

**Municipality/Organization:** Town of Palmer

**EPA NPDES Permit Number:** \_\_\_\_\_

**MaDEP Transmittal Number:** W- 040564

**Annual Report Number  
& Reporting Period:** No. 2: March 05-March 06

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Richard L. Fitzgerald **Title:** Town Manager

**Telephone #:** 413-283-2603 **Email:** townmgr@townofpalmer.com

#### 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:** Richard L. Fitzgerald

**Title:** Town Manager

**Date:** July 10, 2006

## **Part II. Self-Assessment**

**The Town of Palmer submits this Annual Report for the third year of activities associated with Palmer's NPDES permit for stormwater discharges. This report is for the time period that reflects the first full year of the new Town Council and Town Manager form of government. Note that for Permit Year 4 many of the measurable goals that had not been addressed have been activated. These goals include public review of Palmer's Comprehensive Stormwater Program and regulatory review of bylaws that respond to Minimum Control Measures 4 and 5.**

**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 3 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 4</b>
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Palmer will present to the public at a public meeting Palmer’s Comprehensive Stormwater Management Program.	No action this permit year.	Palmer will schedule a NPDES Phase II Stormwater Workshop to review Palmer’s Measurable Goals with relevant Town departments. Palmer’s Comprehensive Stormwater Management Program will be reviewed by the Palmer Town Council.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Palmer will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Palmer’s Comprehensive Stormwater Management Program, including public education and outreach.	No action this permit year.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.
3	Address specific groups	Board of Selectmen Department of Public Works Conservation Commission	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station. Conservation Commission will sponsor annual biodiversity days at Palmer High School.	The Town is in receipt of EPA educational materials on disc for easy printing and distribution	Brochures will be printed and made available at town buildings.
Revised					

**1. Public Education and Outreach Cont.**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities – Permit Year 4
4	Target groups likely to impact storm water	Board of Selectmen Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Town of Palmer has available the following brochures: <i>Watch Your Waste</i> prepared by MADEP, door hangers <i>A Guide to Your Building's Recycling Program</i> prepared by MADEP	The Town will continue to make these and other material available.
5	Identify alternative information sources	Board of Selectmen MIS Department	Palmer will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.townofpalmer.com">www.townofpalmer.com</a>	No action this permit year.	Palmer will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.townofpalmer.com">www.townofpalmer.com</a>
6	Identify alternative information sources	Board of Selectmen MIS Department	Palmer will also post links on its website to the Chicopee River Watershed Association @ <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a> ,	The Town of Palmer's educational materials include links to MADEP and EPA.	Additional links will be reviewed for relevancy.
7	Utilize local public access channel	Board of Selectmen	Public meeting notice for the meeting reviewing Palmer's Comprehensive Stormwater Management Program will be posted on Palmer's website.	No action this permit year.	Public meeting notice and the meeting reviewing Palmer's Comprehensive Stormwater Management Program will be posted on Palmer's local access channel.
8	Develop, conduct and document educational programs	Board of Selectmen Liaison	The Town of Palmer will appoint a liaison to the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	No action this permit year.	Finalize decision of liaison.
Revised					

### 1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities – Permit Year 4
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Palmer will work with the Town of Monson and the Town of Wilbraham and the Board of Health to continue to sponsor Regional Hazardous Waste Collection Days.	The Town of Palmer did not have a hazardous waste collection day in this reporting cycle.	The Board of Health is preparing to schedule a Hazardous Waste Collection Day Fall 2006.
Revised					

### 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
10	Storm drain stenciling	Department of Public Works	Palmer will work with local lake and Scout groups to develop a stenciling program. Stenciling will target Palmer's subwatersheds.	The Palmer Conservation Commission sponsored a "School to Work" program which included training and utilizing local students to sample for fecal coliform in the Swift, Ware, Quaboag, and Chicopee Rivers.	The Town will continue to identify and support activities targeting local students.
Revised					
11	Community clean-ups	Department of Public Works Palmer Conservation Commission	Town of Palmer will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Students from Palmer High School and Pathfinder Regional Vocational School hold Earth Day cleanups. The Hampden County Sheriff's Department provides manpower for riverbank cleanups several times a year. The Palmer DPW provides trucks for waste pickup.	The Palmer DPW will continue to support community cleanup efforts.
Revised					

## 2. Public Involvement and Participation Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Students from Palmer High School and Pathfinder Regional Vocational School hold Earth Day cleanups. The Hampden County Sheriff's Department provides manpower for riverbank cleanups several times a year. The Palmer DPW provides trucks for waste pickup.	The Palmer DPW will continue to support community cleanup efforts.

## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities – Permit Year 4
13	Inventory and mapping of storm drain system	Department of Public Works	Palmer will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Palmer's Comprehensive Stormwater Management Program, including public education and outreach.	No action this permit term.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.

### 3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Palmer will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town of Palmer has mapped outfalls located within Palmer's CSO separation project area.  Three Rivers Wellhead Protection Plan identifies the location of outfalls within Zone II.	The Town of Palmer will maintain maps of storm sewer outfalls.
15	Identification/description of problem areas	Department of Public Works	Palmer will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	The Town of Palmer performs quarterly inspection of CSO outfalls and outfalls that were blocked off during or prior to the Town's CSO separation project.  Suspected flows are immediately followed-up for identification and removal.	Quarterly outfall inspections will continue.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Palmer will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	No action this permit year.	The Town of Palmer will review local regulations regarding discharges into storm sewer system. The Town will review new regulatory language if necessary.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Palmer will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Palmer has available brochures and materials promoting recycling and announcing Bulky Days.	The Town of Palmer will continue to host Bulky Days and provide information to residents.
Revised					

### 3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
18	Initiation of recycling programs	Department of Public Works Board of Health	Palmer will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Palmer utilized printed material from MADEP to encourage recycling by Palmer residents and businesses.	The Town will continue to identify opportunities to encourage recycling.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Palmer will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems.	No action this permit term.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.



**3. Illicit Discharge Detection and Elimination Cont.**

<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 3</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 4</b>
20	Watershed assessments and studies	Department of Public Works Palmer Water & Fire Districts	The Town of Palmer will encourage the Palmer Water Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II. These plans can include stormwater management programs. The proposed tasks will include a public education component.	The Drinking Water Supply Districts in the Town of Palmer mail to all system users an annual Consumer Awareness Report. These reports include BMPs, such as recycling and proper storage and disposal of wastes that protect local water quality.	The Town of Palmer and the Water Districts will continue to identify opportunities to educate residents.

**4. Construction Site Stormwater Runoff Control**

<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 3</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 4</b>
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Palmer will review model by-law developed by DEP in consultation with the Attorney General's Office.	No action this permit year.	The Town of Palmer will begin review and development of proposed stormwater regulations for construction sites one acre or larger.

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Palmer will review model by-law developed by DEP in consultation with the Attorney General's Office.	No action this permit year.	The Town of Palmer will begin review and development of proposed stormwater regulations for post-construction runoff controls for construction sites one acre or larger.

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Palmer will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Town of Palmer performs annual manhole inspections and records results per MIIA recommendations.	The Town of Palmer has appropriated funds to purchase a Vactor jet routing truck to support ongoing cleanout program
Revised					

**6. Pollution Prevention and Good Housekeeping in Municipal Operations Cont.**

<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 3</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 4</b>
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Palmer will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Palmer routinely cleans out catchbasins. Structural conditions or suspected illicit discharges are noted for future follow-up or maintenance.	Palmer will continue maintenance program.
25	Develop and implement training programs for municipal employees	Department of Public Works	Palmer will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Palmer routinely sends employees to educational programs sponsored by Bay State Roads, UMass, and MIIA.	Town will continue to send employees to relevant seminars and forums.
26	Review storm drainage infrastructure needs	Department of Public Works	Palmer will incorporate storm drain infrastructure review in Palmer's Chapter 90 project utilizations.	Roadway improvements on Pearl, Orchard, and Main Streets included new catchbasins with 4' sumps and replacement of manholes.	Palmer will continue to identify opportunities for storm sewer infrastructure improvements.
Revised					

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
Revised				No TMDLs in the Town of Palmer	

**7a. Additions**


**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

Stormwater management position created/staffed	N	
Annual program budget/expenditures		

**Education, Involvement, and Training**

Estimated number of residents 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.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ 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**

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

### Construction

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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

### 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)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

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)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	