



Hand-enter Your Transmittal Number

1155

W 041350

Transmittal Number

Your unique Transmittal Number can be accessed online: <http://www.state.ma.us/scripts/dep/trasmfrm.stm> or call DEP's InfoLine at 617-338-2255 or 800-462-0444 (from 508, 781, and 978 area codes).

Massachusetts Department of Environmental Protection Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

A. Permit Information

BRP WM 08A

NPDES Stormwater General Permit

Permit Code: 7 or 8 character code from permit instructions

Name of Permit Category

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Type of Project or Activity

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to:

B. Applicant Information - Firm or Individual

Town of Upton

Name of Firm - Or, if party needing this approval is an individual enter name below:

DEP, P.O. Box 4062, Boston, MA 02211.

Last Name of Individual

First Name of Individual

MI

One Main Street

Street Address

Upton

MA

01568

(508) 529-6901

City/Town

State

Zip Code

Telephone # and extension

Ms. Joan E. Shanahan

Contact Person

e-mail address (optional)

3. Three copies of this form will be needed.

Copy 1 - the original must accompany your permit application. Copy 2 must accompany your fee payment. Copy 3 should be retained for your records

C. Facility, Site or Individual Requiring Approval

Town of Upton Storm Sewer System

Name of Facility, Site or Individual

DEP Facility Number (if Known)

Federal I.D. Number (if Known)

Street Address

e-mail address (optional)

Upton

MA

01568

City/Town

State

Zip Code

Telephone # and extension

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to DEP, P.O. Box 4062, Boston, MA 02211

D. Application Prepared by (if different from Section B)

Tata & Howard, Inc.

Name of Firm Or Individual

125 Turnpike Road

Address

Westborough

MA

01581

(508) 366-5760

City/Town

State

Zip Code

Telephone # and extension

For DEP Use Only
Permit No. _____
Rec'd Date _____
Reviewer _____

Mr. Donald J. Tata, P.E.

Contact Person

LSP Number (21E only)

E. Permit - Project Coordination

Is this project subject to MEPA review? yes no If yes, enter the project's EOE file number - assigned when an Environmental Notification Form is submitted to the MEPA unit: EOE file number _____

Is an Environmental Impact Report Required? yes no

Is this application part of a larger project for which two or more DEP permits are being or will be sought? yes no

List any other DEP permits that apply to this project:

Permit Category

Date of Submission (tentative or actual)

Transmittal # if application already submitted

F. Amount Due

Special Provisions:

- Fee Exempt* (city, town or municipal housing authority) (state agency if fee is \$100 or less)
- Hardship Request - payment extensions according to 310 CMR 4.04(3)(c)
- Alternative Schedule Project (according to 310 CMR 4.05 and 4.10)

*There are no fee exemptions for 21E, regardless of applicant status

Check Number

Dollar Amount

Date

Please make check payable to the Commonwealth of Massachusetts and mail check and one copy of this form to:
DEP, P.O. Box 4062, Boston, MA 02211

MUNICIPAL ASSISTANCE UNIT
AUG 04 2003



BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

D. Stormwater Management Program Summary

1. Public Education:

<u>1</u> BMP ID #	<u>Upton DPW</u> Responsible Dept./Person Name	<u>1st Year</u> Specify Measurable Goal
<u>Develop & distribute brochures to residents</u>		
<u>2</u> BMP ID #	<u>Upton DPW</u> Responsible Dept./Person Name	<u>2nd Year</u> Specify Measurable Goal
<u>Develop & distribute brochures to businesses</u>		
<u>3</u> BMP ID #	<u>Upton DPW</u> Responsible Dept./Person Name	<u>3rd Year</u> Specify Measurable Goal
<u>Install watershed signage</u> Specify Best Management Practice		
<u>4</u> BMP ID #	<u>Upton DPW/Board of Health</u> Responsible Dept./Person Name	<u>4th and 5th Year</u> Specify Measurable Goal
<u>Develop collection program for household hazardous waste</u>		
<u>5</u> BMP ID #	<u>Upton DPW/Board of Health</u> Responsible Dept./Person Name	<u>5th Year</u> Specify Measurable Goal
<u>Develop school curricula & distribute to schools</u>		

