

5/1/12

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**Municipality/Organization:** Town of Nahant

**EPA NPDES Permit Number:** MA041051

**MassDEP Transmittal Number:** W-040989

**Annual Report Number & Reporting Period:** April 1, 2011 – March 31, 2012

**NPDES PII Small MS4 General Permit  
Annual Report  
(Due: May 1, 2012)**

**Part I. General Information**


**Contact Person:** Mr. Andrew Bisignani **Title:** Town Administrator

**Telephone #:** 781-581-9927 **Email:** abisignani@nahant.org

**Mailing Address:** 334 Nahant Road, Nahant, MA 01908

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:** Andrew Bisignani

**Title:** Town Administrator

**Date:** 4/25/12

**Part II. Self-Assessment**

The Town of Nahant has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-1	Place Educational Information on the Town's Web Site	Nahant Town Administrator Nahant Webmaster	<b>Spring '03-Winter '11/12</b> <ul style="list-style-type: none"> <li>Post stormwater related information on the Nahant Public Services web site.</li> <li>Update web site regularly.</li> </ul>	<ul style="list-style-type: none"> <li>In 2003 the "Water Management" page was developed for the Town's official website (<a href="http://www.nahant.org">www.nahant.org</a>). This page introduced Nahant's NPDES General Permit for Stormwater Discharges and has links to the Town's SWMP and power point presentation used to introduce the program at the public meeting. The site also contains Water Conservation information, and links to websites with pertinent environmental information. Throughout 2011 the Town updated stormwater related information on the website.</li> <li>Additionally, the Department of Conservation and Recreation (DCR) has a website for the Nahant Beach Reservation that includes information about the Rehabilitation Project, which, among many other environmental enhancements, reconstructs the drainage system. <a href="http://www.mass.gov/dcr/parks/metroboston/lynnshores.htm">http://www.mass.gov/dcr/parks/metroboston/lynnshores.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the new NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
1-2	Conduct an Annual Household Hazardous Waste Collection Day & Collect Used Motor Oil and Batteries at the DPW	Nahant Department of Public Works Nahant Webmaster	<b>Spring '03/'04/'05/'06/'07 (Revised Below)</b> <ul style="list-style-type: none"> <li>Co-sponsor an annual Household Hazardous Waste Collection Day.</li> <li>Continue to develop the Household Hazardous Waste Collection Day flyer on an annual basis for availability at the Nahant Town Hall and other municipal buildings.</li> <li>Annually send a press release advertising the event to the Harbor Review and other local newspaper and track which newspapers published it.</li> <li>Advertise the annual event on the Nahant public cable access Channel 8 Bulletin Board.</li> <li>Maintain and update the Town's web page.</li> <li>Track the amounts and types of waste collected each year.</li> <li>Track the number of Nahant vehicles that participate in the event each year.</li> </ul> <b>Spring '04 – Winter '11/12</b> <ul style="list-style-type: none"> <li>The DPW will continue to collect used motor oil and old batteries throughout the permit term. This service will be announced via the Town's public access station and an annual mailer.</li> </ul>	<ul style="list-style-type: none"> <li>The Town advertised the Essex County HHW Collection Network events that are open to non-residents. These events were advertised via the Town's website and flyers posted throughout the Town Hall and other municipal buildings.</li> <li>Throughout 2011 the Town accepted old batteries at the Town Hall and used motor oil at its Public Works Facility. The used motor oil was used to heat the facility.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised 1-2	Advertise Essex County Household Hazardous Waste Collection Day Events that are open to non-residents	Nahant Department of Public Works	<b>Spring '04/'05/'06/'07/'08/'09/'10/'11/'12</b> <ul style="list-style-type: none"> <li>Due to poor turnout during previous years and the high cost of the event, the Town will not cosponsor a HHW collection day beyond permit year 1. As a substitution, the Town will advertise Essex County HHW Collection Network events that are open to non-residents. These events will be advertised via flyers posted throughout Town.</li> </ul>		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-3	Intensify the Existing Pet Waste Management Campaign	Nahant Animal Control Department Town Clerk's Office Nahant Department of Public Works	<b>Spring '04 – Winter '11/12</b> <ul style="list-style-type: none"> <li>Update fact sheets to include information regarding the effects of pet wastes on water quality and what pet owners can do to reduce water pollution.</li> <li>Distribute updated fact sheets with dog licenses, dog license renewals, and at the Town sponsored spring rabies clinic.</li> <li>Track the number of fact sheets distributed annually.</li> <li>Track the number of violations issued per year.</li> <li>Post pet waste management information on the Town's web site.</li> <li>Establish "pet waste stations" at the designated "Dog Beach."</li> <li>Track the number and location of new signs posted that advertise the Town's pet waste removal by-law.</li> </ul>	<ul style="list-style-type: none"> <li>The Town maintained at least 13 pet waste stations.</li> <li>Pet waste management information was posted on the Town's website and advertised on the Town's public access station.</li> <li>The Town's bylaw contains requirements for proper disposal of pet waste.</li> <li>No violations were issued during Permit Year 9.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
