1062

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)

W040960
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:

   David Berry, Town Administrator
   Name

   35 Central Street
   Mailing Address

   Stoneham — City/Town
   MA — State

   (781) 279-2600 — Telephone Number
   dberry@ci.stoneham.ma.us — Email (if available)

2. Municipality Name

   Town of Stoneham
   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:

   U.S. Interstate 93, State Rt. 28, Middlesex Fells Reservation (MDC jurisdiction)

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

B. Applicant Information (cont.)

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

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
Wetland Tribuary to Aberjona River	6	☐ Yes ☒ No	
Enclosed Stream Tributary to Sweetwater Brook	6	☐ Yes ☒ No	
Sweetwater Brook	5	☐ Yes ☒ No	
Unnamed Stream Tributary to Crystal Lake	4	☐ Yes ☒ No	
Unnamed Stream at Franklin Street	2	☐ Yes ☒ No	
Wetland South of Colonial Park School	1	☐ Yes ☒ No	
Spot Pond Brook	1	☐ Yes ☒ No	
Doleful Pond	1	☐ Yes ☒ No	
Dike Pond	1	☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	

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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1	Place Educational Info. on Town's Website	See Attached	See Attached
1-2	Conduct HHW Collection Day	See Attached	See Attached
1-3	Intensify Pet Waste Mgmt. Campaign	See Attached	See Attached
1-4	Place Educational Info. on Stoneham Cable TV	See Attached	See Attached
1-5	Promote Water Conservation Practices for Homeowners	See Attached	See Attached
1-6	Develop Press Release For Community Businesses	See Attached	See Attached

2. Public Participation:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
2-1	Public Access to SWMP and Receipt of Comments	See Attached	See Attached
2-2	Public Access to Annual Rpt./Receipt of Comments	See Attached	See Attached
2-3	Assistance to Local Cleanup Activities	See Attached	See Attached
2-4	Assistance to Storm Drain Stenciling Activities	See Attached	See Attached

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-1	Verify Outfall Location Map	See Attached	See Attached
3-2	Development & Adoption of a Stormwater Bylaw	See Attached	See Attached
3-3	Implement an Illicit Discharge Detection & Elimination Plan	See Attached	See Attached
3-4	Conduct I/I Removal From Sanitary Sewer	See Attached	See Attached

4. Construction Site Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-2	Development & Adoption of a Stormwater Bylaw	See Attached	See Attached
4-1	Develop Site Inspec. Form & Conduct Site Inspec.	See Attached	See Attached
4-2	Develop and Implement a Citizen Tip Line	See Attached	See Attached

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D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-2	Development & Adoption of a Stormwater Bylaw	See Attached	See Attached

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop a Formal Training Program for DPW Staff	See Attached	See Attached
6-2	Catch Basin Cleaning Program	See Attached	See Attached
6-3	Parking Lot and Street Sweeping Program	See Attached	See Attached
6-4	Vehicle and Equipment Maintenance Policy	See Attached	See Attached
6-5	Vehicle and Equipment Cleaning Policy	See Attached	See Attached
6-6	Landscaping and Lawn Care Policy	See Attached	See Attached
6-7	Maintenance of Outfalls/Trash Racks	See Attached	See Attached
6-8	Maintenance of Det Basins at Public Schools	See Attached	See Attached

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

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.

David Berry
Printed Name

Signature

Oct 14, 2003
Date

Public Education and Outreach

BMP		*Measurable Goals*	*Responsible Parties*
1-1	Place Educational Information on the Town's Website	▪ Post stormwater related information on the Town's website. ▪ Update website regularly.	Department of Public Works MIS Director
1-2	Conduct Household Hazardous Waste Collection Day	▪ Continue to sponsor one household hazardous waste collection day per year. ▪ Annually send a press release advertising the event to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published. ▪ Advertise the event on the Town's public cable access channel. ▪ Advertise the event on the Town's website. ▪ Track the amounts and types of waste collected each year. ▪ Track the number of Stoneham vehicles/residents that participate in each event.	Department of Public Works
1-3	Intensify the Existing Pet Waste Management Campaign	▪ Track the number of brochures distributed annually. ▪ Track the number of violations issued annually. ▪ Develop an informational press release on pet waste management for the *Stoneham Independent* and *Stoneham Sun* and track whether it was published.	Board of Health Animal Control Officer
1-4	Place Educational Information on Stoneham Community Access Television	▪ Obtain "Oil Leak" and "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. ▪ Track how frequently the PSAs are broadcast on Stoneham Community Access Television.	Department of Public Works Stoneham Community Access Television
1-5	Promote Water Conservation Practices for Homeowners	▪ Post water conservation posters at Town Hall and the public library. ▪ Include water conservation bill inserts with the water bill. ▪ Issue an annual press release to the *Stoneham Independent* and *Stoneham Sun* to promote water conservation.	Department of Public Works
1-6	Develop a Press Release and Flyer Targeting Community Businesses	▪ Issue the press release to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published. ▪ Submit copies of the informational flyers to the Stoneham Chamber of Commerce. ▪ Post the informational flyer on the Town's website.	Department of Public Works MIS Director

