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

**EPA NPDES Permit Number:** MA041-34

**MADEP Transmittal Number:** W114295

**Annual Report Number  
& Reporting Period:** No. 13: April 1, 2015 -March 31, 2016

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Peter Buttkus **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 Buttkus

**Title:** DPW Director

**Date:** 4/28/16

## **Part II. Self-Assessment**

In general, the Town of Duxbury's stormwater management activities for the thirteenth year of the General Permit (April 1, 2015 through March 31, 2016) 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 13, 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. Continued efforts with the Plymouth County Mosquito Control Program included volunteer work to remove blockages, brush and other obstructions from ditches and streams to prevent overflows or stagnation.

### 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
1A	Put up posters in schools and Town Buildings	DPW Director/School Business Manager	Install posters in public buildings	<b>BMP has been completed.</b>	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.	<b>BMP has been completed.</b>	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	Stormwater pamphlets will be included with the May 2016 water bills.
1D	Educational Material on website	DPW Director/ Dept. Web Manager	Provide on-line education	Material posted on Town DPW/Commission web page	BMP Complete.
1E	Educate Community Groups	Conservation Agent	Conduct one seminar/year	Conducted training for department managers on April 28, 2016	Continue established education programs detailed below.

#### Additional Information:

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. Harbormaster 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
2A	Stencil Catch Basins	DPW Director/ citizen groups	Stencil every catch basin leading to waters of the U.S.	Town has put plaques on all storm drains to replace existing stencils.	<b>BMP Completed.</b>
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 every other month from April to November once 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 (216 acres were acquired this permit year 13). Committee sponsored Earth Day and Arbor Day activities as well as trail day	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

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
3A	Map Drainage System	DPW Director / GIS Comm.	Know approximate locations of all outfalls leading to waters of the U.S.	The Town of Duxbury created an 11 x 17 map book of their MS4 system in a GIS platform in Year 12, which included mapping of 350 outfalls, 1767 Catch Basins, and 599 Manholes. 173 Outfalls were located, inspected, and mapped with a GPS. In Year 13 all flowing outfalls were tested. 29 structures were characterized as being in “poor condition” primarily due to blockage of the drainage structure by dirt or debris (usually leaves). These 29 structures were cleaned out.	Continued work with connectivity of the MS4. Sample 25% of outfalls.
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.	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 in Permit Year 10.	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.	Stencils were replaced with plaques. <b>BMP Completed.</b>	<b>BMP Completed.</b>
3E	Paint Day Collections	DPW Director / Operations Manager	Hold 4 paint disposal days per year.	Paint collections were held every other month from April to November this past year. HHW days were held once this past year.	Continue to sponsor Paint and HHW collections.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
4A	Proposed Zoning Changes re: drainage quality to Town Meeting	Comprehensive Plan, Zoning Bylaw Implementation Committee	Put forth article to Town Meeting	<b>BMP Completed</b>	Enforce Town Bylaw
4B	Proposed changes re: drainage to Conservation Bylaw to Town Meeting	Conservation Commission / Agent.	Put forth article to Town Meeting	<b>BMP Completed.</b>	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	<b>BMP Completed.</b>	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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
5A	Review BMP Operations manuals as part of Con Com	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 Mtg 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:

**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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14 (if applicable)
6A	Coordinate with CZM to finalize design on Snug Harbor BMP Project	Concom Agent / DPW Director	Obtain final design plans	<b>BMP Completed</b>	None.
6B	Solicit grant from CZM to construct Snug Harbor project	Concom Agent	File for Grant	<b>BMP Completed</b>	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. The Town inspected and repaired 29 outfall structures that were identified as being in poor condition.	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 one time with business and high traffic areas 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 2015, 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.