1-4	Distribute Educational Information Targeted to Community Businesses	Nahant Town Administrator Nahant Webmaster	<b>Summer '04 (Revise date to Summer '05)</b> <ul style="list-style-type: none"> <li>Develop an educational flyer targeted to local businesses.</li> <li>Distribute the educational flyer to 100% of the businesses in the municipality.</li> <li>Post the informational flyer on the Town's website</li> </ul>	<i>No Activities planned for Permit Year 9.</i>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
1-5	Promote Water Conservation Practices for Homeowners	Nahant Department of Public Works Nahant Board of Selectmen's Office.	<b>Fall '03 – Winter '11/12</b> <ul style="list-style-type: none"> <li>Track the number of dye tablets distributed by the Board of Selectmen's Office.</li> <li>Track the number of water-efficiency kits issued by the Board of Selectmen's Office.</li> <li>Post water conservation information on the DPW's web page.</li> <li>Post water conservation posters at Town Hall and the public library.</li> </ul> <b>Summer '04 – '10</b> <ul style="list-style-type: none"> <li>Include water conservation bill inserts with the September 2004-2010 water bills.</li> <li>Track the number of additional bill inserts mailed each year of the permit term.</li> </ul> <b>Fall '03 – Winter '08/09</b> <ul style="list-style-type: none"> <li>Issue an annual press release to local newspapers to promote water conservation.</li> </ul>	<ul style="list-style-type: none"> <li>The Town distributed dye tablets and water efficiency kits.</li> <li>Water conservation information was posted on the Town's water management web page.</li> <li>Water conservation pamphlets are available at Town Hall.</li> <li>Town performed leak testing on its water distribution system in 2011. Leak testing is performed every 2 years through the MWRA.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
1-5a	Promote Water Conservation Practices for Homeowners	Nahant Department of Public Works Nahant Board of Selectmen's Office.	<b>Summer '03</b> <ul style="list-style-type: none"> <li>Distribute complimentary rain gauges to residents. Rain gauges are intended to promote water conservation practices by providing a means of determining how much more water, if any, a lawn may require after a rain event.</li> <li>Track the number of rain gauges distributed.</li> </ul>	<i>No Activities planned beyond Permit Year 1</i>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
1-6	Conduct Metal Recycling Day Events & White Goods Pickup	Nahant Department of Public Works Nahant Webmaster	<b>Spring, Summer &amp; Fall of '03-11</b> <ul style="list-style-type: none"> <li>Sponsor six metal recycling day events annually.</li> <li>Produce an annual flyer that outlines the Metal Recycling Day schedule for that year and make flyers available at Town Hall and the DPW Facility.</li> <li>Advertise each Metal Recycling Day event on Nahant's public cable access television station, Channel 8, Bulletin Board.</li> <li>Maintain and update the Metal Recycling Day and white goods pick up services information on the Town's web site.</li> <li>Track the amounts and types of waste collected at each Metal Recycling Day event.</li> <li>Track the amounts and types of white goods collected each year by the white goods pick up service.</li> </ul>	<ul style="list-style-type: none"> <li>Sponsored seven metal recycling events.</li> <li>Produced a notice that announced the events and posted it at Town Hall and the DPW.</li> <li>Advertised the events on Nahant's cable access television station Bulletin Board.</li> <li>Maintained and updated the Metal Recycling Day and white goods pick up services information on the Town's web site.</li> <li>During the 2011 permit year, white goods were collected during recycling day events. Goods collected consisted of discarded washing machines, refrigerators, dishwashers, bicycles, grills, propane tanks, computer monitors, TVs, microwave ovens, air conditioners, and miscellaneous steel products.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
1-7	Advertise EPA Broadcast of "After the Storm"	Nahant Town Administrator Nahant Webmaster	<b>Winter '03/04</b> <ul style="list-style-type: none"> <li>Use Nahant's official website to advertise the February 4, 2004 (11 pm EST), May 9th (8:30 and 11:30 pm EST) and June 26th (8:30 and 11:30 pm EST) broadcasts of the EPA's half-hour TV special, After the Storm.</li> </ul>	<i>No Activities planned beyond Permit Year 1</i>	<ul style="list-style-type: none"> <li>TBD</li> </ul>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-8	Sponsor an Organic Lawn Care Workshop	Nahant Town Administrator Open Space Committee Nahant Garden Club	<b>Summer '03</b> <ul style="list-style-type: none"> <li>• Sponsor a lawn care workshop based on the Pesticide Reduction Resources Guide for Citizens and Municipalities of Massachusetts.</li> <li>• Advertise the event.</li> </ul>	<i>No Activities planned beyond Permit Year 1</i>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

