

**Municipality/Organization:** Town of Stow, Highway Dept.

**EPA NPDES Permit Number:** MA041223

**MassDEP Transmittal Number:** W-21004712

**Annual Report Number & Reporting Period:** Year 8  
April 1, 2010 – March 31, 2011

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

### Part I. General Information

**Contact Person:** Michael Clayton

**Title:** Superintendent of Streets

**Telephone #:** 978-897-8071

**Email:** highway@stow-ma.gov

**Mailing Address:** 88 South Acton Road, Stow, MA 01775

#### 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:** 8/31/2011



Enter your transmittal number

21004712  
Transmittal Number

Your unique Transmittal Number can be accessed online: <http://www.mass.gov/dep/counter/trasmfrm.shtml> 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.

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.

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

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:

DEP  
P.O. Box 4062  
Boston, MA  
02211

\* Note:  
For BWSC Permits,  
enter the LSP.

**A. Permit Information**

BRPWMO8A

NPDES Stormwater General Permit for MS4

1. Permit Code: 7 or 8 character code from permit instructions

2. Name of Permit Category

Discharges from Municipal MS4

3. Type of Project or Activity

**B. Applicant Information - Firm or Individual**

Town of Stow

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

2. Last Name of Individual

3. First Name of Individual

4. MI

P.O. Box 23

5. Street Address

Stow

MA

01775

978-897-8071

6. City/Town

7. State

8. Zip Code

9. Telephone #

10. Ext. #

Michael Clayton

highway@stow-ma.gov

11. Contact Person

12. e-mail address (optional)

**C. Facility, Site or Individual Requiring Approval**

Town of Stow

1. Name of Facility, Site Or Individual

P.O. Box 23

2. Street Address

Stow,

MA

01775

978-897-8071

3. City/Town

4. State

5. Zip Code

6. Telephone #

7. Ext. #

8. DEP Facility Number (if Known)

9. Federal I.D. Number (if Known)

10. BWSC Tracking # (if Known)

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

Town of Stow

1. Name of Firm Or Individual

P.O. Box 23

2. Address

Stow

MA

01775

978-897-8071

3. City/Town

4. State

5. Zip Code

6. Telephone #

7. Ext. #

Michael Clayton

8. Contact Person

9. LSP Number (BWSC Permits only)

**E. Permit - Project Coordination**

1. 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:

EOEA File Number

**F. Amount Due**

**Special Provisions:**

1.  Fee Exempt (city, town or municipal housing authority)(state agency if fee is \$100 or less).  
There are no fee exemptions for BWSC permits, regardless of applicant status.  
2.  Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).  
3.  Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).  
4.  Homeowner (according to 310 CMR 4.02).

DEP Use Only

Permit No:

Rec'd Date:

Reviewer:

Check Number

Dollar Amount

Date

## **Part II. Self-Assessment**

**The Town of Stow has completed the required self-assessment for Year 8, and it has determined that the Town is in compliance with the permit, with the exception of the following:**

**Section D.2. Public Participation, BMP ID#3-2; The Highway Department was unable to fund the materials for the Photo Contest for the High School. Funding is available for this year to purchase materials from SUASCO. The contest will be implemented at the discretion of the High School.**

