

Municipality/Organization: Town of Lynnfield

EPA NPDES Permit Number: MA041045

MaDEP Transmittal Number: W- 040948

Annual Report Number
& Reporting Period: **No. 14: May 1, 2017 – April 30, 2018.**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

Telephone #: 781-334-9503 **Email:** crichter@town.lynnfield.ma.us

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: Robert Dolan

Title: Town Administrator

Date: 4/30/2018

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.

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Part III.3c Illicit discharge and detection plan has been developed and outfalls have been inspected in accordance to the IDDE plan. Further investigations on suspect outfalls to be performed.

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
1a	Distribute/post nonpoint source pollution posters.	Public Works	Post in all public schools & town buildings.	Completed.	Posters to be redistributed as needed in year 16.
Revised					
1b	Air stormwater message on local cable access channel	Public Works	Once a year.	5 messages were aired.	Stormwater messages to be re-aired.
Revised					
1c	Add stormwater information to the town website	Information Technology Systems	Update information quarterly to address seasonal concerns.	Maintained and updated stormwater information.	Update stormwater information as needed.
Revised					
1d	Distribute nonpoint source brochures.	Public Works	1000 to be distributed over 5 years.	Completed.	All brochures have been distributed. Bulletin board to be maintained
Revised					

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.	Press release on new permit requirements to be published in local paper.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
2a	Form a Stormwater Advisory Committee.	Conservation Commission	Hold meetings twice a year.	The Stormwater Advisory Committee met informally.	The Stormwater Advisory Committee will meet to discuss new permit with consultant to develop NOI.
Revised		Town Engineer			
2b	Hazardous waste collection.	Public Works	Hold annual waste collections.	A hazardous waste collection day was held in November 2017.	A hazardous waste & waste oil collection is scheduled to be held in the fall of 2018.
Revised					
2c	Waste oil Collection.	Public Works	Collect waste oil annually.	See BMP 2b.	See BMP 2b.
Revised					
2d	Implement a catch basin stenciling program.	Conservation Commission	Stencil 33% of catch basins each year.	Completed.	Completed
Revised					
2e	Hold a stream clean-up day.	Conservation Commission	Hold a clean-up every other year.	A stream clean-up was not held in year 15.	A stream clean-up is proposed for year 16.
Revised					

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
3a	Map Outfalls.	Public Works	Map approx. 33% outfalls each year.	Stormwater mapping integrated into public GIS. GPS'd all outfalls.	Verification of mapping to continue and will integrate new GPS information to GIS.
Revised					
3b	Review existing bylaws and regulations.	Stormwater Advisory Committee	Determine if existing bylaws & regulations fulfill EPA requirements.	Completed.	Completed.
Revised					
3c	Develop & implement illicit discharge detection & elimination plan.	Public Works	Compile recommendations for inclusion in plan.	Completed.	Further investigation of suspect outfalls to be performed in year 16.
Revised					
3d	Develop/modify general illicit discharge bylaw.	Stormwater Advisory Committee	Propose recommendations for modifying/developing bylaw.	Completed.	Completed
Revised					
3e	Present Illicit Discharge Bylaw for Town Meeting Action.	Stormwater Advisory Committee	Make presentations for Town Meeting action.	Completed.	Completed.
Revised					

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
4a	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Completed.	Completed.
Revised					
4b	Develop/modify the site inspection program.	Town Administrator	Make recommendations for modifications in the site inspection program.	Completed.	Completed.
Revised					
4c	Review existing bylaws & regulations.	Town Administrator	Determine if existing bylaws & regulations fulfill EPA requirements.	Completed.	Completed.
Revised					
4d	Develop/modify bylaw for construction site runoff.	Town Administrator	Propose recommendations for modifying/developing bylaw.	Completed.	Completed
Revised					
4e	Present bylaw for Town Meeting Action.	Town Administrator	Make presentations for Town Meeting Action.	Completed.	Completed
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
5a	Review existing site inspection practices.	Town Administrator	Determine if existing practices fulfill EPA requirements.	Completed	Completed
Revised					
5b	Develop/modify inspection & maintenance practices.	Town Administrator	Recommendations for modifying existing practices, inspection form, template for operation & maintenance plan.	Completed.	Completed.
Revised					
5c	Review existing bylaws and regulations.	Town Administrator	Determine if existing bylaws & regs fulfill EPA requirements.	Completed.	Completed.
Revised					
5d	Develop/modify/bylaws for post-construction runoff management.	Town Administrator	Propose modified bylaw.	Completed.	Completed
Revised					
5e	Present bylaw for Town Meeting action.	Town Administrator	Make presentations for Town Meeting action.	Completed.	Completed.
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
6a	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.
Revised					
6b	Catch basin cleaning.	DPW Director	Clean all catch basins once a year.	Completed.	All catch basins will be cleaned in the summer of 2018.
Revised					
6c	Perform site visits to examine existing practices at facilities.	DPW Director	Target all applicable municipal facilities.	Completed.	Completed.
Revised					
6d	Train municipal employees at each facility.	DPW Director	Target all applicable municipal facilities.	Completed.	Retrain employees on pollution prevention and SPCC plan as needed.
Revised					
6e	Inspect facilities to verify training & updated practices are being properly & consistently applied.	DPW Director	Target all applicable municipal facilities.	Completed.	Follow-ups will be done to verify required practices are being applied in year 16.
Revised					

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
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	(\$) ^{5,000}	

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
Regulatory Mechanism Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

Mapping and Illicit Discharges

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

Construction

Number of construction starts (>1-acre)	(#)	
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	(#)	1700
Storm drain cleaned	(LF or mi.)	7000 lf(est.)
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
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)	Partial

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

Anti-/De-Icing products and ratios	% NaCl	95%
	% CaCl ₂	5%
	% MgCl ₂	0%
	% CMA	0%
	% Kac	0%
	% KCl	0%
	% Sand	0%
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	Some
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