

MAY 17 2005

CITY OF GARDNER

SURVEY DEPARTMENT

Room 226, City Hall - Gardner Ma 01440-2688

Robert B. Hankinson, P.E.
City Engineer

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May 13, 2005

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

Re: NPDES PII Small MS4 General Permit - Annual Report

To whom it may concern,

Attached please find the Annual Report for MS4 NPDES General Permit compliance for the City of Gardner. This report fulfills the requirement of the General Permit MA 041109 for the period of April 2004 through March 2005.

Very truly yours,
City of Gardner

Robert B. Hankinson, P.E.
City Engineer

MAY 17 2004

Municipality/Organization: CITY OF GARDNER

EPA NPDES Permit Number: MA041109 90

MaDEP Transmittal Number: W-035868

Annual Report Number

& Reporting Period: No. 2: April 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert B. Hankinson

Title: City Engineer

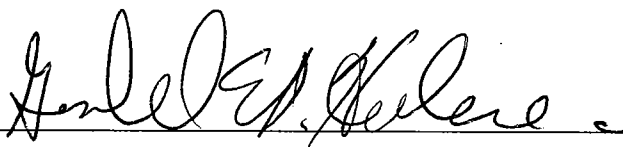
Telephone #: 978-630-4010

Email: rhankinson@gardner-ma.gov

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: Gerald E. St. Hilaire, Esq.

Title: Mayor, City of Gardner

Date: May 12, 2005

Part II. Self-Assessment

The City of Gardner has completed the required self-assessment and submits the following report of our progress for the reporting period:

GENERAL:

Item F of our General Permit Notice of Intent Application, the **Stormwater Management Program Summary and Time Frames Form** shows permit year one to begin during the Spring of 2004 (Copy Attached). As such no scheduled work was called for during the first reporting period, shown as March 2003 –March 2004. Subsequent reporting periods will encompass 12 months.

Staffing reductions within the City of Gardner have impacted our ability to meet goals shown for the reporting period.

SPECIFIC:

Part I.B.2(e)(vi)

Clearance regarding the endangered species act is still pending as of the date of this submission. This issue will be cleared as we are able to make a clear presentation to the appropriate agencies of the impacted areas within the City of Gardner, i.e. defining the location of components of the storm system as well as additional discharge locations if any.

Part II.F

Failed to submit annual report on or before May 1st. Submitted on May 12th.

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 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
11 Revised	Water Conservation Practice	Water Dept. Shawn Meunier	Water Conservation module for cable TV		Water restrictions will continue until our iron removal facility is completed at the Snake Pond well
12 Revised	Disposal of household Hazardous Waste	Bd of Health B. Sullivan	Two haz. waste collection days held	Waste Management in conjunction with their contract holds regional haz. waste collection days	Activities to continue
13 Revised	Trash Management	Bd of Health B. Sullivan	Produce Annual informational handout	Handout produced and distributed	Activities to continue
14 Revised	Stormwater Educational Material	Engineering, R. Hankinson	Develop educational material	Scheduled to commence Spring 2005	
15 Revised	Pollution Prevention for Business	Engineering R. Hankinson	Develop Program Seek Sponsor	Scheduled to commence Spring 2006	

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
21 Revised	Storm Drain Stenciling	DPW Dane Arnold	Develop Program, Seek Sponsor	Scheduled to commence 2005	Development of a plan of storm drains takes precedence over this task.
22 Revised	Stream Cleanup and Monitoring	Engineering R. Hankinson	Develop Program Seek Sponsor	Scheduled to commence 2006	Seeking sponsor in advance
23 Revised	Watershed Organization	Engineering R. Hankinson	Dev relationship w/ Miller's River Assn.	Staffing shortages precluded participation.	Seek voluntary participation

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
31 Revised	Develop Storm Sewer System Map	Engineering R. Hankinson	Dev. Map from avail information	Base plan is prepared, rough location of CB's has been made.	GIS technician starting employment with City, end of May
32 Revised	Field locate drainage structures	Engineering R. Hankinson	Field verify structures	GPS equipment purchased in advance of starting this task	GIS technician with interns to pursue this task
33 Revised	Develop ordinance to prohibit illicit discharge	Engineering R. Hankinson	Draft Ordinance	Resources diverted to rewriting Zoning and Planning Board Regulations	Draft Ordinance
34 Revised	Illegal Dumping	Engineering R. Hankinson	Develop & Implement Program	Enforcement of ordinance to prohibit sump pump discharge to City Streets has begun	Better definition of program to mitigate
35 Revised	Recreational Sewage	Sewer Dept Shawn Meunier	Develop public education program	Sewer Department manager has changed, task to be re-assigned	Define and implement program

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
41 Revised	Runoff and Erosion Control Education	Engineering, R. Hankinson	Develop & implement program	None scheduled until Fall of 2006	
42 Revised	Develop Ordinance Controlling Runoff	Engineering R. Hankinson	Develop Ordinance	Draft ordinance stalled due to staffing issues	Ordinance to be completed

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 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
51 Revised	Planning Guidelines for new development	Planning Dept. R. Hubbard	Revise Subdivision Control Regulations	Subdivision Regulation update is in the final draft stage.	Secure final approval of new Subdivision Regulations

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 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
61	Street Cleaning	DPW, D. Arnold	Revise and Re-implement program	Streets swept twice a year	Same as 2004

Revised						
62	Septic System Controls	Board of Health B. Sullivan	Review regs for stormwater exclusion	Task not completed	Rescheduled for summer/fall 2005	
Revised						
63	Storm Drain System Cleaning	DPW D. Arnold	Revise and Re- implement Program	Catch basins are cleaned once per year	Same as 2004	
Revised						
64	Used oil recycling	Board of Health B. Sullivan	Review Public Ed Program	Oil recycling program combined with solid waste drop off program. Public notified via mailing	Same as 2004	
Revised						
65	Employee Training	Engineering R. Hankinson	Develop Module, conduct training	Re-scheduled due to staff shortage	Same goal 2005	
Revised						

7. BMPs for Meeting TMDL

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2004 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2005
71 Revised	Investigate Bent's Pond Impairment	DPW, D. Arnold	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows
72 Revised	Investigate Otter River Impairment	Board of Health B. Sullivan	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows
73 Revised	Investigate Hilchy Pond Impairment	DPW D. Arnold	Engineering R. Hankinson	Task not completed	Rescheduled to be done as staffing availability allows