2. Public Participation:

<u>6</u> BMP ID #	<u>Upton DPW/Board of Selectmen</u>	<u>1st Year</u> Specify Measurable Goal
<u>Public meeting to discuss Stormwater management plan</u>		
<u>7</u> BMP ID #	<u>Board of Health/Board of Selectmen</u>	<u>2nd Year</u> Specify Measurable Goal
<u>Public Hearing to discuss water quality data of beach</u>		
<u>8</u> BMP ID #	<u>Board of Health</u> Responsible Dept./Person Name	<u>3rd Year</u> Specify Measurable Goal
<u>Develop and implement composting program</u>		
<u>9</u> BMP ID #	<u>Board of Health/Board of Selectmen</u>	<u>4th Year</u> Specify Measurable Goal
<u>Coordinate & implement town beach clean-up program</u>		
<u>10</u> BMP ID #	<u>Board of Health/Board of Selectmen</u>	<u>5th Year</u> Specify Measurable Goal
<u>Form citizen watch groups to identify polluters to waterways</u>		



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Watershed Management

W041350
 Transmittal Number

BRP WM 08A NPDES Stormwater General Permit
Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

<u>11</u> BMP ID #		
<u>Develop stormwater system map</u>	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>1st Year</u> Specify Measurable Goal
<u>12</u> BMP ID #		
<u>Identify illicit discharges</u> Specify Best Management Practice	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>2nd Year</u> Specify Measurable Goal
<u>13</u> BMP ID #		
<u>Commence with elimination of identified illicit discharges</u>	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>3rd & 4th Year</u> Specify Measurable Goal
<u>14</u> BMP ID #		
<u>Review & implement ordinances</u>	<u>Board of Selectmen</u> Responsible Dept./Person Name	<u>4th Year</u> Specify Measurable Goal
<u>15</u> BMP ID #		
<u>Develop employee training program to identify discharges</u>	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>5th Year</u> Specify Measurable Goal

4. Construction Site Runoff Control:

<u>16</u> BMP ID #		
<u>Develop procedures to inform public of upcoming projects</u>	<u>Planning Board/Conservation Commission</u>	<u>1st Year</u> Specify Measurable Goal
<u>17</u> BMP ID #		
<u>Develop & implement site plan review process for sites</u>	<u>Planning Board/Conservation Commission</u>	<u>2nd Year</u> Specify Measurable Goal
<u>18</u> BMP ID #		
<u>Develop & implement erosion & sediment control ordinances</u>	<u>Planning Board/Conservation Commission</u>	<u>3rd Year</u> Specify Measurable Goal
<u>19</u> BMP ID #		
<u>Develop construction inspection program</u>	<u>Planning Board/Conservation Commission</u>	<u>4th Year</u> Specify Measurable Goal
<u>20</u> BMP ID #		
<u>Implement construction inspection program with fines</u>	<u>Planning Board/Conservation Commission</u>	<u>5th Year</u> Specify Measurable Goal



BRP WM 08A NPDES Stormwater General Permit
Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

<u>21</u> BMP ID #	<u>Conservation Commission/Planning Board</u>	<u>1st Year</u> Specify Measurable Goal
<u>Review existing non-structural BMPs</u>		
<u>22</u> BMP ID #	<u>Conservation Commission</u> Responsible Dept./Person Name	<u>2nd Year</u> Specify Measurable Goal
<u>Review existing structural BMPs</u>		
<u>23</u> BMP ID #	<u>Conservation Commission</u> Responsible Dept./Person Name	<u>3rd Year</u> Specify Measurable Goal
<u>Require O&M manuals for newly installed BMPs</u>		
<u>24</u> BMP ID #	<u>Conservation Commission/DPW</u>	<u>4th Year</u> Specify Measurable Goal
<u>Develop inspection program of newly installed BMPs</u>		
<u>25</u> BMP ID #	<u>Conservation Commission/DPW</u>	<u>5th Year</u> Specify Measurable Goal
<u>Conduct inspections of BMPs within 1st year of operation</u>		

6. Municipal Good Housekeeping:

<u>26</u> BMP ID #	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>1st Year</u> Specify Measurable Goal
<u>Inspection of town owned sand/salt storage areas</u>		
<u>27</u> BMP ID #	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>2nd Year</u> Specify Measurable Goal
<u>Review snow removal & street sweeping procedures</u>		
<u>28</u> BMP ID #	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>3rd Year</u> Specify Measurable Goal
<u>Develop & implement maintenance schedules-BMPs</u>		
<u>29</u> BMP ID #	<u>Upton Highway Dept.</u> Responsible Dept./Person Name	<u>4th Year</u> Specify Measurable Goal
<u>Develop & implement employee training program</u>		
<u>30</u> BMP ID #	<u>DPW/Board of Health/Board of Selectmen</u>	<u>5th Year</u> Specify Measurable Goal
<u>Review & update Town's recycling programs</u>		



BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

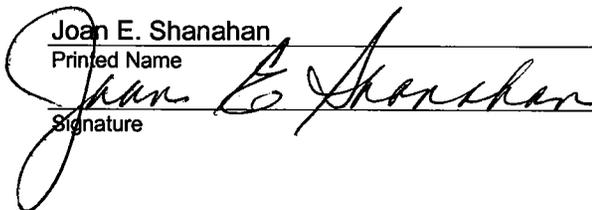
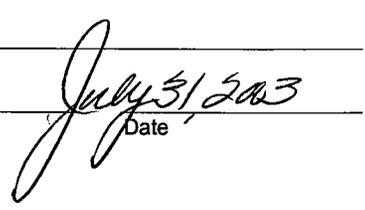
D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID # <u>See Narrative A</u>		
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.

Joan E. Shanahan
 Printed Name

 Signature

 Date

**Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton**

Portions of the Town of Upton has been identified as an urbanized area and therefore must comply with the requirements of the U.S. Environmental Protection Agency's (EPA) Stormwater Management Phase II program. The locations identified as urbanized areas is presented in Attachment A. The Town is proposing to develop a stormwater management plan as outlined in the attached Notice of Intent and herein in order to fulfill the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater General Permit.

As outlined in the regulations, the Town must meet the eligibility criteria for "listed species" and critical habitat and historical properties. As shown on Figure No. 1 in Attachment B, portions of the Town's roadways and drainage infrastructure are located within designated "listed species" and critical habitat areas. Upon completion of the Town's stormwater drainage map, which is currently ongoing, the Massachusetts Division of Fisheries and Wildlife will be contacted to determine if the Town is eligible under Criterion B listed in the regulations.

Based upon review of the Natural Register of Historic Places on the National Park Service website, there are two listings for the Town of Upton. The listings are the Upton Town Hall, which is located at One Main Street, and the Knowlton Hat Factory, which is located at 134 Main Street. Since it is not anticipated that the existing stormwater discharges will negatively affects these historical places, as the drainage will not affect the buildings along Main Street. Therefore, the eligibility criteria for protection of historic properties has been met.

Since the development of the drainage system map in ongoing at this time, the number of outfalls to each receiving water body listed on Part C of the Notice of Intent within the urbanized areas cannot be assessed at this time. As a conservative approach, all water bodies within the urbanized areas are listed on the Notice of Intent as possible receiving water bodies. Upon completion of the mapping component of the stormwater management plan, the number of outfalls to each respective receiving water body will be identified and located on the stormwater drainage map. Although the West River listed on Part C of the Notice of Intent are listed on the Massachusetts 303 (d) Impaired List of Waters requiring a Total Maximum Daily Load (TMDL), it is unknown at this time if the stormwater is discharged into this water body. As such, the Best Management Practices (BMPs) for meeting the TMDL goals will be evaluated upon the completion of the drainage mapping. Additionally, it should be noted that Pratt Pond, Lake Wildwood and Mill Pond were listed as category 4C waters, which means they are impaired due to the presence of exotic species that is not caused by pollutants.

It should be noted that the Massachusetts Highway Department is also a regulated MS4 within the municipal boundaries. The area under the jurisdiction of the MHD is Route

Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton

140. As such, the Town intends to coordinate with the MHD prior to the implementation of the selected BMPs to avoid redundancy.

Stormwater Management Plan

The Town is proposing to develop a stormwater management plan that is comprised of the minimum six control measures. The control measures are illicit discharge detection and elimination; public education and outreach; public participation; construction site runoff control; post construction runoff control; and pollution prevention/good housekeeping. The following provides an overview of the BMPs for each control measure the Town intends to implement.

