

Municipality/Organization: Town of East Longmeadow

EPA NPDES Permit Number: MA-041005

MassDEP Transmittal Number: W-035937

Annual Report Number **Year 11**
& Reporting Period: **April 1, 2013 – March 31, 2014**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

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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: _____

Printed Name: Sean P. Kelley

Title: Senior Project Manager

Date: April 28, 2014

Part II. Self-Assessment

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	Classroom Education	D.P.W. School Dept.	Coordinate storm water related curriculum	No action completed. School department showed reluctance to add program material to school work as emphasis on education based upon MCAS test results.	Continue to attempt to add storm water curriculum in elementary schools.
Revised					
1B	Educational Displays	D.P.W.	One display per year in Town Hall	NPDES informational poster hung in Town Hall lobby outside of DPW office.	Post NPDES flier on municipal website.
Revised					
1C	Newspaper Press Releases	D.P.W.	Two press releases in newspaper per year	No action taken.	No Action Planned at this time.
Revised					
1D	Informational Pamphlets	D.P.W.	Distribute yearly	Continued passive distribution of The Solution to Stormwater Pollution brochures at Town Hall lobby, library and D.P.W. office. New information on composting added. Published on Town Web site in summer of 2013.	Continue passive distribution of brochures at public sites. Revise as needed (website).
Revised					
1E	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	The Board of Health once again hosted the Hazardous Waste Day on 9/21/2013, held this year in Wilbraham. The regional event was a big success, and 4,330 gallons of hazardous was collected. The event was free to residents, and East Longmeadow's portion of the disposal costs (\$1,918) was paid for by Republic Services as part of their Community Outreach.	Hold collection day in September of 2014 at East Longmeadow Fire Department with Town of Wilbraham, Longmeadow, Hampden and Ludlow.
Revised					

1F	Local Cable Access	Board of Selectmen	Informational bulletins	No action taken.	No action planned.
Revised					

1a. Additions

1G	Environmental Services Guide Booklet	D.P.W.	Informational booklet	Continued passive distribution of Environmental Services Booklet (thirty page edition) at various Town Hall offices	Continue with distribution of booklet at Town Hall offices and mailing on an as requested basis.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Adopt-a-stream program	D.P.W. and Conservation Commission	Encourage and support program	Continued support of program. No further action taken.	Continue support of Adopt-a-stream program.
Revised					
2B	Water Quality Monitoring	D.P.W.	Monitoring activities years 2 through 5	Continue monitoring outfalls with casual observations by DPW staff and office follow-up.	Continue monitoring outfalls with casual observations by DPW staff and office follow-up.
Revised					
2C	Attitude Surveys	D.P.W.	Storm water survey years 2 and 4	No action taken.	No action planned.
Revised					
2D	Community Hotline	D.P.W.	Collect information on illicit discharges	Maintain website and modify as necessary.	Maintain website and modify as necessary.
Revised					
Revised					
Revised					

2a. Additions

2E	Catch basin marking program	D.P.W.	Involve youth groups/school children in stenciling or marking of storm drains.	No action taken.	No action planned.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	Mapping Outfalls	D.P.W.	Map stormwater outfalls	100% of all storm water outfalls mapped on GIS system and now complete. Add additional outfalls to GIS system as new developments are constructed.	Continue to add new outfalls to GIS system as new developments are constructed.
Revised					
3B	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3 through 5	Continued to monitor for illicit discharges. Phase I of I&I project completed. Additional camera work of underground pipes taken in March and April of 2014.	Continue to monitor illicit discharges. Review results of camera work and prepare bid for Phase II of I&I project, then bid project.
Revised					
3C	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement plan by years 3 through 5	Final Draft approved by Board of Public Works, Board of Selectmen and Planning Board. Public meetings held. Ordinance posted on web site. Town Meeting held on September 26, 2011 passed final version of By-Laws. Attorney General for the Commonwealth of Massachusetts approved By-Laws in late December, 2011.	Continue implementation of by-law and enforcement as needed..
Revised					
3D	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3 – 5.	No action taken.	Keep website up to date.
Revised					
3E	Failing Septic Systems	Board of Health	Ongoing monitoring of septic systems	Continuation of monitoring of faulty septic systems.	Continuation of monitoring of faulty septic systems.
Revised					
3F	Industrial/business connections	D.P.W.	Solicit employee monitoring	Continuation of working with businesses in removal of illicit discharges as they become known.	Continuation of working with businesses in removal of illicit discharges as they become known.
Revised					

3a. Additions

3G	Inspections of stormwater lines for illicit connections	D.P.W.	Purchase camera system and begin examination of stormwater lines.	In house staff trained on operation of camera system. Coordinated commencement of town wide study of illicit connections with consultant's assistance.	Continue training of staff in camera operation and examination of concern areas in Town as indicated through study results.
				Purchase additional sewer/drain camera for video inspection of smaller lines (4" to 6").	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Ordinance adopted at Town Meeting of 9/26/2011. Continue to keep web site up to date on Storm Water Ordinance. Major violation occurred in February of 2014 on Colony Drive residential project. Superintendent and Project Manager met with owner and builder and agreed on plan of action to correct violations, which was successful.	Ordinance adopted at Town Meeting of 9/26/2011. Continue to keep web site up to date on Storm Water Ordinance. Continue implementation of by-law and enforcement.
Revised					
4B	Construction Plan Review	D.P.W. and Planning Board	Enforce current regulations years 1-2. Enforce new regulations after Town Meeting approval.	Continued site plan review with heavy emphasis on conformance with Phase II regulations. Inspections made to construction sites and developers given stormwater and construction industry brochures.	Continue site plan review and site plan inspections by D.P.W. and Planning Board.
Revised					
4C	Inspection and reporting	D.P.W. and Planning Board	Continue inspections of construction sites.	Continued site plan review with heavy emphasis on conformance with Phase II regulations. Inspections made to construction sites and developers given stormwater and construction industry brochures. Planning Board now distributing NOI information to all developers and builders who alter more than one acre.	Continue site plan review and site plan inspections by D.P.W. and Planning Board. Implement new review procedures and requirements to comply with recently approved By-Laws and Rules and Regulations.
Revised					
Revised					
Revised					

