



# Town of Lynnfield

## Department of Public Works

05

Rec'd 05/03/05

DENNIS R. ROY  
*Director*  
DAVID T. CARBONNEAU, P.E.  
*Town Engineer*  
THOM E. FORBES  
*Assistant Director of Facilities*

781-334-3143  
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April 29, 2005

U.S. Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, MA 02114

Dir Sir/Madam:

I have included the Town of Lynnfield's NPDES PII General Permit Annual Report for May 1, 2004 through April 30, 2005 (MAR041045). If you have any questions please call me at 781-334-2021.

Yours truly,

TOWN OF LYNNFIELD  
David T. Carbonneau, P.E.  
Town Engineer

Cc: DEP

**Municipality/Organization:** Town of Lynnfield

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**EPA NPDES Permit Number:** MA041045

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**MaDEP Transmittal Number:** W- 040948

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**Annual Report Number  
& Reporting Period:** No. 2: May 1, 2004 – April 30, 2005.

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: David Carbonneau Title: Town Engineer

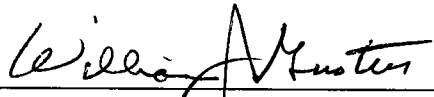
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Telephone #: 781-334-2021 Email: dcarbonneau@town.lynnfield.ma.us

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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: 

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Printed Name: William J. Gustus

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Title: Town Administrator

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Date: 4/29/2005

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## **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 II.2.e Did not hold stream cleanup day in year 2 as planned.

Part VI.6d SPCC training for DPW employees scheduled for year 2 did not take place.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
1a	Distribute/post nonpoint source pollution posters.	Public Works	Post in all public schools & town buildings.	No posters were distributed.	No posters are planned for year 3.
Revised					
1b	Air stormwater message on local cable access channel	Public Works	Once a year.	A stormwater presentation to the Board of Selectmen was aired.	Another 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.	Stormwater information, a nonpoint source pollution poster, has been posted on the 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.		Use press releases as needed with other Public Education activities in years 2-5.

## 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
2a Revised	Form a Stormwater Advisory Committee.	Conservation Commission Town Engineer	Hold meetings twice a year.	A Stormwater Advisory Committee and Drainage Committee were formed.	
2b Revised	Hazardous waste collection.	Public Works	Hold annual waste collections.	In November a hazardous waste collection was held and waste oil was collected at that time.	A hazardous waste & waste oil collection will be held in the fall of 2005.
2c Revised	Waste oil Collection.	Public Works	Collect waste oil annually.	See BMP 2b.	See BMP 2b.
2d Revised	Implement a catch basin stenciling program.	Conservation Commission	Stencil 33% of catch basins each year.	Scheduled for years 3-5.	Scheduled for years 3-5.
2e Revised	Hold a stream clean-up day.	Conservation Commission	Hold a clean-up every other year.	Scheduled for years 3 & 4.	Hold a stream clean-up day. The town will seek help from local environmental groups.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3a Revised	Map Outfalls.	Public Works	Map approx. 33% outfalls each year.	Scheduled for years 3-5.	Field verification of outfalls scheduled for years 3-5.
3b Revised	Review existing bylaws and regulations.	Stormwater Advisory Committee	Determine if existing bylaws & regulations fulfill EPA requirements.	Scheduled for year 3.	Scheduled for year 3.
3c Revised	Develop & implement illicit discharge detection & elimination plan.	Public Works	Compile recommendations for inclusion in plan.	Scheduled for year 4.	Scheduled for year 4.
3d Revised	Develop/modify general illicit discharge bylaw.	Stormwater Advisory Committee	Propose recommendations for modifying/developing bylaw.	Scheduled for year 4.	Scheduled for year 4.
3e Revised	Present Illicit Discharge Bylaw for Town Meeting Action.	Stormwater Advisory Committee	Make presentations for Town Meeting action.	Scheduled for years 4-5.	Scheduled for years 4-5.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4a	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Scheduled for year 3.	Scheduled for year 3.
Revised					
4b	Develop/modify the site inspection program.	Town Administrator	Make recommendations for modifications in the site inspection program.	Scheduled for year 4.	Scheduled for year 4.
Revised					
4c	Review existing bylaws & regulations.	Town Administrator	Determine if existing bylaws & regulations fulfill EPA requirements.	Scheduled for year 3.	Scheduled for year 3.
Revised					
4d	Develop/modify bylaw for construction site runoff.	Town Administrator	Propose recommendations for modifying/developing bylaw.	Scheduled for year 4.	Scheduled for year 4.
Revised					
4e	Present bylaw for Town Meeting Action.	Town Administrator	Make presentations for Town Meeting Action.	Scheduled for years 4-5.	Scheduled for years 4-5.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5a	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Scheduled for year 3.	Scheduled for year 3.
Revised					
5b	Develop/modify inspection & maintenance practices.	Town Administrator	Recommendations for modifying existing practices, inspection form, template for operation & maintenance plan.	Scheduled for year 4	Scheduled for year 4.
Revised					
5c	Review existing bylaws and regulations.	Town Administrator	Determine if existing bylaws & regs fulfill EPA requirements.	Scheduled for year 3.	Scheduled for year 3.
Revised					
5d	Develop/modify/bylaws for post-construction runoff management.	Town Administrator	Propose modified bylaw.	Scheduled for year 4.	Scheduled for year 4.
Revised					
5e	Present bylaw for Town Meeting action.	Town Administrator	Make presentations for Town Meeting action.	Scheduled for years 4-5.	Scheduled for years 4-5.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6a Revised	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..
6b Revised	Catch basin cleaning.	DPW Director	Clean all catch basins once a year.	1500 or 2100 catch basins were cleaned because of limited funding. Condition was logged	All catch basins will be cleaned as funding constraints allow.
6c Revised	Perform site visits to examine existing practices at facilities.	DPW Director	Target all applicable municipal facilities.	Scheduled for years 3-5.	Scheduled for years 3-5.
6d Revised	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 3 for municipal employees for pollution prevention/good housekeeping practices
6e Revised	Inspect facilities to verify training & updated practices are being properly & consistently applied.	DPW Director	Target all applicable municipal facilities.	Scheduled for years 4-5.	Scheduled for years 4-5.

### 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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)	
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
<b>Regulatory Mechanism Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
<b>Accompanying Regulation Status (indicate with "X")</b>				
▪ 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	(%)	
<b>Mapping method(s)</b>		
▪ 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)	
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 <sub>2</sub> % MgCl <sub>2</sub> % 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)	