**1a. Additions**

No additions to report.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
2-1	Public Presentation, Access to Draft SWMP & Receipt of Comments	Nahant Town Administrator Nahant Webmaster	<b>Summer '03</b> <ul style="list-style-type: none"> <li>Hold an SWMP Informational Meeting.</li> <li>Make draft SWMP available to the public and conduct public meeting and comment period.</li> <li>Finalize SWMP.</li> <li>Make the final SWMP accessible to the public via the Town's public library and web page.</li> </ul>	<i>No Activities planned beyond Permit Year 1</i>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
2-2	Conduct Public Presentation & Receive Comment on Annual Report	Nahant Town Administrator	<b>Spring '04/05/06/07/08/09/10/11</b> <ul style="list-style-type: none"> <li>Prepare annual reports.</li> <li>Submit an annual report to both the EPA and MassDEP.</li> <li><b>(Delete these measurable goals. Revised below)</b></li> <li>Send an annual press release advertising the event and the status of the Town's SWMP to local newspapers and track whether or not it was published.</li> <li>Advertise the public presentation on the Nahant Public Access Bulletin Board (Channel 8).</li> <li>Conduct a public presentation and receive comments on the annual report.</li> <li>Make records of meeting available to public.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted an annual report to both the EPA and MassDEP.</li> <li>Information on the Nahant Beach Reservation Rehabilitation Project, under construction by the Massachusetts Department of Conservation and Recreation (DCR), is posted on the Town website.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised 2-2	Make Available to the Public & Receive Comment on Annual Report	Nahant Town Administrator	<b>Spring '05/06/07/08/09/10/11</b> <ul style="list-style-type: none"> <li>Post the annual Report on the Town's official website.</li> <li>Post a notice advertising the status of the Town's SWMP and comment period for the annual report on the Town's Website. Accept comments via the Town's Online Contact form.</li> </ul>		
2-3	Provide Support to Local Cleanup Activities	Nahant Department of Public Works Nahant Conservation Commission	<b>Spring '04-'11</b> <ul style="list-style-type: none"> <li>Draft and distribute an annual letter offering assistance with local cleanup activities to neighborhood associations, homeowner associations, beach associations, and civic groups active in Nahant.</li> <li>Place information contained in letter on the Town's official website.</li> <li>Track which entities the letters are sent to each year.</li> <li>Track the number of cleanup activities the DPW assists in conducting each year.</li> <li>Track the number of cleanup participants at each activity the DPW assists in conducting.</li> <li>Track which areas of Town are cleaned by each activity the DPW assists in conducting.</li> <li>Track the quantity of waste collected as a result of the cleanup activity.</li> </ul>	<ul style="list-style-type: none"> <li>The Town provided tools/equipment, safety items and trash pick-up services for organizations that cleaned up Nahant's beaches.</li> <li>Some court ordered community service obligations are met through cleanup activities under the DPW.</li> <li>Nahant continued participation in Salem Sound Coastwatch's (<a href="http://www.salemsound.org">www.salemsound.org</a>) Adopt a Beach Program.</li> <li>The Town installed a community garden to grow vegetables in an environmentally safe way. The land for the garden was formerly impervious.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>

