



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)**

1027  
 W040959  
 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:

Nancy Galkowski, Interim Town Manager  
 Name  
First Floor, Town Hall Annex, 730 Mass. Ave.  
 Mailing Address  
Arlington MA  
 City/Town State  
781-316-3010 NGalkowski@town.arlington.ma.us  
 Telephone Number Email (if available)

2. Municipality Name

Town of Arlington  
 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. Rte 2, Rt. 2A - from Lexington town line to Hospital Road

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

**MUNICIPAL ASSISTANCE UNIT**  
**AUG 04 2003**





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**D. Stormwater Management Program Summary**

1. Public Education:

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

2. Public Participation:

<u>2-1</u> BMP ID #		
<u>Public Access to SWMP and Receipt of Comments</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-2</u> BMP ID #		
<u>Educational Outreach for Spy Pond</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-3</u> BMP ID #		
<u>Sponsor Annual Cleanup at Spy Pond</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-4</u> BMP ID #		
<u>Sponsor Storm Drain Marking Activities at Spy Pond</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-5</u> BMP ID #		
<u>Sponsor Annual Clean-up at Arlington Reservoir</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
2-6 Conservation Land Stewards	See Attached	See Attached
2-7 A-B-C Flooding Board	See Attached	See Attached
2-8 Lawn Care/Landscaping Survey	See Attached	See Attached



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Facility ID (if known)

**D. Stormwater Management Program Summary (Cont.)**

3. Illicit Discharge Detection and Elimination:

<u>3-1</u> BMP ID #		
<u>Maintain Outfall Location Map</u> Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-2</u> BMP ID #		
<u>Revision of Existing General and Zoning Bylaws</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-3</u> BMP ID #		
<u>Implement an Illicit Discharge Detection &amp; Elimination Plan</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-4</u> BMP ID #		
<u>Rehabilitate and Replace Sanitary Sewer Pipes</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>BMP ID #</u>		
<u>Specify Best Management Practice</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>

4. Construction Site Runoff Control:

<u>3-2</u> BMP ID #		
<u>Revision of Existing General and Zoning Bylaws</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>4-1</u> BMP ID #		
<u>Develop Site Inspec. Form &amp; Conduct Site Inspec.</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>4-2</u> BMP ID #		
<u>Develop and Implement a Citizen Tip Line</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>BMP ID #</u>		
<u>Specify Best Management Practice</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>BMP ID #</u>		
<u>Specify Best Management Practice</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>



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**D. Stormwater Management Program Summary (Cont.)**

5. Post Construction Runoff Control:

<u>3-2</u> BMP ID #		
Revision of Existing General and Zoning Bylaws	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>5-1</u> BMP ID #		
Arlington Revedelopment Board SW Design Guidelines	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>        </u> BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
<u>        </u> BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
<u>        </u> BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

6. Municipal Good Housekeeping:

<u>6-1</u> BMP ID #		
Develop a Formal Training Program for DPW Staff	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>6-2</u> BMP ID #		
Catch Basin Cleaning Program	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>6-3</u> BMP ID #		
Parking Lot and Street Sweeping Program	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>6-4</u> BMP ID #		
Implement Stormwater Pollution Prevention Plan	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
<u>6-5</u> BMP ID #		
Vehicle and Equipment Cleaning Policy	See Attached	See Attached
	Responsible Dept./Person Name	Specify Measurable Goal
6-6 Landscaping and Lawn Care Policy	See Attached	See Attached
6-7 Stormwater Drainage Along Summer Street	See Attached	See Attached
6-8 Maintenance of Det Basin at Reed's Brook	See Attached	See Attached
6-9 Install Leaching Catch Basins at Spy Pond	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.

Nancy Galkowski  
 Printed Name  
 \_\_\_\_\_  
 Signature *Nancy L. Galkowski*  
 \_\_\_\_\_  
 Date 7/28/03  
 \_\_\_\_\_