**Other BMPs have been completed and repeated annually to meet the required self-assessment.**

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities</b>
1-1 Revised	Stormwater flyer to residents	SUASCO/BOS	Flyer distributed to 75% of residents	Flyer distributed to 100% of residents	
2-1 Revised	5 <sup>th</sup> grade lesson plan	same	Develop, distribute, teach	Distributed in year 2. Teaching done at schools discretion	
3-1 Revised	Flyer to businesses	same	Distributed to at least 50% of businesses	Flyer distributed to 100% of businesses	
4-1 Revised	Media campaign	same	Info packet to media with press releases		Press releases planned for upcoming year
5-1 Revised	Stormwater video	same	Shown on public TV and public meeting	Powerpoint presentation shown on public TV	Continue scheduled showings
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-2 Revised	Traveling display	SUASCO/BOS	Circulate for 3 months and display in 3 public places	Displayed at Town Bldg, Town Library, DPW, and Planning Board office	Repeated
2-2 Revised	Poster contest for grade 5	Same	Poster contest held, receipts judged and displayed	Done at school dept. discretion	
3-2 Revised	Photo contest for high school	Same	Photo contest held, receipts judged and displayed	No materials received from SUASCO	Purchase materials, and hold contest this year
4-2 Revised	Stormwater summit special	Same	Advertise and hold a multi town stormwater summit	Unable to hold multi town summit without SUASCO assistance	
5-2 Revised	Participate in super summit; assess public awareness	Same	Self test distributed to 75% of residents	Stormwater survey completed by residents in year 2 meets self assessment requirements	
Revised					

**2a. Additions**


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Percent Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-3	Provide written instructions to catch basin cleaning contractors	Highway dept.	Plan written and issued annually	Complete	
Revised					
2-3	Develop map of drainage system outfalls	Same	Map complete	Done	
Revised					
3-3	Bylaw making non-stormwater discharges and dumping illegal	Planning Board	Pass bylaw at town meeting	Done. Existing bylaw found	
Revised					
4-3	Outfall screening and plan for public reporting	Highway Dept. and BOH	Publish where to report; test outfall waters	Visual screening performed	Public report to be published in annual Town report
Revised					
5-3	Hold hazardous waste collection day	BOH	Include cost in annual budget	Done every year. October 16, 2010 this year	Hold another collection day in 2011
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) - Percent Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-4 Revised	Bylaw covering runoff and waste, 1-5 acre construction sites	Planning Board and Cons Com	Subcommittee established to review existing laws and regs	Done	
2-4 Revised	Ensure site plan reviews consider water quality	Same	Site plan review procedure in place	Done	
3-4 Revised	Develop means to consider reports received from public	Same	Written procedure in place	Done	
4-4 Revised	Same as 1-4 above	Same	Subcommittee drafts bylaws	Done	
5-4 Revised	Same as 1-4 above	Same	Bylaw presented to town meeting 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-5 Revised	Develop program to address runoff from new developments	Planning Board and Cons Com	Appoint committee	Done	
2-5 Revised	Same	Same	Preliminary reports to joint boards	No need- bylaws and regs in place already require permit and conditions on permits will prevent post construction issues	
3-5 Revised	Develop BMP strategies appropriate for Slow	Same	Slow appropriate structural BMP list presented and distributed	Planning Board has adopted a list of preferred BMPs	
4-5 Revised	Regulatory changes to address runoff	Same	Proposed bylaw and rule changes proposed by committee	No need. Current bylaws and rules already cover this.	
5-5 Revised	Long term maintenance of BMPs	BOS	Town departments adopt plan	Plan written and adopted by Highway Department	
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-6 Revised	Pollution prevention plan for maintenance operations	Highway Department	Official adoption of posting and training	Done	
2-6 Revised	Develop inspection procedures of structural BMPs	Same	Plan written and implemented	Done	
3-6 Revised	Formalize pollution control for streets, yards and lots	Same	Plan written and implemented for annual catch basin cleaning	Done. The Highway Dept. has eliminated road sand from its snow and ice operations.	
4-6 Revised	Year round sweeping program	Same	Plan written and documentation	Done	
5-6 Revised	Pollution prevention from ball field runoff	Recreation commission	Include requirement in RFP to meet DEP standards	Done	
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-7 Revised	Install structural BMPs 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 BMPs	Done	
4-7 Revised	Same	Same	Install at least 1/3 of required BMPs	Done	
5-7 Revised	Same	Same	Complete installation of required BMPs	Done	
Revised					

**7a. Additions**


**7b. WLA Assessment**