Municipality/Organization: Rowley 04

EPA NPDES Permit Number: MAR041218

MaDEP Transmittal Number: W- 035752

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Deborah Eagan Title: Town Administrator

Telephone #: 978-984-2705 Email: selectmen@townofrowley.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: Deborah Eagan

Printed Name: Deborah Eagan

Title: Town Administrator

Date: 11/19/04

Part II. Self-Assessment

The Town of Rowley has made some progress in our Storm Water Management goals for Year One of our program. Following the filing of the Notice of Intent, our pace was on target with the goals as outlined in Year One. The town department heads involved in this program held several meetings and worked together on some of the Year One best management practices. Unfortunately, our progress was hindered with the departure of the Town's conservation commission administrator. The former conservation commission administrator was in the process of writing grant applications for funds which were to be used to cover the expenses related to our best management practices. These grants funds never materialized. Unfortunately, over the past two years, the town has been faced with revenue deficits that resulted in reductions in several budget accounts and a hiring freeze. We've recently hired a new Conservation Commission agent. This action has resulted in our ability to resume the pace of early progress in attaining the goals. Additionally, I've secured town funds to hire a consulting engineer to assist the Town in implementing some of the technical aspects of the best management practices. I serve as the coordinator/facilitator of the Storm Water program and will be working with the department heads this year on Years One and Two goals.

Deborah Eagan
Town Administrator
November 18, 2004

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Homeowners	Sel/ConCom	Pamphlets/local TV	Researched for potential grant funds to cover the cost of printing/distributing grants. No progress on televised Sel/ConCom meetings	Secure funding and print/distribute pamphlets and set up televised Sel/ConCom meetings
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

1a. Additions

1.5	Develop stormwater Web site	ConCom	Add section to town website on storm water by April '06	No progress.	ConCom Agent will work with webmaster on posting information

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

2a. Additions

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
7	Develop Storm Water System Map	Highway	Complete Sub-basin drainage maps	Highway/ConCom staff using GPS continue to gather coordinates and/or other data	Highway/ConCom will transmit data onto GIS mapping software to create map
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

3a. Additions

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

4a. Additions

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
24	Evaluate existing drainage structures	Highway	Inventory existing catchbasins and other treatment facilities	Highway Department has incomplete list of catchbasins	Finalize list. Put list onto computerized database
30	Establish Goals for Storm Water Runoff Quantity and Quality	Conservation Commission	Incorporate Standards in Plan Approval	Goal Complete. ConCom is following this practice on plan reviews.	
Revised					
31	Coordinate BMP with upstream and downstream municipalities	Selectmen/ConCom	Coordinate water quality goals with Georgetown and Ipswich	None to date.	Newly hired ConCom Agent will be contacting Georgetown/Ipswich officials to set up meetings and review all three towns' water quality goals
Revised					
32	Inventory all municipal operations which may contribute to storm water run off water quality.	Highway	Prepare a list of Municipal Operations	Highway Department is working on this.	Highway Department will put list on computerized database.
Revised					
34	Employee Training	Highway	Workshops/Posters	None to date.	Efforts will be refocused to meet this goal in the next year.
Revised					
Revised					
Revised					

5a. Additions

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
36	Storage Facility Management	Fire Dept	Inventory Stored Materials	Incomplete list.	Fire Chief will complete the inventory.
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

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
42	Agricultural Control Measures (nutrients)	Selectmen	Include Agricultural Interests in BMP 10, 11, 24 & 28		
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

We don't have any testing. We will be contacting the Parker River Watershed Association for assistance.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	4500 (FY05)

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	

School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	

Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	

Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	

Town of Rowley

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Board of Selectmen
(978) 948-2372

Town Administrator
(978) 948-2705

November 19, 2004

Received
11-30-2004

Thelma Murphy
Regional Storm Water Coordinator
United States Environmental Protection Agency
Region 1
1 Congress Street
Suite 1100
Boston, MA 02114-2023

RE: ANNUAL REPORT

Dear Ms. Murphy:

Enclosed please find the Town of Rowley, Massachusetts Year One Annual Report. I apologize for the delay in transmitting this document to you. If you have any questions on the report, please contact me at 978-948-2705.

Sincerely,

Deborah Eagan

Deborah Eagan
Town Administrator

Enc. NPDES PII Small MS4 General Permit Annual Report – Rowley, MA