



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)

1062

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 MA
 City/Town State
 (781) 279-2600 dberry@ci.stoneham.ma.us
 Telephone Number 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



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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 Tributary to Aberjona River	6 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Enclosed Stream Tributary to Sweetwater Brook	6 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Sweetwater Brook Name	5 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Unnamed Stream Tributary to Crystal Lake	4 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Unnamed Stream at Franklin Street	2 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Wetland South of Colonial Park School	1 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Spot Pond Brook Name	1 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Doleful Pond Name	1 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Dike Pond Name	1 Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify



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D. Stormwater Management Program Summary

1. Public Education:

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

2. Public Participation:

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



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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

<u>3-1</u> BMP ID #		
<u>Verify 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>Development & Adoption of a Stormwater Bylaw</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 & 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>Conduct I/I Removal From Sanitary Sewer</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</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

4. Construction Site Runoff Control:

<u>3-2</u> BMP ID #		
<u>Development & Adoption of a Stormwater Bylaw</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 & 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> </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



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D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

3-2

BMP ID #

Development & Adoption of a Stormwater Bylaw

See Attached

Responsible Dept./Person Name

See Attached

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

6. Municipal Good Housekeeping:

6-1

BMP ID #

Develop a Formal Training Program for DPW Staff

See Attached

Responsible Dept./Person Name

See Attached

Specify Measurable Goal

6-2

BMP ID #

Catch Basin Cleaning Program

See Attached

Responsible Dept./Person Name

See Attached

Specify Measurable Goal

6-3

BMP ID #

Parking Lot and Street Sweeping Program

See Attached

Responsible Dept./Person Name

See Attached

Specify Measurable Goal

6-4

BMP ID #

Vehicle and Equipment Maintenance Policy

See Attached

Responsible Dept./Person Name

See Attached

Specify Measurable Goal

6-5

BMP ID #

Vehicle and Equipment Cleaning Policy

See Attached

Responsible Dept./Person Name

See Attached

Specify Measurable Goal

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

	Measurable Goals	Responsible Parties
1-1 Place Educational Information on the Town's Website	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Continue to sponsor one household hazardous waste collection day per year. ▪ Annually send a press release advertising the event to the <i>Stoneham Independent</i> and <i>Stoneham Sun</i> 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	<ul style="list-style-type: none"> ▪ 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 <i>Stoneham Independent</i> and <i>Stoneham Sun</i> and track whether it was published. 	Board of Health Animal Control Officer
1-4 Place Educational Information on Stoneham Community Access Television	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 <i>Stoneham Independent</i> and <i>Stoneham Sun</i> to promote water conservation. 	Department of Public Works
1-6 Develop a Press Release and Flyer Targeting Community Businesses	<ul style="list-style-type: none"> ▪ Issue the press release to the <i>Stoneham Independent</i> and <i>Stoneham Sun</i> 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

<i>Measurable Goals</i>		<i>Responsible Parties</i>
2-1	Public Access to SWMP and Receipt of Comments	Department of Public Works Library Director MIS Director
2-2	Public Access to Annual Report and Receipt of Comment	Department of Public Works
2-3	Provide Assistance to Local Cleanup Activities	Department of Public Works MIS Director
2-4	Provide Assistance to Storm Drain Stenciling Activities	Department of Public Works MIS Director

Illicit Discharge Detection and Elimination

<i>BMP</i>	<i>Measurable Goals</i>	<i>Responsible Parties</i>
3-1	Field Verify Outfall Locations	Department of Public Works
3-2	Development and Adoption of a Stormwater Bylaw	Planning Board Stoneham Conservation Commission Department of Public Works Building Department
3-3	Implement an Illicit Discharge Detection and Elimination Plan	Department of Public Works
3-4	Conduct Infiltration/Inflow Removal from Sanitary Sewer	Department of Public Works

Construction Site Stormwater Runoff Control

<i>BMP</i>	<i>Measurable Goals</i>	<i>Responsible Parties</i>
3-2 Development and Adoption of a Stormwater Bylaw	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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

<i>BMP</i>	<i>Measurable Goals</i>	<i>Responsible Parties</i>
3-2 Development and Adoption of a Stormwater Bylaw	<ul style="list-style-type: none"> ▪ 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

	Measurable Goals	Responsible Parties
6-1 Develop a Formal Training Program for DPW Staff	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Develop and implement a Landscaping and Lawn Care Policy. ▪ Place policy in the DPW employee-training manual. ▪ Educate landscaping/lawn care service companies retained by the Town on this policy. 	Department of Public Works
6-7 Maintenance of Trash Racks and Outfalls	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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

BMP ID #	PERMIT YEAR ONE			PERMIT YEAR TWO			PERMIT YEAR THREE			PERMIT YEAR FOUR			PERMIT YEAR FIVE									
	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											
BMP 1-3					X																	
BMP 1-4						X																
BMP 1-5					X																	
BMP 1-6											X											
BMP 2-1			X																			
BMP 2-2				X																		
BMP 2-3					X																	
BMP 2-4					X																	
BMP 3-1					X																	
BMP 3-2								X														
BMP 3-3							X															
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