**Municipality/Organization:** Town of Lynnfield

**EPA NPDES Permit Number:** MA041045

**MaDEP Transmittal Number:** W- 040948

**Annual Report Number**
**& Reporting Period: No. 4: May 1, 2006 – April 30, 2007.**

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: Charles L. Richter Title: Town Engineer

Telephone #: 781-334-2021 Email: crichter@town.lynnfield.ma.us

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: William J. Gustus

Title: Town Administrator

Date: 7/3/2007

## Part II. Self-Assessment

The Town of Lynnfield has completed the required annual self-assessment of compliance for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of this Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town of Lynnfield has determined that our municipality complies with all permit conditions except for the following provisions.

| | |
|---|---|
| Part I.1b | A stormwater message on the local cable access channel was not done. |
| Part II.2b | Household hazardous waste collection day was not implemented due to insufficient funds. |
| Part II.2d | Did not implement a catch basin stenciling program. |
| Part III.3c | Illicit discharge and detection plan is currently being developed. |
| Part III.3d | A general illicit discharge bylaw was not developed but is anticipated for adoption in Fall 2007. |
| Part IV.4a | Inspectional practices for construction site stormwater runoff control were not reviewed. |
| Part IV.4b | The site inspection program for construction site runoff control was not modified. |
| Part IV.4c | A review of existing by-laws and regulations for construction site stormwater was not completed. |
| Part IV.4d | Recommendations for modifying construction site stormwater runoff control were not proposed. |
| Part V.5a | Review of existing site inspection practices has begun but has not been completed for post-construction stormwater management in new developments and redevelopments |
| Part V.5b | Recommendations have not been made yet to develop a post-construction management bylaw. |
| Part V.5c | Review of existing by-laws and regulations for post-construction management in new developments and redevelopments has begun but is not completed. |
| Part V.5d | Proposals for modifying the bylaw for post construction stormwater management in new developments and redevelopments has not been submitted. |
| Part VI.6c | Some but not all municipal sites have not been investigated. |
| Part VI.6d | Employee training has begun is not completed. |
| Part VI.6e | Inspection of facilities has not been done to verify compliance with training. |

## 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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---|---|---|---|---|---|
| 1a | Distribute/post nonpoint source pollution posters. | Public Works | Post in all public schools & town buildings. | No posters were planned for distribution. | No posters are planned for year 5. |
| Revised | | | | | |
| 1b | Air stormwater message on local cable access channel | Public Works | Once a year. | No stormwater message was aired during the year. | A stormwater event will be planned and aired on cable. |
| Revised | | | | | |
| 1c | Add stormwater information to the town website | Information Technology Systems | Update information quarterly to address seasonal concerns. | Maintained stormwater information on the Town's website. | Maintain and update stormwater information as the public education program is developed |
| Revised | | | | | |
| 1d | Distribute nonpoint source brochures. | Public Works | 1000 to be distributed over 5 years. | Brochures are available for pick up at Town Hall and the Library. | The brochures will be displayed and available throughout the year. |
| Revised | | | | | |

### 1a. Additions

| | | | | | |
|---|---|---|---|---|---|
| 1a-1 | Send out stormwater press releases. | Public Works | Copies of the releases. | No press releases were needed or distributed during the year. | Use press releases as needed with other Public Education activities in year 5. |
| | | | | | |

## 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 |
|---|---|---|---|---|---|
| 2a | Form a Stormwater Advisory Committee. | Conservation Commission | Hold meetings twice a year. | The Stormwater Advisory Committee and Drainage Committee met formally and informally several times. | The Stormwater Advisory Committee and Drainage Committee will continue to meet on a regular basis |
| Revised | | Town Engineer | | | |
| 2b | Hazardous waste collection. | Public Works | Hold annual waste collections. | No hazardous waste day was held in year 4 due to budget constraints. | A hazardous waste & waste oil collection is scheduled to be held in the fall of 2007. |
| Revised | | | | | |
| 2c | Waste oil Collection. | Public Works | Collect waste oil annually. | See BMP 2b. | See BMP 2b. |
| Revised | | | | | |
| 2d | Implement a catch basin stenciling program. | Conservation Commission | Stencil 33% of catch basins each year. | Catch basin stenciling program not implemented. | Stenciling will begin in summer so that stenciling can be completed by the end of year 5. |
| Revised | | | | | |
| 2e | Hold a stream clean-up day. | Conservation Commission | Hold a clean-up every other year. | Scheduled for year 5. | Scheduled for year 5. |
| Revised | | | | | |

