


Memo

To: Wayne Marquis, Town Manager
From: David Lane, Director of Public Works 
CC: Leonard Marshall, Town Accountant
Richard Rodgers, Town Engineer
Martha Duffield, Program Engineer
Gail Bernard, Program Coordinator
Date: 4/28/2011
Re: Stormwater Phase II Annual Report – Year 8

Attached please find the Annual Stormwater Management Report required by EPA. This report details our compliance with our 2002 discharge permit.

Please see attached report for signature.

If you have any questions, please feel free to see Martha Duffield or myself.

Thank you.

Municipality/Organization: Town of Danvers, MA

EPA NPDES Permit Number: MA 041188

MaDEP Transmittal Number: W-040672

**Annual Report Number
& Reporting Period:** No. 8: March 10-March 11

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Martha Duffield Title: DPW Program Engineer

Telephone #: (978) 777-0001 ext. 3096 Email: mduffield@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: 4/28/11

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
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. 2-8	As in previous years, included article in "What's in the Works" Newsletter providing various advice for Stormwater Management. See new BMP #1-8	Plan to continue providing information on Stormwater Management through the newsletter based on the new permit requirements.
1-2	Continue to educate dog owners about picking up waste	Board of Health	Fact sheet in annual dog registration mailing during Yrs. 2-8	As in previous years, offered fact sheet to pet owners. Also Pet Owner's Manual is available on website.	Plan to continue offering fact sheet to pet owners and supplying information on website based on the new permit requirements.

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1-3	Develop and offer education programs to schools	Public Works and Con Com.	Program developed and offered Yr 5	<p>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.</p> <p>Students at Holten-Richmond Middle School were educated about stormwater as a part of the creation of the water conservation calendar.</p> <p>Students at Holten-Richmond Middle School are educated about responsible landscaping and maintain the school landscaped area, which was recognized by the National Garden Club in 2009.</p>	Plan to continue working with the Middle School and High School to offer educational programs on stormwater based on the new permit requirements.
1-4	Annual update of SWMP at a Selectmen's meeting	Public Works	Annual update of SWMP given	Gave annual update at Selectman's budget meeting.	Plan to continue updating the Board of Selectmen on the SWMP based on the new permit requirements.

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1-5 * (added)	Distribute educational materials	Public Works and Con. Com.	Distribution at annual events	Continued availability and presentation of educational materials from Sudbury, Assabet, and Concord Rivers Watershed Community Council (SUASCO) and Greenscapes at events including: AWWA Water Week, APWA Public Works Week at Public Works Garage, Open House at Town Hall, 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.	Plan to continue purchasing, displaying and distributing educational materials at annual events based on the new permit requirements.
1-6 * (added)	Distribute “Greenscapes” educational materials	Public Works and Con. Com.	Distribution of educational materials	The Greenscapes newsletter, brochure and magnets were distributed during the 2011 Earth Day Event. These were all given away at the event and more are planned to be purchased to have available at Town Hall, the Library, and Town events.	Plan to continue purchasing, displaying and distributing Greenscapes education products based on the new permit requirements.
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 at the Earth Day 2011 event. More rain barrels will be purchased in FY2011 due to selling out of all 45 rain barrels within 2 hours of the event start.	Plan to continue to sell rain barrels and compost bins to residents at a reduced rate based on the new permit requirements.

