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Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Transmittal Number

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

Joseph W. Lynch, Director of Public Works
Name

JUL 31 2003

158 Great Road
Mailing Address

MUNICIPAL ASSISTANCE UNIT

Shirley
City/Town

MA
State

978-425-2600
Telephone Number

shirhw@bicnet.net
Email (if available)

2. Municipality Name

Town of Shirley
City/Town

3. Legal Status:

☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

☐ Other public entity: _____
Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

Massachusetts Correctional Institute, MA Highway (Route 2), MBTA Commuter Rail

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

☒ yes ☐ pending ☐ no

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☒ yes ☐ pending ☐ no

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Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Nashua River (Name)	unknown (Number)	☒ Yes ☐ No	Metals, Nutrients, Pathogens, Taste, Odor, Color, Turbidity, Unknown (Specify)
Beaver Pond Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Pumpkin Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Squannacook River (Name)	unknown (Number)	☒ Yes ☐ No	Unknown (Specify)
Trap Swamp Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Mulpus Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Walker Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Morse Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Trout Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Catacoonamug Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Spruce Swamp Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Phoenix Pond (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Beaver Pond (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Dead pond (Name)	Unknown (Number)	☐ Yes ☒ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)

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D. Stormwater Management Program Summary

1. Public Education:

PE-1
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Distribute SW brochure	DPW/Joseph W. Lynch	Y1-Y5 Distribute one flyer in local paper

PE-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Feature SW info at annual town events	Conservation Commission/Anne Gagnon	Y1: Create or obtain SW brochures or info, solicit sponsors Y2: Feature SW info at Con-Com booth at annual hoedown Y3-Y5: Continue providing SW info

PE-3
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Provide storm water information at Town buildings	Selectmen's Office/ Kyle Keady	Y1: Obtain materials Y2: Provide info Y3-Y5:Maintain and update info

PE-4
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Stormwater webpage	Technology Committee/ Kyle Keady	Y1: Develop web page content, research logistics Y3: Have web page up and running Y4: Add "feed back" component Y5: Update web page

PE-5
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Stormwater Hot line	DPW/Joseph W. Lynch	Y1: Install Hotline, mention in flyer Y2-Y5: Maintain hotline

D. Stormwater Management Program Summary (Cont.)

2. Public Participation:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
PP-1	Partner/Support Local Watershed Group	Conservation Commission/ Anne Gagnon	Y1: Support Nashua River Watershed Organization Y2-Y5: Maintain Support
PP-2	Poster Contest	School Department/ Patricia Stearn	Y2: Develop concept, approach educators and potential sponsors Y3: Pilot poster contest in one grade Y4: Modify and continue contest
PP-3	Storm drain stenciling program	DPW/Joseph W. Lynch	Y1: Outline program, identify labor pool (scouts, inmates) Y2: Obtain stencils, develop plan and approach Y3: Stencil 25% of catch basins Y4: Stencil additional 40% of catch basins Y5: Stencil remaining 35% of catch basins
PP-4	Incorporate SW message into public meetings	Exec. Secretary/ Kyle Keady	Y1: Identify / target meetings and develop message content, discuss SW at one public meeting Y2-Y5: Discuss SW at 2 public meetings
PP-5	Pet waste Control	DPW/Joseph W. Lynch	Y1: Develop approach and discuss with staff (exclude farm land due to BOH manure management plan in place) Y2: Begin visual inspections of open areas, keep record of findings Y3: Evaluate contamination threat based upon inspection results and drainage system layout Y4: Evaluate need for pooper scooper by-law Y5: If needed, post & enforce by law, reduce amount of waste to maximum extent practicable.

D. Stormwater Management Program Summary (Cont.)

PP-6
BMP ID #

Storm Water Committee
Specify Best Management Practice

Exec. Secretary, Kyle Keady
Responsible Dept./Person Name

Y1: Define mission statement, identify members
Y2-Y5:Meet regularly
Specify Measurable Goal

PP-7
BMP ID #

Implement Storm Water Clean Up Day
Specify Best Management Practice

Exec. Secretary, Kyle Keady
Responsible Dept./Person Name

Y1: Review clean up day practices
Y2: Identify compatible Stormwater Goals
Y3-Y5: Have one stormwater clean up
Specify Measurable Goal

3. Illicit Discharge Detection and Elimination:

ID-1
BMP ID #

Drainage Mapping
Specify Best Management Practice

DPW/Joseph W. Lynch
Responsible Dept./Person Name

Y1: Develop mapping strategy, and inventory existing plans, determine Town wide GIS support, begin outfall locating in critical areas (historic properties, critical habitats)
Y2: Locate 30% of outfalls, select mapping format
Y3: Locate additional 35% of outfalls
Y4: Continue mapping, locate remaining 35% of outfalls
Y5: Complete drainage map
Specify Measurable Goal

ID-2
BMP ID #

Implement illicit discharge By-law
Specify Best Management Practice

By-law Committee / Joseph W. Lynch
Responsible Dept./Person Name

Y1: Form committee, research Phase II requirements and compare to existing Town regulations
Y2: Develop by-law or modify existing
Y3: Present by-law at Town meeting
Y4: Implement and enforce by-law
Y5: Review effectiveness of bylaw
Specify Measurable Goal