Revised					
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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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post Construction Runoff Ordinance	D.P.W. and Planning Board	Draft Post Construction Runoff Ordinance	Town Meeting held on September 26, 2011 passed By-Law. Board of Public Works adopted new Rules and Regulations on January 23, 2012 for the Management of Stormwater.	By-Law approved at Town Meeting on September 26, 2011. Continue with enforcement of by-law.
Revised					
5B	Construction Site Plan Review	D.P.W. and Planning Board	Continue to enforce current regulations.	Continuation of inspections of construction sites. Enforcement stepped up with assistance of Conservation Commission.	Continuation of last year's activities. Formulate review methods for newly passed By-Laws and Rules and Regulations.
Revised					
5C	Inspection Reporting	D.P.W. , Planning Board & Building Inspector	Develop system to accurately track progress of building permits.	Continued monitoring current developments and construction sites for compliance with storm water regulations. Munis permitting system up and running to expectations providing computerized method of record on inspections.	Continuation of last year's activities. Continue to modify MUNIS computer system as needed.
Revised					
6C	Homeowners Association Involvement	D.P.W.	Assist Home Owners Associations with By-Law Compliance on post construction stormwater	By-Law on Stormwater Basins repealed at Town Meeting held on May 21, 2012. Met with Pinehurst Condominium Association in September, 2013 to discuss proper management of Stormwater Basins on their property. Also met with their landscaper for further clarification.	Plan new course of action to revisit a Stormwater Basin By-Law. Encourage Homeowner's associations to become involved.
Revised 2/2012					
Revised					
Revised					

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies.	Continued with inspections and cleaning of wash bay system as needed.	Continue with inspections and cleaning of wash bay system.
Revised					
6B	Training of Municipal Employees	D.P.W.	Good housekeeping training.	Encouraged employees to utilize training received and keep good housekeeping methods in use.	Continuation with maintenance/housekeeping training through consultant to be held at least once per year, next scheduled for some time during 2014.
Revised					
6C	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement.	Continued with use of Best Management Practices as outlined in most recent SWPPP.	Continue with use of Best Management Practices as outlined in SWPPP.
Revised					
6D	Pest Control	D.P.W.	Train and license employees.	No preventative applications made to municipal properties. Pesticide used on an as needed basis only. Staff member with license left Town employment.	Train and license an existing employee or hire new employee with current license, then continue as needed applications of limited pesticide
Revised					
6E	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year.	Approximately 65 catch basins cleaned. Four employees licensed in operation of catch basin cleaner. Approx 10 catch basins repaired as a result of inspections performed during cleaning. Discontinue use of sand so as to reduce needed catch basin cleaning.	Continue to clean at least 33% of all catch basins in Town. Renew employee licenses to operate equipment.
Revised					
6F	Street Sweeping Program	D.P.W.	Sweep all roads once per year, collector roads twice.	All roads swept annually in spring months. Arterial routes, parade routes and areas under construction or near construction activities swept additionally as needed.	Continue sweeping all roads once per year, collector roads twice. Train and license additional employees on street sweeper.
Revised					

6a. Additions

6G	Used Oil Recycling	D.P.W.	Continue collection and recycling of used motor oil.	Continued to collect and recycle used motor oil at Knowlton Transfer Station for use as fuel at D.P.W. Service Building. Collected 4502 gallons of used oil. (312 gallons brought to waste oil burner, 4190 bulk gallons picked up).	Continue to collect and recycle used motor oil.
6H	Hazardous Waste Collection	D.P.W. and Board of Health	Annual multi-town event.	Held in Wilbraham at Regional High School on September 21, 2013 and 4,330 gallons of hazardous waste collected. Collection paid for through annual contract by curb-side waste hauler. Universal wastes were accepted at Knowlton Transfer Station during operational hours. 64 items (residential) and over 100 municipal items of electronic devices, Freon containing items, televisions and computer components were collected at the transfer station during the year.	Annual collection event to be held in September 2014, with Towns of Wilbraham, Ludow, Hampden and Longmeadow in the Town of East Longmeadow.
6I	Road Salt Application	D.P.W.	De-icing alternatives	All sander vehicles (five) outfitted with onboard pre-wetting systems to utilize "Ice Ban" product (agricultural by-product from brewery process). Pre-treated salt supplies with Ice Ban which lowers activation temperatures and reduces amount of salt needed on roads.	Continue with Ice-Ban applications to minimize salt applications.
6J	Illegal Dumping	D.P.W.	Identify locations	Continued enforcement visits with Conservation Commission and Health Department. Collected illegally dumped trash on roadsides throughout the year.	Continue with enforcement visits with Conservation Commission and Board of Health and installation of no dumping signs where deemed necessary.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
				N/A	
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