### 2a. Additions

No additions to report.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
3-1	Complete the Town's Storm Drain System Map	Nahant Town Administrator Town Clerk Nahant Planning Board Nahant Department of Public Works	<p><b>Spring '04</b></p> <ul style="list-style-type: none"> <li>Map twenty percent of the Town's Storm Drainage system each year beginning in the Spring of 2004.</li> </ul> <p><b>Spring '05</b> (Revise date to Spring '07)</p> <ul style="list-style-type: none"> <li>Draft and take to Town Meeting an amendment to the Nahant Subdivision Rules and Regulations that would require project proponents to submit a copy of the subdivision's as-built plans to the Planning Board in digital format.</li> <li>Continuously update the storm drainage system map(s) as new components are added to the municipal storm drainage system.</li> </ul>	<ul style="list-style-type: none"> <li>The Town continues updating and improving its storm drainage system mapping.</li> <li>The Town drafted and implemented an amendment to the Nahant Subdivision Rules and Regulations that requires project proponents to submit a copy of the subdivision's as-built plans to the Planning Board in digital format. The Town continues enforcement of this new requirement.</li> </ul>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
3-2	Adopt an Illicit Discharge & Connection Stormwater ByLaw	Nahant Town Administrator Town Clerk	<p><b>Winter '04/05</b> (Revise date to Winter '05/06)</p> <ul style="list-style-type: none"> <li>Draft the Illicit Discharge and Connection Stormwater Bylaw. (Delete – See below)</li> </ul> <p><b>Spring '05</b> (Revise date to Spring '06)</p> <ul style="list-style-type: none"> <li>Take the Illicit Discharge and Connection Stormwater By-Law to Town Meeting for acceptance. (Delete – See below)</li> </ul> <p><b>Spring '05 – Winter '07/08</b> (Revise date to Spring '06 – Winter '11/12)</p> <ul style="list-style-type: none"> <li>Track the number of enforcement actions taken.</li> <li>Track the number of street opening permits.</li> </ul>	<ul style="list-style-type: none"> <li>No enforcement actions were taken during Permit Year 9.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised			<p><i>After reviewing the current bylaws during Permit Year 3, the Town decided not to draft an Illicit Discharge and Connection Stormwater Bylaw because the current bylaws adequately protect the stormwater drainage system. The Town will continue to track enforcement actions and the number of street opening permits.</i></p>		
3-3	Develop a Formal Illicit Discharge Detection and Elimination Plan	Nahant Department of Public Works	<p><b>Spring '04</b> (Revise date to Spring/Summer '06)</p> <ul style="list-style-type: none"> <li>Develop an Illicit Discharge Detection and Elimination Plan. (Delete – See below)</li> </ul> <p><b>Spring '04 – Winter '11/12</b></p> <ul style="list-style-type: none"> <li>Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.</li> <li>Trace the source of potential illicit discharges.</li> <li>Track the number of illicit connections found.</li> <li>Track the number of illicit connections repaired/replaced.</li> <li>Report on the success of obtaining alternative funding to assist in illicit connection removal.</li> </ul>	<ul style="list-style-type: none"> <li>Conducted formal screening of outfalls and logged information obtained during screening activities.</li> <li>No illicit connections were found during Permit Year 9.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised			<p><i>After reviewing the current bylaws during Permit Year 3, the Town decided not to develop an Illicit Discharge Detection and Elimination Plan because the current bylaws adequately protect the stormwater drainage system. The DPW will continue to conduct formal dry-weather screening of outfalls and track potential illicit connections.</i></p>		
3-4	Formalize the Town's Storm Drain Stenciling Program	Nahant Department of Public Works	<p><b>Summer '04/05/06/07/08/09/10/11</b></p> <ul style="list-style-type: none"> <li>Each year identify any catch basins that are no longer stenciled and establish schedule for the activity. (Inlets will be surveyed during catch basin cleaning.)</li> <li>Track the number of drains stenciled each year.</li> <li>Submit a press release to the Harbor Review.</li> </ul>	<ul style="list-style-type: none"> <li>Catch basin "stenciling" has been upgraded using a long lasting rubberized marking set into asphalt. These markings have been incorporated at the catch basins throughout the Town. These markings are checked and maintained during catch basin cleaning activities.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>

