

MAY 01 2016

Municipality/Organization: Town of Hampden

EPA NPDES Permit Number: MAR041009

MaDEP Transmittal Number: W-035925

Annual Report Number & Reporting Period: No. 13:
April 1, 2015 – March 31, 2016

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Vincent Villamaino

Title: Selectman

Telephone #: 413-566-2151

Email: selectmen@hampden.org

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: Vincent Villamaino

Title: Chairman, Board of Selectmen

Date: 4.25.16

Part II. Self-Assessment

REPORT OF THE STORMWATER COMMITTEE

In March of 2003, the Town of Hampden submitted a Notice of Intent describing the five year Stormwater Management Program as required by the U.S. Environmental Protection Agency (EPA). The Program consists of various tasks and timelines which address 6 Minimum Control Measures (MCMs) as outlined by the EPA. Since that time, the Town has addressed the 6 MCMs, with significant input from Stormwater Committee members.

The Committee forwarded the goals of EPA's 6 MCMs by implementing tasks delineated in the Notice of Intent/Stormwater Management Program. Many of the tasks started by the Committee continue to be implemented by others, including the Highway Department, Board of Health, Board of Selectmen and teachers at the Thornton Burgess Middle School. The required stormwater-related bylaws have been enacted and are being enforced by the Town.

As required by Part II.D.1 of the 2003 General Permit, as part of developing this Annual Report, the Town evaluated compliance of the Stormwater Management Program with the conditions of EPA's 2003 NPDES General Permit for Stormwater Discharges from Small MS4s. The Town has made substantial progress implementing BMPs defined in the written Stormwater Management Plan and in meeting permit requirements.

Also, as required by Part II.D.2 of the 2003 General Permit, the Town evaluated the appropriateness of selected BMPs in efforts towards achieving the defined measurable goals and has determined that previously selected BMPs and measurable goals continue to be appropriate.

The effort and dedication of the Committee and Community volunteers as well as Town staff make this program a success.

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	Educational Displays	Board of Health (Stormwater Committee)	One display at municipal building per year. Year 1-5	Large poster on stormwater and the construction industry continued to be displayed in town hall.	Change poster in town hall annually
Revised				The same poster was also placed in the Planning Board Office to target construction industry professionals.	
1B	Educational Pamphlets	Board of Health (Stormwater committee)	One town-wide mailing per year. Year 1-5	Made Stormwater Best Management Practices crossword puzzle available in all Town Public Schools and Libraries.	Continue to educate the public by providing educational information at public locations
Revised					
1C	Classroom Education	School Department	One Stormwater topic per year minimum (7 th through 8 th grade) Year 1-5	Incorporated water quality into curriculum for grades 6, 7 and 8. 6 th grade topics are included under Ecology unit. 7 th Grade topics include Erosion and under the Geology Unity. 8 th Grade topics include Environmental Action and Water Quality Monitoring under the Chemistry Unit.	Continue to teach Stormwater topics through future years and modify as necessary. School plans to add Nutrient Cycle curricula for 8 th grade as budget and staff time allow.
Revised					
1D	Community Website & Hotline	Board of Selectman	Post information and link to DEP Website	Maintained Stormwater Committee information on Town Website along with a committee list, links to MassDEP and EPA websites, and household, construction and commercial-related educational information. Added seasonal lawn care item in Permit Year 12.	Update web page annually as necessary.
Revised					

1E	Hazardous Waste Collection Day	Board of Health	Publicize and support annual 5-town collection event.	Published press release for Hazardous Waste Collection day which was held on September 12, 2015. This event included East Longmeadow, Longmeadow, Hampden, Ludlow and Wilbraham. During the event a total of 6,967 gallons of waste were collected, with 849 gallons of waste collected from approximately 32 vehicles from Hampden. The Town also advertised and hosted a Pharmaceutical Drug Take Back Day. 80 pounds of drugs were collected from the September 26, 2015 event.	Continue to support a hazardous waste collection day.
Revised					The Town has acquired a drug take back kiosk which will be installed at a future date in the police department.

1a. Additions

--	--	--	--	--	--

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Adopt-a-Road	Board of Health/DPW	Support Annual pickup of urban area roads, year 1-5	Adopt-a-Road program held a successful cleanup event on May 16 th and 17 th , 2015. Various civic groups participated, including Girl Scouts, Boy Scouts, the VFW, Cub Scouts, Fire Department, Lumberjack Club (high school club), the Lions Club, and Recreation volunteers. 526 gallons of debris was picked up and brought to the Transfer Station.	Continue Adopt-a-Road program
Revised					

