	Not applicable--barrels were added to parks in Year 1.	None--BMP complete.
6-9	Maintain covered salt storage; calibrate salt spreaders yearly	Director, DPW	Shed maintained, spreaders calibrated	The shed was maintained, and the spreaders were calibrated.	Maintain shed and calibrate spreaders at least once.

6a. Additions

6-10	Encourage treatment of MS4 discharges	Water and Sewer, ZBA, Conservation Commission	Identify opportunities to incorporate treatment of municipal stormwater discharges into proposed projects and current operations.	Water and Sewer reviewed a proposed 40(B) housing development project and negotiated stormwater treatment for a municipal storm drain with a 30-acre drainage area. The developer will provide the treatment unit, and Water and Sewer will maintain it.	Continue this practice when feasible.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) - *not applicable*


Legend
Roads
TYPE
LAKE
RIVER
SWAMP
UPLAND
WET
Marblehead Boundary
1" = 800'