#### 3a. Additions

No additions to report.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
4-1	Adopt a Stormwater Management and Land Disturbance By-law	Nahant Conservation Commission Nahant Town Administrator	<b>Winter '04/05</b> <b>(Revise date to Winter '06/07)</b> <ul style="list-style-type: none"> <li>Draft the Stormwater Management and Land Disturbance Bylaw.</li> </ul> <b>Spring '05</b> <b>(Revise date to Fall '07)</b> <b>(Revise date to Spring '12)</b> <ul style="list-style-type: none"> <li>Take the Stormwater Management and Land Disturbance Bylaw to Town Meeting for acceptance.</li> <li>Track the number of enforcement actions taken.</li> </ul>	<ul style="list-style-type: none"> <li>A Stormwater Management Bylaw will be on the April 2013 Town Meeting Warrant.</li> </ul>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
4-2	Develop a Site Inspection Form and Conduct Site Inspections	Nahant Conservation Commission	<b>Spring '05</b> <b>(Revise date to Spring '07)</b> <ul style="list-style-type: none"> <li>Develop a Site Inspection Form that reflects the ESCP requirements.</li> <li>Track the frequency of inspections conducted for each site.</li> <li>Track the completion of inspection forms.</li> <li>Track the number of failed ESC BMPs discovered on each site.</li> </ul>	<i>No Activities planned for Permit Year 9.</i>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised			<i>This BMP has been revised because the Conservation Commission has been effective in conducting site inspections, and therefore, a Site Inspection Form is believed not to be necessary.</i>		
4-3	Develop and Implement a Citizen Complaint Hotline	Nahant Department of Public Works Nahant Webmaster	<b>Fall '04</b> <b>(Revise date to Fall '05) - (Delete – See below)</b> <ul style="list-style-type: none"> <li>Establish the Citizen Complaint Hotline.</li> <li>Advertise the Citizen Complaint Hotline.</li> <li>Track the number of complaints received via the Citizen Complaint Hotline.</li> <li>Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.</li> <li>Advertise that DPW will accept calls on stormwater issues.</li> <li>Track the number of complaints received at the DPW regarding stormwater issues.</li> <li>Track the problems/incidents remedied as a result of calls to the DPW.</li> </ul>	<ul style="list-style-type: none"> <li>The Town accepted and logged calls regarding stormwater issues and remedied the problems as required.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Revised			<i>This BMP has been revised because the DPW currently accepts calls on several issues, and therefore, a Citizen Tip Line is believed not to be necessary.</i>		

#### 4a. Additions

No additions to report.

