

TOWN OF EAST LONGMEADOW
DEPARTMENT OF PUBLIC WORKS

FACSIMILE TRANSMITTAL SHEET

TO: Ann Herrick	FROM: Sean P. Kelley
COMPANY: U.S. E.P.A.	DATE: MAY 1, 2007
FAX NUMBER: 617-918-0560	TOTAL NO. OF PAGES INCLUDING COVER: Ten (10)
PHONE NUMBER:	SENDER'S REFERENCE NUMBER: NPDES Annual Report
RE:	YOUR REFERENCE NUMBER:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

Original signed copy was mailed per your instructions.

Sean P. Kelley
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TEL: 413-525-5410 FAX: 413-525-5413

Municipality/Organization: Town of East Longmeadow
EPA NPDES Permit Number: MA-041005
MassDEP Transmittal Number: W-035937
Annual Report Number
& Reporting Period: No. 4 April 1, 2006 – March 31, 2007

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2007)**

Part I. General Information

Contact Person: Sean P. Kelley **Title:** Senior Project Manager

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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: Sean P. Kelley

Title: Senior Project Manager

Date: April 27, 2007

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1A Revised	Classroom Education	D.P.W. School Dept.	Coordinate storm water related curriculum	No action completed. School department showed reluctance to add program material to school work as emphasis on education based upon MCAS test results.	Meet with elementary school instructors and curriculum staff in an attempt to develop material to be used in science classes.
1B Revised	Educational Displays	D.P.W.	One display in Town Hall per year	Stormwater and the Construction Industry poster hung in Town Hall	Develop storm water display with emphasis on homeowner related issues and concerns and post on Town Hall bulletin board
1C Revised	Newspaper Press Releases	D.P.W.	Two press releases in newspaper per year	Continued press releases with emphasis on illicit discharge. Article also posted on Town Web Site.	Continue press releases. Emphasis to be placed on storm water ordinance development and enactment.
1D Revised	Informational Pamphlets	D.P.W.	Distribute yearly	Continued passive distribution of The Solution to Stormwater Pollution brochures at Town Hall lobby, library and D.P.W. Office. Began draft process for mailing to be included in water bills.	Finalize mailing to be included in water bills and mail during summer of 2007.
1E Revised	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	Held collection day on September 16, 2006. Collected over 400 gallons of hazardous chemicals at a disposal cost of \$7146.00.	Hold collection day in September, 2007, possibly in East Longmeadow or Wilbraham. Planning meeting scheduled for May 9, 2007.
1F Revised	Local Cable Access	Board of Selectmen	Informational bulletins	Discussions and negotiations with local cable station to show After the Storm video.	Show after the storm video in July or August 2007 and include informational (contact list) bulletin afterwards.

1a. Additions – none.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2A	Adopt-a-stream program	D.P.W. and Conservation Commission	Encourage and support program.	Additional plantings at Heritage Park completed by Conservation Commission and volunteers.	Completion of footbridge at Heritage Park and continued support of Stream Team program.
Revised				Footbridge project now being planned by Boy Scout Eagle Badge Candidate with assistance from D.P.W. and Building Inspector.	
2B	Water quality monitoring	D.P.W.	Monitoring activities years 2 through 5	Further review by Town Counsel required. By-Law not ready for Town Meeting vote by close of Spring Warrant.	Completion of review by Town Counsel. Present Illicit Discharge By-Law to Town Meeting for vote on adoption.
Revised					
2C	Attitude Surveys	D.P.W.	Storm water survey years 2 and 4	Draft of survey questions begun. No action on this item due to budget constraints in Fy2007.	Send out storm water survey to residents in quarterly water billings.
Revised					
2D	Community Hotline	D.P.W.	Collect information on illicit discharges	Website page maintained and contact numbers updated. Responded to calls about discharges into storm drain system at Wallgreens Pharmacy and LaSalle Street.	Maintain website and modify as necessary.
Revised					
Revised					

2a. Additions

2E	Catch Basin marking program	D.P.W.	Involve youth groups/school children in stenciling or marking of storm drains.	No action taken.	Install an additional 500 catch basin markers and distribute additional brochures with school assistance.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3A Revised	Mapping outfalls	D.P.W.	Map stormwater outfalls	GIS mapping of stormwater outfalls and underground pipe network completed. Field verification approximately 75% complete.	Complete remaining 25% of field verification and update GIS system as changes are made or subdivisions accepted.
3B Revised	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3-5	Illicit discharge plan development under way.	Obtain approval of Board of Public Works and commence public education through distribution of brochures.
3C Revised	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement plan by years 3-5	Further review by town counsel required. By-law not ready in time for spring warrant.	Completion of review by town counsel. Present by-law to Town Meeting for vote.
3D Revised	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3-5	No Action.	Hold public hearing in conjunction with Planning Board prior to Town Meeting.
3E Revised	Failing Septic Systems	D.P.W.	Ongoing monitoring of septic systems	Continuation of monitoring of faulty septic systems.	Continuation of monitoring of faulty septic systems.
3F Revised	Industrial/business Connections	D.P.W.	Solicit employee monitoring	Met with principals of St. Marks church on Somers Road to discuss improper connection from elevator pit in order to remedy problem.	Continuation of working with businesses in removal of illicit discharges as they become known.