**2a. No additions.**

## 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 |
|---|---|---|---|---|---|
| 3a | Map Outfalls. | Public Works | Map approx. 33% outfalls each year. | Mapping and field verification of outfalls for part of year done in year 4. | Continue mapping and field verification of outfalls scheduled for years 4 and 5. |
| Revised | | | | | |
| 3b | Review existing bylaws and regulations. | Stormwater Advisory Committee | Determine if existing bylaws & regulations fulfill EPA requirements. | A policy prohibiting illicit discharge has been developed. | New stormwater by-law incorporating the policy is projected to be presented at Town Meeting in Fall 2007. |
| Revised | | | | | |
| 3c | Develop & implement illicit discharge detection & elimination plan. | Public Works | Compile recommendations for inclusion in plan. | Development of plan was started in year 4. | Continue development of plan for implementation in year 5. |
| Revised | | | | | |
| 3d | Develop/modify general illicit discharge bylaw. | Stormwater Advisory Committee | Propose recommendations for modifying/developing bylaw. | Illicit discharge policy was developed in year 4. | Bylaw incorporating policy to be presented at Town Meeting in Fall 2007. |
| Revised | | | | | |
| 3e | Present Illicit Discharge Bylaw for Town Meeting Action. | Stormwater Advisory Committee | Make presentations for Town Meeting action. | Scheduled for year 5. | Scheduled for presentation at Town Meeting in Fall 2007. |
| Revised | | | | | |

**3a. No additions.**

## 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 |
|---|---|---|---|---|---|
| 4a | Review existing site inspection practices. | Town Administrator | Determine if existing practices fulfill EPA requirements. | Review has been started on inspectional procedures provided by Town. | A comprehensive review of inspectional procedures will be completed by Fall 2007. |
| Revised | | | | | |
| 4b | Develop/modify the site inspection program. | Town Administrator | Make recommendations for modifications in the site inspection program. | Modifications to site inspection program has not been done. | Scheduled for year 5. |
| Revised | | | | | |
| 4c | Review existing bylaws & regulations. | Town Administrator | Determine if existing bylaws & regulations fulfill EPA requirements. | Review has been started on existing by-laws and regulations. | A comprehensive review will be completed by Fall. |
| Revised | | | | | |
| 4d | Develop/modify bylaw for construction site runoff. | Town Administrator | Propose recommendations for modifying/developing bylaw. | Modification to construction site runoff bylaw has not begun. | Scheduled for year 5. |
| Revised | | | | | |
| 4e | Present bylaw for Town Meeting Action. | Town Administrator | Make presentations for Town Meeting Action. | Scheduled for year 5. | Scheduled for Town Meeting in Fall 2007. |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |

**4a. No 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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---|---|---|---|---|---|
| 5a | Review existing site inspection practices. | Town Administrator | Determine if existing practices fulfill EPA requirements. | Review has been started on existing site inspectional practices provided by Town. | A comprehensive review of existing site inspectional practices will be completed by Fall 2007. |
| Revised | | | | | |
| 5b | Develop/modify inspection & maintenance practices. | Town Administrator | Recommendations for modifying existing practices, inspection form, template for operation & maintenance plan. | Post construction stormwater management practices were not modified. | Scheduled for year 5. |
| Revised | | | | | |
| 5c | Review existing bylaws and regulations. | Town Administrator | Determine if existing bylaws & regs fulfill EPA requirements. | Review has begun but is not yet completed on the existing by-laws and regulations. | A comprehensive review will be completed by Fall 2007. |
| Revised | | | | | |
| 5d | Develop/modify/bylaws for post-construction runoff management. | Town Administrator | Propose modified bylaw. | Post construction runoff management by-law was not proposed. | Scheduled for year 5. |
| Revised | | | | | |
| 5e | Present bylaw for Town Meeting action. | Town Administrator | Make presentations for Town Meeting action. | Scheduled for year 5. | Scheduled for Town Meeting in Fall 2007. |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |

**5a. No 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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---|---|---|---|---|---|
| 6a | Street sweeping. | DPW Director | Sweep all streets once per year. | All streets were swept and additional sweeping was done as needed after washouts or accumulation of debris. | All streets will be swept at least once with additional sweeping as needed based on sediment & debris accumulated. |
| Revised | | | | | |
| 6b | Catch basin cleaning. | DPW Director | Clean all catch basins once a year. | 1660 of 2100 catch basins were cleaned because of limited funding. | All catch basins will be cleaned as funding constraints allow. |
| Revised | | | | | |
| 6c | Perform site visits to examine existing practices at facilities. | DPW Director | Target all applicable municipal facilities. | Some but not all municipal sites were examined during the year. | Site visits will be continued in years 5. |
| Revised | | | | | |
| 6d | Train municipal employees at each facility. | DPW Director | Target all applicable municipal facilities. | | DPW employees will receive SPCC training as required. A stormwater training program will be developed in year 5 for municipal employees for pollution prevention/good housekeeping practices. |
| Revised | | | | | |
| 6e | Inspect facilities to verify training & updated practices are being properly & consistently applied. | DPW Director | Target all applicable municipal facilities. | Facilities were not inspected to verify training is being properly used. | Follow-ups will be done to verify required practices are being applied. |
| Revised | | | | | |