# Public Education and Outreach

## BMP

## Measurable Goals

## Responsible Parties

BMP	Measurable Goals	Responsible Parties
1-1 Place Educational Information on the Town's Website	<ul style="list-style-type: none"> <li>▪ Post stormwater related information on the Town Hall web page.</li> <li>▪ Update website regularly.</li> </ul>	Department of Public Works Town Webmaster
1-2 Conduct Household Hazardous Waste Collection Days	<ul style="list-style-type: none"> <li>▪ Continue to sponsor eight household hazardous waste collection days per year.</li> <li>▪ Continue to develop the <u>Arlington Recycling Program</u> brochure and distribute to all Arlington residents via a mass mailing on an annual basis.</li> <li>▪ Track the number and type of informational brochures collected by Arlington residents at the DPW and at the booth at Arlington Town Day.</li> <li>▪ Send eight press releases advertising the event to the Arlington Advocate and track whether they were published.</li> <li>▪ Advertise the events on the Town's website.</li> </ul>	Department of Public Works Arlington Recycling Committee
1-3 Intensify the Existing Pet Waste and Waterfowl Management Campaign	<ul style="list-style-type: none"> <li>▪ Track the number of brochures distributed annually.</li> <li>▪ Track the number of violations issued annually.</li> <li>▪ Develop an informational press release on pet waste and waterfowl management for the <i>Arlington Advocate</i> and track whether it was published.</li> </ul>	Board of Health Animal Control Officer
1-4 Place Educational Information on Arlington Cable Television	<ul style="list-style-type: none"> <li>▪ Obtain "Oil Leak" and "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium.</li> <li>▪ Track how frequently the PSAs are broadcast on ACTV.</li> </ul>	Department of Public Works Arlington Cable Television
1-5 Promote Water Conservation Practices for Homeowners	<ul style="list-style-type: none"> <li>▪ Post water conservation posters at Town Hall and the public libraries.</li> <li>▪ Include water conservation bill inserts with the water bill.</li> <li>▪ Issue an annual press release to the <i>Arlington Advocate</i> to promote water conservation.</li> </ul>	Department of Public Works
1-6 Develop a Press Release and Flyer Targeting Community Businesses	<ul style="list-style-type: none"> <li>▪ Submit the press release to the <i>Arlington Advocate</i> and track whether it was published.</li> <li>▪ Submit copies of the informational flyers to the Arlington Chamber of Commerce and track whether it was included in the newsletter.</li> <li>▪ Post the informational flyer on the Town's website.</li> </ul>	Department of Public Works Town Webmaster

## Public Involvement and Participation

### BMP

### Measurable Goals

### Responsible Parties

BMP	Measurable Goals	Responsible Parties
2-1 Public Access to SWMP and Receipt of Comments	<ul style="list-style-type: none"> <li>▪ Make draft SWMP available to the public for the review and comment period.</li> <li>▪ Finalize SWMP.</li> <li>▪ Make the final SWMP accessible to the public via the Town's public libraries and website.</li> </ul>	Department of Public Works Town Webmaster
2-2 Educational Outreach for Spy Pond	<ul style="list-style-type: none"> <li>▪ Develop fertilizer flyer and track the number of volunteers involved in its distribution.</li> <li>▪ Develop door hanger and track the number of volunteers involved in its distribution.</li> <li>▪ Sponsor ecological gardening classes and track the number of participants.</li> <li>▪ Post Spy Pond-related information on the Spy Pond website and update website regularly.</li> <li>▪ Host booths at Arlington Town Day</li> </ul>	Spy Pond Committee Friends of Spy Pond Park Planning and Community Development Department
2-3 Sponsor Annual Cleanup at Spy Pond	<ul style="list-style-type: none"> <li>▪ Track the number of cleanup volunteers and supporting businesses.</li> <li>▪ Track the quantity and types of waste collected as a result of the cleanup event.</li> </ul>	Spy Pond Committee, Friends of Spy Pond Park Department of Public Works Planning and Community Development Dept.
2-4 Sponsor Storm Drain Marking Activities at Spy Pond	<ul style="list-style-type: none"> <li>▪ Identify areas where marking will take place and establish schedule for the activity.</li> <li>▪ Track the number of storm drains marked each year.</li> <li>▪ Track the number of volunteers assisting in the marking activity.</li> <li>▪ Provide maintenance to previously installed markers as necessary.</li> <li>▪ Publicize storm drain marking event(s) via a press release to the <i>Arlington Advocate</i>.</li> </ul>	Spy Pond Committee Planning and Community Development Department
2-5 Sponsor Annual Clean-up at Arlington Reservoir	<ul style="list-style-type: none"> <li>▪ Track the number of cleanup volunteers and supporting businesses.</li> <li>▪ Track the quantity and types of waste collected as a result of the cleanup event.</li> </ul>	Arlington Reservoir Committee Department of Public Works

