

Municipality/Organization: TOPSFIELD

EPA NPDES Permit Number: MA 041227

MA DEP Transmittal Number: W- 040961

Annual Report Number

& Reporting Period: **No. 11: March 2013-March 2014**

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: Martha Morrison

Title: Chairman, Board of Selectmen

Date: April 28, 2014

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.

The Town has achieved most of the original goals set out in the original permit.

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 11 (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.	Annual Participation in this joint venture is ongoing. Continuing in 2014&2015

2.

Public

Involv

ement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (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 and mapping committee are mapping cross culverts in 2014
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

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
3-A	Map Town stormwater drainage system	Highway Dept.	Map drainage system 20% per year	50% mapped total to date	GPS data collection completed in 2012. Awaiting results of same prior to changing maps.
Revised					
3-B	Ordinance or prohibition for illicit discharge and elimination	Stormwater Committee/Selectmen	Develop bylaw.	Illicit Detection Bylaw passed by Town Meeting in 2010.	Achieved Goal
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 11 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 7 years. Minor modifications were made at 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 11 (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. Achieved goal.
Revised					

5a. Additions

5-A	Develop, implement, and enforce a program to address stormwater runoff from new development and re-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. Achieved Goal.

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

6a. 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
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				
▪ 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	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

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)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
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)	
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Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/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	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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 % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % 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)	
Storage shed(s) in design or under construction	(y/n)	