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

EPA NPDES Permit Number: **MA041199**

MaDEP Transmittal Number: **W- 035827**

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: Mr. Robert Gravino Title: Director, Dept. of Public Works

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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: Mr. James Foley

Title: Chairman, Board of Selectmen

Date: April 26, 2004

Part II. Self-Assessment

The Town of Ipswich 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

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	Procurement/Development of educational material	DPW Director	Procure or adapt four brochures for distribution and posting in subsequent permit years.	Have identified appropriate brochures through local environmental advocacy organizations and state/federal agencies.	Distribution to targeted audiences – for years 2 – 5. Improvement of stormwater information available through web page and specific linkage to educational material themes.
Revised			Will post through existing stormwater page with link through Cons. Commission		
Revised					
Revised					
Revised					
Revised					

1a. Additions

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	Conduct Joint Household Hazardous Waste and Oil/Paint Collection Day	BOH with DPW Director	Conduct one joint day annually and three additional oil/paint days	Conducted joint collection day on November 1, 2003 and will continue in subsequent years.	Next joint collection day is scheduled for October 2, 2004. Paint/oil collection days will be scheduled annually in the Spring and Fall.
Revised			Will reduce additional paint collection days to 2 per year. Previous experience has indicated lack of interest in third day.		
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
3-1	Map Outfalls and Receiving Waters	DPW Director with Utilities Director	Develop system for informing all public departments of changes in MS4 resulting from new development or re-dev.; field verify ICPCC mapping.	Initial meeting held with Planning Board and Utilities to discuss information sharing. Preliminary SOP for revisions to drainage infrastructure will be integrated into site plan review process. Field verification of outfalls postponed.	Field verification of outfalls will be conducted in year 2 due to resource constraints. ICPCC sources and Parker River Watershed outfall inventory will be conducted concurrently.
Revised					
3-2	Detect and Eliminate Illicit Discharges	DPW Director	Develop Illicit Discharge Detection and Elimination Plan; dry weather discharge evaluation of the top priority area.	Draft Plan developed and under review by DPW. No dry weather inventory has yet been conducted; will be scheduled for summer 2004.	Town will implement IDDE Plan activities as approved by DPW.
Revised					
3-4	Develop Bylaw Prohibiting Illegal Dumping of Non-SW into MS4	DPW Director	Develop Draft By-law.	Draft general by-law has been developed which includes permitting of sump pumps in order to allow DPW and/or Building Inspector access to private property for periodic inspections.	By-law will be reviewed by Town Counsel and revised as necessary for Town Meeting Warrant article. The permit process will be developed and implemented as resources are available over next two years.
Revised					
3-5	Develop Regulations and Policies to Enforce By-law	DPW Director	Draft changes to the regulations and policies.	Permit system for sump pumps will require new DPW and/or Building Inspector procedures to be developed. They will be dependent on Town Counsel review and agreement by other Town Officials.	Potential system for instituting permits and permit condition enforcement is anticipated for Years 2 – 3.
Revised					

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	Revise Site Plan Review By-law	Planning Director	Draft amendment to the Site Plan Review section of the Zoning By-law for review of projects > 1 acre.	Preliminary draft of an amendment to the by-law regarding site plan review is under discussion. Planning Board has also researched options to address projects of less than 1 acre, which make up the majority of projects undertaken in the town. Need to determine if changes will be proposed as new general by-law, or amendment to existing zoning by-law.	Continued efforts to refine amendments for both > and < 1 acre projects.
Revised			PB intends to draft by-law that will address projects of < 1 acre as well.		
4-2	Improve Site Plan Review Process	DPW Director	Draft revised process and tracking tool.	Review of process has been conducted and preliminary draft of proposed revisions is being prepared under direction of the DPW, with input from Planning Board.	Continue reviews with affected Town Departments and Agencies. Expect that this activity will reside in future with the PB, and therefore will work to coordinate activity with them.
Revised					
4-3	Procedures for Receipt of Public Information	Planning Director	Review existing procedures for consideration of improvements or compliance with Phase II.	Existing procedures under review.	Implement proposed revisions.
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
5-2.1	DPW Review of Structural BMPs	DPW Director	Draft procedure for evaluation of BMP's from O& M perspective.	Plan to incorporate this process into site plan review procedures for MCM 4.	Meet with affected agencies to coordinate implementation of new procedures.
Revised					
5-2.2	Establish Funding Mechanism for O&M of structural BMPs.	DPW Director	Investigation of potential funding mechanisms.	DPW and Planning Director have not yet investigated opportunities for funding and therefore have not yet had public meeting to present and draft into warrant article.	Propose to undertake this activity in Permit Year 2.
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
6-1	Educate Municipal Employees	DPW Director	Annual Storm Water Training Sessions	Material for training session will be under development in Summer 04 for training to take place in Fall 04.	Training program will be completed and implemented.
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

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
	Not Applicable – No TMDL's have been approved for any Waters within the Town of Ipswich.				
Revised					