2B	Storm Drain Stenciling	DPW	Form program, Target 10% of Town's catch basins annually, year 1-5.	In Permit Year 12, DPW staff re-stenciled a few catch basins in the target area where stencils had worn off. Stencil says "no dumping drains to waterway." In pervious permit year, DPW identified 240 priority catch basins in urbanized area. The Hampden DPW enlisted the help of the Boy Scouts of America to stencil 240 catch basins in years 1 through 5. The catch basins were re-stenciled in 2010 as part of an Eagle Scout project	Scheduled additional catch basin stenciling or re-stenciling as needed
Revised					
2C	Stormwater Committee	Planning Board	Initiate and set agenda year 1. Administer SMP year 2-5	The Hampden Stormwater Committee was formed in September 2003 by The Planning Board. The committee consisted of seven volunteers from the community, Planning Board, Conservation Commission, DPW, and School Department. The Committee did not formally meet in permit year 13, however, various staff and volunteers coordinated and communicated on stormwater-related issues as needed.	Continue to develop and administer the Town's SMP and monitor stormwater related activities. Upon reissuance of the General Permit, Hampden will recommence the committee to develop the strategic management plan.
Revised					
2D	Attitude Survey	Planning Board	1 st survey to set baseline year 2. 2 nd survey to measure progress and awareness in year 5.	Survey was developed and results analyzed in year 6. No surveys were planned for Permit Year 13.	Attitude Survey Completed. BMP Measurable Goal Achieved.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	Mapping Stormwater outfalls	DPW	Compile map year 1. Field inspect /verify 25% of outfalls annually year 2-5.	The Town has met the 2003 General Permit requirements for MS4 mapping and has GIS data that includes all outfalls and receiving waterbodies in the Urbanized Area. The Town also undertook an extensive effort to inventory outfalls with the help of local Eagle Scouts in permit year 2. Outfalls at bridges were inspected and photographed during fall 2012. These inventories resulted in development of a binder that includes photographs, condition, location, size, type, etc. for each outfall in the urbanized area. Several outfalls are inspected annually and cleaned as necessary.	BMP complete – measureable goal met. Continue field verification of outfalls and correct map as needed.
Revised					
3B	DPW Employee Education	DPW	Training under BMP #6C year 1 to recognize Illicit discharges. Annual refresher years 2-5.	Highway Department employees receive a refresher course each spring on illicit discharges, common signs of contamination in catch basins and actions to follow if such contaminants are found.	Annual refresher and expanded training as necessary.
Revised					

3C	Non-Stormwater discharge ordinance	Board of Health/Planning Board	Evaluate existing procedures Year 1. Draft by-law Year 2. Proposed for adoption Year 3. Enforce Years 4-5.	Chapter XIV – Stormwater Management By-law was approved at April 25, 2005 Town Meeting. This bylaw prohibits non-stormwater discharges to the MS4 and includes enforcement authority.	Continue to monitor and implement illicit discharge bylaw.
Revised				At the April 2015 Town Meeting, an additional section was added to the zoning bylaw that regulates renewable energy generation sites, including site work.	
3D	Develop Illicit Discharge Plan	Board of Selectman	Evaluate and draft plan year 1. Propose for adoption Year 2. Implement Years 3-5.	Town staff continues to look for illicit discharges and evidence of pollution in the MS4.	Continue inspections, issuance of notices to violators, and follow-up on identified illicit discharge and illicit discharge removal solutions.
Revised				In March 2014, used threat of enforcement action under the bylaw to require cleanup of substantial erosion impacting Town's MS4.	
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Runoff Ordinance	Planning Board	Evaluate Existing Regulations Year 1. Draft revisions Year 2. Propose for adoption Year 3. Enforce Years 3-5.	Developed an erosion control bylaw for construction and post construction activities. Erosion and Sediment Control for Stormwater Management Bylaw was approved at April 28, 2008 Town Meeting. Implemented and monitored new erosion control bylaw.	Continue to implement and monitor new Erosion and Sediment Control for Stormwater Management bylaw. Continue to notify violators and perform follow up checks to ensure compliance.
Revised					
4B	Construction Plan Review	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Planning Board reviews construction plans under the Erosion and Sediment Control for Stormwater Management bylaw.	Continue to review construction under new Erosion and Sediment Control for Stormwater Management bylaw.
Revised					
4C	Inspection / Reporting	Building Inspector	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Town Staff inspected construction sites as needed to verify erosion and sediment controls were properly utilized in accordance with the Erosion and Sediment Control for Stormwater Management bylaw.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaws. Continue to notify violators and perform follow up checks to ensure compliance.
Revised					
4D	Building Permit Application	Building Inspector	Include requirement for sites >1 acre to supply EPA permit number to trigger notice Year 1.	Require compliance with Erosion and Sediment Control for Stormwater Management bylaw.	Require compliance with Erosion and Sediment Control for Stormwater Management bylaw.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post Construction Runoff Ordinance	Planning Board	Evaluate current regulations Year 1. Draft amendments Year 2. Propose adoption for Year 3. Enforce Years 3-5.	Developed an Erosion and Sediment Control for Stormwater Management bylaw for construction and post construction activities. Bylaw was approved at April 28, 2008 Town Meeting. Implemented and monitored Erosion and Sediment Control for Stormwater Management bylaw.	Continue to implement and monitor new Erosion and Sediment Control for Stormwater Management bylaw. Continue to notify violators or potential violators, and perform follow up checks to ensure compliance.
Revised					
5B	Site Plan Review	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Planning Board reviewing construction plans under new Erosion and Sediment Control for Stormwater Management bylaw.	Continue to review construction documents for compliance with the Erosion and Sediment Control for Stormwater Management bylaw.
Revised					
5C	Stormwater System Management Plan	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaw.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaws.
Revised					
5D	Training of Town Officials	Board of Selectman	Initial Training on new bylaws Year 3.	No measurable goals were planned for Permit Year 13.	Town officials have incorporated new bylaws into project review, permitting, and enforcement. Measureable goal met – BMP complete.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A	Municipal Maintenance Activity Program	Board of Health	Evaluate and draft additional policies as necessary Year 1. Comply Years 2-5.	In a previous permit year, town staff reviewed policies and procedures regarding Municipal Maintenance and developed policies for addressing waste oil, educating employees, and other applicable municipal maintenance and pollution prevention activities. Staff implemented policies as needed throughout Permit Year 13. In Permit Year 13, Hampden obtained a sander with a ground speed control unit that attach to the spreader and synchronizes the dispensing of the salt to the RPMs of the engine, which can be helpful in conserving salt.	Review and update as necessary.
Revised					
6B	Training of Municipal Employees	Board of Health/DPW	Initial training year 2. Annual refresher Years 3-5.	Employees have been trained on stormwater management, pollution prevention, and good housekeeping. New employees are trained and informed of the requirements and items they should be able to identify and either correct or report to the Superintendent.	Hold annual refresher training for current staff, and, as needed, train new employees on municipal pollution prevention and good housekeeping.
Revised					
6C	Stormwater Pollution Prevention Plan	Board of Selectman	Compliance with SWPPP Years 1-5.	Stormwater pollution prevention plan has been developed for the Transfer Station.	Review plan annually and revise as necessary. A Stormwater Pollution Prevention Plan will be developed for the DPW once EPA requirements for highway departments have been finalized.
Revised					