ID-3
BMP ID #

Eliminate Illicit Discharges
Specify Best Management Practice

DPW
Responsible Dept./Person Name

Y1: Develop Illicit Discharge Detection and Elimination plan
Y2: Investigate potential problem areas
Y3: Identify sources of illicit discharges, notify owners of legal requirement to eliminate
Y4: Conduct follow-up inspections, take legal action if necessary
Y5: Continue to identify and eliminate illicit discharges
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

ID-4
BMP ID #

Educate public regarding Illicit discharges
Specify Best Management Practice

Kyle Keady, Executive Secretary
Responsible Dept./Person Name

Y2: Incorporate illicit discharge information into PE BMP's
Y3: Notify public of upcoming by-law
Y4: Notify public of new by-law in place
Specify Measurable Goal

4. Construction Site Runoff Control:

CS-1
BMP ID #

Implement Erosion and Sediment Control By-law or ordinance
Specify Best Management Practice

By-law committee/ Joseph W. Lynch
Responsible Dept./Person Name

Y3: Assess current erosion and sediment control measure regulations with respect to Phase II
Y4: Modify existing subdivision regulations and/or develop and add Erosion and Sediment Control by-law. Create sanctions for compliance with Erosion and sedimentation by-law/ordinance and site requirements
Y5: Enforce by-law
Specify Measurable Goal

CS-2
BMP ID #

Site Plan Review
Specify Best Management Practice

Planning Board
Responsible Dept./Person Name

Y1: Review existing site plan review procedures against Phase II requirements
Y3: Enhance or expand site plan review procedures to require waste control and to include construction site operators to implement an erosion and sediment control program which includes appropriate BMP's
Y4: Implement enhanced site plan review
Y5: Continue site plan reviews according to new Erosion and Sediment control by-law
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

CS-3
BMP ID #

Site Inspection and Enforcement
Specify Best Management Practice

Planning Board/ Joseph W. Lynch
Responsible Dept./Person Name

Y3: Add construction site runoff control measures to building inspector protocol
Y4: Implement inspection for runoff control measures and site waste control
Y5: Review inspection guidelines, and enhance if necessary.
Specify Measurable Goal

CS-4
BMP ID #

Solicit and record public comments regarding storm water
Specify Best Management Practice

Storm water Committee/ Joseph W. Lynch
Responsible Dept./Person Name

Y1-Y2: Continue existing public hearing process to allow for public comments. Incorporate construction site concerns into PE BMP.
Y3-Y5:Use hotline established in PE-5 to receive and record public comments
Specify Measurable Goal

5. Post Construction Runoff Control:

PC-1
BMP ID #

Evaluate, enhance, implement zoning requirements
Specify Best Management Practice

Zoning Board
Responsible Dept./Person Name

Y2: Evaluate current zoning by-laws to determine sufficiency relative to surface water preservation
Y4: Enhance existing or develop new zoning by-laws focused on surface water preservation
Specify Measurable Goal

PC-2
BMP ID #

Implement Stormwater regulations
Specify Best Management Practice

Stormwater committee
Responsible Dept./Person Name

Y1: Review current subdivision regulations against Phase II requirements
Y3: Evaluate Adopting MA DEP Stormwater Management Standards 2,3,4, and 7 policy into subdivision regulations
Specify Measurable Goal

PC-3
BMP ID #

Develop and review inspection procedures for commercial and residential drainage systems/ structural BMP's
Specify Best Management Practice

DPW, Joseph W. Lynch
Responsible Dept./Person Name

Y3: Inventory and review current maintenance procedures for private systems
Y4: Develop plan, procedure and authority for inspections, determine O&M requirements for structural BMP's
Y5: Implement inspection plan
Specify Measurable Goal

D. Stormwater Management Program Summary (cont.)

6. Municipal Good Housekeeping:

GH-1
BMP ID #

Operation and Maintenance program
Specify Best Management Practice

DPW
Responsible Dept./Person Name

Y1-Y2: Inventory maintenance activities, identify potential pollutant runoff, continue current drain and street maintenance
Y3: Identify means of reducing potential pollutant runoff, implement reductions
Y4: Evaluate current drain system maintenance routine, develop schedule, identify improvements or refinements
Y5: Reduce pollutant runoff potential
Specify Measurable Goal

GH-2
BMP ID #

Employee training program
Specify Best Management Practice

DPW
Responsible Dept./Person Name

Y2: Develop training program
Y3-Y5: Hold one good housekeeping workshop per year, at DPW
Specify Measurable Goal

GH-3
BMP ID #

Implement house hold hazardous waste/ Appliance recycling Program
Specify Best Management Practice

BOH
Responsible Dept./Person Name

Y1: Assess Town's current recycling program and identify all illegal dumping problem areas
Y2: Incorporate illegal dumping area clean-up as part of existing annual clean-up
Y3: Implement / Enhance recycling program
Y4: Implement neighborhood watch program in areas of illegal dumping
Specify Measurable Goal

7. BMPs for Meeting TMDL:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
TMDL-1	Check Current impairment lists	Storm water Committee	Y1-Y5: Reference current 303(d) water impairment lists for new TMDL's for water bodies into which Shirley SW outfalls directly or indirectly to.

E. 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, I certify that 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.

Printed Name
Joseph W. Lynch

Signature

Date
July 28, 2003