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CITY OF AMESBURY, MA  
**Amesbury**

Mayor Cassandra Gove

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## ADMINISTRATIVE ORDER

2024-04

**August 29, 2024**

Pursuant to Article VI, Section 6-1(a)(2) of the Amesbury Home Rule Charter (the "Charter"), City government is hereby reorganized by Administrative Order of the Mayor as follows:

### **The Department of Public Works, Sewer Division**

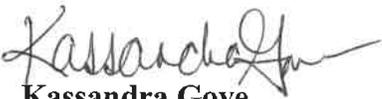
1. A Stormwater Compliance Unit (SCU) within the Sewer Division is hereby created and established upon effect of this order.
2. The collection of a quarterly stormwater utility fee is to be deposited into the Sewer Enterprise Fund for the purposes of funding permitted municipal separate storm sewer system (MS4), operations to be in compliance with State and Federal requirements. The stormwater utility fee is a quarterly flat fee for all sewer account holders. Schedules and updates to follow Amesbury City Code §453-6 for rate adjustments.
3. Stormwater utility fee receipts will be used to support currently unfunded tasks through the enterprise Stormwater Compliance Unit (SCU). Such tasks include but are not limited to stormwater sampling, required City ordinance development and enforcement, required inspections, public education and outreach, storm sewer system mapping, compliance consulting and USEPA required reporting.
4. The position of Junior Sanitary Engineer, Department of Public Works, Sewer Division is hereby created and established upon effect of this order. This position will be filled once funding is available and will be funded through or by Stormwater Compliance Unit receipts. The Junior Sanitary Engineer will act as daily steward of the unit and its goals. The Junior Sanitary Engineer will be a direct report of the City Engineer/Assistant Director of Public Works. Overall management of the newly created unit will be under the Director of Public Works.

### ***Charges and Objectives of Sewer Division, Stormwater Compliance Unit (SCU)***

- Mission or goal of the newly created Stormwater Compliance Unit is to ensure compliance with the cities National Pollutant Discharge and Elimination System (NPDES) permit (storm sewer) and improving the quality of stormwater discharged to waterways throughout the City of Amesbury.

- Maintenance of a public outreach and education program about the effects of non-point source pollution namely stormwater and the connection to local waterways, in compliance with Clean Water Act recommendations.
- Develop City ordinances in compliance with the City NPDES permit requirements.
- Compliance to include stormwater housekeeping and maintenance Best Management Practices, (BMPs) such as street sweeping, catch basin cleaning and disposal, outfall clearing and inspection, end of pipe treatment structure maintenance, street tree maintenance, jet flushing, surface sewer repairs and similar to limit total suspended solids (TSS) and similar from reaching receiving waters in the City of Amesbury.
- Development of an Illicit Discharge Detection and Elimination (IDDE) program to find and remove illicit connections from the City storm sewer system, including staff training and defined policies for removing illicit connections.
- Ensure professional resources are in place to routinely inspect public and private, pre and post construction stormwater BMPs, and similar compliance efforts listed in the jointly, MADEP and USEPA issued NPDES municipal separate storm sewer permit.
- Actively work to map out and document all City owned separate storm sewer systems or drainage infrastructure, catch basins, manholes, interconnections. Once documented, develop and fund a capital improvement plan for storm sewer system replacements and updates that is mindful of increased precipitation duration and intensity as well as the potential pollutant removal of updated infrastructure.
- To eventually hire a Junior Sanitary Engineer and field staff to document, manage and track stormwater management systems to remain compliant with MADEP and USEPA standards including Federally required annual reporting and similar permit requirements.
- Work as a partner to improve local water quality of surface waters in Amesbury and actively work to comply with any Total Maximum Daily Loads (TMDL) restrictions on waterways here now and in the future.

This Administrative Order shall become effective on the thirtieth day following the day on which notice of the proposed administrative order is filed with the City Council unless otherwise acted upon in accordance with Section 6-1(a)(2) of the Charter.

  
**Kassandra Gove**  
 Mayor