**Municipality/Organization: TOPSFIELD**

**EPA NPDES Permit Number: MA 041227**

**MA DEP Transmittal Number: W- 040961**

**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: 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: John McArdle

Title: Chairman, Board of Selectmen

Date: 10-1-07

**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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|---|---|---|---|---|---|
| 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. | Maintain Stormwater section of PW website. | Continue to update as necessary |
| Revised | | | | | |
| 1-B | Provide Educational materials to general public | Stormwater Committee | Provide Stormwater info at annual Town Expo. | Done. | Will repeat at next Expo. |
| Revised | | | | | |

### 1a. Additions

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|---|---|---|---|---|---|
| 1-A | Provide educational materials to public | Highway Dept. | Make educational materials available | Co-sponsored Greenscapes North Shore with ConsCom, Water Dept., and Highway Dept | Continue in Year 5 |
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## 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-A | Create a Volunteer Stormwater Organization | Stormwater Coordinator | Encourage volunteer projects in the local High School and Boy Scout troop | Boy Scout Eagle project marking catch basins in the Ipswich River Watershed. Monitored markings. | Continue in year 5 by expanding area of markings. |
| Revised | | | | | |
| 2-C | Create a Volunteer Stormwater Organization | Stormwater Coordinator | Coordinate with Ipswich River Watershed Association for cleanup of Ipswich River | Masconomet High School students performed cleanup of area near Ipswich River near fairgrounds for 2nd year. | Assist in making this an annual event. |
| Revised | | | | | |
| 2-B | Create a Volunteer Stormwater Organization | Stormwater Coordinator | Organize "Adopt a Brook" Program | Unable to organize. | Try in year 5. |
| Revised | | | | | |
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## 2a. Additions

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## 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-A | Map Town stormwater drainage system | Highway Dept. | Map drainage system 20% per year | 50% mapped total to date | Hope to change process of obtaining info to GPS Mapping. Map another 20% |
| Revised | | | | | |
| 3-B | Ordinance or prohibition for illicit discharge and elimination | Stormwater Committee | Develop draft ordinance. | In progress. | Finalize ordinance |
| Revised | | | | | |
| 3-C | Develop and implement an Illicit Detection Plan | Highway Dept | Investigate 35% of system | Still trying to determine magnitude of problem. Investigated 50% of system | Continue in year 5 |
| Revised | | | | | |

## 3a. Additions

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## 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-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 | Stormwater and Erosion Control Bylaw passed by Town Meeting in 2005 | None, Achieved Goal |
| 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 | |
| Revised | | | | | |
| 4-A | Determine the need for erosion Control Bylaw. | Conservation Commission Stormwater Committee Planning Board | Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws | New Bylaw passed at Town Meeting in 2005. | None, Achieved Goal |
| Revised | | | | | |

## 4a. Additions

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## 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-A | Develop, implement, and enforce a program to address stormwater runoff from new development and re-development projects to the extent possible | Conservation Commission<br><br>Planning Board Stormwater Committee | Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws | Erosion Control and Sediment Control Bylaw passed at Town Meeting in 2005. | Need to develop regulations for enforcement. |
| Revised | | | | | |
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## 5a. Additions

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## 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-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 existing methods being used. |
| Revised | | | | | |
| 6-B | Review controls for reducing discharge of pollutants | Highway Dept. | Evaluate other Town Buildings 50% per year | Evaluated other Town facilities including Police Station and Fire Station | Develop plan to bring into compliance. |
| Revised 6B | Develop procedure for proper disposal of catch basin cleanings | Highway Dept. | Evaluate current procedure | | Evaluate and monitor current procedure |

## 6a. Additions

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