Public Involvement and Participation

BMP		*Measurable Goals*	*Responsible Parties*
2-1	Public Access to SWMP and Receipt of Comments	▪ Make draft SWMP available to the public for the review and comment period. ▪ Finalize SWMP. ▪ Make the final SWMP accessible to the public at the public library and Town's website.	Department of Public Works Library Director MIS Director
2-2	Public Access to Annual Report and Receipt of Comment	▪ Prepare an annual report. ▪ Annually send a press release advertising the public comment period and the status of the Town's SWMP to the *Stoneham Independent* and *Stoneham Sun* and track whether it was published. ▪ Advertise the public comment period on the public cable access channel. ▪ Receive comments on the annual report. ▪ Submit an annual report to both the Environmental Protection Agency and MA Department of Environmental Protection.	Department of Public Works
2-3	Provide Assistance to Local Cleanup Activities	▪ Post advertisement offering assistance with local cleanup activities on the Town's website and within the *Stoneham Independent* and *Stoneham Sun*. ▪ Track the number of cleanup activities that the DPW assists annually. ▪ Track the number of cleanup participants at these activities. ▪ Track which areas of Town are cleaned by these activities. ▪ Track the quantity of waste collected as a result of these cleanup activities.	Department of Public Works MIS Director
2-4	Provide Assistance to Storm Drain Stenciling Activities	▪ Post advertisement offering assistance with storm drain stenciling activities on the Town's website and within the *Stoneham Independent* and *Stoneham Sun*. ▪ Track the number of drains stenciled each year. ▪ Track the number of participants each year.	Department of Public Works MIS Director

Illicit Discharge Detection and Elimination

BMP		*Measurable Goals*	*Responsible Parties*
3-1	Field Verify Outfall Locations	▪ Develop a schedule for outfall verification and outfall identification activities. ▪ Perform and track the outfall verification and outfall identification activities as scheduled. ▪ Continuously update the storm drainage system map as new or corrected information is added.	Department of Public Works
3-2	Development and Adoption of a Stormwater Bylaw	▪ Draft the Stormwater Bylaw, which will address (1) illicit discharges, (2) erosion and sedimentation from construction activities, and (3) stormwater runoff from new development and redevelopment projects. ▪ Present Stormwater Bylaw to Town Meeting for adoption. ▪ Post Stormwater Bylaw on Town's website. ▪ Track the number of enforcement actions taken.	Planning Board Stoneham Conservation Commission Department of Public Works Building Department
3-3	Implement an Illicit Discharge Detection and Elimination Plan	▪ Develop an IDDEP. ▪ Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. ▪ Trace the source of potential illicit discharges. ▪ Track the number of illicit connections found. ▪ Track the number of illicit connections repaired/replaced. ▪ Report on the success of obtaining alternative funding to assist in illicit connection removal.	Department of Public Works
3-4	Conduct Infiltration/Inflow Removal from Sanitary Sewer	▪ Perform I/I investigations of the sanitary sewer system and track the results. ▪ Perform capital improvement projects to remove I/I.	Department of Public Works

