

Municipality/Organization: TOPSFIELD

EPA NPDES Permit Number: MA 041227

MA DEP Transmittal Number: W- 040961

**Annual Report Number
& Reporting Period: No. 2: March 05-March 06**

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: Stephen Clark

Title: Chairman, Board of Selectmen

Date: 12/14/2006

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 SW section of PW website.	Update as necessary
Revised					
1-B	Provide Educational materials to general public	Stormwater Committee	Provide Stormwater info at annual Town Expo.	Done.	Repeat at annual Expo.
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 4
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 completed marking catch basins in the Ipswich River Watershed	Continue in year 4 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	High School students performed cleanup of area near Ipswich River near fairgrounds.	Coordinate some type of annual clean up with IRWA and Mass Audubon Society
Revised					
2-B	Create a Volunteer Stormwater Organization	Stormwater Coordinator	Organize "Adopt a Brook" Program	Unable to organize.	Try in year 4.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-A Revised	Map Town stormwater drainage system	Highway Dept.	Map drainage system 20% per year	50% mapped total to date	Map another 20%
3-B Revised	Ordinance or prohibition for illicit discharge and elimination	Stormwater Committee	Develop draft ordinance.	In progress, still working on draft	Finalize ordinance
3-C Revised	Develop and implement an Illicit Detection Plan	Highway Dept	Investigate 35% of system	Determining magnitude of problem. Investigated 35% of system	Continue in year 4

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#3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year #4
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	
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	Continue review
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.	
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 as stated above in Section 4	
Revised					

5a. 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-B Revised	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 methods being used
6-B Revised 6B	Review controls for reducing discharge of pollutants	Highway Dept.	Evaluate other Town Buildings 50% per year	Evaluated other Town facilities	Develop plan to bring into compliance.

6a. Additions

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