

Municipality/Organization: Town of Longmeadow

EPA NPDES Permit Number: MA041013

MaDEP Transmittal Number:

Annual Report Number

& Reporting Period: No. 10: March 2012-March 2013

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Yem Lip, P.E.

Title: Town Engineer

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Email: ylip@longmeadow.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: Michael Wrabel

Title: Director of Public Works

Date:

4/26/13

Part II. Self-Assessment

The Town of Longmeadow performed a review of the Town's progress on the goals for meeting the minimum control measures under the NPDES MS4 Phase II permit. The Town publicizes stormwater related issues and supports and encourages active participation by Town residents in addressing pollution and stormwater concerns. The town complete the maps of stormwater outfalls, and continued to update map of drainage pipes and catch basins, and inspect outfalls, catch basins and drain lines for potential illicit discharges. The Town has completed review of existing regulations, including the Massachusetts Wetlands Protection Act and the recently revised MADEP Stormwater Management Standards, and has enacted bylaws. The Town's efforts to meet the identified measurable goals including ongoing compliance efforts are summarized in Part III Summary of Minimum Control Measures, which follows.

Acronyms Used in Following Pages

Con Com = Conservation Commission

DPW = Department of Public Works

PVPC = Pioneer Valley Planning Commission

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)	Additional Planned Activities
1A	Hazardous Waste Day	Board of Health/DPW	Give residents opportunity to drop off hazardous waste	Hazardous Waste day was held on September 2012.	Hazardous Waste day is scheduled for September 2013.
1B	Pet Waste By-law	Public Works Director	Completed	By-law in place. Public education included posting notice on web page. Distributed pet waste flyers prepared by PVPC.	Public education: to include posting notice on local cable access TV and press release.
1C	Longmeadow Website	Town Engineer	NPDES Information on DPW website	The Department of Public Works has incorporated NPDES information on the town web site	The Department of Public Works will continue to incorporate NPDES information on town web site.
1D	Public Outreach	PVPC	Variety of public outreach activities	Contributed \$2,000 to participate in regional public outreach and education stormwater program. Actively participate in committee programs	Continue to be part of PVPC's regional public outreach and education stormwater program.
1E	Newspaper Press Releases	Town Engineer	Publish stormwater/ water quality info 2x / year	Advertised sale of rain barrels in newspaper and submitted articles on stormwater issues	Publish stormwater/water quality info twice in the year.
1F	Classroom Education	School District/Town Engineer	Incorporate water quality into curriculum	Offered grant as part of regional planning organization for curriculum development. Distribute Curriculum prepared by grant will to schools for use.	Work with School Science Coordinators to incorporate into curriculum.
1G	Public displays/handout	Public Works Director	Post stormwater related educational posters and handouts in Town Hall	Posted stormwater related educational posters and handouts in Town Hall. Distributed "Greenscapes" materials to public. Displayed materials at "Longmeadow Days" Town Fair. Included bill stuffers on lawn care practices	Post stormwater related educational posters and handouts in Town Hall. Greenscapes materials distribution to public. Post materials at Longmeadow Days. Bill stuffers on conservation and "green" topics.
1H	Public Announcements	Town Engineer	Present Public Service Announcement (PSA) on local cable station	Stormwater program PSA aired on the cable channel throughout the year.	Periodic airings of PSAs.