Construction Site Stormwater Runoff Control

BMP		*Measurable Goals*	*Responsible Parties*
3-2	Development and Adoption of a Stormwater Bylaw	▪ Draft the Stormwater Bylaw, which will address (1) illicit discharges, (2) erosion and sedimentation from construction activities, and (3) stormwater runoff from new development and redevelopment projects. ▪ Present Stormwater Bylaw to Town Meeting for adoption. ▪ Post Stormwater Bylaw on Town's website. ▪ Track the number of enforcement actions taken.	Planning Board Stoneham Conservation Commission Department of Public Works Building Department
4-1	Develop a Site Inspection Form and Conduct Site Inspections	▪ Develop an ESC Site Inspection Form that reflects the ESC requirements. ▪ Track the frequency of inspections conducted for each site. ▪ Track the completion of inspection forms. ▪ Track the number of failed ESC BMPs discovered on each site.	Department of Public Works
4-2	Develop and Implement a Citizen Tip Line	▪ Establish the Citizen Tip Line. ▪ Advertise the Citizen Tip Line. ▪ Track the number of complaints received via the Citizen Tip Line. ▪ Track the problems/incidents remedied as a result of the Citizen Tip Line.	Department of Public Works MIS Director

Post Construction Stormwater Management in New Development & Redevelopment

BMP		*Measurable Goals*	*Responsible Parties*
3-2	Development and Adoption of a Stormwater Bylaw	▪ Draft the Stormwater Bylaw, which will address (1) illicit discharges, (2) erosion and sedimentation from construction activities, and (3) stormwater runoff from new development and redevelopment projects. ▪ Present Stormwater Bylaw to Town Meeting for adoption. ▪ Post Stormwater Bylaw on Town's website. ▪ Track the number of enforcement actions taken.	Planning Board Stoneham Conservation Commission Department of Public Works Building Department

Pollution Prevention & Good Housekeeping in Municipal Operations

BMP		*Measurable Goals*	*Responsible Parties*
6-1	Develop a Formal Training Program for DPW Staff	▪ Develop the DPW employee training manual. ▪ Conduct training sessions with all current employees. ▪ Train all new DPW employees in accordance with the training program requirements. ▪ Track the number of employees trained. ▪ Conduct refresher training for employees after every two years of employment.	Department of Public Works
6-2	Catch Basin Cleaning Program	▪ Clean all catch basins on an annual basis. ▪ Document annual cleaning activities and keep all records through the permit term.	Department of Public Works
6-3	Parking Lot and Street Sweeping Program	▪ Track the streets and lots that are swept each year. ▪ Maintain a log of the disposed materials	Department of Public Works
6-4	Develop a Vehicle and Equipment Maintenance Policy	▪ Develop and implement a Vehicle and Equipment Maintenance Policy and incorporate policy requirements into the DPW employee-training program.	Department of Public Works
6-5	Develop a Vehicle and Equipment Cleaning Policy	▪ Develop and implement a Vehicle and Equipment Cleaning Policy. ▪ Place policy in the DPW employee-training manual and provide to the Town's Police Department and Fire Department. ▪ Review MADEP's vehicle rinsing policy when issued and develop a plan to come into compliance with it.	Department of Public Works Fire Department Police Department
6-6	Develop a Landscaping and Lawn Care Policy	▪ Develop and implement a Landscaping and Lawn Care Policy. ▪ Place policy in the DPW employee-training manual. ▪ Educate landcaping/lawn care service companies retained by the Town on this policy.	Department of Public Works
6-7	Maintenance of Trash Racks and Outfalls	▪ Develop an inspection and maintenance plan for the trash racks and outfalls. ▪ Educate DPW employees on the proper inspection and maintenance of the trash racks and outfalls. ▪ Maintain records of inspection and maintenance activities.	Department of Public Works
6-8	Maintenance of the Detention Basins at Stoneham Public Schools	▪ Develop a maintenance plan for the detention basins at the elementary schools. ▪ Educate school department staff on the proper maintenance of the detention basins. ▪ Maintain records of maintenance activities.	Stoneham School Department

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F. Storm Water Management Program TIME FRAMES

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	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE			
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08
BMP 1-1																				
BMP 1-2			X				X				X				X				X	
BMP 1-3					X				X				X				X			
BMP 1-4							X													
BMP 1-5					X				X				X				X			
BMP 1-6											X								X	
BMP 2-1			X	X																
BMP 2-2					X				X				X				X			
BMP 2-3					X				X				X				X			
BMP 2-4					X				X				X				X			
BMP 3-1					X															
BMP 3-2								X	X											
BMP 3-3								X												
BMP 3-4																				
BMP 4-1									X											
BMP 4-2											X									
BMP 6-1											X									
BMP 6-2																				
BMP 6-3																				
BMP 6-4											X									
BMP 6-5											X									
BMP 6-6									X											
BMP 6-7											X									
BMP 6-8					X															