

TO: David Gray  
FR: Deb Eagan, Town of Rowley, MA

Debbie Eagan

From: gray.davidj@epamail.epa.gov  
Sent: Thursday, September 11, 2008 5:37 AM  
To: Debbie Eagan  
Subject: Re: FW: Annual Report Year 5

9 pages to follow.

Deborah,

I recommend you FAX to me a copy of your report in its current form; using this correspondence as a cover page. You could then mail the entire report next week.

Regards,

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David J. Gray, P.E.  
Office of Ecosystem Protection  
U.S. Environmental Protection Agency  
1 Congress Street, Suite 1100 (CIP)  
Boston, MA 02114-2023

Phone: 617.918.1577  
eFax: 617.918.0577  
gray.davidj@epa.gov

-----"Debbie Eagan" <debbie@townofrowley.org> wrote: -----

To: Davidj Gray/R1/USEPA/US@EPA, <herrick.ann@epa.gov>  
From: "Debbie Eagan" <debbie@townofrowley.org>  
Date: 09/10/2008 02:24PM  
Subject: FW: Annual Report Year 5

Ms. Herrick/Mr. Gray:

I apologize for the delay in sending the Town of Rowley 's Year 5 Annual Report to you. I've completed the required portion of the report and would like to fill in some of the data in the "Optional" section and need to gather that information from other town departments. I'm pleased to say we were able to get a stormwater management and erosion control bylaw adopted by Town Meeting, this past year. We also completed a stormwater map and drain and outfall database.

I should be able to have the entire report completed by next Tuesday, September 16<sup>th</sup>. However, because of this late date, if you prefer me to send you the report without the back optional section, I can do that tomorrow and send the remaining portion to you next week.

Please advise.

**Municipality/Organization:** Rowley

**EPA NPDES Permit Number:** MAR041218

**MaDEP Transmittal Number:** W-03572

**Annual Report Number  
& Reporting Period:** March 07– March 08

## 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

*debbie@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: *Deborah Eagan*

Printed Name: Deborah Eagan

Title: Town Administrator

Date: 09/10/08

**III. Summary of Minimum Control Measures**

**Public Education and Outreach**

| BMP Description            | Responsible Dept./Person Name  | Measures                           |
|----------------------------|--------------------------------|------------------------------------|
| Homeowners                 | Sel/ConCom                     | Pamphlets                          |
| Targeting Education        | Sel/ConCom/<br>Board of Health | Workshop                           |
| New Development            | Sel/ConCom                     | Participative approval             |
| Existing Development       | Sel/ConCom                     | Mailings/                          |
| <b>Initiations</b>         |                                |                                    |
| Develop stormwater website | ConCom                         | Add section website on by April 06 |

**Part II. Self-Assessment**

The Town of Rowley has made significant progress in our Storm Water Management goals for Year Five. Through the cooperation of many of our town department heads, we met several of our outstanding goals in Year Five. In Year Five, the Town accomplished its highest priority – the goal of adopting a stormwater management and erosion control bylaw. The development and adoption of this bylaw was the result of a joint effort between the Board of Selectmen and the Conservation Commission. During this past year, the Town focused on getting the bylaw written and adopted. The November 5, 2007 Special Town Meeting adopted the bylaw. A few weeks later, the Attorney General approved it. The Town’s conservation commission agent, Brent Baeslack, worked diligently with Town Counsel Judy Pickett and other entities in drafting this comprehensive bylaw which seeks to reduce and eliminate erosion control and sedimentation from land disturbance activities. Also during this past year, the Rowley Board of Health approved a Regulation Prohibiting Illicit Connections and Discharges to the Municipal Separate Storm System (MS4). The regulations went into effect on February 1, 2008. This regulation was adopted under the Federal Clean Water Act 40 CFR 122.34. During Year Five, the Board of Selectmen contracted with Merrimack Valley Planning Commission (MVPC) for stormwater mapping services. MVPC, working with the Town’s Highway Department, identified stormwater outfall locations within the Urbanized Area of the Town. During Year Five, the Board of Health’s local stream monitoring program expanded. Several volunteer training sessions have been held this past year and two portions of two streams have undergone testing. Separately, the Board of Health has continued working with the Parker River Clean Water Association on a stream water quality testing program. Finally, the Board of Selectmen sought and obtained funding from the Town to maintain the Town’s participation in the Greenscapes program, a coalition of the Ipswich River Watershed Association, Eight Towns and A Bay, and the Salem Sound Coastalwatch. Greenscapes has been instrumental in helping the Town achieve its public education and outreach goals.

