

Municipality/Organization: Town of Stow, Highway Dept.

EPA NPDES Permit Number: MA041223

MassDEP Transmittal Number: W-21004712

Annual Report Number & Reporting Period: Year 7 April 1, 2009 – March 31, 2010

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**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2010)**

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: April 30, 2010

Part II. Self-Assessment

The Town of Stow has completed the self assessment for year 7 and has determined that the Town is in compliance with the permit, with the exception of the following:

BMP id's 3-2 and 4-2 have not progressed as no materials were received from SUASCO for 3-2 (photo contest) and this town is unable to hold a multi town summit without the assistance of SUASCO for 4-2 (stormwater summit special).

Our traveling stormwater display has always been on display yearly at the Town's annual Spring Festival, as well as on display at the Town Building, Highway Dept. and Planning Dept.. It creates opportunities for the public to ask questions and get answers in regards to stormwater. We believe the Town of Stow has met the requirements for Public Involvement and Participation through using this display throughout the year.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1 Revised	Stormwater flyer to residents	SUASCO/BOS	Flyer distributed to 75% of residents	done	Planned distribution for upcoming year
2-1 Revised	Lesson plan for 5 th grade	same	Develop, distribute, taught	Developed and distributed; to be taught at the discretion of school dept.	
3-1 Revised	Flyer to businesses	same	Distributed to at least 50% of businesses		Planned distribution for upcoming year
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 at public meeting	Done. Powerpoint presentation made into video shown 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 7 (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 throughout years 1-5 @ Town Bldg lobby, Planning Dept., DPW, and Spring Festival	repeated
2-2 Revised	Poster contest for grade 5	same	Poster contest held, receipts judged and displayed	Activities 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	
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 requirement	Self test distribution planned for upcoming year
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-3 Revised	Provide written instructions to CB cleaning contractors	Highway dept.	Plan written and issued	done	
2-3 Revised	Develop map of drainage system outfalls	same	Map complete	done	
3-3 Revised	Bylaw making non-stormwater discharges and dumping illegal	Planning board	Bylaw presented to TM	Done. existing bylaw found	
4-3 Revised	Outfall screening and plan for public reporting	Highway dept. and BOH	Publish where to report; and test outfall waters	Visual screening performed	Test outfall waters
5-3 Revised	Hold hazardous waste collection day	BOH	Included in annual budget	Done every year	To be held October 16, 2010

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (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 TM for approval	done	
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-5 Revised	Develop program to address runoff from new developments	Planning Bd 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 to Stow	Same	Stow- appropriate structural BMP list presented and distributed	Planning Board has adopted 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 cover this already	
5-5 Revised	Long term maintenance of BMPs	BOS	Town departments adopt plan	Plan written and adopted by Highway Department	

5a. 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 7 (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	

7a. Additions

7b. WLA Assessment