

Municipality/Organization: Town of Stow, Highway Dept.
EPA NPDES Permit Number: MA041223
MaDEP Transmittal Number: W-21004712
Annual Report Number
& Reporting Period: No. 4: May 2006-April 2007

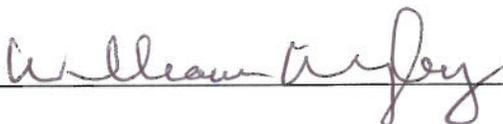
NPDES PII Small MS4 General Permit Annual Report

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 26, 2007

Part II. Self-Assessment

The Town of Stow has completed the required self-assessment for Year 4, 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: The lesson plan for 5th graders that was part of our Year 2 program was submitted to the regional School Department, but out of necessity, the actual implementation of the plan needed to be at their discretion. It has recently been determined that the School Department intends to carry out the lesson plan this school year. The Year 3 materials from SuAsCo, which were expected to be a flyer to businesses, turned out to be the Media Campaign. The Media Campaign was scheduled for Year 4 in our program, which was appropriate, and it was utilized, so the Flyer to Businesses will be done at a later date.

Section D-2. Public Participation: The materials submitted to us by SuAsCo for Year 2 directly involved the regional school district, so as mentioned above, actual implementation was at their discretion. It has been determined that the School District intends to implement the poster contest this school year. The program for Year 3 called for a Photo Contest for the high school. No materials for this were received from SuAsCo, so this part of the program has not been carried out. Also, our Year 4 program called for a multi-town stormwater summit. It was our expectation that this was to be conducted by SuAsCo. The Town does not have the resources to plan, schedule, and conduct a multi-town stormwater summit. The Town will attempt to comply with the Public Participation requirement in some other fashion.

Many of the other BMPs have been completed and the measurable goals attained well in advance of the timetable set forth in the program summary. These are noted in the "Progress" columns 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 5
1-1 Revised	stormwater flyer to residents	SUASCO/BOS	Flyer distributed to 75% of residents	done	
2-1 Revised	lesson plan for 5th grade	same	develop, distribute, taught	developed and distributed; teaching to be done at discretion of school dept.	
3-1 Revised	flyer to businesses	same	distribute to at least 50% of businesses		distribution of flyer
4-1 Revised	media campaign	same	info packet to media with press releases	Done Press releases issued and published	
5-1 Revised	stormwater video	same	show on public tv and at public meeting	Done PowerPoint presentation made into video and shown repeatedly on local TV	
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-2	traveling display	SUASCO/BOS	circulate for 3 months and display in 3 public places	displayed throughout yrs 1,2,3&4 @ Town Bldg lobby, Planning Dept., DPW, and Spring Festival	“Stormwater Matters” display scheduled for Spring Festival again this year, May ‘07
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 Regional School Department.
Revised					
3-2	Photo contest for High School	same	Photo contest held, receipts judged and displayed	No materials were received from SuAsCo	Town will develop other method of public participation
Revised April 07					
4-2	Stormwater Summit Special	same	Advertise and hold multi-town Stormwater Summit		Town will develop other method of public participation
Revised April 07					
5-2	Participate in Super Summit; assess public awareness	same	Self-test distributed to 75% of residents		Town will develop other method of public participation
Revised April 07					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-3 Revised	Provide written instructions to cb cleaning contractors	Highway Dept.	plan written and issued	done	repeat
2-3 Revised	develop map of drainage system outfalls	same	map completed	done	
3-3 Revised	bylaw making non-stormwater discharges & dumping illegal	Planning Board	bylaw presented to TMI	done - existing bylaw found	
4-3 Revised April 07	outfall screening & plan for public reporting	Highway Dept. & Board of Health	publish where to report; & test outfall waters	Partial screening and testing performed	Repeat Publish where to report complaints
5-3 Revised	Hold hazardous waste collection days	Board of Health	include in annual budget	done every year	repeat
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP D #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-4	bylaw covering runoff & waste on 1-5 acre construction sites	Planning Board and ConsCom	subcommittee established to review existing 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 TMA for approval	done	
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP D #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 Slow	same	Slow-appropriate structural BMP list presented and distributed	Planning Board has adopted a list of preferred BMPs	Planning Board to ratify list after public hearing, so it can be distributed, but the list is already in use by them.
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

MP D #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	repeat
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.	Follow up
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-7 Revised	install structural BMP at outfalls to Lake Boon	Highway Dept.	survey and ID outfalls to Lake Boon	done	
2-7 Revised	same	same	propose schedule of funding for structural BMPs	done	
3-7 Revised	same	same	install at least 1/3 of required BMPs	done	
4-7 Revised	same	same	install at least 2/3 of required BMPs	done	
5-7 Revised	same	same	complete installation of all required BMPs		Determine if any more catch basins are needed, and if so, install
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	n
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100% of homes
Stormwater management committee established	(y/n)	n
Stream teams established or supported	(# or y/n)	OAR support
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	y
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored ▪ community participation ▪ material collected 	(#) (%) (tons or gal)	Once a year
School curricula implemented	(y/n)	n

Legal/Regulatory

In Place
Prior to
Phase II Under
Review Drafted Adopted

Regulatory Mechanism Status (indicate with "X")					
<ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination 					X
<ul style="list-style-type: none"> ▪ Erosion & Sediment Control 	X				
<ul style="list-style-type: none"> ▪ Post-Development Stormwater Management 	X				
Accompanying Regulation Status (indicate with "X")					
<ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Post-Development Stormwater Management 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	19
System-Wide mapping complete	(%)	
Mapping method(s)		
<ul style="list-style-type: none"> ▪ Paper/Mylar 	(%)	100
<ul style="list-style-type: none"> ▪ CADD 	(%)	0
<ul style="list-style-type: none"> ▪ GIS 	(%)	0
Outfalls inspected/screened	(# or %)	70%
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	0
% of population on septic systems	(%)	100

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	100