

Municipality/Organization: TOPSFIELD

EPA NPDES Permit Number: MA 041227

MA DEP Transmittal Number: W-040961

Annual Report Number
& Reporting Period: No. 9: March 2011-March 2012

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: 

Printed Name: Laura Powers

Title: Chairman, Board of Selectmen

Date: 4/24/12

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.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-B	Provide Educational materials to general public	Stormwater Committee	Create and Maintain Stormwater Page on Town Website.	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 Exposition.	Done. Expo held bi-annually. Booth staffed by volunteers.	Will repeat at next scheduled Expo.
Revised					

1a. Additions

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, and Essex Agricultural Society	Annual Participation in this joint venture is ongoing. Continuing in 2013

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-A	Create a Volunteer Stormwater Organization	Stormwater Committee	Encourage volunteer projects in the local High School and Boy Scout troop	Organized Boy Scout Eagle project mapping town Drainage system using GPS equipment.	Data collected as of 4/15/2011. Data is still being analyzed prior to plotting on maps. Town resident volunteer is also mapping cross culverts.
Revised					
2-C	Create a Volunteer Stormwater Organization	Stormwater Committee	Coordinate with Ipswich River Watershed Association for cleanup of Ipswich River	Masconomet High School students performed cleanup of area near Ipswich River near Topsfield Fairgrounds as a part of their community service requirements.	This is an annual event that is continuing.
Revised					

2a. Additions

Create a Volunteer Stormwater Organization	Stormwater Committee	Hold Public Workshops and meetings on proposed bylaws	Town Meeting passed Illicit Detection Bylaw in 2010.	Draft Regulations are in progress.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
3-A Revised	Map Town stormwater drainage system	Highway Dept.	Map drainage system 20% per year	50% mapped total to date	GPS data collection in progress 12/2010. Data collection method was changed in 2010. Awaiting results of same prior to changing maps.
3-B Revised	Ordinance or prohibition for illicit discharge and elimination	Stormwater Committee/Selectmen	Develop by/law.	Illicit Detection Bylaw passed by Town Meeting in 2010.	Draft and Finalize Regulations
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 9 Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
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.	Bylaw has been in place for 6 years. After review, minor modifications are proposed for 2012 Town Meeting to clean up and streamline process. Achieved Goal.
Revised					
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.	See above. Achieved Goal
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
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	Erosion Control and Sediment Control Bylaw passed at Town Meeting in 2005. Regulations and Permit Application completed in 2006.	Review implementation of Bylaw and Regs. Done.
Revised					

5a. Additions

5-A	Develop, implement, and enforce a program to address stormwater runoff from new development projects to the extent possible	Planning Board Stormwater Committee	Review and revise as necessary, existing Wetlands, Planning Board, and Zoning Board bylaws	Planning Board adopted Low Impact Development Guidelines in Feb 2010.	Done.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
6-B	Review controls for reducing discharge of pollutants	Highway Dept.	Evaluate other Town Buildings 50% per year	Abandoned Police Station floor drain system. New Tight Tank system installed 3/2010.	Done.

6a. Additions
