

Board of Selectmen  
Town of Rowley  
PO Box 275  
Rowley, MA 01969

# facsimile transmittal

0560

**To:** Ann Herrick, EPA **Fax:** 617-918-0505

---

**From:** Deb Eagan, TA **Date:** 7/15/2006

---

**Re:** NPDES ANNUAL REPORT **Pages:** 14 PAGES TO FOLLOW

---

**CC:**

---

- Urgent   
 For Review   
 Please Comment   
 Please Reply   
 Please Recycle

Ann -

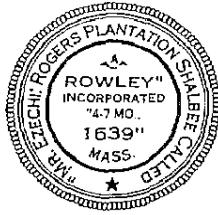
I am faxing you the Town of Rowley NPDES Annual Report. The original has been mailed to EPA.

If you have any questions, please call me at 978-948-2705. Thank you.

Deb Eagan

Town Administrator, Town of Rowley

.....



# Town of Rowley

P.O. Box 275 • 139 Main Street  
Rowley, MA 01969  
Fax: (978) 948-8202

Board of Selectmen  
(978) 948-2372

Town Administrator  
(978) 948-2705

July 13, 2006

Thelma Murphy  
Regional Storm Water Coordinator  
United States Environmental Protection Agency  
Region 1  
One Congress Street  
Suite 1100  
Boston, MA 02114-2023

RE: ANNUAL REPORT

Dear Ms. Murphy:

Enclosed please find the Town of Rowley, Massachusetts Year Three Annual Report. If you have any questions, please contact me.

Sincerely,

Deborah Eagan  
Town Administrator

Enc. NPDES PII Small MS4 General Permit Annual Report -- Rowley, MA

**Municipality/Organization:** Rowley

---

**EPA NPDES Permit Number:** MAR041218

---

**MaDEP Transmittal Number:** W- 03572

---

**Annual Report Number  
& Reporting Period:** March 05 – March 06

---

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Deborah Eagan

**Title:** Town Administrator

---

**Telephone #:** 978-948-2705

**Email:** selectmen@townofrowley.org

---

#### 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:** Deborah Eagan

---

**Title:** Town Administrator

---

**Date:** 07/13/06

---

## Part II. Self-Assessment

The Town of Rowley has made progress in our Storm Water Management goals for Years One, Two and Three. The town department heads worked towards the Town's goals. During Year Three we started using a software program, through the state MassGIS system, which enables the Town to create overlay maps. Additionally as of March 2006, the Town's Conservation Commission is finalizing a storm drain stenciling program with a local Boy Scouts troop. This program is scheduled for April 2006. A door hanger flyer has been drafted should be completed and distributed in April 2006. The Town continues to be faced with tight budgets, so we continue the practicing of maximizing our existing resources for projects, such as Phase II. I continue to serve as the coordinator/facilitator of the Storm Water Program and will be working with the department heads this year on all of the goals.

Deborah Eagan  
Town Administrator  
July 13, 2006

**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 Years 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 4
1 Revised	Homeowners	Sel/ConCom	Pamphlets/local TV	Researched for potential grant funds to cover the cost of printing/distributing grants. Created an informational door hanger flyer. No progress on televised Sel/ConCom meetings.	Door hanger flyer should be completed and distributed in April 2006. Still need to set up televised Sel/ConCom meetings.
2 Revised	Targeting Education	Sel/ConCom	Workshops/meetings	No progress on conducting workshop for general public. ConCom plans to meet with the Selectmen in a public meeting in early springtime to discuss storm drain stenciling program and informational door hanger flyer.	ConCom will hold a workshop and invite the general public. In the meantime, ConCom scheduled to meet with Selectmen on March 20, 2006 to discuss Storm Drain Stenciling program and door hanger flyer.
3	New Development	Sel/ConCom	Participation in project approval	Goal achieved. All new development must follow required stormwater management regulations. ConCom, Planning Board and Highway all work as checks and balances on this process.	
4 Revised	Existing Development	Sel/ConCom	Mailings/Meetings	In the process of developing pamphlet which will be used for distribution. A door hanger pamphlet is in a final draft form as of March 2006	Pamphlet will be distributed through door to door distribution, Town Hall, library and other public sites, the media and at businesses.
Revised					
Revised					

