Municipality/Organization: TOPSFIELD

JUL - 8 2005

EPA NPDES Permit Number: MA 041227

MA DEP Transmittal Number: W- 040961

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

Telephone #: 978-887-1542 Email: dbond@topsfieldpublicworks.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: Boyd R. Jackson

Printed Name: Boyd Jackson

Title: Chairman, Board of Selectmen

Date: June 13, 2005

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:

The Town of Topsfield is in compliance.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-A	Develop Educational Resources	Stormwater Committee	Make educational materials available to schools	In progress	Continue throughout permit timeframe
Revised					
1-B	Provide Educational materials to general public	Stormwater Committee	Mail generic stormwater info to residents.	Made available on PW website.	Update as necessary
Revised					
1-B	Provide Educational materials to general public	Stormwater Committee	Create and maintain a Stormwater web page on Town website.	Completed.	Update as necessary
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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 in year 3
Revised					
2-C	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Coordinate with Ipswich River Watershed Association for cleanup of Ipswich River	Moved to year 3 of plan	Coordinate clean up with IRWA and Mass Audubon Society
Revised					
2-B	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Collect historical water quality data from existing watershed groups	Collected data from Ipswich River Watershed Association	Collect secondary water quality data
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-A	Map Town stormwater drainage system	Highway Dept.	Map drainage system 20% per year	20% mapped	Map another 20%
Revised					
3-B	Ordinance or prohibition for illicit discharge and elimination	Stormwater Committee	Develop draft ordinance.	In progress	Finalize ordinance
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-A	Develop regulatory mechanism to require erosion and sedimentary controls	Conservation Commission Stormwater Committee Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Complete review and new bylaw recommendations completed using State Grant	Propose new bylaw to Town Meeting one year sooner than anticipated
Revised					
4-A	Develop regulatory requirements for construction site operators to control waste that might impact groundwater	Conservation Commission Stormwater Committee Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Inspectional Services and ConsCom reviewing requirements	Continue review
Revised					
4-A	Develop regulatory requirements for construction site operators to implement erosion and sediment control	Conservation Commission Stormwater Committee Planning Board	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Complete review and new bylaw recommendations completed using State Grant	Propose new bylaw to Town Meeting one year sooner than anticipated
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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 Stormwater Committee	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Review process complete utilizing State Grant	Present proposed bylaw to Town Meeting for action.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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.	Monitor methods being used
Revised					
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. Eliminated storage at satellite locations. Entire Sand Salt inventory now stored inside.	Monitor and review actions
Revised					

6a. Additions