

MAY 02 2014

Municipality/Organization: Town of Stow, Highway Department

EPA NPDES Permit Number: MA041223

MassDEP Transmittal Number: W-21004712

**Annual Report Number
& Reporting Period:**

**Year 11
April 1, 2013 – March 31, 2014**

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NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

Part I. General Information

Contact Person: Michael Clayton

Title: Superintendent of Streets

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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:

4/29/14

Part II. Self-Assessment

There have been no advancements made in sections 1 and 2 of the measureable goals for this year. The ability to spend more time on this has become a factor and the implementation of such items such as photo contests and poster contests have taken a back seat, so to speak, to more urgent projects which this department is charged with. I feel in the future, we may need to get assistance from individuals who are willing to help with the implementation of some of these measureable goals.

Our BMP's from sections 3 through 7 are all practices which are completed on an annual or bi-annual basis, such as year round street sweeping, and catch basin cleaning. More visual screening of outfalls were performed with nothing unusual observed. Measureable goals have been attained for sections 3 through 7.

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 11 (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		Flyer distribution for Spring 2015
2-1 Revised	5 th grade lesson plan	Same	Develop, distribute, teach		Plan to purchase materials if available from SUASCO
3-1 Revised	Flyer to business'	Same	Distribute to at least 50% of business'		Distribution of updated flyer for Spring 2015
4-1 Revised	Media Campaign	Same	Info packet to media with press releases		Replan press releases for Spring 2015
5-1 Revised	Stormwater video	Same	Shown on public television		Schedule showing for Spring of 2015
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-2 Revised	Travelling display	SUASCO/BOS	Circulate for 3 months and display in three public places	Displayed at Town Building, Library, and Highway Dept.	Repeated
2-2 Revised	Poster contest for grade 5 students	Same	Poster contest held, receipts judged and displayed		Plans to get school more involved
3-2 Revised	Photo contest for High school	Same	Photo contest held, receipts judged and displayed		Plans to get school more involved
4-2 Revised	Stormwater summit special	Same	Advertise and hold a multi-town stormwater summit		
5-2 Revised	Participate in super summit; assess public awareness		Self test distributed to 75% of residents		
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 11 (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 annually	
2-3 Revised	Develop map of drainage system outfalls	Same	Map completed	Done	
3-3 Revised	Bylaw making non stormwater discharges and dumping illegal	Planning Board	Pass bylaw at town meeting	Existing bylaw found. Done	
4-3 Revised	Outfall screening and plan for public reporting	Highway Dept and BOH	Publish where to report; test outfall waters	Perform visual screening of outfalls	Perform visual screening and testing
5-3 Revised	Hold hazardous waste collection day	BOH	Included cost in annual budget	Hazardous wastes collection day scheduled for 5/3/14	
Revised					

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-4 Revised	Bylaw covering runoff and waste on 1-5 acre construction sites	Planning Board and Cons Comm	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 procedures 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					

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 11 (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 Comm	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 Stow	Same	Stow appropriate structural BMP list presented and distributed	Planning Board has adopted a list of preferable 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 a plan	Plan written and adopted by Highway Dept.	
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-6 Revised	Pollution prevention plan for maintenance operations	Highway Dept.	Official adoption of posting and training	Done annually	
2-6 Revised	Develop inspection procedures for structural BMPs	Same	Plan written and implemented	Done	
3-6 Revised	Formalize pollution control for streets yards and lots	Same	Plan written and implemented, annual CB cleaning and street sweeping	Done annually	
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 contractors to meet DEP standards	Done	

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 11 (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 around lake	Done	
2-7 Revised	Same	Same	Propose schedule of funding for structural BMPs	Done	
3-7 Revised	Same	Same	Install 1/3 of BMPs	Done	
4-7 Revised	Same	Same	Install 1/3 of BMPs	Done	
5-7 Revised	Same	Same	Complete installation of required BMPs	Done	
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2010 through March 31, 2011)

Programmatic

	(Preferred Units)		Response
	(y/n)		
Stormwater management position created/staffed			
Annual program budget/expenditures **		(\$)	
Total program expenditures since beginning of permit coverage		(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)			

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)		(# or %)	
Stormwater management committee established		(y/n)	
Stream teams established or supported		(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **		(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage		(mi.)	
Household Hazardous Waste Collection Days			
▪ days sponsored **		(#)	5/3/14
▪ community participation **		(# or %)	
▪ material collected **		(tons or gal)	
School curricula implemented		(y/n)	

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

Mapping and Illicit Discharges

	(Preferred Units)		Response
Outfall mapping complete	(%)		100%
Estimated or actual number of outfalls	(#)		20
System-Wide mapping complete (complete storm sewer infrastructure)	(%)		
Mapping method(s)			
▪ Paper/Mylar	(%)		
▪ CADD	(%)		
▪ GIS	(%)		
Outfalls inspected/screened **	(# or %)		100%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)		100%
Illicit discharges identified **	(#)		
Illicit discharges identified (Since beginning of permit coverage)	(#)		
Illicit connections removed **	(#); and (est. gpd)		
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)		
% of population on sewer	(%)		
% of population on septic systems	(%)		100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	
Site inspections completed **	(# or %)	
Tickets/Stop work orders issued **	(# or %)	
Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1/year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/year
Qty of structures cleaned **	(#)	Up to 510
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	100tons +/-
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	DPW garage

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vacor **	(%)	

(Preferred Units)		Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1/year or as needed
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	Same
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	100 ton +/-
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	DPW garage
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	1/owned
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	100%

Reduction (since beginning of permit coverage) in application on public land of:
 (“N/A” = never used; “100%” = elimination)

■ Fertilizers	(lbs. or %)	
■ Herbicides	(lbs. or %)	
■ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

(Preferred Units)		Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	Yes 15%
Manual control spreaders used **	(y/n or %)	Yes 20%
Zero-velocity spreaders used **	(y/n or %)	Yes 80%
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	100%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	