Deborah Eagan  
 Town Administrator  
 September 10, 2008

## 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 & 5<br>(Reliance on non-municipal partners indicated, if any)                               |
|----------|----------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 5        | Activities/public participation – Stream clean-up & monitoring | ConCom changed to Board of Health | Organize stream clean up day/ develop monitoring program      | The Board of Health is running the stream monitoring program. Volunteers receive training and monitoring sessions throughout the year. |
| Revised  |                                                                |                                   |                                                               |                                                                                                                                        |
| 5        | Activities/public participation – Volunteer monitoring         | ConCom changed to Board of Health | Establish volunteer watershed teams                           | Local residents and volunteers are working with the Board of Health and PRCWA. Additionally, PRCWA is testing several town streams.    |
| Revised  |                                                                |                                   |                                                               |                                                                                                                                        |
| 5        | Activities/public Participation                                | Highway                           | Identify storm drainage systems                               | The storm drains have identified and most of the drains in the applicable areas have been stenciled.                                   |
| Revised  | Storm Drain Stenciling                                         | ConCom                            | Stencil storm drains                                          |                                                                                                                                        |
| 5        | Adopt a Stream Program – Adopt a stream                        | ConCom changed to Board of Health | Recruit Volunteers                                            | The Board of Health is working with volunteers on the streaming monitoring program.                                                    |
| Revised  |                                                                |                                   |                                                               |                                                                                                                                        |
| 6.       | Involvement/public opinion – Watershed Organization            | ConCom changed to Board of Health | Establish watershed organization from stream monitoring group | Goal met. Board of Health is formally overseeing the stream team monitoring program.                                                   |
| 6.       | Involvement/public opinion                                     | ConCom changed to Board of Health | Organize to encourage public participate                      | Goal met. Stream teams meet under the Board of Health supervision.                                                                     |

### 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, 4 & 5<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                     |
|----------------|------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7<br>Revised   | Develop Storm Water System Map                                                                       | Highway                       | Complete sub-basin drainage maps                 | Goal met. The Board of Selectmen contracted with Merrimack Valley Planning Commission to prepare a stormwater system map. Map was completed in the summer of 2008.                                                                              |
| 8<br>Revised   | Develop storm water bylaw to prevent illicit discharges                                              | Selectmen/ConCom              | Draft bylaw                                      | Goal met. The November 5, 2007 Special Town Meeting adopted the Stormwater Management and Erosion Control Bylaw. The state Attorney General approved it on November 20, 2007.                                                                   |
| 9<br>Revised   | Develop & implement plan to detect & address non storm water discharges                              | Board of Health               | Complete plan and distribute to volunteer groups | Goal met. The Board of Health adopted a Regulation Prohibiting Illicit Discharges to the Municipal Separate Storm Sewer System on January 7, 2008. The regulation went into effect on February 1, 2008.                                         |
| 10.<br>Revised | Educate public employees, businesses, public, etc. on illegal discharge & improper disposal of waste | Highway                       | Workshops, flyers and posters                    | Goal met. The Town continues to use Greenscapes to educate the public on the illegal discharge and improper disposal of waste. Additionally, door hangers and flyers developed by the Conservation Commission are used to accomplish this goal. |

