CITY OF GARDNER

SURVEY DEPARTMENT

Room 226, City Hall - Gardner Ma 01440-2688

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City Engineer

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APR 28

April 28, 2006

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

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

Re: NPDES PII Small MS4 General Permit - Annual Report

To whom it may concern,

Attached please find the Annual Report for MS4 NPDES General Permit compliance for the City of Gardner. This report fulfills the requirement of the General Permit MA 041109 for the period of April 2005 through March 2006.

Very truly yours,
City of Gardner

Robert B. Hankinson, P.E.
City Engineer

Municipality/Organization: **CITY OF GARDNER**

EPA NPDES Permit Number: **MA041109**

MaDEP Transmittal Number: **W-035868**

Annual Report Number & Reporting Period: **No. 3: April 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert B. Hankinson Title: City Engineer

Telephone #: 978-630-4010 Email: rhankinson@gardner-ma.gov

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: Gerald E. St. Hilaire, Esq.

Title: Mayor, City of Gardner

Date: April 28, 2006

Part II. Self-Assessment

The City of Gardner has completed the required self-assessment and submits the following report of our progress for the reporting period:

GENERAL:

Staffing levels within City government have limited our ability to meet goals shown for the reporting period.

SPECIFIC:

Part I.B.2(e)(vi) Clearance regarding the endangered species act is still pending until we are able to make a clear presentation to the appropriate agencies of the impacted areas within the City of Gardner, i.e. defining the location of components of the storm system as well as additional discharge locations if any.

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 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
11	Water Conservation Practice	Water Dept. Steve Wold	Water Conservation module for cable TV		Mandatory water restrictions will continue until our iron removal facility is completed at the Snake Pond well
Revised					
12	Disposal of household Hazardous Waste	Bd of Health B. Sullivan	Two haz. waste collection days held	Waste Management in conjunction with their contract holds regional haz. waste collection days	Activities to continue
Revised					
13	Trash Management	Bd of Health B. Sullivan	Produce Annual informational handout	Handout produced and distributed	Activities to continue
Revised					
14	Stormwater Educational Material	Engineering, R. Hankinson	Develop educational material	Scheduled to commence 2006	
Revised					
15	Pollution Prevention for Business	Engineering R. Hankinson	Develop Program Seek Sponsor	Scheduled to commence Spring 2007	
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
21	Storm Drain Stenciling	DPW Dane Arnold	Develop Program, Seek Sponsor	Scheduled to commence 2006	Development of a plan of storm drains takes precedence over this task.
Revised					
22	Stream Cleanup and Monitoring	Engineering R. Hankinson	Develop Program Seek Sponsor	Earth Day cleanup spring of 2006 was cancelled due to lack of volunteers.	Work with Leo Club for 2007 Earth Day cleanup.
Revised					
23	Watershed Organization	Engineering R. Hankinson	Dev relationship w/ Miller's River Assn.	Staffing shortages precluded participation.	Seek voluntary participation
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
31	Develop Storm Sewer System Map	Engineering R. Hankinson	Dev. Map from avail information	Base plan is prepared, rough location of CB's has been made.	GIS technician actively working on GIS based drainage facilities map.
Revised					
32	Field locate drainage structures	Engineering R. Hankinson	Field verify structures	GPS equipment has been used to collect data for this task. Work is 30% complete	GIS technician with interns to complete this task
Revised					
33	Develop ordinance to prohibit illicit discharge	Engineering R. Hankinson	Draft Ordinance	Zoning and Planning Board Regulations have been completed. Freeing up resources to start this task	Draft Ordinance
Revised					
34	Illegal Dumping	Engineering R. Hankinson	Develop & Implement Program	Enforcement of ordinance to prohibit sump pump discharge to City Streets continues	Seek resources to aid homeowners in resolving sump discharges
Revised					
35	Recreational Sewage	Sewer Dept John Cormier	Develop public education program	Sewer Department manager has changed, task to be re-assigned	Define and implement program
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
41	Runoff and Erosion Control Education	Engineering, R. Hankinson	Develop & implement program	None scheduled until Fall of 2006	
Revised					
42	Develop Ordinance Controlling Runoff	Engineering R. Hankinson	Develop Ordinance	Newly established zoning and planning regulations address runoff and erosion.	
Revised					

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 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
51	Planning Guidelines for new development	Planning Dept. R. Hubbard	Revise Subdivision Control Regulations	Subdivision Regulation Completed to include stormwater management.	
Revised					

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 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
61	Street Cleaning	DPW, D. Arnold	Program is ongoing	Streets swept twice a year	Same as 2005

Revised					
62	Septic System Controls	Board of Health B. Sullivan	Review regs for stormwater exclusion	Task not completed	Rescheduled for summer/fall 2006
Revised					
63	Storm Drain System Cleaning	DPW D. Arnold	Program is ongoing	Catch basins are cleaned once per year	Same as 2005
Revised					
64	Used oil recycling	Board of Health B. Sullivan	Review Public Ed Program	Oil recycling program combined with solid waste drop off program. Public notified via mailing and local cable notices	Same as 2005
Revised					
65	Employee Training	Engineering R. Hankinson	Develop Module, conduct training	Re-scheduled due to staff shortage	Same goal 2006
Revised					

7. BMPs for Meeting TMDL

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2005 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2006
71	Investigate Bent's Pond Impairment	DPW, D. Arnold	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows
Revised					
72	Investigate Otter River Impairment	Board of Health B. Sullivan	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows
Revised					
73	Investigate Hilchy Pond Impairment	DPW D. Arnold	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows
Revised					