**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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
5-1	Adopt a By-law Governing Post Construction Stormwater Management of New Developments and Redevelopments	Nahant Town Administrator Town Clerk	<p><b>Winter '04/05</b> (Revise date to Winter '06/07)</p> <ul style="list-style-type: none"> <li>Draft the Bylaw Governing Post-Construction Stormwater Management of New Developments &amp; Redevelopments.</li> </ul> <p><b>Spring '05</b> (Revise date to Fall '07) (Revise date to Spring '12)</p> <ul style="list-style-type: none"> <li>Take the Bylaw Governing Post-Construction Stormwater Management of New Developments &amp; Redevelopments to Town Meeting for acceptance</li> </ul>	<ul style="list-style-type: none"> <li>A bylaw for Post-Construction Stormwater Management of New Developments &amp; Redevelopments will be on the April 2013 Town Meeting Warrant.</li> </ul>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>

**5a. Additions**

No additions to report.

**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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-1	Develop a Formal Training Program for DPW Staff	Nahant Department of Public Works Supervisor Nahant Town Administrator	<b>Fall '04</b> <b>(Revise date to Fall '07)</b> <b>(Revise date to Fall '08)</b> <ul style="list-style-type: none"> <li>• Develop the DPW employee-training manual.</li> <li>• Conduct training sessions with all current employees.</li> <li>• Train all new DPW employees in accordance with the training manual.</li> <li>• Track employees trained in accordance to the training manual.</li> </ul> <b>Fall '04 – Winter '07/08</b> <b>(Revise date to Winter '07/08)</b> <b>(Revise date to Winter '08/09)</b> <ul style="list-style-type: none"> <li>• Conduct refresher training for employees.</li> </ul>	<ul style="list-style-type: none"> <li>• The DPW employee training continued.</li> <li>• DPW and fire department employees were trained on spill containment equipment for land and water deployment.</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
6-2	Formalize the Catch Basin Cleaning Program	Nahant Department of Public Works	<b>Spring '04-'11</b> <ul style="list-style-type: none"> <li>• Award biennial catch basin cleaning contract.</li> <li>• Document biennial cleaning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Catch basins in critical areas were cleaned as regularly scheduled and needed. All catch basins in town were cleaned in 2011.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
6-3	Formalize the Existing Parking Lot and Street Sweeping Program	Nahant Department of Public Works	<b>Fall '04 – Winter '11/12</b> <ul style="list-style-type: none"> <li>• Conduct an inventory of all municipal streets and parking lots.</li> <li>• Track the number of times the inventoried municipal streets and parking lots are swept each year.</li> <li>• Maintain an accurate log of sweepings collected and method of disposal.</li> <li>• Re-evaluate storage practices and make improvements in order to ensure compliance with the MassDEP BWP Reuse and Disposal of Street Sweepings Policy.</li> <li>• Update inventory of municipal streets and parking lots as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Town's 20 miles of municipal roadway were swept at least four times during Permit Year 9.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
6-4	Develop a Vehicle & Equipment Maintenance Policy	Nahant Department of Public Works Supervisor	<b>Fall '04</b> <b>(Revise date to Fall '07)</b> <b>(Revise date to Fall '08)</b> <ul style="list-style-type: none"> <li>• Develop and implement a vehicle and equipment maintenance policy.</li> <li>• Incorporate policy requirements into the DPW employee-training program.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment and vehicles are maintained in a contained facility. Waste oil is recycled in the Town. Employees are trained on the equipment and vehicle maintenance procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
			<i>Dates have been revised to correspond with the development of the Employee Training Manual (BMP 6-1)</i>		