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)	Additional Planned Activities
2A	Stream Cleanup and Monitoring	DPW Director and Town Engineer	Organize concerned residents to walk and clean up stream. Support interested groups by providing tools and disposing of trash bagged by participants.	Had discussions with Con Com to develop ideas and cooperative efforts. Had discussion with DEP and PVPC as their contractor regarding potential use of Longmeadow stream for WQ monitoring. Supported Connecticut River Cleanup activities by picking up and disposing of trash bagged by participants.	Continue to support interested groups by providing tools and disposing of trash bagged by participants. Providing flyers regarding disposal of dog waste.
2B	Adopt a Stream	Public Works Director	Organize concerned citizens to adopt streams. Support interested groups by providing tools and disposing of trash bagged by participants.	Supported Connecticut River Cleanup activities by picking up and disposing of trash bagged by participants.	Continue to support interested groups by providing tools and disposing of trash bagged by participants.
2C	Stormwater Committee	Board of Selectmen	Stormwater Committee formed	Formed stormwater committee with representation from Conservation, Board of Health, Building, Planning and DPW.	Raised issues at select board meeting to promote stormwater utility. Included in annual Engineering Report.
2D	Invasive Species Removal	Public Works Director	Provide appropriate disposal area for removed vegetation	Provided appropriate disposal area for water chestnut vegetation removed by volunteers coordinated by EPA.	Continue to provide appropriate disposal area for removed vegetation to support efforts to eradicate invasive species
2E	Adopt-a-Triangle	Parks Dept.	Support interested groups by providing tools and disposing of trash bagged by participants.	Supported volunteer activities by picking up and disposing of trash bagged by participants.	Support interested groups by providing tools and disposing of trash bagged by participants.

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)	Additional Planned Activities
3A	Sanitary Sewer Maintenance Program	Public Works Assistant Director	Develop plan of cleaning and inspecting sewer mains	Town is inspecting sewer interceptors along brook valleys to identify areas of breakage, erosion, or other physical conditions that may impair the integrity of the pipeline. Video inspected almost over half of the sewer system in 2012.	Continue to inspect sewer interceptors for potential impact to resource areas. Perform \$35,000 of video inspection of sewers in 2013. Repair leaks.
3B	Storm Drain System Map	Engineering Dept/Town Engineer	Develop a storm sewer system map and locate outfalls	All outfalls GPS'd. Bringing data into AutoCAD and GIS program to generate more accurate storm sewer map.	Continue developing the storm sewer map and GIS to organize system data and maintenance efforts. Continued Update GIS Map.
3C	Non-Stormwater By-law	Town Engineer	By-law established	Town approved bylaw at Town meeting. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
3D	Entrance Permit	Public Works Director	Completed	Discussed options for permitting and including language in deeds making owner responsible for discharges.	Continue to work with Town Attorney and Select Board to determine best course of action.
3E	Develop Illicit Discharge Program	Town Engineer	Completed	DPW has approved a by-law to address illicit discharges and connections. DPW assessed outfalls for potential illicit discharges.	Complete illicit discharge program.
3F	Illegal Dumping	Public Works Director	Perform regular patrols/cleanup	DPW performed regular patrols and cleaned up illegal dumped trash.	Continue to perform regular patrols/cleanup.
3G	Assess Outfalls	Engineering	Assess 10% of municipal outfalls per year	DPW inspected 100% of municipal outfalls in 2013.	Assess 10% of municipal outfalls per year.

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)	Additional Planned Activities
4A	Stormwater Pollution Prevention Plan for Construction	Public Works Director/Town Engineer	Require pollution prevention plan for construction sites	Town approved bylaw at Town meeting. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote. Develop inspection program for all significant construction projects. Work with Building department to control and contain stormwater.
4B	Construction Runoff By-law	PB/ Con Com/ DPW	by-law.	Town approved bylaw at Town meeting. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote. Develop inspection program for all significant construction projects. Work with Building department to control and contain stormwater.
4C	Plan Review	PB/ Con Com/ DPW/BOH	Enforcement under by-law	Continued plan review per new bylaw.	Continue plan review per new bylaws. By-law enforcement proposed following enactment.
4D	Inspection / Reporting	DPW/PB/ Con Com	Enforcement under by-law	Continued inspection / reporting under existing regulations.	Continued inspection / reporting under existing regulations. By-law enforcement proposed following enactment.

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)	Additional Planned Activities
5A	Post Construction Runoff By-law	Director DPW	By-law Established	Town approved bylaw at Town Meeting. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
5B	Construction Site Plan Review	PB/ Con Com/ DPW	Enforcement under by-law	Continued plan review per new regulations.	Continue plan review per new regulations. By-law enforcement to be part of plan.
5C	Stormwater System Maintenance Plan	PB/Con Com/ DPW	Enforcement under by-law	New High School 2012 included 2 underground retention systems and one detention pond. Continued inspection / reporting under new regulations.	Continued inspection / reporting under new regulations. By-law enforcement proposed following enactment.

