Municipality/Organization: Town of Danvers, Massachusetts

EPA NPDES Permit Number: **MA 041188**

MaDEP Transmittal Number: **W 040672**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

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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: Wayne P. Marquis

Title: Town Manager

Date: 4-15-05

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 Annual Report No. 1 submitted in June 2004. 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Article about SWMP in the Light Touch Newsletter	Public Works Dept.	Article sent to all residents Yrs. 2-5	Included article in Fall 2004 Light Touch Newsletter summarizing the mandates of the Stormwater Management Plan.	Include an article in the Summer 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	Included notice with dog registration mailing in March 2005.	Continue to 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	Initiated website development, which will include school and Stormwater information.	Continue to develop education program with area schools.
1-4	Annual update of SWMP at a Selectmen's meeting	Public Works Dept.	Annual update of SWMP given	Gave annual update at Selectman's meeting.	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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-1	Form Stormwater Advisory Committee	Public Works, Con. Com., Planning, Health, Water/Sewer Commissioner	Committee form Yr 1, Meets twice annually theresfter	Held Advisory Committee meetings.	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	Provided stenciling materials to Danvers Public High School science class. Weather delayed the stenciling activities.	Students stencil 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1*	Continue to conduct dry weather outfall screening	Public Works	Number of outfall screened	None, task completed.	None, task completed.
3-2	Update mapping of stormwater outfalls	Public Works	Maps updated	No new or unmapped outfalls identified. Outfall piping network is being updated in 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	Performed sampling. No indications of illicit connections were found.	None, unless new data shows suspicion of illicit connections.

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 2004.	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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	ESC bylaw for construction sites > 1 acre	Planning	Develop draft bylaw in Yr 2, present to Town Meeting Yr 3	Enforce bylaws.	Enforce bylaws.
4-2	Require waste management plan	Board of Health	Plan developed for each construction site	Board of Health regulations require proper waste management.	Continue discussions to specify waste management requirements in the Building Inspector's permit.
4-3	Review site plans for stormwater impacts	Planning, Con Com, Public Works	Number of site plans reviewed	Planning Board reviewed 45 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 23 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	None, task 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	Completed. The existing Zoning Bylaws require a stormwater management plan in accordance with DEP's Stormwater Management Policy.	None, task complete.
5-2	Specify SW BMP manual	Planning, Con Com, 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, Public Works	Develop bylaw during Yr 2, Present to Town Meeting Yr 3	Completed. The existing Zoning Bylaws require a stormwater management plan in accordance with DEP's Stormwater Management Policy. Standard 9 of the Stormwater Management Policy specifies stormwater management systems must have an operation and maintenance plan. The existing Bylaws also require submittal of all proposed stormwater management facilities.	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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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	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 2004.	Continue existing salting procedures.

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, did not use soap. Maintained the oil/water separator in the storm drain system (both inside and outside the DPW garage).	Continue practices and procedures followed in Year 2.
6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Conducted employee training on hazardous materials Spring 2004. Conducted vehicle maintenance inside the DPW garage. Began a materials inventory Fall 2004.	Continue employee training on hazardous materials. Conduct vehicle maintenance inside the DPW garage. Maintain materials inventory.
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 2004.	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	Practiced green landscaping. Kept maintenance 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.