Public Education

Within the first year of the permit, the Town intends to develop and distribute brochures and fact sheets to residents. The content of the factsheets will include lawn and garden activities, water conservation practices, proper disposal of hazardous waste and trash management. In addition, information will be advertised on the local community access channel. The second phase of the public education program will focus on local businesses. Within the second year of the permit, the Town will target local businesses in an effort to mitigate and control releases to the drainage system. Brochures will be developed to outline proper steps to take when handling materials such as oil, gasoline and grease. Garages will be provided brochures for distribution regarding handling procedures for oil, cleaning solvents and gasoline, while local food establishments will be provided information regarding food wastes and grease and their potential impact on the drainage system and receiving watershed. Within the third year, the Town will implement a program to install watershed signage to promote awareness of locations of the receiving water bodies. Within the fourth and fifth year of the permit period, the Town will develop and implement a household hazardous waste collection day to encourage the public to properly dispose of small quantities of hazardous materials. Also in the fifth year of the permit, the Town will develop an educational program and distribute the program to local schools to implement as part of a school curricula to promote public awareness of the impacts of stormwater discharges on water bodies for school-aged children.

Public Participation

The Town intends to hold a public hearing to discuss the goals of their stormwater management plan and the importance of protecting the stormwater collection system and receiving water bodies from illicit discharges and potential sources of contamination. Prior to holding the hearing, the Town will advertise in the local newspaper and on the community access channel to encourage the public to participate. Since water quality testing is completed each year at the Town's public beach, in the second year of the permit period, a public hearing will be held to discuss the results findings of the monitoring program and discuss methods to improve overall water quality of the beach. Residents will be encouraged to attend and offer suggestions to assist in protecting the

**Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton**

beach. Within the third year, the Town intends to develop and implement a composting program. It is anticipated that the Board of Health will implement this program by purchasing composting bins from a manufacturer and selling to interested residents at cost. In addition, brochures will be developed and distributed to the public in order to explain the importance of composting and good trash management practices. Within the fourth year of the permit period, the Town will coordinate and implement a community clean-up of the local beach. Residents will be encouraged to participate in this worthy project. If successful, a Town beach clean-up can be scheduled on an annual basis. Lastly, the Town will hold a public hearing to solicit residents to form a citizen's watch group to report any identified illegal discharges to water bodies or the stormwater collection system.

Illicit Discharge Detection and Elimination

The initial work associated with this measure is developing a storm sewer system map and identifying the location of all outfalls and names and locations of all waterways that receive discharges from the outfalls. The Town intends to complete this task within the first year of the permit period. Upon the development of the map, the Town will implement a program to identify illicit discharges to the collection system and water bodies. Within years three and four of the permit period, the Town will commence with the elimination of identified illicit discharges in an effort to improve the water quality of the receiving water bodies and mitigate potential public health threats due to the illicit discharges. Upon the completion of identifying the illicit discharges, brochures will be developed and distributed to residents to promote awareness of what illicit discharges are and how to report suspected activities to the Town. Within the fourth year, the Town will review any existing bylaws and ordinances that prohibit non-stormwater discharges into their stormwater systems and adopt any additional bylaws and regulations needed to further prohibit illicit discharges. Public hearings will be held prior to the adoption of these regulations. In the fifth year, a training program will be developed and implemented to assist Town employees with identifying illicit discharges.

Construction Site Runoff Control

In the first permit year, a procedure for informing the public of upcoming construction activities disturbing greater than one acre but less than five acres will be established. Additionally, residents will be able to attend public hearings held on such projects and discuss potential impacts to adjacent water bodies. In the second year, a site plan review process will be developed and implemented to ensure consistency with local sediment and erosion control requirements for applicable construction activities. Within the third year of the permit period, the Town will review existing regulations dealing with erosion and sediment controls and adopt additional bylaws and ordinances which outline best management practices, require the control of wastes such as discarded building materials, chemicals, litter and sanitary waste on construction sites that may negatively impact the water quality. In the fourth year, a construction inspection program will be developed for all construction activities within Town that disturb greater than one acre but less than five

Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton

acres. The inspection program may consist of an evaluation of the installation and efficiency of the BMPs selected, and compliance with any permit issued by the Town relative to construction site runoff. In the fifth year of the permit period, the above mentioned construction inspection program will be implemented, and fines will be assessed for violations. Town departments or agencies will be responsible for implementing the inspection program. In the event that numerous construction activities are ongoing, the sites will be prioritized, and sites that have a greater potential impact will be inspected by a representative of the Town prior to other construction sites. Additionally, the Town will encourage local residents through the use of the community access channel to report any suspected violations of local sediment and erosion control practices, complaints and concerns to designated Town departments or agencies.