#### 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, 4 & 5<br><br>(Reliance on non-municipal partners indicated, if any)                                                                                                                                       |
|----------|-----------------------------------------------------|-------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12       | Develop bylaw requiring erosion & sediment controls | Planning                      | Adopt bylaw                                                | Goal met. The Town adopted a Stormwater Management and Erosion Control Bylaw on November 5, 2007. Additionally, the Town already has an earth removal bylaw, which addresses erosion control.                                                         |
| Revised  |                                                     |                               |                                                            |                                                                                                                                                                                                                                                       |
| 13       | Requirements for construction site waste control    | Planning                      | Prepare guidelines for site operators                      | Goal met. The Town's Stormwater Management and Erosion Control Bylaw addresses this goal. The Conservation Commission Agent generally reviews special permits and site plans to ensure guidelines are met.                                            |
| Revised  |                                                     |                               |                                                            |                                                                                                                                                                                                                                                       |
| 14       | Process for site inspection and enforcement         | Planning                      | Implement site inspections and enforcement                 | Stormwater bylaw addresses this goal. Additionally, site inspections are done through the Planning Board's consultant engineer. The Planning Board will formalize the existing practice by drafting a regulation for site inspection and enforcement. |
| Revised  |                                                     |                               |                                                            |                                                                                                                                                                                                                                                       |
| 15       | Site Plan Review Process                            | 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 Outreach Procedures                          | Selectmen                     | Engage watershed organizations in project planning         | Goal met. Through the Town's continued participation in Greenscapes and the local stream monitoring program, this goal has been met.                                                                                                                  |
| Revised  |                                                     |                               |                                                            |                                                                                                                                                                                                                                                       |
| 18       | Construction site operation training                | Highway                       | Workshop/Flyer                                             | Highway Department will develop a flyer.                                                                                                                                                                                                              |

|     |                                    |                |                                                     |                                                                                                                                                                                     |
|-----|------------------------------------|----------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. | Preservation of natural vegetation | ConCom         | Identify sensitive areas in planning/review process | Goal met. 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. ConCom Agent as cited BMP #13, will coordinate a uniform set of procedures.                 |
| 21. | Spill Prevention                   | Fire Dept.     | Identify designated materials storage sites         | Fire Chief has informal list. Fire Chief will complete a 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, 4 & 5 (Reliance on non-municipal partners indicated, if any)                                                                                                                                                                           |
|----------|-------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24       | Evaluate existing drainage structures                                                           | Highway                       | Inventory existing catch basins & other treatment facilities | Goal met. The Stormwater Map provided the database on existing catch basins and outfalls.                                                                                                                                                                                          |
| Revised  |                                                                                                 |                               |                                                              |                                                                                                                                                                                                                                                                                    |
| 25       | Develop and implement strategies which include structural & non-structural management practices | Highway                       | Prepare Best Management Practices Checklist                  | Highway Department will prepare the BMP checklist.                                                                                                                                                                                                                                 |
| Revised  |                                                                                                 |                               |                                                              |                                                                                                                                                                                                                                                                                    |
| 26       | Develop bylaw on post construction runoff from new development                                  | ConCom                        | Adopt bylaw                                                  | Goal met. The Town's Stormwater Management and Erosion Control Bylaw addresses this goal.                                                                                                                                                                                          |
|          |                                                                                                 |                               |                                                              |                                                                                                                                                                                                                                                                                    |
| 27       | Plan to implement BMP's in design                                                               | Highway                       | Participation in design of redevelopment projects            | Highway Department currently works with Planning Board engineer in stormwater runoff on redevelopment projects.                                                                                                                                                                    |
|          |                                                                                                 |                               |                                                              |                                                                                                                                                                                                                                                                                    |
| 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                                      | Sci/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. Through the Town's participation in the Parker River Clean Water Monitoring Program, we are making progress in this goal. PRCWA is working in Newbury and Georgetown. |
| Revised  |                                                                                                 |                               |                                                              |                                                                                                                                                                                                                                                                                    |



**6. Pollution Prevention and Good Housekeeping in Municipal Operations**

| <b>BMP ID #</b> | <b>BMP Description</b>                                                                      | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                           | <b>Progress on Goal(s) – Permit Years 1, 2, 3, 4 &amp; 5 (Reliance on non-municipal partners indicated, if any)</b>                                                                                                                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 will work with ConCom agent on making a computerized database.                                                                                                                                                                                                                                                                                                                                      |
| Revised         |                                                                                             |                                      |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 34              | Employee Training                                                                           | Highway                              | Workshops/Posters                                   | Highway Department supervisor has provided verbal instruction and training. Supervisor has provided re-training when necessary. Public outreach flyers are available.                                                                                                                                                                                                                                                                               |
| 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 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. Chief is chairman of the Local Emergency Planning Commission, which oversees hazardous spills. |
| Revised         |                                                                                             |                                      |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |