Municipality/Organization: Town of Danvers, Massachusetts

EPA NPDES Permit Number: MA 041188

MaDEP Transmittal Number: W 040672

Annual Report Number & Reporting Period: No. 2: March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard P. Rodgers, P.E. Title: Town Engineer

Telephone #: (978) 777-2668 ext. 637 Email: rrodgers@mail.danvers-ma.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: Wayne P. Marquis

Title: Town Manager

Date: 4-15-03
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 Annual Report No. 1 submitted in June 2004. Asterisks (*) note those BMP’s that have revised schedules.

1. Public Education and Outreach

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Article about SWMP in the Light Touch Newsletter</td>
<td>Public Works Dept.</td>
<td>Article sent to all residents Yrs. 2-5</td>
<td>Included article in Fall 2004 Light Touch Newsletter summarizing the mandates of the Stormwater Management Plan.</td>
<td>Include an article in the Summer 2005 Light Touch Newsletter about the Stormwater Management Plan.</td>
</tr>
<tr>
<td>1-2</td>
<td>Continue to educate dog owners about picking up waste</td>
<td>Board of Health</td>
<td>Fact sheet in annual dog registration mailing, Yrs 2-5</td>
<td>Included notice with dog registration mailing in March 2005.</td>
<td>Continue to include fact sheet with dog registration mailing.</td>
</tr>
<tr>
<td>1-3</td>
<td>Develop and offer education program to schools</td>
<td>Public Works Dept. and Con. Com.</td>
<td>Program developed and offered, Yr 5</td>
<td>Initiated website development, which will include school and Stormwater information.</td>
<td>Continue to develop education program with area schools.</td>
</tr>
<tr>
<td>1-4</td>
<td>Annual update of SWMP at a Selectmen’s meeting</td>
<td>Public Works Dept.</td>
<td>Annual update of SWMP given</td>
<td>Gave annual update at Selectman’s meeting.</td>
<td>Give annual update of SWMP at Spring Selectmen’s meeting.</td>
</tr>
</tbody>
</table>
2. Public Involvement and Participation

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>Form Stormwater Advisory Committee</td>
<td>Public Works, Con. Com., Planning, Health, Water/Sewer Commissioner</td>
<td>Committee form Yr 1, Meets twice annually thereafter</td>
<td>Held Advisory Committee meetings.</td>
<td>Hold Advisory Committee meetings twice within the year.</td>
</tr>
<tr>
<td>2-3 *</td>
<td>Provide stenciling materials to local Boy Scout Troop</td>
<td>Public Works, Con. Com</td>
<td>Materials provided Yr 2</td>
<td>Provided stenciling materials to Danvers Public High School science class. Weather delayed the stenciling activities.</td>
<td>Students stencil catch basins by end of permit year.</td>
</tr>
</tbody>
</table>

3. Illicit Discharge Detection and Elimination

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1*</td>
<td>Continue to conduct dry weather outfall screening</td>
<td>Public Works</td>
<td>Number of outfall screened</td>
<td>None, task completed.</td>
<td>None, task completed.</td>
</tr>
<tr>
<td>3-2</td>
<td>Update mapping of stormwater outfalls</td>
<td>Public Works</td>
<td>Maps updated</td>
<td>No new or unmapped outfalls identified. Outfall piping network is being updated in GIS.</td>
<td>If new or unmapped outfalls are discovered during the permit year, add the outfalls to Town GIS.</td>
</tr>
<tr>
<td>3-3</td>
<td>Develop and implement plan to identify and remove illicits</td>
<td>Public Works, Board of Health</td>
<td>Number of connections removed</td>
<td>Performed sampling. No indications of illicit connections were found.</td>
<td>None, unless new data shows suspicion of illicit connections.</td>
</tr>
</tbody>
</table>
### 4. Construction Site Stormwater Runoff Control