Revised					
---------	--	--	--	--	--

**1a. Additions**

1.5	Develop stormwater website	ConCom	Add section to town website on stormwater by April 06	No progress in Year Three. Town's entire website is being re-vamped.	ConCom Agent will be working with webmaster on posting info. Most info will be from information pamphlet.
-----	----------------------------	--------	-------------------------------------------------------	----------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Years 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5 Revised	Activities/public participation – Stream clean-up & monitoring	ConCom	Organize stream clean up day/ develop monitoring program	ConCom has informal stream monitoring program.	ConCom will develop a more formal stream monitoring program using the volunteers who are already monitoring waterways with the Parker River Watershed Association.
5 Revised	Activities/public participation – Volunteer monitoring	ConCom	Establish volunteer watershed teams	Some local residents are working with the Parker River Watershed Protection Association on monitor waterways.	ConCom will work to assemble a volunteer watershed team to monitor streams, in conjunction with the Parker River Watershed group.
5 Revised	Activities/public Participation Storm Drain Stenciling	Highway ConCom	Identify storm drainage systems Stencil storm drains	Although a Year 5 goal, the ConCom has been able to compile an electronic database. The ConCom has developed a storm drain stenciling program using the local Boy Scouts.	The ConCom will be seeking authorization from the Selectmen to undertake a storm drain stenciling program with the Boy Scouts in April 2006
5 Revised	Adopt a Stream Program – Adopt a stream	ConCom	Recruit Volunteers		A year four goal, as stated above will tap into the pool of volunteers from the Parker River Watershed Assoc.
6.	Involvement/public opinion – Watershed Organization	ConCom	Establish watershed organization from stream monitoring group		As cited in #5, ConCom will tap in pool of local residents who are monitoring streams with the Parker River Watershed Assoc.
6.	Involvement/public opinion	ConCom	Organize to encourage public participate		ConCom will be working with volunteers to encourage broader public participation in stream monitoring

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Years 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7 Revised	Develop Storm Water System Map	Highway	Complete sub-basin drainage maps	Purchased new high tech GPS device which allows info to be uploaded to computer program. Most of data is now computerized.	Will continue transmitting data onto the GIS mapping software and adding new storm drains created through new development.
8 Revised	Develop storm water bylaw to prevent illicit discharges	Selectmen	Draft bylaw	ConCom Agent attended workshop on writing bylaw. Compared existing bylaws to NPDES Phase II model stormwater bylaws. Local departments are reviewing draft.	Have bylaw presented to town meeting for adoption.
9 Revised	Develop & implement plan to detect & address non storm water discharges	Board of Health	Complete plan and distribute to volunteer groups	No progress in writing the plan. BOH uses existing state regulations and local regulations on drains to promote the information.	Health Dept. has partial list. Health Dept. will complete the formal plan addressing detection of non-storm water discharges.
10. Revised	Educate public employees, businesses, public, etc. on illegal discharge & improper disposal of waste	Highway	Workshops, flyers and posters	Using the door hanger flyer as noted in BMPs #1, 2, 4 & 5, we have begun the important goal of communicating to the public about the dangers of illegal/improper disposal of waste/discharge into the storm drain system.	Selectmen, ConCom, Board of Health & Highway, will work together on holding a workshop and making posters and flyers
Revised					
Revised					

