

5/17/13

Municipality/Organization: Town of Duxbury, MA

EPA NPDES Permit Number: MA041-34

MADEP Transmittal Number: W114295

**Annual Report Number
& Reporting Period: No. 10: April 1, 2012 -March 31, 2013**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Peter Butkuss

Title: DPW Director

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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: Peter Butkus

Title: DPW Director

Date: 4/30/13

Part II. Self-Assessment

In general, the Town of Duxbury's stormwater management activities for the tenth year of the General Permit (April 1, 2012 through March 31, 2013) were in conformance with the Notice of Intent (Massachusetts DEP form BRP WM 08A) and schedule submitted in July 2003. The Town developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA and DEP Phase II NPDES permit requirements;
2. Incorporating storm water protection measures into municipal activities;
3. Focusing activities on target pollution reduction (e.g. Section 303.d. waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

During the Permit Year 10, the Town focused on several stormwater-related projects: (1) drafting a new IDDE Plan which included revising its MS4 map book, (2) drafting SWPPPs for its Highway Garage and Transfer Station, (3) conducting stormwater inspections and follow-up activities at twenty-seven of its municipal facilities, and (4) implementation of a stormwater infiltration BMP along Bay Road. While focusing on these efforts, the Town continued active outreach efforts as evidenced by numerous volunteer clean-ups. Catch basin and street sweeping efforts met the goals of the EPA General Permit and development projects were adequately regulated through the Town's permitting process and on-site inspection/enforcement program.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|--|--------------------------------------|---|---|--|
| 1A | Put up posters in schools and Town Buildings | DPW Director/School Business Manager | Install posters in public buildings | BMP has been completed | Update dated and/or worn posters as necessary |
| 1B | Stencil Catch Basins | DPW/Citizens Groups | Stencil every catch basin leading to waters of the U.S. | BMP has been completed | Stencil catch basins as necessary |
| 1C | Pamphlet in water bills | DPW Director/ Water Supt. | Circulate information to 5,550+/- customers | Stormwater information/pollution prevention was contained in this year's water bills | Include stormwater information in the water bills |
| 1D | Educational Material on website | DPW Director/ Dept. Web Manager | Provide on-line education | Town developing material for posting on Town DPW/Commission web pages | Web pages on Town's website to contain stormwater information. |
| 1E | Educate Community Groups | Conservation Agent | Conduct one seminar/year | See additional information below | Continue established education programs detailed below. |

Additional Information:

The Town Planning Board hosted a stormwater BMP education evening at Town Hall this year for Duxbury citizens. Additionally, the Town of Duxbury Conservation Agent has participated in and is on the steering committee for the Watershed Action Plan for the south coastal watershed, being funded by the EOE. Process of education through this forum is ongoing. Harbor master shellfish warden also takes school classes for tour of estuary and teaches ecology of this resource. Duxbury Bay Maritime School also teaches maritime ecology to the classes each summer (1600 students). Montessori School students take water samples at the Bluefish River and identify pathogens. In addition the Duxbury Bay Commission and Duxbury Beach Reservation conduct interactive programs that involve many volunteers and users of these resources. The Beach Reservation maintains an agreement with Mass. Audubon to continue their endangered species monitoring and weekly educational programs.

