

4/30/10

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Municipality/Organization: Town of Danvers, MA

EPA NPDES Permit Number: MA 041188

MaDEP Transmittal Number: W-040672

**Annual Report Number
& Reporting Period:** No. 7: March 09-March 10

NPDES PII Small MS4 General Permit Annual Report

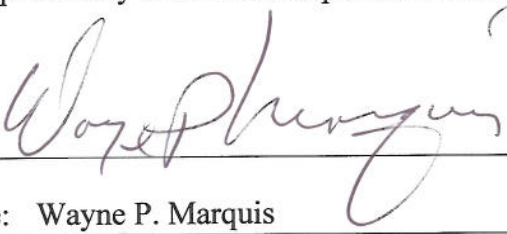
Part I. General Information

Contact Person: Richard P. Rodgers **Title:** Town Engineer

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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: Wayne P. Marquis

Title: Town Manager

Date: 4/26/10

Part II. Self-Assessment

The Town of Danvers 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

The following sections numbered 1 through 7 detail the Best Management Practices (BMP's) as outlined in the Notice of Intent submitted in July 2003 and as updated in the previous Annual Reports No. 1,2,3,4 and No. 5. Please note that the Town of Danvers is following the conditions of the existing permit until a new permit is issued. Asterisks (*) note those BMP's that have revised schedules.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1-1	Articles about SWMP in the "What's in the Works" Newsletter (Newsletter was formerly called "Light Touch")	Public Works	Article sent to all residents Yrs. 2-7	As in previous years, included article in "What's in the Works" Newsletter summarizing the mandates of the Stormwater Management Plan.	Continue to include an article in the "What's in the Works" Newsletter summarizing the mandates of the Stormwater Management Plan.
1-2	Continue to educate dog owners about picking up waste	Board of Health	Fact sheet in annual dog registration mailing during Yrs. 2-7	As in previous years, included notice with dog registration mailing.	Continue to include fact sheet with dog registration mailing.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1-3	Develop and offer education programs to schools	Public Works and Con Com.	Program developed and offered Yr 5	The Danvers High School Environmental Club was discontinued because of school budget cuts. Therefore, distribution of stormwater education flyers and catch basins stenciling (see BMP 2-3) were not done. At the Green Energy Fair held in October 2009, high school seniors participated in the stormwater education component of the fair. The High School Recycling Team visited the Casella Waste Recycling Facility.	Continue to provide materials to Danvers High School students in the Community Service Learning class so that they can create education flyers to be distributed to homes (see BMP 2-3).
1-4	Annual update of SWMP at a Selectmen's meeting	Public Works	Annual update of SWMP given	Students at Holten-Richmond Middle School were educated about responsible landscaping and maintained the school landscaped area, which was recognized by the National Garden Club. The students designed a corresponding educational brochure for distribution at Town events. Gave annual update at Selectman's meeting.	Continued maintenance of Holten-Richmond landscaped area will be performed by students. Give annual update of SWMP at Spring Selectmen's meeting.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1-5 * (added)	Distribute educational materials	Public Works and Con. Com.	Distribution at annual events	Continued availability of educational materials, including “Stormwater Matters” brochure from the Sudbury, Assabet, and Concord Rivers Watershed Community Council (SUASCO) at events including: AWWA Water Week at Water Treatment Plant, APWA Public Works Week at Public Works Garage, Earth Day Recycling at Town Hall and Hazardous Waste Day at former Sanitary Landfill/Transfer Station. In addition, a display board for stormwater education was purchased from SUASCO and is located at Town Hall. Educational materials on rain gardens were provided at Town events.	Continued display and distribution of educational materials. Purchase updated brochures from SUASCO.
1-6 * (added)	Distribute “Greenscapes” educational materials	Public Works and Con. Com.	Distribution of educational materials	The Greenscapes newsletter was not distributed. Instead, the Greenscapes calendar/planner was made available at Town Hall, the Library, and Town events.	Continue distribution of Greenscapes educational products. For Permit Year 8, magnets and pamphlets will be made available at Town Hall, the library and Town Events.
1-7* (added)	Sell rain barrels and compost bins.	Public Works	Sale of rain barrels and compost bins	Rain barrels and compost bins were sold to residents at a reduced rate.	Continue to sell rain barrels and compost bins to residents at a reduced rate.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
2-1	Form Stormwater Advisory Committee	Public Works, Con. Com., Planning, Health, Water/Sewer Commissioner	Committee form Yr 1, Meets twice annual thereafter	Held Advisory Committee meetings.	Hold Advisory Committee meetings twice within the year.
2-2	Comply with State public notification guidelines	Town Clerk	Notices posted in Town Hall and Library	Posted Notices.	Post Notices.
2-3 *	Provide stenciling materials	Public Works and Con. Com.	Materials provided Yr 2	Catch basin stenciling was not performed during Spring and Summer 2009 because the Danvers High School Environmental Club was discontinued due to school budget cuts.	The Danvers High students in the Community Service Learning Class have been approached about continuing stenciling efforts during Spring and Summer 2010.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
3-1 *	Continue to conduct dry weather outfall screening	Public Works	Number of outfalls screened	None, task completed.	In anticipation of the new NPDES Phase II permit requirements, dry weather screening of the outfalls will begin during Summer 2010.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
3-2	Update mapping of stormwater outfalls	Public Works	Maps updated	Reviewed all new development construction for compliance with the Stormwater Management Policies established by DEP. All were approved locally through Site Plan Approval, Order of Conditions and/or Subdivision Approval. No new or unmapped outfalls identified.	If new or unmapped outfalls are discovered during the permit year, add the outfalls to Town GIS.
3-3	Develop and implement plan to identify and remove illicit	Public Works and Board of Health	Number of connections removed	No illicit connects were identified during Permit Year 7.	None, unless new data shows suspicion of illicit connections.
3-4	Continue to enforce inspection of sewer connection bylaw	Public Works	Number of inspections made	Bylaw enforced. All sewer service connections are inspected by the Town prior to backfilling. Danvers inspected 13 new sewer connections (commercial and residential developments)	Enforce bylaw that requires inspection of all new construction.
3-5	Implement employee educational program	Public Works	Annual training provided	DPW staff completed GIS Training Seminar (to train how to update data and mapping related to stormwater to the DPW Operations Division)	Provide storm drain discharge education program of Town employees involved in maintenance of storm drainage system as part of annual training program.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
4-1	ESC bylaw for construction sites >1 acre	Planning	Develop draft bylaw in Yr 2, present to Town Meeting Yr 3	Enforced bylaws.	Enforce bylaws.
4-2	Require waste management plan	Board of Health	Plan developed for each construction site	Permit applications for entities supplying dumpsters were sent out on July 1, 2009. The Board of Health followed up on complaints received from residents.	Continue sending out permit applications for dumpsters. The Board of Health will also continue to follow up on complaints received from residents.
4-3	Review site plans for stormwater impacts	Planning, Public Works and Con. Com.	Number of site plans reviewed	Planning Board reviewed 13 sites for stormwater related site plans.	Continue site plan review for stormwater impacts.
4-4	Provide public input for sites > 1 acre	Planning and Con. Com.	Number of public comment periods held	Planning Board reviewed 4 site plans that required a public hearing for new construction (not all projects were > 1 acre).	Continue to place a notice in the local newspaper during the planning phase of construction projects disturbing more than 1 acre to allow public review and comment.
4-5	Inspection of erosion and sediment controls	Planning, Building Inspector, Public Works and Con. Com.	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None, task complete.	None, task complete.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
5-1 *	Develop bylaw to apply MA SW Policy to entire Town	Planning, Con. Com. and Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None, task complete.	The MA SW Policy is currently incorporated in Section 4, Site Plan Approval of the Zoning Bylaws. A Townwide Stormwater Management and Land Disturbance Bylaw is proposed and will be presented at Town Meeting during Spring 2010. Upon passage of this bylaw, stormwater regulations will be promulgated.
5-2	Specify SW BMP manual	Planning, Con. Com. and Public Works	BMP manual selected in Yr 2	None, task completed in Year 1.	None, task complete.
5-3 *	Develop bylaw for maintenance of BMPs	Planning, Con. Com. and Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None, task complete.	Requirement for maintenance of BMPs is currently incorporated in Section 4, Site Plan Approval of the Zoning Bylaws. A Townwide Stormwater Management and Land Disturbance Bylaw is proposed and will be presented at Town Meeting during Spring 2010. Upon passage of this bylaw, stormwater regulations will be promulgated.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-1	Update sensitive receptor inventory	Con. Com.	Updated inventory	None, task completed in Year 1.	None, task complete.
6-2	Street Sweeping	Public Works	Sweeps streets annually	Swept all streets from starting in spring 2009 and continuing through first deicing event and maintained all records.	Continue to sweep all streets in the spring (multiple times).
6-3	Roadway deicing	Public Works	Continue to calibrate equipment annually	Calibrated equipment during Fall 2009. Held annual driver training day in preparation for the winter season (including salting procedure review).	Continue existing salting procedure.
6-4	Minimize impacts from vehicle washing	Public Works	Maintain vehicle washing controls	Continued to use commercial car wash for small vehicles or wash vehicles inside DPW garage. For vehicles washed outside, did not use soap. Maintained the oil/water separator in the store drain system (both inside and outside the DPW garage).	Continue practice and procedures in Year 8.
6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Conducted employee training on hazardous materials Spring 2009. Conducted vehicle maintenance inside the DPW garage. Maintained materials inventory.	Continue employee training on hazardous materials. Conduct vehicle maintenance inside the DPW garage. Maintain materials inventory.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-6	Storm Drain maintenance	Public Works	Number of catch basins cleaned each year	Town hired contractor to clean and remove debris of approximately 1,200 (about 1/3) of Town's catch basins, and drain pipes as necessary.	The Town has allocated \$30,000 for catch basin cleaning and has the goal of cleaning 1/3 of the Town's catch basins (disposal costs have increased). Continue using a contractor to clean and remove debris from the Town's catch basins and keep records.
6-7	Park and landscape maintenance	Public Works – Parks Division	Amount of herbicides / fertilizers used	Practiced green landscaping using integrated pest management and products that were EPA approved and in accordance with the children's protection act. Kept maintenance records.	Conduct training of any new staff who has not received training to minimize application of herbicides, pesticides, and fertilizers during winter of the permit year, and then practice green landscaping continually throughout permit year. Keep maintenance records.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>

NONE REQUIRED; NO TMDLs in Danvers.

Part IV. Summary of Information Collected and Analyzed

Not applicable.