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1-8* (added)	Create and distribute a direct mail piece.	Public Works	Completed Years 8	Created and delivered a direct mail flyer which describes stormwater and the NPDES Phase II program. Flyer also offers residents tips and tricks for keeping our stormwater clean. This is to supplement BMP ID#1 for permit year 8.	None Task Complete.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
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 with Planning, Code, Health, Conservation Commission and the Streets Department.	Plan to continue holding Advisory Committee meetings twice within the year based on the new permit requirements.
2-2	Comply with State public notification guidelines	Town Clerk	Notices posted in Town Hall and Library	Posted Notices.	Plan to continue posting notices based on the new permit requirements.
2-3 *	Provide stenciling materials	Public Works and Con. Com.	Materials provided Yr 2	Catch basin stenciling was not performed during Spring and Summer 2010 because the Danvers High School Environmental Club was discontinued due to school budget cuts.	Plan to continue providing stenciling materials to Danvers High School based on the new permit requirements.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2-4* (added)	Calendar Contest	Public Works	Printed Calendars	Fall of 2010, the sixth graders at the Holten-Richmond Middle School created a Water Conservation Calendar which included tips and tricks for green landscaping, rain barrels, picking up after your pets, and keeping storm drains clean.	None Task Completed.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3-1 *	Continue to conduct dry weather outfall screening	Public Works	Number of outfalls screened	None, task completed as of 2004. Additional sampling completed from June – November 2010.	Dry weather sampling delayed until new permit is issued.
3-2	Update mapping of stormwater outfalls	Public Works	Maps updated	Due to the bad economy there was no new development that resulted in additional outfalls.	Plan to continue to add new or unmapped outfalls to Town GIS based on the new permit requirements.
3-3	Develop and implement plan to identify and remove illicit discharge	Public Works and Board of Health	Number of connections removed	Based on results from June – November 2010 sampling, an additional review of 10 samples with elevated E. Coli will be conducted including an upstream investigation to identify and remove any potential illicit connections. Additional sampling scheduled for June 2011.	Plan to create a new IDDE plan based on the new permit requirements.

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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 15 new sewer connections (commercial and residential developments)	Continue to enforce Bylaw that requires inspection of all new construction.
3-5	Implement employee educational program	Public Works	Annual training provided	DPW staff completed Stormwater Program Overview Training to refresh understanding of the existing permit and provide discussion on new permit changes.	Plan to provide annual stormwater training on new permit and how it will effect daily operations and maintenance based on the new permit requirements.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
4-1	ESC bylaw for construction sites >1 acre	Planning	Develop draft bylaw in Yr 2, present to Town Meeting Yr 3	Task complete under the Zoning Site Plan Bylaw.	Continue to enforce bylaws.
4-2	Require waste management plan	Board of Health	Plan developed for each construction site	In Calendar year 2010 the Board of Health (BOH) pursued compliance in 15 cases of trash overloads and investigated and removed 2 illegal dumpsites. BOH continues to permit garbage haulers and require dumpster registrations.	Plan to send out permit applications for dumpsters based on the new permit requirements.
4-3	Review site plans for stormwater impacts	Planning, Public Works and Con Com.	Number of site plans reviewed	Planning Board reviewed 26 sites for stormwater related site plans.	Plan to review site plans for stormwater impacts based on the new permit requirements.
4-4	Provide public input for sites > 1 acre	Planning and Con. Com.	Number of public comment periods held	Planning Board reviewed 0 site plans that required a public hearing for new construction (not all projects were > 1 acre).	Plan to place a notice in the local newspaper during the review phase of construction projects disturbing more than 1 acre to allow public review and comment based on the new permit requirements.
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	Inspection of three (3) subdivisions.	Plan to inspect subdivisions based on the new permit requirements.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
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 Town wide Stormwater Management and Land Disturbance Bylaw is proposed and will be presented at Town Meeting during Spring 2011. 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 Town wide Stormwater Management and Land Disturbance Bylaw is proposed and will be presented at Town Meeting during Spring 2011. 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
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 2010 and continuing through first deicing event and maintained all records.	Plan to sweep all streets in the spring (multiple times) based on the new permit requirements.
6-3	Roadway deicing	Public Works	Continue to calibrate equipment annually	Calibrated equipment during Fall 2010. Held annual driver training day in November 2010 in preparation for the winter season (including salting procedure review).	Plan existing salting procedure based on the new permit requirements.
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).	Plan to control vehicle washing practice and procedures based on the new permit requirements.
6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Conducted employee training on hazardous materials Winter 2011. Conducted vehicle maintenance inside the DPW garage. Town purchased and operates a waste oil heating system to further reduce volume of waste oil. Maintained materials inventory.	Plan to continue employee training on hazardous materials, conduct vehicle maintenance inside the DPW garage, and maintain materials inventory based on the new permit requirements.

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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). Plan to continue to use a contractor to clean and remove debris from the Town's catch basins and keep records based on new permit.
6-7	Park and landscape maintenance	Public Works – Parks Division	Amount of herbicides fertilizers used	Created and posted an Integrated Pesticide Management (IPM) for park maintenance procedures. Practiced green landscaping using integrated pesticide herbicide management and products that were EPA approved and in accordance with the children's protection act. Kept maintenance records.	Plan to 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 and keep maintenance records based on the new permit requirements.

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.