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|-----------------------------------|--|---|--|--|
| 2A | Stencil Catch Basins | DPW Director/ citizen groups | Stencil every catch basin leading to waters of the U.S. | BMP Completed. | Town to determine adequacy of existing stencils. |
| 2B | Community Cleanup Days | Planning Board /Director | Maintain committee and work on water quality goals | “Duxbury Litter Sweep” community group continues very active involvement with cleanups scheduled throughout the year. Additionally, Town-wide 1 day cleanup was also held with DPW coordinating solid waste collection, pickup and disposal. | Continued support of volunteer groups and 1-day Town-wide cleanup effort. |
| 2C | Paint Day Collections | DPW Director/ Operations Manager | Hold 4 paint disposal days/year | Paint collections were held once per month from April to October this past year. HHW days were held twice this past year. | Continue to sponsor Paint and HHW collections |
| 2D | Open Space & Recreation Committee | Board of Selectmen / Town Mgr | Maintain Committee and work on water quality goals | Committee meets regularly to maintain open space areas to preserve water quality /clean watersheds (~2,600 acres acquired in the past 10 years). Committee sponsored Earth Day activities as well as trail day. This past year, the Committee spearheaded an article at Town Meeting to acquire additional open space but the article was defeated at Town Meeting | Continue Committee’s mission and look for additional DCS grant opportunities for open space acquisition. |
| 2E | Community Preservation Committee | Board of Selectmen / Town Mgr | Maintain Committee and work on water quality goals | Committee met regularly this past year. Work this past year involved support of an article at Town Meeting to acquire additional open space but the article was defeated at Town Meeting | Continue CPC mission with focus on stormwater improvement and watershed protection. |

Additional Information: Volunteers participated in extensive beach planting along Duxbury Beach following damages caused by Hurricane Sandy.

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|--|---|---|--|--|
| 3A | Map Drainage System | DPW Director / GIS Comm. | Know approximate locations of all outfalls leaching to waters of the U.S. | This past year, the Town of Duxbury created an 11 x 17 map book of their MS4 system in a GIS platform, which included mapping of 350 outfalls, 1767 Catch Basins, and 599 Manholes | Continued work with connectivity of the MS4. |
| 3B | Coordinate with Division of Marine Fisheries on testing Duxbury Bay outfalls | Conservation Agent / BOH Agent | Maintain testing of Duxbury Bay | Water quality testing continues with the DMF. Data collected by the DMF was used as part of the outfall catchment ranking during the drafting of the Town's IDDE plan this year. | Continue excellent working relationship with the DMF on outfall testing. |
| 3C | Investigate pollution hot spots as needed via test results | Conservation Agent, BOH Agent, DPW Director | Find any hot spots found leading to waters of the U.S. | BOH tested beach locations for bacteria throughout the summer. BOH apprised by DMF of any anomalies observed during their testing. Formal procedures for illicit discharge investigation procedures detailed in the Town's IDDE Plan which was completed this past year. | Continued IDDE work by BOH/DMF as well as DPW workers cleaning MS4 (catch basins). |
| 3D | Stencil Catch Basins | DPW Director/ citizen groups | Stencil every catch basin leading to waters of the U.S. | BMP Completed | Stencil legibility to be evaluated this year. |
| 3E | Paint Day Collections | DPW Director / Operations Manager | Hold 4 paint disposal days per year. | Paint collections were held once per month from April to October this past year. HHW days were held twice this past year. | Continue to sponsor Paint and HHW collections. |

Additional Information: Illicit Discharge Detection and Elimination (IDDE) Plan drafted this past year. The new IDDE Plan followed the principles outlined in the EPA's 2010 draft General Permit guidance. Additionally, added enforcement authority/stiffer penalties were included in an amendment to the Town's existing Pet Control Bylaw which was passed at Town Meeting this past year.

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|--|--|--|--|--|
| 4A | Proposed Zoning Changes re: drainage quality to Town Meeting | Comprehensive Plan, Zoning Bylaw Implementation Committee | Put forth article to Town Meeting | BMP Completed | Enforce Town Bylaw |
| 4B | Proposed changes re: drainage to Conservation Bylaw to Town Meeting | Conservation Commission / Agent. | Put forth article to Town Meeting | BMP Completed. | Enforce Town Bylaw |
| 4C | Project reviewed by DRT (Development Review Team) | Planning Director / Department Heads | Provide comments to regulatory authority on all regulated projects | DRT met during this past year to review proposed developments and ensured stormwater-related issues were compliant with state and local bylaws/guidance documents. | Continued review of applicable development projects. |
| 4D | Review & Update Subdivision Rules and Regulations re: drainage BMP's | Planning Director / DPW Director / Planning Board | Review and Update as needed biannually | BMP Completed. | Enforce subdivision rules/regulations. |
| 4E | Enforce all approvals by Regulatory Authorities | Planning Director / BOH Agent / ConCom Agent / ISD Director / DPW Director | Project not signed off on unless properly constructed. | Only those projects properly constructed were signed off on by regulatory authorities. | Continued enforcement of all conditional approvals issued by regulatory authorities. |