**BMP**

**Measurable Goals**

**Responsible Parties**

<p>2-6 Conservation Land Stewards</p>	<ul style="list-style-type: none"> <li>▪ Track the number of Land Steward volunteers.</li> <li>▪ Maintain records of major activities, such as clean-ups, at individual sites.</li> <li>▪ Develop an informational press release on the Land Steward Program for the <i>Arlington Advocate</i> and track whether it was published.</li> <li>▪ Develop an informational brochure on the Land Steward Program and track the number of brochures collected by residents.</li> </ul>	<p>Arlington Conservation Commission</p>
<p>2-7 A-B-C Stormwater Flooding Board to Address Issues in the Little River and Alewife Brook Areas</p>	<ul style="list-style-type: none"> <li>▪ Execute the Environmental Joint Powers Agreement.</li> <li>▪ A-B-C Stormwater Flooding Board to meet throughout the permit term.</li> <li>▪ Information and status of Board's activities to be reported on Town website and in the <i>Arlington Advocate</i>.</li> </ul>	<p>Board of Selectmen Town Webmaster</p>
<p>2-8 Conduct Lawn Care/Landscaping Survey in Spy Pond Watershed</p>	<ul style="list-style-type: none"> <li>▪ Develop and distribute survey.</li> <li>▪ Send a press release explaining the lawn care/landscaping survey to the <i>Arlington Advocate</i>.</li> <li>▪ Track the number of completed surveys.</li> <li>▪ Compile surveys to develop future educational outreach materials.</li> </ul>	<p>Spy Pond Committee Planning and Community Development Department</p>

## Illicit Discharge Detection and Elimination

### BMP

### Measurable Goals

### Responsible Parties

BMP	Measurable Goals	Responsible Parties
3-1 Maintain Outfall Location Map	<ul style="list-style-type: none"> <li>▪ Update the outfall location map if there are any changes to the stormwater drainage system during the permit term.</li> </ul>	Department of Public Works
3-2 Revision of Existing General and Zoning Bylaws	<ul style="list-style-type: none"> <li>▪ Review Town's existing General and Zoning Bylaws.</li> <li>▪ Draft revised bylaws so that they fulfill the regulatory requirements of NPDES Phase II Minimum Control Measures 3, 4, and 5.</li> <li>▪ Have revised bylaws available for public comment to gauge public acceptance and revise as necessary.</li> <li>▪ Present revised bylaws to Town Meeting for adoption.</li> <li>▪ Post revised bylaws on Town's website.</li> </ul>	Planning and Community Development Department Arlington Conservation Commission Engineering Division of the Department of Public Works
3-3 Implement an Illicit Discharge Detection and Elimination Plan	<ul style="list-style-type: none"> <li>▪ Develop an Illicit Discharge Detection and Elimination Plan.</li> <li>▪ Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.</li> <li>▪ Trace the source of potential illicit discharges.</li> <li>▪ Track the number of illicit connections found.</li> <li>▪ Track the number of illicit connections repaired/replaced.</li> <li>▪ Report on the success of obtaining alternative funding to assist in illicit connection removal.</li> </ul>	Department of Public Works
3-4 Rehabilitate and Replace Sanitary Sewer Pipes	<ul style="list-style-type: none"> <li>▪ Rehabilitation/replacement of sanitary sewer pipes exfiltrating wastewater.</li> <li>▪ Maintain documentation of construction activities and re-sampling.</li> </ul>	Department of Public Works

# Construction Site Stormwater Runoff Control

## BMP

### Measurable Goals

### Responsible Parties

<p>3-2 Revision of Existing General and Zoning Bylaws</p>	<ul style="list-style-type: none"> <li>▪ Review Town's existing General and Zoning Bylaws.</li> <li>▪ Draft revised bylaws so that they fulfill the regulatory requirements of NPDES Phase II Minimum Control Measures 3, 4, and 5.</li> <li>▪ Have revised bylaws available for public comment to gauge public acceptance and revise as necessary.</li> <li>▪ Present revised bylaws to Town Meeting for adoption.</li> <li>▪ Post revised bylaws on Town's website.</li> </ul>	<p>Planning and Community Development Department Arlington Conservation Commission Engineering Division of the Department of Public Works</p>
<p>4-1 Develop a Site Inspection Form and Conduct Site Inspections</p>	<ul style="list-style-type: none"> <li>▪ Develop an ESC Site Inspection Form.</li> <li>▪ Track the frequency of inspections conducted for each site.</li> <li>▪ Track the completion of inspection forms.</li> <li>▪ Track the number of failed ESC BMPs discovered on each site.</li> </ul>	<p>Engineering Division of the Department of Public Works</p>
<p>4-2 Develop and Implement a Citizen Tip Line</p>	<ul style="list-style-type: none"> <li>▪ Establish the Citizen Tip Line.</li> <li>▪ Advertise the Citizen Tip Line.</li> <li>▪ Track the number of complaints received via the Citizen Tip Line.</li> <li>▪ Track the problems/incidents remedied as a result of the Citizen Tip Line.</li> </ul>	<p>Department of Public Works Town Webmaster</p>

