Municipality/Organization: TOPSFIELD

EPA NPDES Permit Number: MA 041227

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MaDEP Transmittal Number: W-040961

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: David M. Bond Title: Highway Supt./Stormwater Coordinator

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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: James Rogal

Title: Chairman, Board of Selectmen

Date: August 9, 2004

Part II. Self-Assessment

The Town of Topsfield has completed the required self- assessment and we have determined that our municipality is in compliance with all permit conditions except for the following:

Failed to submit Annual Report on or before May 1st. Town was provided documentation as to administrative acceptance of the Plan on June 14, 2004, and is completing the Annual Report by August 15th.

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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-A	Develop Educational Resources	Stormwater Coordinator	Obtain educational materials	In progress	Place materials in Town Library
1-B	Provide Educational materials to general public	Stormwater Coordinator	Publish informative articles in local papers	No progress	Make concerted effort to publish information in all subsequent years

1a. Additions

	None				

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-A	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Create organization, educate group, create subcommittees	Stormwater Committee formed.	Maintain SWC throughout permit period
2-A	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Encourage volunteer projects in the local High School and Boy Scout troop	Boy Scout Eagle project completed marking catch basins in the Ipswich River Watershed	Continue similar programs
2-B	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Collect historical water quality data from existing watershed groups	Working on data collection	Collect secondary water quality data

2a. Additions

	None				

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-A	Map Town stormwater drainage system	Highway Dept.	Map drainage system 20% per year	20% mapped	Map another 20%
Revised					
3-C	Develop and implement an illicit detection program	Highway Dept.	Evaluate current detection program	Evaluated current program	Possibly begin to evaluate system one year earlier than planned
Revised					

3a. Additions

	None				

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-A	Develop regulatory mechanism to require erosion and sedimentary controls	Conservation Commission Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	ConsCom has revised Erosion Control Plan	Continue review
4-A	Develop regulatory requirements for construction site operators to control waste that might impact groundwater	Conservation Commission Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Inspectional Services and ConsCom reviewing requirements	Continue review
4-A	Develop regulatory requirements for construction site operators to implement erosion and sediment control	Conservation Commission Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	ConsCom working on additional regulations and definitions. Erosion Control Plan already in place	Continue review

4a. Additions

	None				

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-A	Develop, implement, and enforce a program to address stormwater runoff from new development and re-development projects to the extent possible	Conservation Commission Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Review process ongoing	Continue review for possible future Town Meeting action

5a. Additions

	None				

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-B	Review controls for reducing discharge of pollutants	Highway Dept.	Consider and implement the use of alternative deicing chemicals for Snow and Ice operations	Town uses alternative deicing methods in sensitive areas	Re-evaluate methods
6-B	Review controls for reducing discharge of pollutants	Highway Dept.	Sand/Salt storage runoff from parking lots and Public Works operations 33% per year	Reviewed controls. Eliminate storage at satellite locations. Plan to store entire inventory inside.	Review actions and re-evaluate controls

6a. Additions

	None				