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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|---|---|---|---|--|
| 5A | Review BMP Operations manuals as part of Concom | Conservation Agent / Commission | All Regulated projects have adequate O&M Plan | Conservation Commission/Agent reviewed Stormwater O&M plans for all applicable projects and enforced owner compliance with O&M requirements. | Post-construction conditions will be monitored as enforced. |
| 5B | Require & Review BMP Operations manuals re: DRT reviews | Planning Director / Department Heads | All Regulated projects have adequate O&M Plan | It is standard operating procedure to the Development Review Team (DRT) to require and review Stormwater O&M Plans for all applicable projects. | DRT to continue reviews |
| 5C | Maintain drainage BMP's on projects taken over by Town. | DPW Director / Operations Manager | Maintain functioning of BMP's | Upon acceptance by Town, each street is added to the Street Sweeping, catch basin cleaning and BMP monitoring program. | Town to continue O&M protocol for accepting projects. |
| 5D | Request annual maintenance / inspection reports from regulated projects | Planning Director / BOH Agent, Concom Agent / ISD Director | Implement requirement | It is standard procedure for all regulatory authorities to require maintenance/inspection reports for regulated projects. | Regulatory authorities to continue to require maintenance / inspection reports for regulated projects. |
| 5E | Submit bylaw to Town Mfg re: BMP's for projects > 1 acre | Planning Director / BOH Agent, Concom Agent / ISD Director / DPW Director | Put forth article to Town Meeting | Planning Director, Conservation Agent, Health Agent, and DPW Director are working on a bylaw to submit for Town Meeting action. | Draft Bylaw for Town Meeting action. |

Additional Information: This past year, the Town funded (>\$100K) and oversaw construction of a major Stormwater BMP (drainage infiltration system) along Bay Road. In the past few years, the Town has been awarded over \$850,000 in stormwater mitigation grants.

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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 11 |
|----------|---|-------------------------------|---|--|--|
| 6A | Coordinate with CZM to finalize design on Snug Harbor BMP Project | Concom Agent / DPW Director | Obtain final design plans | BMP Completed | None. |
| 6B | Solicit grant from CZM to construct Snug Harbor project | Concom Agent | File for Grant | BMP Completed | None. |
| 6C | Implement Maintenance Schedule for Town-owned BMP's | DPW Director | Distribution of Schedule | BMP's are periodically inspected and completed on a regular basis | Continued maintenance of Town-owned BMP's. |
| 6D | Sweep Streets | DPW Director / Ops Mgr. | Sweep all streets that outfall to waters of the U.S. eventually | This past year, all Town streets were swept a minimum of two times with business area swept more frequently. | Continued 2x Street Sweeping program. |
| 6E | Clean Catch Basins | DPW Director / Ops Mgr. | Clean CB's that outfall to waters of the U.S. annually | This past year, approximately 1400 catch basins cleaned. | Continue active CB cleaning program. |

Additional Item: In 2012, the Town worked with the Plymouth County Mosquito Control Board to remove blockages, brush and other obstructions from ditches and streams to prevent overflows or stagnation. The Town also conducted stormwater inspections of 27 of its municipal facilities. In addition, Stormwater Pollution Prevention Plans (SWPPPs) were completed for both the Town's Highway Garage and Transfer Stations. Lower Chandler Pond was treated for Weed Control.