## Post Construction Stormwater Management in New Development & Redevelopment

<i><b>BMP</b></i>	<i><b>Measurable Goals</b></i>	<i><b>Responsible Parties</b></i>
3-2 Revision of Existing General and Zoning Bylaws	<ul style="list-style-type: none"> <li>▪ Review Town's existing General and Zoning Bylaws.</li> <li>▪ Draft revised bylaws so that they fulfill the regulatory requirements of NPDES Phase II Minimum Control Measures 3, 4, and 5.</li> <li>▪ Have revised bylaws available for public comment to gauge public acceptance and revise as necessary.</li> <li>▪ Present revised bylaws to Town Meeting for adoption.</li> <li>▪ Post revised bylaws on Town's website.</li> <li>▪ Obtain approval of the handbook by the Arlington Redevelopment Board.</li> <li>▪ Track the distribution of handbook to developers.</li> </ul>	<p>Planning and Community Development Department Arlington Conservation Commission Engineering Division of the Department of Public Works</p>
5-1 Arlington Redevelopment Board Stormwater Design Guidelines	<ul style="list-style-type: none"> <li>▪ Obtain approval of the handbook by the Arlington Redevelopment Board.</li> <li>▪ Track the distribution of handbook to developers.</li> </ul>	<p>Planning and Community Development Department Arlington Redevelopment Board</p>

## Pollution Prevention & Good Housekeeping in Municipal Operations

<i>BMP</i>	<i>Measurable Goals</i>	<i>Responsible Parties</i>
6-1 Develop a Formal Training Program for DPW Staff	<ul style="list-style-type: none"> <li>▪ Establish a formal training program for DPW employees.</li> <li>▪ Conduct training sessions with all current employees.</li> <li>▪ Train all new DPW employees in accordance with the training program requirements.</li> <li>▪ Track employee training activities and participation trained.</li> <li>▪ Conduct refresher training for employees after every two years of employment.</li> </ul>	Department of Public Works
6-2 Catch Basin Cleaning Program	<ul style="list-style-type: none"> <li>▪ Track the catch basins that are cleaned each year, including the leaching catch basins, Vortechnic devices and oil/water separator.</li> <li>▪ Maintain a log of the disposed materials</li> </ul>	Department of Public Works
6-3 Parking Lot and Street Sweeping Program	<ul style="list-style-type: none"> <li>▪ Track the streets and lots that are swept each year.</li> <li>▪ Maintain a log of the disposed materials</li> </ul>	Department of Public Works
6-4 Implement Stormwater Pollution Prevention Plan	<ul style="list-style-type: none"> <li>▪ Review the recommendations outlined in Table 5 of the SWPPP.</li> <li>▪ Develop a schedule to implement these recommendations.</li> <li>▪ Track progress in implementing recommendations.</li> </ul>	Department of Public Works
6-5 Vehicle and Equipment Cleaning Policy	<ul style="list-style-type: none"> <li>▪ Continue to wash vehicles and equipment indoors.</li> <li>▪ Incorporate policy requirements into the DPW employee-training program.</li> <li>▪ Construct a new wash bay.</li> </ul>	Department of Public Works
6-6 Develop a Landscaping and Lawn Care Policy	<ul style="list-style-type: none"> <li>▪ Develop and implement a landscaping and lawn care policy.</li> <li>▪ Place policy in the DPW employee-training manual.</li> <li>▪ Document employee training and periodic re-training.</li> </ul>	Department of Public Works
6-7 Replace Stormwater Drainage System Along Summer Street	<ul style="list-style-type: none"> <li>▪ Install new stormwater drainage system in Summer Street.</li> <li>▪ Maintain records of water quality sampling from the detention basin.</li> </ul>	Department of Public Works
6-8 Maintenance of the Detention Basin at Reed's Brook	<ul style="list-style-type: none"> <li>▪ Develop a maintenance plan for the detention basin at the Reed's Brook site.</li> <li>▪ Educate DPW employees on the proper maintenance of the detention basin and document training and periodic re-training.</li> <li>▪ Maintain records of maintenance activities.</li> </ul>	Department of Public Works