Post Construction Stormwater Management

In the first year, a review of existing non-structural BMPs such as ordinances and bylaws currently in place will be completed to evaluate their effectiveness. If necessary, additional bylaws and/or ordinances will be adopted within the first and second year of the permit to improve post construction stormwater management for new development or redevelopment projects that disturb more than one acre of land but less than five acres. It is anticipated that this process will be developed by various Town departments and agencies including but not limited to the Upton Department of Public Works, the Upton Planning Board, the Upton Conservation Commission and the Upton Board of Health. Within the second year of the permit, a review of existing structural BMPs such as use of detention/retention basins, vegetative practices, infiltration units and sedimentation basins will be completed to evaluate their effectiveness. If necessary, additional structural BMPs will be identified and required for applicable construction activities during the review process to address post construction runoff to the extent allowable under all state or local laws. The Town will make every effort to meet the process outlined in the regulations. In the third year of the permit period, all project proponents of construction activities with structural BMPs will be required to provide the Town with an operation and maintenance manual on each selected BMP. The Town will catalogue each operation and maintenance manual provided and review for compliance with Town requirements. During the fourth year of the permit, an inspection program will be established to evaluate the conformance of the BMP required to the operation and maintenance manual and to evaluate the effectiveness of the newly installed BMP. The goal of this program is to inspect all new structural BMPs within the first year of operation in an effort to identify potential shortcomings and/or failures with the BMPs. Identifying deficiencies of newly installed BMPs may reduce or prevent potential pollutants from entering the receiving water bodies. Within the fifth year of the permit, the inspection program will be implemented by a representative of the Town for conformance to the operation and maintenance manual provided for each BMP.

Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton

Pollution Prevention/Good Housekeeping

In the first year, inspections of all municipal parking lots, maintenance yards, salt and storage areas and snow disposal areas will be conducted. Upon the inspections, recommendations will be made to reduce or eliminate the discharge of pollutants from these areas from entering the stormwater drainage system or adjacent water bodies. During the second year of the permit period, the Town will review their snow removal and street sweeping procedures and disposal practices and revise, if necessary, in an effort to prevent potential sources of pollution such as salt, sand and sediment from entering water bodies. In addition, restrictions will be established to eliminate the hauling and storage of treated snow in portions of the Town that may negatively impact surface water quality or drinking water supply sources. In the third year, a maintenance schedule for all existing structural BMPs will be developed. This schedule will outline the frequency of inspections, cleaning and general maintenance required to maintain the effectiveness of the structural BMPS used within the urbanized areas of Town. Within the fourth year of the permit period, a Town employee training program will be developed and implemented. The goal of the training program is to in an effort to increase awareness of potential sources of contamination to the stormwater collection system and the nearby receiving water bodies in the vicinity of municipal owned parcels such as wastewater treatment facilities, parking lots, maintenance yards and salt and storage areas. In conjunction with the public participation control measures, the training program will assist in identifying potential sources of pollutant runoff and outline prevention methodologies. Lastly, during the fifth year of the permit period, a review of the Town's existing recycling program and household hazardous waste collections will be evaluated to identify potential problems associated with the current programs. If necessary, the goals may be revised to improve the efficiency and effectiveness of the programs and increase public participation in these programs.

Measurable Goals

Since reports must be submitted on an annual basis during the first permit period, the Town will assess the effectiveness of the BMPs selected for each control measures for the given permit period. The effectiveness will be determined based on numerous factors such as fulfillment of the intended goal of the BMPs, ease of implementation, and cost effectiveness of each selected BMP. The Town department or agency responsible for the implementation of the BMP will summarize the advantages and disadvantages encountered with the selected BMP and recommend changes if the measures are not reducing potential contamination from entering the municipal collection system or receiving water bodies due to stormwater runoff. In addition, photographs of outfall locations identified during the development of the stormwater mapping will be taken in the beginning and end of each permit year in an effort to document the condition of the receiving water bodies. The photographs will be used as a tool in assessing the effectiveness of each applicable structural BMPs in meeting the goals to improve and protect water quality of receiving water bodies. The measurable goals and

Narrative A
Notice of Intent
Stormwater Management Plan
Town of Upton

implementation schedule for each selected BMPs are presented in the attached Time Frame form provided in Attachment C.