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

**EPA NPDES Permit Number:** MA 041188

**MaDEP Transmittal Number:** W-040672

**Annual Report Number & Reporting Period:** No. 9: March 11-March 12

## NPDES PII Small MS4 General Permit Annual Report

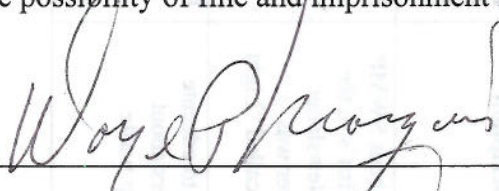
### Part I. General Information

**Contact Person:** Martha Duffield, P.E. **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:** 3/29/12

**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 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 BMPs 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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. 2-9	“What’s in the Works” Newsletter promoted town events which provided educational articles, brochures and magnets with various advice for Stormwater Management to residents See 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. 2-9	Pet Owner’s Manual is available on website along with stormwater facts. See BMP #1-9.	Plan to continue offering information to pet owners and supplying information on website based on the new permit requirements.

<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 Year 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
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 annual DPW 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 on March 22, 2012.	Plan to continue updating the Board of Selectmen on the SWMP based on the new permit requirements.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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 and America Recycles Weekend 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.

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BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
1-7* (added)	Sell rain barrels and compost bins.	Public Works	Sale of rain barrels and compost bins	Rain barrels were sold out to the residents at a reduced rate at the Earth Day 2011 event and more were ordered for a total of 90 sold.  Thirty compost bins were sold to the residents at a reduced rate at the Earth Day 2011.	Plan to continue to sell rain barrels and compost bins to residents at a reduced rate based on the new permit requirements.
1-8* (added FY12)	Create and distribute a direct mail piece.	Public Works	Completed Year 9	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 9.	None Task Complete.
1-9* (added FY12)	Pet Waste News Splash	Board of Health	Article in local paper, Completed Year 9	Dedicated a week to alerting pet owners about pet waste and the unsanitary conditions that can be left behind.	None Task Complete.
1-10* (added FY12)	Carry In / Carry Out Policy	Public Works	Posted Signs	Signs were posted at all open space locations reminding residents of the Carry In /Carry Out policy of Danvers. Director of Operations presented policy at DEP Roundtable on July 28, 2011. This policy was created to reduce trash and encourage residents to have ownership of the potential pollutants in the Town.	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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
2-1	Form Stormwater Advisory Committee	Public Works, Con. Com., Planning, Health, Water/Sewer Commissioner	Committee formed 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 2011 because the Danvers High School Environmental Club was discontinued due to school budget cuts. See 2-5* community services bulletin board.	Plan to reach out to Danvers High School and work on incorporating stenciling into an extracurricular activity.
2-4* (added)	Calendar Contest	Public Works	Printed Calendars	Fall of 2011, the sixth graders at the Holten-Richmond Middle School created a Recycling Calendar which included tips and tricks for green landscaping, rain barrels, picking up after your pets, and keeping storm drains clean.	None Task Completed.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
2-5* (added FY12)	Community Service Bulletin	Public Works	Bulletin Board Posting	High School students are required to do community service projects. Various options to complete the requirement are posted on a school bulletin and on the schools website. Danvers submitted multiple postings regarding stormwater for this bulletin. No postings were chosen for FY 2011.	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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
3-1 *	Continue to conduct dry weather outfall screening	Public Works	Number of outfalls screened	Task completed as of 2004. Additional dry weather sampling was conducted in Summer 2010 and Fall 2011 for Town's 300 outfalls. Sampling Report is in draft form dated February 2012.	Additional sampling delayed until new permit is issued.
3-2	Update mapping of stormwater outfalls	Public Works	Maps updated	There was no new development that resulted in additional outfalls for FY12	Plan to continue to add new or unmapped outfalls to Town GIS based on the new permit requirements.

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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 Summer 2010, additional sampling was conducted in Fall 2011. In 2010, 10 samples tested had elevated E. Coli. In 2011 only 4 were found. Dye testing was conducted on all upstream properties at all locations for follow up. Two of the four samples were inconclusive for pollution source, one was a broken sewer and one is believed to be existing organics and animal waste. CCTV inspection & repair will be conducted for the broken sewer.	Plan to update IDDE plan to be in accordance with the new permit requirements.
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 20 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 was informed about the importance of stormwater infrastructure and maintenance. See new BMP 6-7	Plan to provide stormwater training 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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 for 5 cases of trash overloads and investigated no 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 19 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 19 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 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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	At the May 2011 Annual Town Meeting, Danvers accepted the Stormwater and Land Disturbance Bylaw and the Bylaw to Regulate Illicit Discharges to the Municipal Storm Drain System. Regulations approved by the Stormwater Authority at final public hearing on March 29, 2012.	None, task complete.
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	At the May 2011 Annual Town Meeting, Danvers accepted the Stormwater and Land Disturbance Bylaw and the Bylaw to Regulate Illicit Discharges to the Municipal Storm Drain System. Regulations approved by the Stormwater Authority at final public hearing on March 29, 2012.	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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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	Sweep streets annually	Swept all streets starting in spring 2011 and continued through first deicing event. All records were maintained.	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 2011. Held Annual driver training day in November 2011 in preparation for the winter season. Staff was educated and reminded of salting application procedures.	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, soap was not used. Maintained the oil/water separator in the storm drain system (both inside and outside the DPW garage).	Plan to control vehicle washing practices and procedures based on the new permit requirements.
6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	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 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 from approximately 1,200 (about 1/3) of Town's catch basins and drain pipes as necessary. See new BMP 6-7.	The Town has allocated \$30,000 for catch basin cleaning and has the goal of cleaning 1/3 of the Town's catch basins. 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 requirements.
6-7	Park and landscape maintenance	Public Works – Parks Division	Amount of herbicides / fertilizers used	Updated 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 train of any new staff based on the new permit requirements.
6-7* (added FY12)	Stormwater Infrastructure Clean UP	Public Works	Culverts and outfalls cleaned Yr. 9	DPW Streets Division was able to spend time normally dedicated to snow removal and disposal to cleaning outfalls and culverts. Fourteen additional locations were cleaned this year.	Continue to clean out Town's drainage system 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.