6D	Catch Basin Cleaning Program	DPW	Clean 15% in urbanized area Year 1. Clean 25% of remaining Years 2-5.	~35% of catch basins were inspected and cleaned in the urbanized area of Hampden. Materials were properly disposed of within the guidelines of a DEP issued BUD. 100% of streets in the urbanized areas were swept once in Spring 2015 and Spring 2016.	Continue to inspect, prioritize and clean catch basins as required.
Revised					

6a. Additions

--	--	--	--	--	--

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

Per Part I.D.3. of the General Permit, “if the MS4 is required to implement storm water waste load allocation provisions of the TMDL, the permittee must assess whether the WLA is being met through implementation of existing storm water control measures or if additional control measures are necessary. The permittee’s assessment of whether the WLA is being met is expected to focus on the adequacy of the permittee’s storm water controls (implementation and maintenance), not on the response of the receiving water.” Hampden’s MS4 discharges into waterbodies within the Long Island Sound watershed, which has a Final TMDL for Total Nitrogen. Because the TMDL is for a pollutant likely to be found in storm water discharges from Hampden’s MS4, our Stormwater Management Program includes the following existing stormwater control measures, as reported in the above Annual Report, that address total Nitrogen:

- Community Website & Hotline (BMP 1D)
- Adopt-a-Road (BMP 2A)
- Stencil Storm drains (BMP 2B)
- DPW Employee Education (BMP 3B)
- Construction Reviews (BMP 4B, BMP 4C, BMP 5B)
- Municipal Maintenance Activity Program (BMP 6A)
- Catch Basin Cleaning Program (BMP 6D)
- Stormwater Pollution Prevention Plan (BMP 6C)
- Street sweeping (BMP 6D)

Part IV. Summary of Information Collected and Analyzed

The Town continues to inspect outfalls and catch basins, and issues notices and works with property owners to address any illegal discharges into Hampden’s MS4 system.

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, 2015 through March 31, 2016)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures **	(\$)	~\$60,000
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	30%
Stormwater management committee established	(y/n)	Y (disbanded in 2008)
Stream teams established or supported	(# or y/n)	Y (adopt-a-road)
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 **	(#)	1
▪ community participation **	(# or %)	32 vehicles
▪ material collected **	(tons or gal)	849 gallons
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X (2005)
▪ Erosion & Sediment Control					X (2008)
▪ Post-Development Stormwater Management					X (2008)
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					NA
▪ Erosion & Sediment Control					NA
▪ Post-Development Stormwater Management					NA

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100% in UA
Estimated or actual number of outfalls	(#)	30 in UA
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100% in UA
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	100% outfalls in UA
Outfalls inspected/screened **	(# or %)	30%
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	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	3
Site inspections completed **	(# or %)	~6
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	~6

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/every 3-4 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/yr
Qty of structures cleaned **	(#)	104 in UA
Qty. of storm drain cleaned **	(%, LF or mi.)	As needed
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	

Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	BUD for landfill daily cover, grading or shaping
--	------------	--

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$31,300
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		Contracted out
• 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 vector **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1x/year
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1x/year
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	60 yds
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Shoulder grading
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$20,860
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		Contracted out
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	