Municipality/Organization: Town of Danvers, Massachusetts

EPA NPDES Permit Number: MA 041188

MaDEP Transmittal Number: W 040672

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

JUL 2 _ 2004

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard P. Rodgers, P.E. Title: Town Engineer

Telephone #: (978) 777-2668 ext. 637 Email: rrodgers@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: 6/30/04

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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, except for the following provision:

Part II.F Failed to submit annual report on or before May 1st. Submitted on June 30th.

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. 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-1	Article about SWMP in the Light Touch Newsletter	Public Works Dept.	Article sent to all residents Yrs. 2-5	None to date.	Include an article in the Fall 2004 and Spring 2005 Light Touch Newsletter about the Stormwater Management Plan.
1-2	Continue to educate dog owners about picking up waste	Board of Health	Fact sheet in annual dog registration mailing, Yrs 2-5	Developed "Pet Owner's Manual" and distributed during complaint/violation investigations.	Include fact sheet with dog registration mailing.
1-3	Develop and offer education program to schools	Public Works Dept. and Con. Com.	Program developed and offered, Yr 5	Completed initial discussions of program content for the Danvers Public School.	Continue to develop education program with area schools. Search the web for relevant materials
1-4 *	Annual update of SWMP at a Selectmen's meeting	Public Works Dept.	Annual update of SWMP given	None to date.	Give annual update of SWMP at Spring Selectmen's meeting.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-1	Form Stormwater Advisory Committee	Public Works, Con. Com., Planning, Health, Water/Sewer Commissioner	Committee form Yr 1, Meets twice annually theresfter	Advisory Committee formed	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 to local Boy Scout Troop	Public Works, Con. Com	Materials provided Yr 2	None to date.	Identify Local Boy Scout Troop and provide materials to stencil catch basins. Troop stencils catch basins by end of permit year.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-1*	Continue to conduct dry weather outfall screening	Public Works	Number of outfall screened	Completed.	None, task completed.
3-2	Update mapping of stormwater outfalls	Public Works	Maps updated	Added new or unmapped outfalls to 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 illicts	Public Works, Board of Health	Number of connections removed	Established details of program to check outfalls for contaminated dry weather flow.	Implement plan developed during Year 1, according to schedule developed in Year 1.

3-4	Continue to enforce inspection of sewer connection bylaw	Public Works	Number of inspections made	Bylaw enforced.	Enforce bylaw that requires inspection of all new construction
3-5	Implement employee education program	Public Works	Annually training provided	DPW staff completed drainage system maintenance training during Fall 2003.	Provide storm drain discharge education program of town employees involved in maintenance of the 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4-1	ESC bylaw for construction sites > 1 acre	Planning	Develop draft bylaw in Yr 2, present to Town Meeting Yr 3	Confirmed that the existing bylaws are sufficient to meet the requirements of this BMP.	Enforce bylaws.
4-2	Require waste management plan	Board of Health	Plan developed for each construction site	Model waste management plan available for construction projects.	Review all waste management plans for proper disposal of construction materials at sites that disturb more than one acre of land, as needed.
4-3	Review site plans for stormwater impacts	Planning, Con Com, Public Works	Number of site plans reviewed	Planning Board reviewed 50 site plans.	Continue site plan reviews for stormwater impacts.
4-4	Provide public input for sites > 1acre	Planning, Con Com	Number of public comment periods held	Planning Board reviewed 15 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, Con Com, Building Inspector, Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5-1	Develop bylaw to apply MA SW Policy to entire Town	Planning, Con Com, Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None to date.	Develop a draft bylaw. Present annually to Town Meeting until passed, and begin enforcement after the bylaw has been passed.
5-2 *	Specify SW BMP manual	Planning, Con Com, Public Works	BMP manual selected in Yr 2	Specified a stormwater BMP manual.	Complete.
5-3	Develop bylaw for maintenance of BMPs	Planning, Con Com, Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	None to date.	Develop a draft bylaw. Present annually to Town Meeting until passed, and begin enforcement after the bylaw has been passed.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-1	Update sensitive receptor inventory	Con Com	Updated inventory	Developed the list and provided staff with information about the location of sensitive receptors, and why special protection is needed.	Complete.
6-2	Street Sweeping	Public Works	Sweeps streets annually	Swept all streets and maintained records.	Sweep all streets in the spring.
6-3	Roadway deicing	Public Works	Continue to calibrate equipment annually	Calibrated equipment during Fall 2003.	Continue existing salting procedures.

6-4	Minimize impacts from vehicle washing	Public Works	Maintain vehicle washing controls	Began evaluating the need for further controls on vehicle washing and selected appropriate 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 storm drain system.	Continue evaluating the need for further vehicle washing controls. Continue practices and procedures followed in Year 1.
6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Conducted employee training on hazardous materials. Conducted vehicle maintenance inside the DPW garage.	Continue employee training on hazardous materials. Begin a materials inventory by the end of the permit year. Conduct vehicle maintenance inside the DPW garage.
6-6	Storm drain maintenance	Public Works	Number of catch basins cleaned each yr	Cleaned 1/3 of Town's catch basins (approximately 1000 basins) and cleaned drain pipes as necessary during Fall 2003.	Clean 1/3 of Town's catch basins and keep records.
6-7	Park and landscape maintenance	DPW - Parks Division	Amount of herbicides/fertilizers used	Conducted training of staff to minimize application of herbicides, pesticides, and fertilizers and maintained 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)

NONE REQUIRED; NO TMDLs in Danvers.

Part IV. Summary of Information Collected and Analyzed

Not applicable.