6-5	Develop a Vehicle & Equipment Cleaning Policy	Nahant Department of Public Works	<b>Summer '03</b> <ul style="list-style-type: none"> <li>• Construct two new wash bays at the Flash Road facility.</li> </ul> <b>Fall '04</b> <b>(Revise date to Fall '07)</b> <b>(Revise date to Fall '09)</b> <ul style="list-style-type: none"> <li>• Develop and implement a vehicle and equipment cleaning policy.</li> <li>• Incorporate policy requirements into the DPW employee-training manual and provide to the Town's Police Department and Fire Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Wash-down bays for vehicle and equipment cleaning have been created to DEP/EPA standards. Employees are trained in the proper use of these facilities and the vehicle and equipment cleaning procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>Revised</b>			<i>Dates have been revised to correspond with the development of the Employee Training Manual (BMP 6-1)</i>		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-6	Develop a Landscape and Lawn Care Policy	Nahant Department of Public Works	<b>Fall '04 (Revise date to Fall '06)</b> <ul style="list-style-type: none"> <li>Develop and implement a landscape and lawn care policy. <b>(Delete)</b></li> <li>Provide the policy to DPW staff and lawn care providers contracted by the DPW.</li> <li>Provide the policy to the Kelly Greens Golf Course management company. <b>(Delete)</b></li> </ul>	<ul style="list-style-type: none"> <li>Golf course management continues to be a member of the Audubon Cooperative Sanctuary Program for Golf Courses.</li> </ul>	<ul style="list-style-type: none"> <li>To be determined based on issuance and review of the proposed NPDES General Permits for small MS4 stormwater discharges in Massachusetts. (TBD)</li> </ul>
Revised	Nahant Golf Course Committee	<ul style="list-style-type: none"> <li>Formalize the Town's landscape and lawn care policy.</li> </ul> <b>Spring '05 – Winter '11/12</b> <ul style="list-style-type: none"> <li>One to five times a year the Town's Golf Course Committee will meet with golf course management to review various maintenance practices that include the landscape and lawn care procedures.</li> </ul>			
6-7	Develop and Implement a SPRP for the Flash Road Facility	Nahant Department of Public Works	<b>Fall '05</b> <ul style="list-style-type: none"> <li>Complete and implement the use of the Spill Prevention and Response Plan for the Flash Road facility.</li> <li>Identify and train key individuals in the area of spill prevention, response and cleanup.</li> <li>Develop an emergency spill containment and cleanup kit.</li> <li>Post a summary of the Spill Prevention and Response Plan at various locations throughout facility.</li> <li>Conduct an annual review of the Spill Prevention and Response Plan.</li> <li>Track the number of spill and leak incidents at the facility and the actions taken for each incident.</li> </ul>	<ul style="list-style-type: none"> <li>There were no spill or leak incidents at the facility during Permit Year 9.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
6-8	Apply for Funding to Conduct Pollution Remediation Activities in Nahant Thicket Watershed	Nahant Town Administrator Massachusetts Audubon Society	<b>Summer '03</b> <ul style="list-style-type: none"> <li>Apply to CZM by July 30, 2003 for CPR funding to implement the pollution remediation activities proposed in the Nahant Thicket watershed.</li> </ul> <b>Spring '04 &amp; Summer '04</b> <ul style="list-style-type: none"> <li>If awarded funding for the CPR FY04 grant round, proceed with project implementation for completion by June 30, 2004.</li> </ul>	<i>No Activities planned beyond Permit Year 2</i>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
6-9	Formalize the Bear Pond/Golf Course Drainage Ditch Maintenance Program	Nahant Department of Public Works	<b>Summer '04</b> <ul style="list-style-type: none"> <li>Develop an operation and maintenance (O&amp;M) plan for the Bear Pond pump station and 36-inch outfall.</li> <li>Track maintenance activities for the Bear Pond pump station and 36-inch outfall.</li> <li>Develop a formal Drainage Ditch Maintenance Program.</li> </ul> <b>Summer '05 (Revise date to Fall '06)</b> <ul style="list-style-type: none"> <li>Apply to the Nahant Conservation Commission for an Order of Conditions every three years in order to conduct activities outlined in the Town's Formal Drainage Ditch Maintenance program.</li> <li>Track the scheduled maintenance activities of the Drainage Ditch Maintenance Program.</li> </ul>	<ul style="list-style-type: none"> <li>The DPW filed an NOI with the Nahant Conservation Commission to conduct activities outlined in the Town's Formal Drainage Ditch Maintenance program; this NOI is required to be submitted every 3 years.</li> <li>The DPW performed scheduled maintenance activities.</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>

