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**Municipality/Organization:** Town of Hatfield

**EPA NPDES Permit Number:** MA041010

2004 MAY 21 A 11: 48

**MaDEP Transmittal Number:** W-036303

**Annual Report Number  
& Reporting Period:** No. 1: March 03-March 04

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Jim Reidy **Title:** DPW Director

**Telephone #:** (413) 247-0499 **Email:** jreidy@townofhatfield.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:** James M. Reidy

**Title:** DPW Director

**Date:** May 18, 2004

**Part II. Self-Assessment**

Overall, the Town has done a fair job addressing the goals of the Storm Water Pollution Prevention Plan. Back in September of 2002, I was called to active duty with my National Guard unit. In October of 2002, the Town hired Bryarly Lehmann to fill in as DPW Director while I was away. I returned from active duty and again assumed my duties as DPW Director in September of 2003. This sequence of events resulted in the original SWPPP being prepared by Bryarly and then implemented by me. A significant amount of time was devoted to the learning curve, on Bryarly's and my part.

The Town has done a very good job achieving some of the goals of the SWPPP. For example, the Town has made about 75% progress on a Town-wide drainage map detailing outfalls, pipes, catch basins, culverts, and manholes. On the other hand, the Town did a poor job meeting the Public Education and Outreach goals. To show that the Town intends to do much better in this area, I have filed this report a few weeks late so that I could make a significant effort to address these goals in May of 2004.

To summarize, I feel the Town is on track to meet the SWPPP goals for years 2 through 5. If there are questions or comments regarding this report, please contact me at (413) 247-0499 or at [jreidy@townofhatfield.org](mailto:jreidy@townofhatfield.org).

Respectfully submitted,  
  
Jim Reidy  
Hatfield DPW Director

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 1</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 2</b>
1A Revised	Educational Displays	DPW	1 Educational Display at Town Hall	No Educational Display Posted.	“After the Storm” Brochure posted at Town Hall on 5/16/04
1B Revised	Community Website & Hotline	DPW	Stormwater Info on Town Website	No Posting on Town Website	Town will post Stormwater Information on Town Website by 5/31/04.
1C Revised	Local Cable Access	DPW	2 Info Bulletins per Year	No Bulletins Posted	2 Bulletins will be posted. First Bulletin was posted on 5/12/04.
1D Revised	Informational Pamphlets	DPW	Pamphlets in Town Hall & 1 Mailing	No Pamphlets in Town Hall and no Mailing was done.	Copies of “After the Storm” Brochures available at Town Hall on 5/18/04. The Town will do a Town-wide Mailing in August of 2004.
1E Revised	Hazardous Waste Collection Day	DPW	1 HHW Collection per Year	HHW Collection Day Held 11/8/03 in Goshen. 8 Households participated.	Town will hold another HHW Collection Day in the Fall of 2004.
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2A Revised	Adopt-a-Stream	DPW	1 Event per Year	9/03 Cub Scouts Picked up Trash along banks of Connecticut and Mill Rivers. Approximately 2 miles of Riverbank were done. About 20 children participated. Hotline was not posted on Cable TV or Website.	Cub Scouts plan to do this once a year for Years 2-5  Hotline will be posted on Cable TV and Website by 5/31/04.
2B Revised	Community Hotline	DPW	Hotline posted on Cable TV & Website		
Revised					
Revised					
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3A Revised	Mapping Stormwater Outfalls	DPW	Map 50% of Stormwater Outfalls	About 75% of the Town's Drainage System has been mapped	Complete Mapping of remaining 25% of the Town's Drainage System
3B Revised	Develop Illicit Discharge Program	DPW	Draft Plan in Year 3	No Work Done in Year 1	Illicit Discharge Program will be developed after Drainage Mapping is complete
3C Revised	Non-Stormwater By-Law	DPW	New Bylaw in Year 3	No Work Done in Year 1	The Town will begin work on a Non-Stormwater By-Law
3D Revised	Illegal Dumping	DPW, Police, Board of Health	N/A	DPW, Police, and Board of Health work together to identify dumpers and fine them. DPW picks up illegally dumped trash.	Town plans to increase police presence in Town's watershed area. Town will become stricter when fining dumpers
3E Revised	Recreational Wastewater	DPW	N/A	Owners of Recreational Vehicles are allowed to dump their wastewater at the Wastewater Treatment Plant for a small charge	Town will continue allowing RV owners to dump wastewater. There is no plan to increase dumping fees

### 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4A Revised	Construction Runoff By-Law	Planning Bd, ConComm	Create a Construction Runoff By-Law	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current By-Law to include projects that disturb 1 or more acres of land
4B Revised	Plan Review	Planning Bd, ConComm	Review Projects that disturb 1 acre or more	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Plan Review requirements as necessary
4C Revised	Inspection / Reporting	Building Inspector	Inspect Projects that disturb 1 acre or more	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Inspection / Reporting requirements as necessary
4D Revised	Building Permit Application	Planning Bd, Building Insp	EPA Permit number for projects > 1 acre	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Building Permit Application as necessary
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5A Revised	Post Construction Runoff By-Law	Master Plan, Planning Bd	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
5B Revised	Construction Site Plan Review	DPW, Planning Board	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
5C Revised	Stormwater System Maintenance Plan	DPW	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
5D Revised	Training for Town Staff on New By-Law	DPW, Board of Selectmen	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6A Revised	Municipal Maintenance Activity Program	DPW	Program completed in Year 1	No work done in Year 1	The Town will complete a Municipal Maintenance Activity Program
6B Revised	Training of Municipal Employees	DPW	Training completed in Year 1	Not done in Year 1	After completion of the Municipal Maintenance Program, Municipal Employees will be trained
6C Revised	Stormwater Pollution Prevention Plan	DPW	SWPPP for Trans Sta & Garage in Year 1	SWPPP completed for Highway Garage	Complete SWPPP for Transfer Station
6D Revised	Catch Basin Cleaning Program	DPW	Clean 33% of Catch Basins	No Catch Basins Have been Cleaned due to the cleanings being classified as “hazardous waste”.	The Town will test the cleanings. Hopefully, they will pass so that the cleanings are not classified as hazardous waste. If so, the Town will clean 33% of the Catch Basins
6E Revised	Street Sweeping and Cleaning	DPW	Sweep Streets Each Year	The Town swept all Town roads as necessary in the Spring of 2003	The Town will sweep all Town roads as necessary in the spring of 2004
Revised					

**6a. Additions**
