5/3/05 - received

Town of Stow
HIGHWAY DEPARTMENT
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Stow, Massachusetts 01775
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Michael Clayton
Superintendent of Streets

Mailing Address:
Post Office Box 23
Stow, Mass 01775

April 29, 2005

David J. Gray, P.E.
Environmental Engineer
USEPA, Region 1, MA State Unit
Office of Ecosystem Protection
1 Congress Street, Suite 1100
Boston, MA 02114-2023

Re: Small MS4 Annual Report; **Permit Number MA041223/MaDEP**

Dear Mr. Gray,

Acccompanying this memo is the required annual report for the Town of Stow's Stormwater Managment Program under NPDES Phase II.

Respectfully,

Bruce Fletcher

Municipality/Organization: Stow, Massachusetts

EPA NPDES Permit Number: MA041223

MaDEP Transmittal Number: W-21004712

Annual Report Number
& Reporting Period: **No. 2: May 04-April 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Michael Clayton Title: Superintendent of Streets

Telephone #: 978-897-8071 Email: highway@stow-ma.gov

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: William Wrigley

Title: Town Administrator

Date: April 28, 2005

Part II. Self-Assessment

The Town of Stow has completed the required self-assessment and it has been determined that the Town is in compliance with the permit, with the exception of the following variations from the Stormwater Management Program Summary that was issued as part of the Notice of Intent:

Section D. 1. *Public Education,* BMP ID# 2-1, plus 2. *Public Participation,* BMP ID#2-2: The Lesson Plan and the Poster Contest for 5th graders have been developed by SUASCO and distributed to the Regional School Department by Superintendent of Streets, as required by the Stormwater Management Program. However, the scheduling of the actual implementation of the lesson plan and the poster contest will, out of necessity, be at the discretion of the Regional School Department.

Many of the other BMPs have been completed and the measurable goals met well in advance of the time table set forth in the program summary. These are noted in the "Progress" columns for years 3 through 5 on the following pages.

Part III **Town of Stow Stormwater Management Program, Summary of Minimum Control Measures, for Annual Report, May 2005**
Showing progress of each BMP for years one through five

BMP	Responsible Dept./Person Name	Measurable Goal	Progress	Changes to 3rd Year Plans
1. Public Education:				
1-1 Storm water flyer to residents	SuAsCo & Selectmen	flyer distributed to 75% of residents	Done	
2-1 Lesson plan for 5th-graders	SuAsCo & Selectmen	develop & distribute & taught in 1 or more 5th grade classes	Developed and distributed. Teaching will be scheduled by School Dept.	
3-1 Flyer to Businesses	SuAsCo & Selectmen	distribute to at least 50% of businesses, 1/2 display logo		
4-1 Media Campaign	SuAsCo & Selectmen	info packet to media, 4 press releases issued		
5-1 Storm water video	SuAsCo & Selectmen	show video at public meeting, & air on cable station		
2. Public Participation:				
1-2 Traveling Display	SuAsCo & Selectmen	display circulated for 3 months & posted in 3 public places	Displayed throughout yrs 1&2 @Town Bldg lobby, Planning Dept., DPW, and Spring Festival	Scheduled for additional locations e.g. Spring Festival & Town Meeting
2-2 Poster contest for 5th graders	SuAsCo & Selectmen	Poster contest held, receipts judged and displayed	Submitted to School Dept.	To be continued into Permit Yr. 3
3-2 Photo Contest for High School	SuAsCo & Selectmen	Photo contest held, receipts judged and displayed		May be postponed until poster contest is concluded
4-2 Stormwater Summit Special	SuAsCo & Selectmen	Advertise and hold multi-town Stormwater Summit		
5-2 Participate in Super Summit, assess public awareness	SuAsCo & Selectmen	Self-test distributed to 75% of residents		

BMP	Responsible Dept./Person Name	Measurable Goal	Progress	Changes to 3rd Yr. Plans
3. Illicit Discharge Detection and Elimination:				
1-3 Provide written instructions to cb cleaning contractors in RFP	Highway Department	Illicit connection ID written plan issued to contractors	Done	
2-3 Develop a map of drainage systems and outfalls	Highway Department	map completed	Done	
3-3 Bylaw making non-storm water discharges & dumping illegal	Planning Board	bylaw presented to Town Meeting	Existing Bylaw found	determination to be made if amendment is needed
4-3 Outfall screening & plan for public reporting	Highway Dept. & Board of Health	Publish where to report & test outfall waters	Departmental policy established for identifying illicit discharges, notification requirements and receipt of public reports	
5-3 Household Hazardous Waste Collection Days	Board of Health	Included in annual budget	Funding request included in annual warrant. Historically held annually or bi-annually	
4. Construction Site Runoff Control:				
1-4 Bylaw covering runoff & waste on 1-5 acre construction sites	Planning Board & Cons Com	subcommittee established to review existing laws and regs	No need for subcommittee. The Planning Board is reviewing all bylaws and Rules & Regs	
2-4 Ensure site plan reviews consider water quality	same as above	Site plan review procedure in place	done	
3-4 Develop means to consider reports received from public	same as above	Written procedure in place		
4-4 Same as 1-4	same as above	subcommittee drafts bylaw and presents to Planning Bd.		
5-4 Same as 1-4	same as above	Bylaw presented to TM for approval		

BMP	Responsible Dept./Person Name	Measurable Goal	Progress	Changes to 3rd Yr. Plans
5. Post Construction Runoff Control:				
1-5 Develop a program to address runoff from new developments	Planning Bd & Cons Com jointly	Appoint a committee to study existing control	Study in progress (see below)	
2-5 Same	Same as above	Preliminary report from committee issued	Preliminary report shows that only ANR lots with slopes less than 1:4 are not currently regulated	
3-5 Develop BMP strategies appropriate to Stow	same as above	Stow-appropriate structural BMP list presented & distributed	Discussions initiated by Planning Board	
4-5 Regulatory changes to address runoff	same as above	proposed bylaw and rule changes proposed by committee		
5-5 Long-term maintenance of BMPs	Board of Selectmen	Town departments adopt plan	Highway Dept. has new maint. plan in place	
6. Municipal Good Housekeeping:				
1-6 Pollution prevention plan for maintenance operations	Highway Department	Official adoption, posting & train with accepted techniques	Done	
2-6 Develop inspection procedures of structural BMPs	Highway Department	Plan written and implemented	Done	
3-6 Formalize pollution controls for streets, lots, and yards	Highway Department	Plan written and implemented of annual catch basin cleaning	Done	
4-6 Year-round sweeping program	Highway Department	Plan written & documentation of year-round street sweeping	Done New vacuum sweeper purchased	
5-6 Pollution prevention from ball field runoff	Recreation Comm	Include requirement in RFP to meet DEP standards	Written requirements issued to Rec Comm for distribution	

BMP	Responsible Dept./Person Name	Measurable Goal	Progress	Changes to 3rd Year Plans
7. BMPs for Meeting TMDL:				
1-7 Install structural BMPs at outfalls to Lake Boon	Highway Dept.	Survey and ID any outfalls to Lake Boon	Done	determination to be made what additional BMPs are needed
2-7 Same	same	propose schedule of funding for structural BMPs	Done: Grant to install BMPs applied for by Lake Boon Assoc. (non-municipal agency for use by municipality) has been approved at 60% reimbursement rate - remainder to come from Highway Dept. operating account. Determination made that at least one additional BMP is needed.	
3-7 same	same	Install at least 1/3 of required BMPs	20% installed to date	
4-7 same	same	Install at least 2/3 of required BMPs		
5-7 same	same	Complete installation of required BMPs		