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>ESC bylaw for construction sites &gt; 1 acre</td>
<td>Planning</td>
<td>Develop draft bylaw in Yr 2, present to Town Meeting Yr 3</td>
<td>Enforce bylaws.</td>
<td>Enforce bylaws.</td>
</tr>
<tr>
<td>4-2</td>
<td>Require waste management plan</td>
<td>Board of Health</td>
<td>Plan developed for each construction site</td>
<td>Board of Health regulations require proper waste management.</td>
<td>Continue discussions to specify waste management requirements in the Building Inspector’s permit.</td>
</tr>
<tr>
<td>4-3</td>
<td>Review site plans for stormwater impacts</td>
<td>Planning, Con Com, Public Works</td>
<td>Number of site plans reviewed</td>
<td>Planning Board reviewed 45 site plans.</td>
<td>Continue site plan reviews for stormwater impacts.</td>
</tr>
<tr>
<td>4-4</td>
<td>Provide public input for sites &gt; 1 acre</td>
<td>Planning, Con Com</td>
<td>Number of public comment periods held</td>
<td>Planning Board reviewed 23 site plans that required a public hearing for new construction (not all projects were &gt; 1 acre).</td>
<td>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.</td>
</tr>
<tr>
<td>4-5</td>
<td>Inspection of erosion and sediment controls</td>
<td>Planning, Con Com, Building Inspector, Public Works</td>
<td>Develop bylaw during Yr 2, present to Town Meeting Yr 3</td>
<td>None, task complete.</td>
<td>None, task complete.</td>
</tr>
</tbody>
</table>
5. Post-Constrution Stormwater Management in New Development and Redevelopment

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-1*</td>
<td>Develop bylaw to apply MA SW Policy to entire Town</td>
<td>Planning, Con Com, Public Works</td>
<td>Develop bylaw during Yr 2, Present to Town Meeting Yr 3</td>
<td>Completed. The existing Zoning Bylaws require a stormwater management plan in accordance with DEP's Stormwater Management Policy.</td>
<td>None, task complete.</td>
</tr>
<tr>
<td>5-2</td>
<td>Specify SW BMP manual</td>
<td>Planning, Con Com, Public Works</td>
<td>BMP manual selected in Yr 2</td>
<td>None, task completed in Year 1.</td>
<td>None, task complete.</td>
</tr>
<tr>
<td>5-3*</td>
<td>Develop bylaw for maintenance of BMPs</td>
<td>Planning, Con Com, Public Works</td>
<td>Develop bylaw during Yr 2, Present to Town Meeting Yr 3</td>
<td>Completed. The existing Zoning Bylaws require a stormwater management plan in accordance with DEP's Stormwater Management Policy. Standard 9 of the Stormwater Management Policy specifies stormwater management systems must have an operation and maintenance plan. The existing Bylaws also require submittal of all proposed stormwater management facilities.</td>
<td>None, task complete.</td>
</tr>
</tbody>
</table>

6. Pollution Prevention and Good Housekeeping in Municipal Operations

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-1</td>
<td>Update sensitive receptor inventory</td>
<td>Con Com</td>
<td>Updated inventory</td>
<td>None, task completed in Year 1.</td>
<td>None, task complete.</td>
</tr>
<tr>
<td>6-2</td>
<td>Street Sweeping</td>
<td>Public Works</td>
<td>Sweeps streets annually</td>
<td>Swept all streets and maintained records.</td>
<td>Sweep all streets in the spring.</td>
</tr>
<tr>
<td>6-3</td>
<td>Roadway deicing</td>
<td>Public Works</td>
<td>Continue to calibrate equipment annually</td>
<td>Calibrated equipment during Fall 2004.</td>
<td>Continue existing salting procedures.</td>
</tr>
</tbody>
</table>

4/12/2005
| 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 storm drain system (both inside and outside the DPW garage). | Continue practices and procedures followed in Year 2. |
| 6-6 | Storm drain maintenance | Public Works | Number of catch basins cleaned each yr | Cleaned 1/3 of Town’s catch basins (approximately 1000 basins) and cleaned drain pipes as necessary during Fall 2004. | Clean 1/3 of Town’s catch basins and keep records. |
| 6-7 | Park and landscape maintenance | DPW - Parks Division | Amount of herbicides/fertilizers used | Practiced green landscaping. 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)

NONE REQUIRED; NO TMDLs in Danvers.

Part IV. Summary of Information Collected and Analyzed

Not applicable.