

MAY 01 2014

Municipality/Organization: Southampton

EPA NPDES Permit Number: MAR041021

MassDEP Transmittal Number: W-035569

**Annual Report Number
& Reporting Period:**

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

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

Part I. General Information

Contact Person: Randall Kemp

Title: Highway Superintendent

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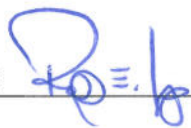
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Certification:

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: Randall Kemp

Title: Highway Department Superintendent

Date: April 30, 2014

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
1A Revised	Classroom Education	HD/ WO/ School	Presentation on water cycle	DEP Water Cycle Skit to 5 th and 6 th graders is typically held every other year. A presentation was last held in the Fall 2011.	DEP Water Cycle Skit to 5 th and 6 th graders is typically planned for every other year. The skit is not expected to occur in 2014 due to budget issues/staffing changes. The HD sponsored an elementary school (grades unknown at this time) field trip to the Springfield Materials Recycling Facility (MRF). The HD will demonstrate the use of the street sweeper and catch basin cleaning truck; explaining what they do and why its important.
1B Revised	Educational Displays	HD	Post educational display	Displayed EPA's <i>Stormwater and the Construction Industry</i> poster in the School, Planning Board, and ConCom meeting rooms in the Town Hall. A poster depicting the Water Cycle was also posted in the School, Town Hall and Library.	Post educational display
1C Revised	Newspaper Press Release	HD	Publish 2x per year in local newspaper	The HD issued press releases publicizing Household Hazardous Waste Day, which was held in Spring 2013 in Northampton, encouraging residents to properly dispose of hazardous wastes. Publicized and participated in the National Prescription Drug Take Back Day in September, 2013.	Household Hazardous Waste Day to be scheduled for Spring 2014; Drug Take Back program completed in 4/26/14. BOH maintains list of year-round drop off locations in area for residents.

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
1D Revised	Local Cable Access	HD	Post bulletins 2x per year on local cable	The HD ran educational notices encouraging residents to recycle, providing information on the water cycle, and publicizing water restrictions. Additional educational information is included on the public school intranet system especially during Earth Day.	Post bulletins on stormwater/ water quality info twice in the year. In addition, the local cable access station will begin airing live presentations.
1E Revised	Informational pamphlets/ notices	HD	Mail with drinking water quality report	Water conservation and recycling tips distributed with Drinking Water Quality Report. Notices distributed regarding overwatering, and water use restrictions.	Mail stormwater/ water quality info with Drinking Water Quality Report.
1F	Informational Gadgets	HD	Distribute Magnets	HD distributed the available magnets and recycling bins. Printed HD contact information on Town trash bags.	Continue to seek finds for educational/ informational gadgets to distribute.
1G Revised	Environmental Grants	HD	Give out grants to students based on environmentalism	The town gave out \$500 environmental grants under the Richard Allen Scholarship program to 10 high school seniors for environment-related community services and essays.	Give out up to \$5,000 in grants to students for environmental volunteerism/essays.

