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Municipality/Organization: Town of Essex

EPA NPDES Permit Number: MA041239

MaDEP Transmittal Number: W-035216

**Annual Report Number
& Reporting Period:** No. 10: April 12 - April 13

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Goodwin **Title:** Superintendent

Telephone #: (978)-768-6262 **Email:** pgoodwin@essexma.org

Certification:

I certify under penalty of law that this document and d 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: Paul Goodwin

Title: Superintendent

Date: April 3, 2013

Part II. Self-Assessment

The Town of Essex continues our good housekeeping practices for all municipal operations. All town roads are swept and catch basins are cleaned annually by outside contractors. Public Works employees inspect all stormwater outfalls annually. The town has a vector truck we use as needed. Each year we pick at least one street to clean all basins and drainage, this past year we did this work on Belcher Street. Essex has a relatively new sewer collection system that is only 7 years old. Greenscapes North Shore Coalition mailed educational brochures to Essex residents as part of our public outreach and education. The town provided tree saplings to residents as part of Earth Day, and public works officials also worked with a local resident for rain barrel distribution.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX1 Revised	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	HHWD was held on May 12, 2012 and run by Clean Harbors and DPW personnel.	HHWD is scheduled for May 18, 2013
SX2 Revised	Water Conservation	Water Dept. Paul Goodwin	See Attachment 1	Part of Public Outreach that was posted on the Dept. of Public Works website was updated.	Update website as needed.
SX3 Revised	Lawn & Garden	Wastewater	See Attachment 1	Resident worked with Great American Rain Barrel to offer rain barrels to Essex residents. Town provided tree saplings for Earth Day.	Offer rain barrels and saplings again in 2013.
SX4 Revised	Classroom Education	Wastewater Paul Goodwin	See Attachment 1	Greenscapes North Shore Coalition educational brochures	Greenscapes North Shore Coalition educational brochures
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX5 Revised	Drain Stencils	Wastewater Paul Goodwin	See Attachment 1	No stenciling this year.	Look to have as an Eagle Scout project or perhaps in house.
SX6 Revised	Elementary School Projects	Wastewater Paul Goodwin	See Attachment 1	Hired Greenscapes Representative to do public education projects geared toward Elementary School.	Continue current practices.
SX7 Revised	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	Tire collection and a battery collection. Also have mercury shed in place for mercury containing items at the town's Transfer Station.	Continue current practices.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX8 Revised	Identify Failing Septic Systems	Board of Health Elaine Wozny	See Attachment 1	All occupied mandatory/failed systems are connected to the Town Sewer System.	Continue to identify and work together with the local Board of Health agent.
SX9 Revised	Drain Connection Permit	DPW Paul Goodwin	See Attachment 1	Local MS-4 by-law in place.	Continue to identify and require permits as needed.
SX10 Revised	Stormwater Sampling	Wastewater Paul Goodwin	See Attachment 1	Satisfied DEP requirement for Storm Water sampling.	Program ended.
SX11 Revised	Outfall Inspections	Wastewater Paul Goodwin	See Attachment 1	Inspected annually and cleaned/maintained as needed.	Maintain current inspection process.
SX24 Revised	Illicit Discharge Enforcement	Wastewater Paul Goodwin	See Attachment 2	IDDE plan complete utilizing town staff and outside engineers.	Updated IDDE plan if needed.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX12 Revised	Inspection and Maintenance	Conservation Commission	See Attachment 1	Construction plan review by various Town Boards. Site plan review by law.	Continue with current practices.
SX13 Revised	Construction Entrances	DPW Paul Goodwin	See Attachment 1	Address construction site maintenance, as needed. Have contractor clean street if needed.	Keep local contractors informed about accountability of site maintenance.
SX14 Revised	Silt Fence	Conservation Commission	See Attachment 1	Con Com inspects and requires upkeep/maintenance and proper silt fence installation.	Continue with current practices.
SX25 Revised	Enforcement	Conservation Commission Planning Board	See Attachment 2	Work with local town departments.	Continue with current practice.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX15 Revised	Alternative Pavers	Planning Board	See Attachment 1	Planning board has made this a suggestion.	Continue with current practices.
SX16 Revised	Catch Basins	DPW Paul Goodwin	See Attachment 1	Planning Board sends the DPW plans of proposed drainage work for new developments, for our input.	Continue with current practices.
SX17 Revised	Street Curbing	Planning Board	See Attachment 1	Mass Highway installing new side walks, curbing etc, along a 1mile stretch of Route #133, project completed November 2011	No current plans for street curbing
SX26 Revised	Enforcement	Conservation Commission Planning Board	See Attachment 2	Work with town departments on new development.	Continue current practice.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX18 Revised	Truck Wash Bay	DPW Paul Goodwin	See Attachment 1	Highway garage completed. Gas/sand trap installed for floor drains. Oil/sand tank pumped 2 years ago by Clean Harbors.	Maintain good housekeeping practices.
SX19 Revised	Street Cleaning	DPW Paul Goodwin	See Attachment 1	Annual sweeping of all streets	Continue current practices.
SX20 Revised	Catch Basin Cleaning	DPW Paul Goodwin	See Attachment 1	Have all town catch basins cleaned annually.	Continue current practices
SX21 Revised	Drain Repair / Replacement	DPW Paul Goodwin	See Attachment 1	2 culverts repaired under Southern Avenue before paving, in summer of 2012.	Continue annual inspections and repairs.
SX22 Revised	Salt Storage	DPW Paul Goodwin	See Attachment 1	Maintain good housekeeping practices.	Maintain good housekeeping practices.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX23 Revised	Public Sewer System	Wastewater Paul Goodwin	See Attachment 1	New Sewer collection system finished September 2006.	Maintain good housekeeping practices.
SX27 Revised	Outfall Map	Wastewater Paul Goodwin	See Attachment 2	Outfall map was completed in 2011. Portion of drainage system mapping scheduled to be updated in Spring of 2013.	Continue updating drainage system mapping around town.
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Under Review	Drafted	Adopted
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete		(%)	
Estimated or actual number of outfalls		(#)	
System-Wide mapping complete		(%)	
Mapping method(s)			
▪ Paper/Mylar		(%)	
▪ CADD		(%)	
▪ GIS		(%)	
Outfalls inspected/screened		(# or %)	
Illicit discharges identified		(#)	
Illicit connections removed		(#)	
		(est. gpd)	
% of population on sewer		(%)	
% of population on septic systems		(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
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Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	

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 completed a new highway garage.
- 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. Complete.
- SX23** – Install a public sewer system. The Town of Essex has completed the process of installing a public sewer system.

ATTACHMENT 2

MEASURABLE GOALS

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