Municipality/Organization: **CITY OF GARDNER**

EPA NPDES Permit Number: **MA041109** 1190

MaDEP Transmittal Number: **W-035868**

Annual Report Number & Reporting Period: **No. 4: April 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert B. Hankinson Title: City Engineer

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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 27, 2007

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:

The City continues to make progress toward meeting our proposed goals commensurate with staff and financial limitations.

SPECIFIC:

Part I.B.2(e)(vi) Clearance regarding the endangered species act is in progress now that we can make 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.

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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
11	Water Conservation Practice	Water Dept. Steve Wold	Water Conservation module for cable TV	Water and wastewater contract operator Earth Tech has prepared a water conservation module.	
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. Not started due to limited resources	Activities to commence as resources become available.
Revised					
15	Pollution Prevention for Business	Engineering R. Hankinson	Develop Program Seek Sponsor	Scheduled to commence Spring 2007	Activity to commence as resources become available.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
21	Storm Drain Stenciling	DPW Dane Arnold	Develop Program, Seek Sponsor	This task was not undertaken during this reporting period.	Discussions with youth organizations to commence to define program.
Revised					
22	Stream Cleanup and Monitoring	Engineering R. Hankinson	Develop Program Seek Sponsor	Earth Day cleanup scheduled for spring of 2007	Work with youth organizations 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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
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 to refine and verify 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 60% complete	GIS technician without interns to complete this task as time permits
Revised					
33	Develop ordinance to prohibit illicit discharge	Engineering R. Hankinson	Draft Ordinance	Zoning and Planning Board Regulations have been completed.	Strengthen wording in current Ordinance
Revised					
34	Illegal Dumping	Engineering R. Hankinson	Develop & Implement Program	Enforcement of ordinance to prohibit sump pump discharge to City Streets continues. Some storm drains have been extended to accept sump pumps.	Seek resources to aid City and homeowners in resolving sump discharges
Revised					
35	Recreational Sewage	Sewer Dept John Cormier	Develop public education program	Earth Tech Project Manager to be assigned this task	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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
41	Runoff and Erosion Control Education	Engineering, R. Hankinson	Develop & implement program	No Progress on this task.	As resources become available
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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
51	Planning Guidelines for new development	Planning Dept. R. Hubbard	Revise Subdivision Control Regulations	Subdivision Regulation Completed to include stormwater management.	Task completed
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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
61	Street Cleaning	DPW, D. Arnold	Program is ongoing	Streets swept twice a year	Same as 2006

Revised					
62	Septic System Controls	Board of Health B. Sullivan	Review regs for stormwater exclusion	Task completed	
Revised					
63	Storm Drain System Cleaning	DPW D. Arnold	Program is ongoing	Catch basins are cleaned once per year	Same as 2006
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 2006
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 2006 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2007
71	Investigate Bent's Pond Impairment	DPW, D. Arnold	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					
72	Investigate Otter River Impairment	Board of Health B. Sullivan	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					
73	Investigate Hilchy Pond Impairment	DPW D. Arnold	Engineering R. Hankinson	Task not completed	To be done as staffing availability allows
Revised					