3a. Additions

3G	Inspections of stormwater lines for illicit connections	D.P.W.	Purchase camera system and begin examination of stormwater lines.	Purchase \$45,000 computerized video camera inspection system.	Train staff on use of camera system and begin inspecting stormwater drain mains.
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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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4A	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Construction Site Runoff Ordinance in final review with Town Counsel.	Hold public hearings with Planning Board and present to Town Meeting for approval.
Revised					
4B	Construction Plan Review	D.P.W. and Planning Board	Enforce current regulations years 1-2. Enforce new regulations after Town Meeting approval.	Continued site plan review with heavy emphasis on conformance with Phase II regulations. Inspections made to large construction sites and developers given stormwater and construction industry brochures.	Continue site plan review and site inspections by D.P.W. and Planning Board with assistance of newly hired building commissioner. Planning review to include obtaining a copy of stormwater management plans.
Revised					
4C	Inspection and Reporting	D.P.W. and Planning Board		Continued inspections and distribution of informational brochures. Planning Board now distributing NOI information to all developers and builders who alter more than one acre.	Continue inspections as needed and distribution of informational brochures. Inform local contractors of impending ordinance and explain its implications.
Revised					
Revised					
Revised					

4a. Additions

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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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5A	Post Construction Runoff Ordinance	Planning Board	Draft Post Construction Runoff Ordinance	Further review by Town Counsel required. By-law not ready in time for spring warrant.	Completion of review by town counsel and presentation to Town Meeting for approval.
Revised					
5B	Construction Site Plan Review	D.P.W. and Planning Board	Continue to enforce current regulations	Continuation of inspections of construction sites. Enforcement stepped up with assistance of Conservation Commission and Building Commissioner.	Continuation of last year's activities. Formulate review methods to be approved under new ordinance.
Revised					
5C	Inspection Reporting	D.P.W. and Planning Board and Building Inspector		Continued monitoring current developments and construction sites for compliance with storm water regulations. Developed check list to be used under new computerized permitting system through MUNIS software. Inspected site copies of SWPPP's on large construction sites for accuracy and follow through. Met with contractors and educated them on SWPPP methodology.	Finalize computerization of inspection reporting and permitting. Implement new system of checks and balances.
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies	Spill containment and cleanup training held on May 17, 2006. Emphasis given on clean ups at service building and at job site. Trucks outfitted with spill kits and/or absorbent blankets.	Continuation with housekeeping training through consultant to be presented to DPW staff personal in June of 2007.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training	Additional training session in Pollution Prevention Training given to DPW staff personal on May 17, 2006.	Continuation of employee training in good housekeeping methods.
6C Revised	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement	No action. (Permit valid through 10/29/2005). Continue with use of current Best Management Practices.	Continue with use of Best Management Practices.
6D Revised	Pest Control	D.P.W.	Train and license employee	Employee license renewed. No preventative applications. Pesticide only used on an as needed basis.	Renew employee license and continue as needed applications of limited pesticide.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year	Approximately 50% of all catch basins cleaned. Five employees licensed in operation of catch basin cleaner. 23 catch basins repaired as result on inspections during cleaning.	Continue to clean at least 33% of all catch basins in town. Renew employee licenses to operate equipment.
6F Revised	Street Sweeping Program	D.P.W.	Sweep all roads once per year, collector roads twice.	All roads swept annually in spring months. Arterial routes, parade routes and areas under construction or near new subdivisions swept additionally as needed.	Continue to sweep all roads at least once per year, collector roads at least twice per year. Research options for acquiring new street sweeping vehicle.

6a. Additions

May 01 07 02:43P
 East Longmeadow DPW
 9-525-5413

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6G Revised	Used oil recycling	D.P.W.	Continue collection and recycling of used motor oil	Continued to collect and recycle used motor oil at Knowlton Transfer Station for use as fuel at D.P.W. Service Building.	Continue to collect and recycle used motor oil.
6H Revised	Hazardous Waste Collection	D.P.W. and Board of Health	Annual multi-town event	Held in Wilbraham on 9/16/06. Universal wastes were accepted at Knowlton Transfer Station during operational hours.	Annual collection event to be held in mid September 2007. Collection of Freon containing items, televisions and computer monitors and systems to begin in May of 2007 during operational hours at the Knowlton Transfer Station.
6I Revised	Road salt application	D.P.W.	De-icing alternatives	Researched alternative methods (over traditional salt). Outfitted all sander vehicles (five) with onboard pre-wetting systems to utilize "Ice Ban" product (agricultural byproduct from brewery process). Pre-treated salt pile with Ice Ban which lowers activation temperatures and reduces amount of salt needed on roads.	Continue with Ice Ban applications. Install tank on truck with spreader bar to allow for direct application of liquid Ice Ban product in lieu of treated salt. Determine test area and test direct liquid application method.
6J Revised	Illegal dumping	D.P.W. and Board of Health	Identify locations	Continued enforcement visits with Conservation Commission. Collected waste found on access road to Watchaug Pump Station and with assistance of Police Dept, found violator who subsequently cleaned entire area. Installed 5 no dumping signs. Cleaned up illegal dump site on Favorite Lane and requested extra police patrols in area.	Continue with enforcement visits with Conservation Commission and installation of no dumping signs as needed at illegal dump sites.
Revised					

May 01 07 02:30P East Longmeadow DPW