1a. Additions

	Stormwater/ Water Conservation Efforts	HD	Encourage residential stormwater storage/ recycling	Worked with The Great American Rain Barrel Company to educate residents on water conservation and recycling runoff through use of rain barrels. Promoted a demonstration at Town Hall in Fall 2012.	Investigate sale of rain barrels at a discount through HD in 2014/2015.
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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
2A Revised	Adopt-a-Road/ Adopt-a-Stream	HD/ Boy Scouts/ School	Support interested groups by providing tools and trash disposal	The HD supported Hampshire Regional High School students in local clean-up of roadways and resource areas and William E. Norris Elementary School students and Cub Scouts in cleanup of parks and around Town Buildings.	Continue to support interested groups by providing tools and disposing of trash bagged by participants. In Town will continue to assist Cub Scouts, Boy Scouts, Girl Scouts, and local students in cleaning up areas around Town parks.
2B Revised	Community Hotline	HD	Publicize number	Number publicized through Household Hazardous Waste day press, and Town website.	Continue to support interested groups by providing tools and disposing of trash bagged by participants. In Town will continue to assist Cub Scouts, Boy Scouts, Girl Scouts, and local students in cleaning up areas around Town parks.
2C Revised	Storm Drain Stenciling	HD	Work with volunteers to stencil 50 catch basins per year	In 2011, volunteers from the Westfield River Watershed Association affixed “Drains to Pond” markers at catch basins in the Hampton Ponds neighborhoods, including urbanized areas of Southampton. No additional stenciling has been undertaken.	Continue to inspect/maintain those stencil markings annually.
2D Revised	Watershed Committee	ConCom/ HD/ WD/ BOH/ PB	Work with Hampden Ponds Association and Barnes Aquifer Protection Advisory	ConCom and PB representatives attended Hampden Ponds Association meetings. HD/PB representative attended Barnes Aquifer Protection Advisory Committee (BAPAC) meetings.	Continue to attend Hampden Ponds Association and BAPAC meetings.

2a. Additions

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
2E	Community Service	HD/ School	Support community service requirements by offering volunteer opportunities.	The HD supported students for Hampshire Regional High School community service requirements by offering volunteer opportunities at the landfill and to cleanup Town properties.	Continue to offer volunteer opportunities to High School students.

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
3A Revised	Mapping Stormwater Outfalls	HD	Field inspect 25% of outfalls.	The HD GPS located storm drain outfalls to wetlands, waterways, and waterbodies within the urbanized areas of the Town. Field inspected 100% of outfalls in urbanized areas.	Field inspect 100% of outfalls in urbanized areas. Consider sampling outfalls during inspection.
3B Revised	Develop Illicit Discharge Program	HD	Evaluate existing procedures	Inspections performed during catch basin cleaning; evidence of illicit discharge reported to HD.	Information included in Town Report. Prepare new procedures/plan as necessary.
3C Revised	Non-Stormwater By-Law		Adoption of a by-law at Town Meeting	By-law was passed at June 4, 2007 Town Meeting. Three illicit connections have been disconnected from the municipal storm drain system since the beginning of the program. None this reporting year.	Continue by-law enforcement.
3D Revised	Illegal dumping	HD	Maintain signage in sensitive areas, Perform regular patrols/cleanup	The HD continued to maintain signage in water supply areas and pick up illegal dumping throughout the Town. BOH and Police and notified as necessary and violators prosecuted.	Continue to maintain signage and perform regular patrols/cleanup.
3E Revised	Failing Septic Systems	BOH/HD	Keep records of failing septic systems.	The BOH continued to permit septic system cleaning companies in Southampton and maintain records of septic systems cleaned throughout the year.	Continue to keep records of maintained septic systems (BOH). HD to inform BOH if any identified failing septic systems.

3a. Additions

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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
4A Revised	Construction Runoff By-law	HD/ PB/ ConCom	Adoption of by-law at Town Meeting	By-law was passed at June 4, 2007 Town Meeting.	Modified By-laws to include Appeal Process. Continue by-law enforcement.
4B Revised	Plan Review	PB/ ConCom/ HD/ BOH/ BI	Plan review under by-law	Conduct plan review per By-law.	Continue plan review per By-law.
4C Revised	Inspection / Reporting	HD/ PB/ BI/ ConCom	Enforcement under by-law	Conduct inspection / reporting per by-law. Require modifications to address deficiencies in plans and follow-up with site visits, if necessary. Two (2) Cease & Desist orders have been issued for violations under by-law since the by-law has been in place. No Cease & Desist orders occurred this reporting year.	Continue inspection / reporting per by-law.

4a. Additions

4D	Community Communication	HD/BOH	Increase number of electronic bulletins		Increase use of community access television and social media to promote BMPs for stormwater, recycling, composting, hazardous waste pick-up days, street sweeping schedules etc.

