

**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. 9: May 1, 2011 – April 30, 2012.

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Charles L. Richter, P.E. Title: Town Engineer

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Telephone #: 781-334-9503 Email: crichter@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: 4/30/2012

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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.2d Catch basin stenciling has not been finished but critical area addressed.  
Part III.3c Illicit discharge and detection plan has not been developed.

**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 9 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 10</b>
1a Revised	Distribute/post nonpoint source pollution posters.	Public Works	Post in all public schools & town buildings.	New posters developed and distributed to all public schools and town buildings	Posters to be redistributed in year 10.
1b Revised	Air stormwater message on local cable access channel	Public Works	Once a year.	3 Stormwater messages were aired last year.	Stormwater messages to be re-aired.
1c Revised	Add stormwater information to the town website	Information Technology Systems	Update information quarterly to address seasonal concerns.	Maintained stormwater information on the Town's website.	Maintain and update stormwater information.
1d Revised	Distribute nonpoint source brochures.	Public Works	1000 to be distributed over 5 years.	Completed. Bulletin board in Town Hall established providing information to residents and contractors.	The brochures will be displayed and available throughout the year at the Town Hall, Library, and on the DPW website. Bulletin board to be maintained

**1a. Additions**

1a-1	Send out stormwater press releases.	Public Works	Copies of the releases.	No press releases were needed or distributed during the year.	Use press releases as needed with other Public Education activities in year 10.
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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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
2a Revised	Form a Stormwater Advisory Committee.	Conservation Commission Town Engineer	Hold meetings twice a year.	The Stormwater Advisory Committee met once to discuss progress with current permit and possible changes to next permit.	The Stormwater Advisory Committee will meet several times.
2b Revised	Hazardous waste collection.	Public Works	Hold annual waste collections.	A hazardous waste collection day was held in November 2011.	A hazardous waste & waste oil collection is scheduled to be held in the fall of 2012.
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.	Catch basin stenciling has focused on environmentally sensitive areas.	Stenciling will continue to address environmentally sensitive areas.
2e Revised	Hold a stream clean-up day.	Conservation Commission	Hold a clean-up every other year.	A stream clean-up of Cedar Swamp was held in year 9.	Another stream clean-up is proposed for year 10.

### 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
3a Revised	Map Outfalls.	Public Works	Map approx. 33% outfalls each year.	Mapping of outfalls has been completed.	Integration of subdivisions into master drainage map and cataloging of outfall pipes planned for year 10.
3b Revised	Review existing bylaws and regulations.	Stormwater Advisory Committee	Determine if existing bylaws & regulations fulfill EPA requirements.	Completed.	Completed.
3c Revised	Develop & implement illicit discharge detection & elimination plan.	Public Works	Compile recommendations for inclusion in plan.	Development of plan was continued in year 9.	Continue development of plan for implementation in year 10.
3d Revised	Develop/modify general illicit discharge bylaw.	Stormwater Advisory Committee	Propose recommendations for modifying/developing bylaw.	Completed.	Completed.
3e Revised	Present Illicit Discharge Bylaw for Town Meeting Action.	Stormwater Advisory Committee	Make presentations for Town Meeting action.	Completed.	Completed.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
4a Revised	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Completed.	Completed.
4b Revised	Develop/modify the site inspection program.	Town Administrator	Make recommendations for modifications in the site inspection program.	Completed.	Completed.
4c Revised	Review existing bylaws & regulations.	Town Administrator	Determine if existing bylaws & regulations fulfill EPA requirements.	Completed.	Completed.
4d Revised	Develop/modify bylaw for construction site runoff.	Town Administrator	Propose recommendations for modifying/developing bylaw.	Completed.	Completed.
4e Revised	Present bylaw for Town Meeting Action.	Town Administrator	Make presentations for Town Meeting Action.	Completed.	Completed.
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
5a Revised	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Completed	Completed
5b Revised	Develop/modify inspection & maintenance practices.	Town Administrator	Recommendations for modifying existing practices, inspection form, template for operation & maintenance plan.	Completed.	Completed.
5c Revised	Review existing bylaws and regulations.	Town Administrator	Determine if existing bylaws & regs fulfill EPA requirements.	Completed.	Completed.
5d Revised	Develop/modify/bylaws for post-construction runoff management.	Town Administrator	Propose modified bylaw.	Completed.	Completed
5e Revised	Present bylaw for Town Meeting action.	Town Administrator	Make presentations for Town Meeting action.	Completed.	Completed.
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
6a Revised	Street sweeping.	DPW Director	Sweep all streets once per year.	Completed.	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.	Completed.	All catch basins will be cleaned in the spring of 2012.
6c Revised	Perform site visits to examine existing practices at facilities.	DPW Director	Target all applicable municipal facilities.	Completed.	Completed.
6d Revised	Train municipal employees at each facility.	DPW Director	Target all applicable municipal facilities.	All employees were retrained on spill prevention and proper procedures with handling hazardous waste.	Retraining of employees as necessary.
6e Revised	Inspect facilities to verify training & updated practices are being properly & consistently applied.	DPW Director	Target all applicable municipal facilities.	Facilities were inspected however additional training is necessary.	Follow-ups will be done to verify required practices are being applied in year 10.

### 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
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)	No
Annual program budget/expenditures	(\$)	10,000

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	No
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	5%
▪ material collected	(tons or gal)	n/a
School curricula implemented	(y/n)	No

**Legal/Regulatory**

	In Place Prior to Phase II	Under Review	Drafted	Adopted
<b>Regulatory Mechanism Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
<b>Accompanying Regulation Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	210
System-Wide mapping complete	(%)	90%
<b>Mapping method(s)</b>		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	5%
▪ GIS	(%)	85%
Outfalls inspected/screened	(# or %)	0%
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	1%
% of population on septic systems	(%)	99%

### Construction

Number of construction starts (>1-acre)	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	1660
Storm drain cleaned	(LF or mi.)	3000 lf
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	120 tons(est.)
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost
Cost of screenings disposal	(\$)	N/A

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
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Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	Yes

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-icing products and ratios	% NaCl	45%
	% CaCl <sub>2</sub>	5%
	% MgCl <sub>2</sub>	0%
	% CMA	0%
	% Kac	0%
	% KCl	0%
	% Sand	50%
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	0%
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No