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)	Additional Planned Activities
6A	Catch Basin Maintenance	Public Works Asst. Director for Highways	Organize program for cleaning and inspecting catch basins. Clean 400 catch basins annually	Approximately 951 catch basins cleaned and inspected . Numerous basins repaired. Video inspected suspect drain lines.	Clean approximately 400 catch basins. Repair and replace as necessary.
6B	Street Sweeping	Public Works Assistant Director for Highways	Organize program for sweeping streets	100% of paved town streets were swept in the month of April. Certain commercial area streets were swept two or three times.	Sweep 100% of streets.
6C	Municipal Maintenance Activity Program	DPW Director	Evaluate and draft additional policies	Reviewed existing policies and started to draft new policies	Review existing policies. Formalize in writing and draft new policies as necessary.
6D	Training of all municipal employees	DPW Director and Assistant Director for Highways	Initiate good housekeeping training	In-house training is done for new hires or anyone transferring within DPW. Conducted good housekeeping training for DPW staff in 2012.	Conduct good housekeeping training in April 2013.

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)	Additional Planned Activities
7A	TMDL	Various	Performance of previously identified BMPs.	The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.	The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.

**CONNECTICUT RIVER STORMWATER COMMITTEE
2012 ANNUAL REPORT
JANUARY 1 TO DECEMBER 31, 2012**

The following is a summary of the work of the Connecticut River Stormwater Committee during the 2012 calendar year:

Member Community	Committee Representative and Department
Agawam	Tracey DeMaio, Department of Public Works
Chicopee	Joe Kietner, Waste Water Treatment Division
Easthampton	Stuart Beckley, Planning Department; Jim Gracia, DPW
Granby	Dave Derosiers, Highway Department
Holyoke	Matt Sokop, Department of Public Works
Longmeadow	Chris Reed, Department of Public Works
Ludlow	Jim Goudreau, Department of Public Works
Southwick	Richard Grannells, Department of Public Works
South Hadley	Melissa Labonte, Department of Public Works
Springfield	Kevin Chaffee, Conservation Commission
West Springfield	Jim Lyons, Department of Public Works
Westfield	Charles Darling, Water Resources Department

Low Impact Development Code (LID) Review for Chicopee and Ludlow

The Pioneer Valley Regional Ventures Center (PVRVC) was provided mitigation funds in the amount of \$24,000 as the result of Clean Water Action's Notice of Complaint against Ginmar Enterprises Inc. for use on projects related to stormwater benefiting water quality in the Chicopee River. The SEP addressed stormwater pollution for the improvement of water quality in the Chicopee River through: 1) education and outreach to chief elected officials in Chicopee and abutting communities; 2) develop innovative strategies for expanding green infrastructure for stormwater management including performance standards to reduce stormwater impacts from development; and 3) education and outreach to operators of industrial facilities within the Chicopee River watershed about proper best management practices for stormwater to reduce runoff and water quality degradation.

The Draft 2010 NPDES MS4 Permit for the Merrimack, Interstate and South Coastal regions issued October 24, 2010 requires MS4s to perform a local code review to assess the feasibility of implementing Low Impact Development (LID) techniques in new development and re-development at all scales. To address this requirement, PVPC developed a Green Infrastructure Checklist to use in reviewing local codes. The code review checklist was then implemented in the City of Chicopee and the Town of Ludlow, both communities share a border with the Chicopee River. From the checklist, two assessment and recommendation reports were generated for each community:

- Street and Parking Standards and Recommendations for Implementing Low Impact Development
- Local Regulation Review for the Feasibility of Having Low Impact Development

