Municipality/Organization: Marblehead

EPA NPDES Permit Number: MAR041047

MADEP Transmittal Number: **W-040374**

Annual Report Number
& Reporting Period: **No.5: April 2007 - March 2008**

NPDES II Small MS4 General Permit
Annual Report No. 5

Part I. General Information

Contact Person: Dana E. Snow

Title: Superintendent, Water and Sewer Commission

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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: F. Carlton Siegel

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

Title: Chairman, Water and Sewer Commission

Date: April 30, 2008

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.

The Town has continued to implement the Best Management Practices (BMPs) outlined in its Stormwater Management Plan, and has made significant progress toward improving stormwater management in Marblehead. As discussed in detail for each BMP in Part III below, the Town has completed many BMPs. The major achievement for the year has been the development and Town Meeting approval of a Storm Water Management Bylaw.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
1-1	Speakers for classroom discussion on tours.	Superintendent, Water and Sewer Commission	Call two schools per year to notify.	Contacted the schools and again discovered no interest in or time for adding storm water education to the curriculum.	The Department will abandon its plans for coordination with the school system and will focus on alternate approaches included here.
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.	The Department has been unable to procure an appropriate video for placement on the Community Access Channel	The DPW will research to determine if an existing program is available for purchase and broadcast.
1-3	Staff community farm stand, distribute information	Superintendent, Water and Sewer Commission	Staff farm stand one day per year.	The Department maintained a booth at the annual farmers market	This function will continue as staff and funding allows.
1-4	Brochures available at DPW and Public Library	Superintendent, Water and Sewer Commission	Make two different brochures available.	Brochures are available.	Continue stocking and displaying brochures.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
2-1	Follow public notification guidelines for public meetings.	Superintendent, Water and Sewer Commission	Post meeting notices.	Post 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 one hazardous waste and used oil collection day.	This function will continue as staff and funding allows.
2-3	Youth group stenciling	Superintendent, Water and Sewer Commission	50 catch basins stenciled per year for 2 years.	A portion of the catch basins were stenciled this year.	The Department is investigating the purchase of medallions for placement at catch basins.
2-4	Seedlings to youth group for planting	Recreation, Parks and Forestry Dept.	10 seedlings per year for 2 years.	400 seedlings were planted in the Town conservation areas as part of a reforestation program.	This function will continue as staff and funding allows.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
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.	Bylaw was presented to and approved by Town Meeting	None—BMP is complete.
3-3	Dry weather field screening of outfalls	Superintendent, Water and Sewer Commission	Two complete rounds during first permit term.	Water quality analyses were completed in the Stramsky Way drainage basin	Sampling will continue in response to suspected contamination events.
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.	Television inspections were conducted in 2007. Extensive cleaning and television inspection has been conducted in the area contributing to the Stramsky Way drainage basin.	This function will continue as staff and funding allows.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
4-1	Develop/present ordinance for E&SD control and plan review	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting.	Bylaw was presented to and approved by Town Meeting	None—BMP is complete
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
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
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.
5-1	Ordinance for controls for new & redevelop, including O&M	Superintendent, Water and Sewer Commission	Draft bylaw, present to Town Meeting.	Bylaw was presented to and approved by Town Meeting	None—BMP is complete.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years
6-1	Identify sensitive areas within the Town	Superintendent, Water and Sewer Commission	Sensitive areas identified and mapped.	BMP was completed in Year 2.	None – BMP complete.
6-2	Continue CB cleaning program, improve record keeping	Director, DPW	Maintain CB cleaning program maintain records.	Cleaned approximately 2000 catch basins. Accounts for all identified CBs on system.	Continue program.
6-3	Continue sweeping each street at least twice annually	Director, DPW	Sweep each street twice a year.	Street sweeping occurs continuously. Entire Town completed in March. Maintenance sweeping completed in sub-basins throughout year.	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	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.	The Marblehead Conservancy provided 400 seedlings for planting.	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 was 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.

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.	The Water and Sewer Department reviewed approximately two private development plans and negotiated the installation of stormwater treatment systems. The developers typically provide the treatment units, and Water and Sewer will maintain them.	Continue this practice when feasible.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future Permit Years

7a. Additions

7b. WLA Assessment