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Municipality/Organization: Town of Danvers, Massachusetts

EPA NPDES Permit Number: MA 041188

MaDEP Transmittal Number: W 040672

Annual Report Number & Reporting Period: **No. 4: March 06-March 07**

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: Wayne P. Marquis

Printed Name: Wayne P. Marquis

Title: Town Manager

Date: 4-23-07

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 previous Annual Reports No. 1, 2 and No. 3. 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1	Article about SWMP in the "What's in the Works" Newsletter [newsletter was formerly called Light Touch]	Public Works Dept.	Article sent to all residents Yrs. 2-5	Included article in "What's in the Works" Newsletter summarizing the mandates of the Stormwater Management Plan.	Continue to include an article in the "What's in the Works" 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.	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	The Danvers High Environmental Club has been distributing flyers regarding stormwater education to houses on the streets that they are stenciling (see BMP 2-3). Continued website development, which will include school and Stormwater information.	Continue to provide materials to Danvers High School students so that they can create educational flyers and distribute the flyers to homes.
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.

1-5 * (added)	Distribute educational materials	Public Works, Con. Com.	Distribution at annual events	"Year 1" package was purchased from the Sudbury, Assabet and Concord Rivers Watershed Community Council (SUASCO). The package includes a tri-fold display board for public meetings and education materials. The educational materials are distributed at events including the Open House Days at Town Hall in October, AWWA Water Week at the Water Treatment Plant or APWA Public Works week at the Public Works Garage.	Continue display and distribution of educational materials.
1-6 * (added)	Distribute "Greenscapes" Newslettter	Public Works, Con. Com.	Distribution of latest newsletter	Danvers has partnered with Salem Sound Coastwatch and Mass Bays Estuaries Program and has mailed their "Greenscapes" Newsletter to all residents in Danvers. The newsletter covers issues pertaining to Phase II, water conservation, and Xeriscape landscaping. It also provides discount coupons and features "Green" products.	Continue distribution of newsletter.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Public Works, Con. Com	Materials provided Yr 2	Danvers Public High School Students have completed some catch basin stencils (by the Environmental Club at Davers High). The Club also has been distributing flyers regarding stormwater education to houses on the streets that they are stenciling (see BMP 1-3).	The Danvers High Environmental Club is continuing stenciling efforts, including distributing flyers (see BMP 1-3).

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Reviewed all new development construction for compliance with the Stormwater Management Policies established by DEP. All were approved locally through either Site Plan Approval, Order of Conditions and/or Subdivision Approval. No new or unmapped outfalls identified. Outfall piping network was updated in GIS. Complete sets of Drainage System Maps (11x17) were delivered to the Street Division for their use.	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 illicits	Public Works, Board of Health	Number of connections removed	No illicit connections identified.	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. All sewer service connections are inspected by the town prior to backfilling.	Enforce bylaw that requires inspection of all new construction
3-5	Implement employee education program	Public Works	Annually training provided	DPW staff completed GIS Training Seminar (to train how to update data and mapping related to stormwater to the DPW Operations Division).	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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Dumpster complaints were addressed through the nuisance provision.	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 15 sites for stormwater related 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 13 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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, task complete.	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	None, task complete.	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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 (multiple times).
6-3	Roadway deicing	Public Works	Continue to calibrate equipment annually	Calibrated equipment during Fall 2006.	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 4.

6-5	Minimize vehicle maintenance	Public Works	Continue to perform maintenance in garage	Conducted employee training on hazardous materials Spring 2006. Conducted vehicle maintenance inside the DPW garage. Maintained materials inventory.	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 approximately 1,200 (about 1/3) of Town's catch basins and cleaned drain pipes as necessary.	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.