These reports present our assessments and recommendations regarding the landscaping of right-of-ways and parking lots, the curb and grade requirements of roadways and parking lots, and the dimension and layout requirements of streets, sidewalks, driveways, and parking spaces that influence the creation of impervious surfaces in right of ways, residential and nonresidential lots. The reports propose changes to the existing language of the zoning ordinances and subdivision regulations to allow for or encourage the use of LID integrated management practices. In making our recommendations of street, sidewalk, driveway, and parking lot dimensions, we referenced LID standards proposed in:

- Massachusetts Low Impact Development Toolkit by the Metropolitan Area Planning Council (MAPC), and
- “Better Site Design: A Handbook for Changing Development Rules in Your Community” by the Center for Watershed Protection, from which MAPC based their recommendations.

For Ludlow, the following bylaws and regulations were reviewed:

- a. Zoning Bylaws (version: May 14, 2012)
- b. Subdivision Rules and Regulations (effective: May 24, 2012)
- c. Smart Growth Overlay District Bylaw
- d. Design Standards for the town of Ludlow Chapter 40R Smart Growth Overlay District (version: May 13, 2011)
- e. Regulations for Construction within the Public Way (version: October 2012)

For Chicopee, the following ordinances and regulations were reviewed:

- a. current City Code Chapter 275
- b. Subdivision Regulations (April 7, 2005 version) for the right of way and parking lot guidelines that influence the creation of impervious cover

For each community the reports were submitted to the Planning Department and Department of Public Works for review and comment. The green infrastructure checklist and reports will also be presented to the Connecticut River Stormwater Committee at their February 12, 2013 meeting.

Outreach to Industrial Facilities

Also funded under the Clean Water Action SEP, PVPC performed outreach to industrial facilities with a NPDES Multi-Sector General Permit. The U.S. EPA Region 1 office provided a list of the NPDES Multi Sector General Permit holders in Hampshire and Hampden counties. During the summer of 2012, PVPC reviewed electronic submissions of their annual NPDES reports, and conducted phone interviews with a representative at each company to discuss their MSGP annual report submittals and to identify if training and/or outreach was needed to help them comply. Surprisingly, each of the representatives spoken to could not identify further training

and/or assistance needed. Overall, there seemed to be a lack of interest, or perhaps a wariness, to talk with a representative outside of their company about this regulatory compliance issue despite the fact that we emphasized that we were not a regulatory or enforcement entity. This wariness should be considered when conducting future outreach, and some means to incentivize the discussion needs to be considered.

Building Inspectors Workshop Planning

In follow up to the two workshops sponsored by PVPC on Green Infrastructure and Low Impact Development for municipal officials (1/30/12 Best Management Practices; 2/13/12 Exploring the Possibilities: Building Green Infrastructure in Your Community), we attempted to plan a third workshop targeting building inspectors. Building Inspectors are generally the Zoning Code Enforcement Officers as well as the entity that signs off on Building Permits. It is important that they are knowledgeable about green infrastructure, local stormwater bylaws, and the NPDES MS4 requirements and overview. Our intention is to work with the Western Mass Building Inspectors Association to co-host this workshop at one of their existing meetings to draw a larger crowd. It is our intention to offer CEUs for the workshop. However the Association contacts have been unresponsive for 8 months now. The Southwick Building Inspector offered to help contact the organization as he is a member, but he has not been able to connect us with the Association. This effort has been tabled until further notice.

TURI Grant – Organic Landcare at 5 Municipal Parks – Spring Outreach Events

2012 was the second half of a one year grant (September 2011 – June 30, 2012) from the Toxics Use Reduction Institute (TURI) at UMASS Lowell to promote organic landcare at municipal parks. PVPC received a Toxics Use Reduction Institute Grant (TURI) from UMASS Lowell to transition five municipal parks to organic land care programs. Participating parks included:

