

**TOWN OF DANVERS**  
*Department of Public Works*



1 Burroughs Street  
Danvers, Mass. 01923  
Telephone (978) 777-2668  
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**ENGINEERING DIVISION**

MAY 1 2009

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April 28, 2009

**FEDEX Tracking Number: 8690-9833-1230**

Ms Glenda Velez - CIP  
U.S. Environmental Protection Agency – Region I  
1 Congress Street Suite 1100 (CIP)  
Boston, MA 02114-2023

**RE: TOWN OF DANVERS MA -Phase II NPDES Permit MA 041188**  
**Submission of Sixth Annual Update Report**

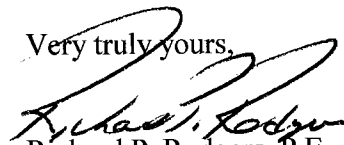
Dear Ms Herrick:

On behalf of the Town of Danvers, enclosed please find one original signature copy of the Year 6 NPDES Phase II Small MS4 Annual Report. Please note that the Town of Danvers is following the conditions of the existing permit MA 041188 until a new permit is issued.

Please be advised that one original signature copy of this report has been sent to Mr. Fred Civian at MADEP in Boston.

Should you have any questions or need any additional information concerning this matter, please do not hesitate to call me at 978-777-2668 ext. 637.

Very truly yours,



Richard P. Rodgers, P.E.  
Town Engineer

Cc: David B. Lane, Director of Public Works  
Anthony J. Funari, Director of Operations  
Elaine Sistare, P.E., Camp, Dresser & McKee, Inc.  
Mr Fred Civian, MADEP Boston  
file

**Municipality/Organization:** Town of Danvers, MA

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**EPA NPDES Permit Number:** MA 041188

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**MaDEP Transmittal Number:** W-040672

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**Annual Report Number  
& Reporting Period:** No. 6: March 08-March 09

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

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

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**Telephone #:** (978) 777-2668 ext. 637 **Email:** rrodgers@mail.danvers-ma.org

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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:** 4-29-09 \_\_\_\_\_

**Part II. Self-Assessment**

The Town of Danvers has completed the required self-assessment and has determined that our municipality is in 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 M submitted in July 2003 and as updated in the previous Annual Reports No. 1,2,3,4 and No. 5. Please note that the following the conditions of the existing permit until a new permit is issued. Asterisks (\*) note those BMP's that schedules.

**1. Public Education and Outreach**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned / Permit Y
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. 2-6	As in previous years, included article in "What's in the Works" Newsletter summarizing the mandates of the Stormwater Management Plan.	Continue "What's in summariz Stormwat
1-2	Continue to educate dog owners about picking up waste	Board of Health	Fact sheet in annual dog registration mailing during Yrs. 2-6	As in previous years, included notice with dog registration mailing.	Continue dog regist

Town of Danvers, Massachusetts EPA NPDES Permit No. MA 041188/MADEP Transmittal No. W040672  
 NPDES PHII Small MS4 General Permit Annual Report No. 6

1-3	Develop and offer education programs to schools	Public Works and Con. Com.	Program developed and offered Yr 5	<p>As in previous years, the Danvers High Environmental Club has been distributing flyers regarding stormwater education to houses on the streets that they are stenciling (see BMP 2-3). Continued website development which will include school and stormwater information.</p> <p>Additionally, worked with Holten-Richmond Middle School and educated them about responsible landscaping, which resulted with the creation of a school landscaped area and the student design of a corresponding educational brochure for distribution at Town events.</p>	<p>Continue to provide materials to Danvers High School students so that they can create education flyers to homes (see BMP 2-3).</p> <p>Continued maintenance of Holten-Richmond landscaped area will be maintained by students.</p>
1-4	Annual update of SWMP at a Selectmen's meeting	Public Works	Annual update of SWMP given	Gave annual update at Selectman's meeting.	Give annual update of SWMP at Spring Selectmen's meeting.
1-5 * (added)	Distribute educational materials	Public Works and Con. Com.	Distribution at annual events	<p>Continued availability of educational materials, including newly purchased "Stormwater Matters" brochure from this year's package from the Sudbury, Assabet, and Concord Rivers Watershed Community Council (SUASCO) at events including: Open House Days at Town Hall, A WWA 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.</p>	Continued display and distribution of educational materials.

1-6 * (added)	Distribute "Greenscapes" Newsletter	Public Works and Con. Com.	Distribution of latest newsletter	Greenscapes Newsletter was available to all residents and promoted in all Town activities for Spring 2008. (Danvers has partnered with Salem Sound Coastwatch and Mass Bays Estuaries Program).	Continue distribution of newsletter to all Danvers residents in May of 2009.
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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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	Danvers Public High School students have completed some catch basin stencils (by the Environmental Club at Danvers High). The club also has been distributing flyers regarding stormwater education to houses on the streets they are stenciling (see BMP 1-3).	The Danvers High Environmental Club is continuing stenciling efforts during Spring and Summer 2009, including distributing flyers (see BMP 1-3) homes.

## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7

3-1 *	Continue to conduct dry weather outfall screening	Public Works	Number of outfalls screened	None, task completed.	None, task completed.
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. Outfall piping network was updated in GIS.	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	In 2008, the Town resolved health issue with Shady Oaks Trailer Park where the failed onsite septic sewer system was removed and the site was connected to the Town Sewer.	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 22 new sewer connections (commercial and residential developments)	Give annual update of SWMP at Spring Selectmen's meeting.
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7

4-1	ESC bylaw for construction sites >1 acre	Planning	Develop draft bylaw in Yr 2, present to Town Meeting Yr 3	Enforce bylaws.	Enforce bylaws.
4-2	Require waste management plan	Board of Health	Plan developed for each construction site	Dumpster regulations were adopted by the Board of Health and effective on January 2009. This regulation was created in response to complaints addressed through the nuisance provision. Permit applications will be sent out on July 1, 2009.	Consider starting inspection programs for commercial / permanent dumpsters, which may be expanded to temporary dumpsters.
4-3	Review site plans for stormwater impacts	Planning, Public Works and Con Com.	Number of site plans reviewed	Planning Board reviewed 31 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 3 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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.	None, task complete.

5-2	Specify SW BMP manual	Planning, Con. 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. and Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None, task complete.	None, task complete.

### 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 7
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 2008 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 2008. 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 followed in Year 5.



6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Purchased waste oil heater to reduce used motor oil storage. Conducted employee training on hazardous materials Spring 2008. 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.
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.	Continue the use of the contractor for to clean and remove debris of 1/3 of 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 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.