#### 3a. Additions

--	--	--	--	--	--

#### 4. Construction Site Stormwater Runoff Control

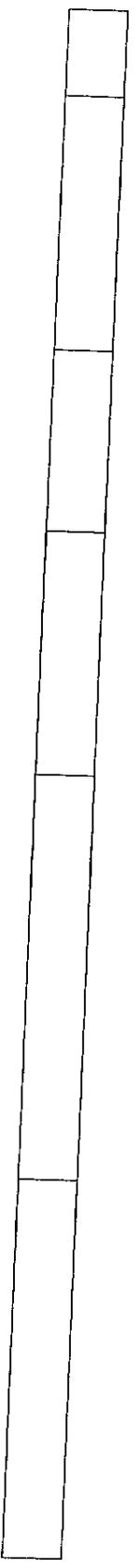
BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Years 1, 2 & 3  (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
12	Develop Bylaw requiring erosion & sediment controls	Planning	Adopt bylaw	Working on draft bylaw. Currently erosion control is part of all new construction through regulations.	Finalize the bylaw language and present to town meeting for adoption.
Revised					
13	Requirements for construction site waste control	Planning	Prepare guidelines for site operators	Construction site waste controls are controlled by various departments, such as Planning, building inspector, Board of Health and Conservation Commission.	The various departments involved will develop a uniform set of guidelines.
Revised					
14	Procedures for site inspection and enforcement	Planning	Implement site inspections and enforcement	Site inspections are done through the Planning Board's consultant engineer.	Will formalize existing practice in the drafting of a Planning Board regulation for regular site inspection and enforcement.
Revised					
15.	Site Plan Review Procedure	Planning	Participation in review and approval process for new sites	A comprehensive site plan review currently takes place. Stormwater runoff considerations are part of that review process.	Planning Board will memorialize current practice in a written procedure.
Revised					
16.	Identify BMPs for specific construction sites	Highway	Prepare checklist for site review process	Highway Department works with Planning Board consulting engineer on ensuring BMPs are implemented during construction.	Will develop formal written checklists.
Revised					
17.	Public Input Procedures	Selectmen	Engage watershed organizations in project planning		A Year 4 goal. Selectmen will work with ConCom on this goal.
Revised					

19.	Preservation of natural vegetation	ConCom	Identify sensitive areas in planning/review process	ConCom reviews all plans and offers recommendations and in some cases town's Wetlands Bylaw may apply, if not within jurisdiction of the state Wetlands Protection Act.	
20.	Good housekeeping	Planning Board	Perform site inspection	Presently Planning Board engineer, building inspector and BOH conduct site inspections.	Year 4 & 5. Will work to establish formal site inspection procedures.
21.	Spill Prevention	Fire Dept.	Identify designated materials storage sites	Fire Chief has informal list.	Fire Chief will develop formal list.

## 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 Years 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
24	Evaluate existing drainage structures	Highway	Inventory existing catch basins & other treatment facilities	List of catch basins nearly complete. List has been computerized.	Highway and ConCom will complete database.
Revised					
25	Develop and implement strategies which include structural & non-structural management practices	Highway	Prepare Best Management Practices Checklist	No progress made on this goal.	Will work on this goal in Year 4.
Revised					
26	Develop bylaw on post construction runoff from new development	ConCom	Adopt bylaw	Presenting working on bylaw.	Year 4 goal. Present bylaw to Town Meeting for adoption.
27	Plan to implement BMP's in design	Highway	Participation in design of redevelopment projects	Highway Department works Planning Board engineer in stormwater runoff on redevelopment projects	Will develop a formal procedure for Highway Dept. participation in redevelopment design
30	Establish Goals for Storm Water Runoff Quantity and Quality	Conservation Commission	Incorporate standards in plan approval	Goal complete. ConCom is following this practice on plan reviews	
Revised					
31	Coordinate BMP with upstream and downstream municipalities	Sel/ConCom	Coordinate water quality goals with Georgetown and Ipswich	ConCom Agent has met with neighboring ConCom agents to discuss this matter, as well as other related topics.	ConCom Agent is still working on this. Agent will hold meetings with Georgetown and Ipswich agents to review water quality goals. Also will meet with Parker River Watershed Association to review goals.
Revised					

### 5a. Additions



**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 Years 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
32	Inventory all municipal operations which may contribute to storm water runoff water quality	Highway	Prepare a list of municipal operations.	Highway Department has list.	Highway Department still plans to create a computerize database of list.
Revised					
34	Employee Training	Highway	Workshops/Posters	Highway Department supervisor has provided verbal instruction and training. Supervisor has provided re-training when necessary.	Will create flyers and post in the workplace.
Revised					
36	Storage Facility Management	Fire Department	Inventory Stored Materials	Fire Chief has identified buildings containing stored materials	Fire Chief still must complete list of all materials stored in buildings on his list. He will be mailing a survey out to all relevant business in order to collect this data.
Revised					
39	Spill Response Plan	Fire Department	Prepare plan and distribute to affected departments	Fire Chief has is working on this plan. He already has several emergency preparedness plans in place dealing with certain types of hazardous waste disasters. He will incorporate some of these into a new "Spill Response Plan" as part of compliance with Phase II.	Fire Chief still must complete the plan and distribute it to relevant departments.
Revised					
Revised					

**6a. Additions**


**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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					

**7a. Additions**


**7b. WLA Assessment**