### 6a. Additions

No additions to report.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
Revised					
<b>7a. Additions</b>					

7b. WLA Assessment

**Part IV. Summary of Information Collected and Analyzed**

The Nahant Board of Health regularly tests water at Canoe Beach, Tudor Beach, Short Beach and Black Rock Beach for Enterococci. A summary of these sampling results for FY11-FY12 has been attached. Beach signs have been installed indicating beach ownership, time of operation, and when the beaches are sampled.

**Enterococci (MPN/100mL)  
Beach Testing  
FY11 - FY12**

<b>Beach</b>	<b>Date</b>	<b>Enterococi</b>
Tudor	06/13/11	31
Tudor	06/20/11	<10
Tudor	06/27/11	<10
Tudor	07/05/11	<10
Tudor	07/11/11	<10
Tudor	07/18/11	31
Tudor	07/25/11	<10
Tudor	08/01/11	<10
Tudor	08/08/11	<10
Tudor	08/15/11	<10
Tudor	08/22/11	31
Tudor	08/30/11	86
Canoe	06/13/11	98
Canoe	06/20/11	10
Canoe	06/27/11	<10
Canoe	07/05/11	<10
Canoe	07/11/11	<10
Canoe	07/18/11	10
Canoe	07/25/11	20
Canoe	08/01/11	<10
Canoe	08/08/11	10
Canoe	08/15/11	<10
Canoe	08/22/11	10
Canoe	08/30/11	73
Short	06/13/11	41
Short	06/20/11	<10
Short	06/27/11	<10
Short	07/05/11	<10
Short	07/11/11	504
Short	07/18/11	<10
Short	07/25/11	<10
Short	08/01/11	<10
Short	08/08/11	10
Short	08/15/11	<10
Short	08/22/11	<10
Short	08/30/11	<10
Black Rock	06/13/11	1,670
Black Rock	06/20/11	10
Black Rock	06/27/11	<10
Black Rock	07/05/11	10
Black Rock	07/11/11	98
Black Rock	07/18/11	63
Black Rock	07/25/11	10
Black Rock	08/01/11	31
Black Rock	08/08/11	75
Black Rock	08/15/11	10
Black Rock	08/22/11	20
Black Rock	08/30/11	63

**\*\*\*Note: No single sample shall exceed 104 colonies per 100 ml.**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

(Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering April 1, 2011 through March 31, 2012)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	0
Annual program budget/expenditures **	(\$)	\$25,000±
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		Water & Sewer Enterprise

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	1,200
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	One
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	3 mi./year
Shoreline cleaned since beginning of permit coverage	(mi.)	18-21 miles
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	off site
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	No

**Legal/Regulatory**

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

**Mapping and Illicit Discharges**

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	60
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	100%
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	100%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	6
Illicit connections removed **	(# ); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	6
% of population on sewer	(%)	100%
% of population on septic systems	(%)	0%

**Construction**

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	0
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	Once every 2yrs
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	250
Qty. of storm drain cleaned **	(%, LF or mi.)	100%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	10 ton
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	10,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	\$25/basin
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	2
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	20/yr
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	20/yr
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	25 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$50,000
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	75%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/a
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Y

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	100% mixed with Ice-ban
Pre-wetting techniques utilized **	(y/n or %)	Y
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l <sub>n</sub> mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l <sub>n</sub> mi. or %)	Sand not used
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	100%

**Water Supply Protection**

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	n
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	n
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	n