- *School Street Park, Agawam* - Within walking distance of the Connecticut River, School Street Park features 50 acres of land with four multi-purpose athletic fields, a handicap accessible playscape, a basketball court, shuffleboard and bocce ball courts, walking trails, picnic tables, and a historic barn. The park has a high volume of adult and children using the park.
- *Look Park, Northampton* – Look Park offers recreational opportunities for walkers, runners, bikers, etc. One of the focal points of the park is a grass 2,200 person capacity outdoor concert theatre. Earlier this year, through the use of a TURI grant this outdoor theater transitioned to a petrochemical and pesticide free venue.
- *Greenwood Park, Longmeadow* – The Park abuts Greenwood Center which houses the Council on Aging and the Longmeadow Park and Recreation Childcare Center. The Childcare Center uses Greenwood Park daily for its outdoor activities, as does the Council on Aging for certain seasonal events.
- *Town Center Park, Ludlow* – The Town plans to, with the help of this grant, transition a park where the summer community concert series is held pesticide and petrochemical free. The park is located in a highly visible area in the center of Town and the concert series is well attended.
- *Wistariahurst Museum grounds, Holyoke* - In 1959, Wistariahurst was given to the City of Holyoke for cultural and educational purposes. The grounds contain extensive

ornamental gardens and an expansive lawn. The Museum is home to the Master Gardener's Association and hosts weekly meetings and multiple plant sales and regional conferences throughout the year.

In 2012, the following outreach events were held:

- Friday, March 16, 2012 - Going Organic for Landscape Contractors 8am-noon – workshop for traditional landscape contractors, co-sponsored by Valley Green in Holyoke.
- Tuesday, April 24, 2012 – Week of the Young Child Parade, Ludlow –Think Blue display booth, donated the story walk “All the Way to the Ocean” by Joel Harper.
- Saturday, April 28, 2012 -Agawam Little League Jamboree and Earth Day celebration Think Blue display booth
- Saturday, May 12, 2012 – Look Park Lawnathon with Paul Tukey of Safelawns Foundation
- Saturday, May 19, 2012 – Longmeadow Days on the Town Common – Think Blue display booth with the DPW

EPA Soak Up the Rain Campaign

EPA has requested our assistance in promoting their new “Soak Up the Rain Campaign” by promoting rain gardens and other LID systems in the Pioneer Valley. PVPC is in negotiation with EPA about establishing a contract for programming in 2013.

Outreach and Training Events

“Skip the Scotts” at the Western Mass Master Gardener’s Annual Symposium on Saturday, March 31, 2012 at Dean Technical High School in Holyoke. This workshop targeted residential lawn owners about how to transition to organic lawn care practices.

The Green Infrastructure Workshop presentations (1/30/12 BMPs; 2/13/12 Exploring the Possibilities: Building Green Infrastructure in Your Community) are available at:
<http://www.sustainableknowledgecorridor.org/site/content/green-infrastructure>

Updated Greenscapes Guide

In collaboration with the Greenscapes Coalition, the Greenscapes Guide was updated. Copies were distributed to member communities for distribution at town offices, and are available at outreach events.

Community Innovation Challenge Grant Application

PVPC submitted a \$500,000 grant application to the MA Department of Finance and Administration’s Community Innovation Challenge Grant Program for the following services:

Task 1: Storm sewer database software implementation with mobile device application

Task 2: Outfall Mapping, Monitoring, and Illicit Detection Program

Task 3: Model Stormwater Pollution Prevention Plans (SWPPP) for MS4 Owned Facilities

Task 4: Pilot Cost Optimization Modeling for Nitrogen Removal

Task 5: Regional Education and Outreach Utilizing PVPC’s Think Blue Campaign

The grant was not funded due to a significant budget cut by the Governor.

General Administration

- FY12 Work Plan and Budget (July 1, 2012 – June 30, 2013)
- Many Stormwater Committee members also participated in the development of the Pioneer Valley Green Infrastructure Plan, coordinated by Patty Gambarini at PVPC. The GI Plan provides a detailed analysis of opportunities for green infrastructure in the Pioneer Valley, and sets for the plan for implementing more projects in the coming years. The Stormwater Committee will continue to participate in promoting green infrastructure.
- Meeting Dates – The Stormwater Committee met four times in 2012:

February 3, 2012

April 5, 2012

June 8, 2012

September 10, 2012