Town of Stow
HIGHWAY DEPARTMENT
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1223

MAY -1 2006

Michael Clayton
Superintendent of Streets

Mailing Address:
Post Office Box 23
Stow, Mass 01775

April 29, 2006

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. 3: May 2005 - April 2006

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: William Wrigley

Printed Name: William Wrigley

Title: Town Administrator

Date: April 26, 2006

Part II. Self-Assessment

The Town of Stow has completed the required self-assessment for Year 3, 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 # 3-1; The educational materials which include the flyer to businesses has just recently been received by the Highway Department and there has not been sufficient time prior to the filing of this report for the flyer to be distributed yet. It is expected to be distributed in the very near future.

Section D.2. Public Participation, BMP ID # 3-2; The materials for the Photo Contest for the High School were just recently received by the Highway Department and there has not been time for them to be delivered to the High School yet. Those materials are expected to be delivered soon. As reported in previous years, the actual scheduling and implementation of the contest will, out of necessity, be at the discretion of the Regional School District.

Many of the other BMP's 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 the years 4 and 5 on the following pages.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-1	stormwater flyer to residents	SUASCO/BOS	flyer distributed to 75% of residents	done	
Revised					
2-1	lesson plan for 5th grade	same	develop, distribute, taught	developed and distributed; teaching to be done at discretion of school dept.	
Revised					
3-1	flyer to businesses	same	distribute to at least 50% of businesses	town in receipt of flyer; will be distributed shortly	distribution of flyer
Revised					
4-1	media campaign	same	info packet to media with press releases		
Revised					
5-1	stormwater video	same	show on public tv and at public meeting		
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-2	traveling display	SUASCO/BOS	circulate for 3 months and display in 3 public places	displayed throughout yrs 1&2 @ Town Bldg lobby, Planning Dept., DPW, and Spring Festival	
Revised					
2-2	poster contest for grade 5	same	poster contest held, receipts judged and displayed	submitted to School Dept; activities to be at School Dept. discretion	Highway Dept. will follow up with School Dept.
Revised					
3-2	Photo contest for High School	same	Photo contest held, receipts judged and displayed	town in receipt of 3rd year materials	materials will be distributed; activities will be at School Dept. discretion
Revised					
4-2	Stormwater Summit Special	same	Advertise and hold multi-town Stormwater Summit		
Revised					
5-2	Participate in Super Summit; assess public awareness	same	Self-test distributed to 75% of residents		
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-3	Provide written instructions to cb cleaning contractors	Highway Dept.	plan written and issued	done	repeat
Revised					
2-3	develop map of drainage system outfalls	same	map completed	done	
Revised					
3-3	bylaw making non-stormwater discharges & dumping illegal	Planning Board	bylaw presented to TM	done - existing bylaw found	
Revised					
4-3	outfall screening & plan for public reporting	Highway Dept. & Board of Health	publish where to report; & test outfall waters		
Revised					
5-3	Hold hazardous waste collection days	Board of Health	include in annual budget	done every year	repeat
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-4	bylaw covering runoff & waste on 1-5 acre construction sites	Planning Board and ConsCom	subcomomittee established to review exisiting laws and regs	Done - Planning Board and Highway Engineer reviewing	
Revised					
2-4	Ensure site plan reviews consider water quality	same	site plan review procedure in place	done	
Revised					
3-4	develop means to consider reports received from public	same	written procedure in place	standard policy in place by both boards to refer reports to Town's consulting engineer	current policy to be put in writing
Revised					
4-4	same as 1-4 above	same	subcommittee drafts bylaw	done	
Revised					
5-5	same as 1-4 above	same	bylaw presented to TM for approval	done	
Revised					
Revised					

4a. 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-5	develop program to address runoff from new developments	Planning Bd and ConsCom	appoint committee	Done - Planning Bd and Highway Engineer reviewing	
Revised					
2-5	same	same	preliminary report to joint boards	no need - bylaws and regs in place already require permit and conditions on permits will prevent post-construction issues	
Revised					
3-5	Develop BMP strategies appropriate to Stow	same	Stow-appropriate structural BMP list presented and distributed	draft of list presented to Planning Board	try to get Planning Board to ratify list so it can be distributed
Revised					
4-5	regulatory changes to address runoff	same	proposed bylaw and rule changes proposed by committee	no need - current bylaws and rules cover this already	
Revised					
5-5	long-term maint. of BMP's	BOS	town departments adopt plan	done - plan written and adopted by Highway Department	
Revised					
Revised					

5a. 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-6	pollution prevention plan for maint operations	Highway Dept.	official adoption and posting and training	done	
Revised					
2-6	develop inspection procedures of structural BMPs	same	plan written and implemented	done	
Revised					
3-6	formalize pollution controls for streets, lots, and yards	same	plan written and implemented of annual catch basin cleaning	done	
Revised					
4-6	year-round sweeping program	same	plan written and documentation	done	
Revised					
5-6	pollution prevention from ball field runoff	Recreation Commission	Include requirement in RFP to meet DEP standards	requirement written and submitted to Rec Com by Highway Dept.	
Revised					
Revised					

6a. 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-7	install structural BMP at outfalls to Lake Boon	Highway Dept.	survey and ID outfalls to Lake Boon	done	
Revised					
2-7	same	same	propose schedule of funding for structural BMPs	done	
Revised					
3-7	same	same	install at least 1/3 of required BMPs	done	
Revised					
4-7	same	same	install at least 2/3 of required BMPs		
Revised					
5-7	same	same	complete installation of all required BMPs		
Revised					
Revised					

7a. Additions

7b. WLA Assessment