

APR 15 2015

Municipality/Organization: Town of Essex

EPA NPDES Permit Number: MA041239

MaDEP Transmittal Number: W-035216

**Annual Report Number
& Reporting Period:** No. 12: April 14 - April 15

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

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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: Paul Goodwin

Title: Superintendent

Date: April 13, 2015

Part II. Self-Assessment

The Town of Essex continues our good housekeeping practices for all municipal operations. Annually the town has all public roadways swept and catch basins cleaned by outside contractors. Public Works staff inspects and repairs catch basins and outfalls as workload and time permits. The sewer collection system flows are monitored daily by staff.

Greenscapes North Shore Coalition mailed educational brochures to Essex residents as part of our public outreach. Public works employees painted drain stencils in the Essex center area. The town plans to start a GIS mapping system of its water, sewer and drainage system in the Spring of 2015.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX1	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	HHWD was held on May 17, 2014 and run by Clean Harbors and DPW personnel.	HHWD is scheduled for May 16, 2015
Revised					
SX2	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 on April 13, 2015.	Update website as needed.
Revised					
SX3	Lawn & Garden	Wastewater	See Attachment 1	For the third year town provided saplings for Earth Day and resident worked with Great American Rain Barrel to offer rain barrels to residents.	Offer saplings again in 2015.
Revised					
SX4	Classroom Education	Wastewater Paul Goodwin	See Attachment 1	Greenscapes North Shore Coalition educational brochures.	Greenscapes North Shore Coalition educational brochures.
Revised					
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX5	Drain Stencils	Wastewater Paul Goodwin	See Attachment 1	DPW staff stenciled the down town area catch basins.	Continue stencil work as time allows.
Revised					
SX6	Elementary School Projects	Wastewater Paul Goodwin	See Attachment 1	Hired Greenscapes Representative to do public education projects geared toward Elementary School.	“Keeping water clean” school program planned by Greenscapes.
Revised					
SX7	Hazardous Waste Day	DPW Paul Goodwin	See Attachment 1	Annual House Hold Hazardous Waste day and mercury shed in place at Transfer Station.	Continue with 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX8	Identify Failing Septic Systems	Board of Health Elaine Wozny	See Attachment 1	All occupied mandatory/failed systems with in the sewer service area, are connected to the Town Sewer System.	Continue to identify and work together with the local Board of Health agent.
Revised					
SX9	Drain Connection Permit	DPW Paul Goodwin	See Attachment 1	Local MS-4 by-law in place.	Continue to identify and require permits as needed.
Revised					
SX10	Stormwater Sampling	Wastewater Paul Goodwin	See Attachment 1	Satisfied DEP requirement for Storm Water sampling.	Program ended.
Revised					
SX11	Outfall Inspections	Wastewater Paul Goodwin	See Attachment 1	Inspected annually and cleaned/maintained as needed by Public works employees.	Maintain current inspection process.
Revised					
SX24	Illicit Discharge Enforcement	Wastewater Paul Goodwin	See Attachment 2	IDDE plan complete utilizing town staff and outside engineers.	Updated IDDE plan if needed.
Revised					
Revised					

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX12	Inspection and Maintenance	Conservation Commission	See Attachment 1	Construction plan review by various Town Boards. Site plan review by law.	Continue with current practices.
Revised					
SX13	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.
Revised					
SX14	Silt Fence	Conservation Commission	See Attachment 1	Con Com inspects and requires upkeep/maintenance and proper silt fence installation.	Continue with current practices.
Revised					
SX25	Enforcement	Conservation Commission	See Attachment 2	Work with local town departments.	Continue with current practice.
Revised		Planning Board			
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX15	Alternative Pavers	Planning Board	See Attachment 1	Planning board has made this a suggestion.	Continue with current practices.
Revised					
SX16	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.
Revised					
SX17	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	Repair/replace curbing as needed.
Revised					
SX26	Enforcement	Conservation Commission	See Attachment 2	Work with town departments on new development.	Continue current practice.
Revised		Planning Board			
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX18	Truck Wash Bay	DPW Paul Goodwin	See Attachment 1	Highway garage completed. Gas/sand trap installed for floor drains. Oil/sand tank pumped 4 years ago by Clean Harbors.	Maintain good housekeeping practices. Will have pumped in 2015.
Revised					
SX19	Street Cleaning	DPW Paul Goodwin	See Attachment 1	Annual sweeping of all streets.	Continue current practices.
Revised					
SX20	Catch Basin Cleaning	DPW Paul Goodwin	See Attachment 1	Have all town catch basins cleaned annually.	Continue current practices
Revised					
SX21	Drain Repair / Replacement	DPW Paul Goodwin	See Attachment 1	Catch basins and drainage repaired as needed.	Continue annual cleaning and repairs. 5 Bridges planned for inspection in Spring of 2015.
Revised					
SX22	Salt Storage	DPW Paul Goodwin	See Attachment 1	Maintain good housekeeping practices.	Maintain good housekeeping practices.
Revised					
Revised					

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities –
SX23	Public Sewer System	Wastewater Paul Goodwin	See Attachment 1	New Sewer collection system finished September 2006.	Maintain good housekeeping practices.
Revised					
SX27	Outfall Map	Wastewater Paul Goodwin	See Attachment 2	Outfall map was completed in 2011. Outside engineer performed drainage system map of half the town.	Portion of town to have GIS Mapping done in spring of 2015.
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

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ 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)	