

**Municipality/Organization:** Marblehead

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**EPA NPDES Permit Number:** MAR041047

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**MADEP Transmittal Number:** W-040374

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**Annual Report Number  
& Reporting Period:** No. 15 April 2017- March 2018

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## NPDES II Small MS4 General Permit Annual Report No. 15

### Part I. General Information

Contact Person: Amy McHugh 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 25, 2018

## **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 Town has continued to operate under its existing permit conditions pending permit renewal.**

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Future Permit Years</b>
1-1	Speakers for classroom discussion on tours.	Superintendent, Water and Sewer Commission	Call two schools per year to notify.	Salem Sound has developed a fifth Grade Curriculum and implemented it at the Village middle school for all 5 <sup>th</sup> grade classes	Salem Sound was able to implement the 5 <sup>th</sup> grade curriculum and will continue to work with the schools
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.	Salem Sound has developed and purchased two informational spots. They have been forwarded to Community Access Channel and placed on Department Web site.	Salem Sound has developed and purchased two informational spots. The Department will continue to have link on web page and place on Community Access channel. .
1-3	Staff community farm stand, distribute information	Superintendent, Water and Sewer Commission	Staff farm stand one day per year. – Local Home and Garden show	The Salem sound through green space staffed the 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 at least two different brochures available.	Multiple Brochures are available. The Department has added brochures related to dog waste. The Department's website provides link to the Greenscape site.	Continue stocking and displaying brochures. Library, DPW and Town Clerks office, Water and Sewer Office and Town Offices (Health Dept)

**1a. Additions**

	Community Outreach Through participation in Greenscapes	Superintendent, Water and Sewer Commission	Coalition Membership	Department has provided support and on site promotion of Greenscapes. Program promotes appropriate land management techniques to conserve water and reduce run off contaminant loading	Continued community membership and support
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**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 – 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 two hazardous waste and used oil collection days.	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.	The Town has been unable to secure the materials or manpower to complete this task.	The Town is redirecting their efforts through the balance of the task items and public education and outreach.
2-4	Seedlings to youth group for planting	Recreation, Parks and Forestry Dept.	10 seedlings per year for 2 years.	140 seedlings were planted by the Marblehead Conservancy group	This function will continue as staff and funding allows.

**2a. Additions**

	None				
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**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 – 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 two hazardous waste and used oil collection days.	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.	The Town has been unable to secure the materials or manpower to complete this task.	The Town is redirecting their efforts through the balance of the task items and public education and outreach.
2-4	Seedlings to youth group for planting	Recreation, Parks and Forestry Dept.	10 seedlings per year for 2 years.	140 seedlings were planted by the Marblehead Conservancy group	This function will continue as staff and funding allows.

**2a. Additions**

	None				
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### 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 – 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.	Screening of the tributaries to the outfall at Riverhead Beach was completed.	Screening will continue as part of the IDDE process. W&S employees have been trained on screening process. Engineers will continue to assist
3-4	Develop and implement illicit connection detection program	Superintendent, Water and Sewer Commission	TV storm drains, eliminate illicit as found,	Phase II of the Pleasant Street Drainage Project was completed 2017 reporting year. Also, sewer main replacement work was completed on School street and a section of Pleasant street. The Department continued to investigate the drainage catchment to the Riverhead Beach Outfall through an IDDE process.	The Department is implementing a continued investigation the department focused on testing of branch lines in the upper areas of the catchment. CCTV is scheduled for sewer mains in low areas subject to high ground water and title influence.

#### 3a. Additions

	None				
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**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 – 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				
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**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 – 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				
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## 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 – 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	Superintendent, Water and Sewer Commission	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.	1 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 waste collection in parks	Recreation, Parks and Forestry Dept.	Three additional barrels.	Not applicable—barrels were added to parks in Year 1.	None—BMP complete.
6-10	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.	No large commercial projects or subdivisions were undertaken this year	Continue this practice when feasible.
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**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 – Future Permit Years

**7a. Additions**


**7b. WLA Assessment**

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