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
5A Revised	Post Construction Runoff By-law	HD/ PB/ ConCom	Adoption of By-law at Town Meeting	By-law was passed at June 4, 2007 Town Meeting.	Continue by-law enforcement.
5B Revised	Construction Site Plan Review	HD/ PB/ ConCom/ BOH/ BI	Plan review under by-law	Conduct plan review per By-law	Continue plan review per By-law.
5C Revised	Stormwater System Maintenance Plan	HD/ PB/ ConCom	Enforcement under by-law	Conduct inspection / reporting per By-law.	Continue inspection reporting per By-law.

5a. Additions

New Subdivision Stormwater System Maintenance	HD	Annual Reports on Maintenance Activities	Homeowners' Associations in new subdivisions are required to clean out catch basin and maintain detention basins and other stormwater structures and provide annual reports on maintenance activities to the HD. The HD meets with Homeowners' Association representatives yearly to discuss maintenance completed in the calendar year and required maintenance for the following year.	

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
6A Revised	Municipal Maintenance Activity Program	HD	Evaluate and draft additional policies	Good Housekeeping Best Management Practices Manual drafted in March 2005.	Draft new policies/revise manual as necessary.
6B Revised	Training of all municipal employees	HD	Initial good housekeeping training	Good housekeeping practices are discussed with employees at the onset of tasks. Good Housekeeping training session attended by DPW staff on April 18, 2013.	Conduct good housekeeping training.
6C Revised	Catch Basin Cleaning Program	HD	Clean 100% of catch basins in urbanized area annually.	The HD inspected 100% of the catch basins within the urbanized area twice and cleaned 100% of the catch basins within the urbanized areas once in 2012. The Town purchased a zero-emission clam-shell type truck for catch basin cleaning in 2008. Catch basin cleaning is performed by HD personnel.	Clean 100% of catch basins in urbanized area.
6D Revised	Street Sweeping & Cleaning	HD	Sweep 100% of streets in urbanized area 2x per year.	100% of town streets within urbanized area were swept two times in 2012. The streets were swept in both the spring and the early summer.	Sweep 100% of streets in urbanized area twice.
6E Revised	Used Oil Recycling	HD	Ongoing collection and recycling	The HD collects used oil from residents at the transfer station. The service was available to residents 30 hours per week.	Continue to provide facility of used oil collection and recycle.
6F Revised	Hazardous Waste Collection	HD	Hold collection event annually	In Spring 2012, Southampton participated in a regional household hazardous waste collection day to properly dispose of household hazardous wastes. Southampton participated in the National Prescription Drug Take Back Day in September 2012.	Continue to hold collection events or inform residents where they can properly dispose of household hazardous waste.

6a. Additions

Household Hazardous Waste	HD	Ongoing collection and recycling	The HD collects used, fluorescent bulbs, batteries, mercury switches, electronics, and white goods from residents at the transfer station. The service was available to residents 30 hours per week.	Continue to provide facility of used antifreeze, fluorescent bulbs, batteries, mercury switches, electronics, and white goods collection and recycle.

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
7A	TMDL	Various	Performance of previously identified BMPs.	The BMPs described in the above tasks will also address TMDL issues in Pequod Pond.	The BMPs described in the above tasks will also address TMDL issues in Pequod Pond. HD to complete annual visual inspections and sampling of conditions warrant it.
Revised					

7a. Additions

7b. WLA Assessment

To date, TMDLs have not been developed for Pequod Pond. BMPs proposed in previous Minimum Control Measures will address impairment of Pequod Pond.

Part IV. Summary of Information Collected and Analyzed

Communication among various Town departments and boards has been strengthened in order to meet the various BMP requirements. Since the beginning of the program, three illicit discharges have been identified and disconnected from the storm drain system. Camp John Associates collects *E. coli* samples from a private beach area on Pequot Pond and provides the BOH with the results.

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
Stormwater management position created/staffed	(y/n)	
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 **	(#)	
▪ 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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
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	(%)	

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

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
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 vacator **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
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	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

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 %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
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 %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
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)	

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	