### 6a. No additions

## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

| 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 |
|---|---|---|---|---|---|
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| | | | | | |
| Revised | | | | | |
| Revised | | | | | |

### 7a. Additions

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

### 7b. WLA Assessment

No TMDL waste load allocations have been developed for Lynnfield waters.

## Part IV. Summary of Information Collected and Analyzed

- Stormwater Management Plan
- Press releases and public information publications
- Drainage maps
- Land Development Bylaws
- DPW Operational practices

## Part V. Program Outputs & Accomplishments (OPTIONAL)

### Programmatic

| | | |
|---|---|---|
| Stormwater management position created/staffed | (y/n) | No |
| Annual program budget/expenditures | ($) | |
| | | |
| | | |

### Education, Involvement, and Training

| | | |
|---|---|---|
| Estimated number of residents reached by education program(s) | (# or %) | |
| Stormwater management committee established | (y/n) | Yes |
| Stream teams established or supported | (# or y/n) | No |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored | (#) | 0 |
| ▪ community participation | (%) | n/a |
| ▪ material collected | (tons or gal) | n/a |
| School curricula implemented | (y/n) | |
| | | |
| | | |

**Legal/Regulatory**

| | In Place Prior to Phase II | Under Review | Drafted | Adopted |
|---|---|---|---|---|
| Regulatory Mechanism Status (indicate with "X") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | | |
| ▪ Erosion & Sediment Control | | X | | |
| ▪ Post-Development Stormwater Management | | | | |
| Accompanying Regulation Status (indicate with "X") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | | |
| ▪ Erosion & Sediment Control | | | | |
| ▪ Post-Development Stormwater Management | | | | |

**Mapping and Illicit Discharges**

| | | |
|---|---|---|
| Outfall mapping complete | (%) | |
| Estimated or actual number of outfalls | (#) | |
| System-Wide mapping complete | (%) | 85% |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | 15% |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | 85% |
| Outfalls inspected/screened | (# or %) | 0% |
| Illicit discharges identified | (#) | 2 |
| Illicit connections removed | (# ) (est. gpd) | 1 |
| % of population on sewer | (%) | **1%** |
| % of population on septic systems | (%) | **99%** |
| | | |
| | | |

**Construction**

| | | |
|---|---|---|
| Number of construction starts (>1-acre) | (#) | |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | |
| Site inspections completed | (# or %) | |
| Tickets/Stop work orders issued | (# or %) | |
| Fines collected | (# and $) | |
| Complaints/concerns received from public | (#) | |
| | | |
| | | |

**Post-Development Stormwater Management**

| | | |
|---|---|---|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | |
| Site inspections completed | (# or %) | |
| Estimated volume of stormwater recharged | (gpy) | |
| | | |
| | | |

**Operations and Maintenance**

| | | |
|---|---|---|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1/yr |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1/yr |
| Total number of structures cleaned | (#) | 1660 |
| Storm drain cleaned | (LF or mi.) | 3000 lf |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | |
| Cost of screenings disposal | ($) | |
| | | |
| | | |

| | | |
|---|---|---|
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | **1/yr** |

| | | |
|---|---|---|
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 1/yr |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | |
| Cost of sweepings disposal | ($) | |
| Vacuum street sweepers purchased/leased | (#) | 0 |
| Vacuum street sweepers specified in contracts | (y/n) | Yes |
| | | |
| | | |

| | | |
|---|---|---|
| Reduction in application on public land of: ("N/A" = never used; "100%" = elimination) | | |
| ▪ Fertilizers | (lbs. or %) | |
| ▪ Herbicides | (lbs. or %) | |
| ▪ Pesticides | (lbs. or %) | |
| | | |
| | | |

| | | |
|---|---|---|
| Anti-/De-Icing products and ratios | % NaCl<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% Sand | |
| Pre-wetting techniques utilized | (y/n) | |
| Manual control spreaders used | (y/n) | |
| Automatic or Zero-velocity spreaders used | (y/n) | |
| Estimated net reduction in typical year salt application | (lbs. or %) | |
| Salt pile(s) covered in storage shed(s) | (y/n) | Yes |
| Storage shed(s) in design or under construction | (y/n) | No |
| | | |
| | | |