

Municipality/Organization: **Town of East Longmeadow**

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EPA NPDES Permit Number: **MA-041005**

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MassDEP Transmittal Number: **W-035937**

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Annual Report Number  
& Reporting Period: **No. 5** **April 1, 2008 – March 31, 2009**

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**NPDES PII Small MS4 General Permit  
Annual Report  
(Due: May 1, 2009)**

**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 severe penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:



Printed Name: **Sean P. Kelley**

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Title: **Senior Project Manager**

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Date: **April 28, 2009**

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**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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 7
1A Revised	Classroom Education	D.P.W. School Dept.	Coordinate storm water related curriculum	School department showed reluctance to add program material to school work as emphasis on education based upon MCAS test results. Paper recycling program begun at all Town schools.	Continue recycling program.
1B Revised	Educational Displays	D.P.W.	One display in Town Hall per year	Stormwater and the Construction Industry poster hung in Town Hall. After the storm brochures passed out at DPW offices.	Replace Stormwater and the Construction Industry poster in Town Hall lobby second floor.
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.
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. Environmental Services Guide at DPW offices and Selectmen's office.	Continue passive distribution of The Solution to Stormwater Pollution brochures at Town Hall lobby and DPW office.
1E Revised	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	Hold collection day on September 13, 2008 in East Longmeadow at Fire Station on Somers Road. Collected over 4,700 pounds of hazardous chemicals. Disposal cost of \$3900 paid by weekly trash pickup vendor through contract negotiations. 81 "half cars" and 31 "full cars" were received at collection point.	Hold collection day in September, 2009, possibly in East Longmeadow or Wilbraham.
1F Revised	Local Cable Access	Board of Selectmen	Informational bulletins	After the Storm video shown in August, 2008. Emergency call phone numbers and contacts shown occasionally during non-programming hours.	Continue bulletins regarding Transfer Station, recycling program and emergency contact numbers.

**1a. Additions.**

1G	Environmental Services Guide Booklet	D.P.W./Board of Selectmen	Informational booklet	Thirty page pamphlet updated, printed and distributed at DPW offices to all residents who obtain Transfer Station Sticker and other interested parties. Over 400 additional booklets handed out. Booklet also posted on Town Web Site.	Continue passive distribution of Environmental Services Booklet at Town Hall offices and update as necessary.
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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
2A Revised	Adopt-a-stream program	D.P.W. and Conservation Commission	Encourage and support program.	Continued support of Adopt-a-stream program.	Continued support of Adopt-a-stream program.
2B Revised	Water quality monitoring	D.P.W.	Monitoring activities years 2 through 5	100% of mapped outfalls inspected and photographed. At inspection time, monitoring for illicit discharge.	Continuation and completion of outfall inspections. Continuation of monitoring for illicit discharges. Inspection of cross country water and sewer easements to be made during maintenance events planned for 2009 (eg: brush cutting and mowing where possible).
2C Revised	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.	Send out storm water survey to residents in quarterly water billings.
2D Revised	Community Hotline	D.P.W.	Collect information on illicit discharges	Website page maintained and contact numbers updated.	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 or Boy Scout Eagle Scout candidate.

**3. Illicit Discharge Detection and Elimination**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3A Revised	Mapping outfalls	D.P.W.	Map stormwater outfalls	GIS mapping of stormwater outfalls and underground pipe network 100% completed. Field inspections and photographs 100% complete. Four new laptop computers purchased and installed with G.I.S. data and operating system to assist D.P.W. foremen in the field.	Training of D.P.W. staff persons in Arc-Pad software on mobile laptops to be undertaken. New subdivision stormwater data to be inputted into G.I.S. system through hand held G.P.S. unit.
3B Revised	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan	Illicit discharge plan development under way. Four homeowners notified of illicit connections in March of 2008; one homeowner has rectified problem and remaining three are under review.	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	No Action taken during the reported time period due to change in key personnel within Planning Board and Conservation Commission.	Completion of review by town counsel. Planning Board and Conservation Commission to review proposed By-Laws. Present by-law to Town Meeting for vote if approved by Commissions.
3D Revised	Inform employees, businesses & public	D.P.W.	Publicize ordinances after passage	No Action.	Hold public hearing in conjunction with Planning Board and Conservation Commission 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	Continuation of working with businesses in removal of illicit discharges as they become known.	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.	In-house staff trained on operation of camera system. Funding of \$25,000 at annual Town Meeting for I & I purposes. Trailer purchased and outfitted for camera system with ability to record digitally and print pictures.	Continue training of staff in camera operation and examination of concern areas in Town. Concentration of pipeline examination around Dawes Street Pump Station areas.
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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4A Revised	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	No action taken during the reported time period due to change in key personnel within Planning Board and Conservation Commission.	Completion of review by town counsel. Planning Board and Conservation Commission to review proposed By-Laws. Present by-law to Town Meeting for vote if approved by Commissions.
4B Revised	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.
4C Revised	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. DPW responsible for developing its own SWPPP for all municipal projects.	Continue inspections as needed and distribution of informational brochures. Inform local contractors of impending ordinance and explain its implications.
Revised					
Revised					
Revised					

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5A Revised	Post Construction Runoff Ordinance	Planning Board and Conservation Commission	Draft Post Construction Runoff Ordinance	No action taken during reported time period due to change in key personnel within Planning Board and Conservation Commission.	Completion of review by town counsel. Planning Board and Conservation Commission to review proposed by-laws. Present by-law to Town Meeting for vote if approved by Commissions.
5B Revised	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.
5C Revised	Inspection Reporting	D.P.W. and Planning Board and Building Inspector	Develop system to accurately track progress of building permits	Continued monitoring current developments and construction sites for compliance with storm water regulations. MUNIS permitting software fully functional as of fall 2008.	Continued monitoring of developments, single lot construction and municipal projects.
Revised					
Revised					
Revised					

5a. Additions

5D	Detention Basin Monitoring/Upkeep	DPW. and Planning Board	Develop Detention Basin Map and listing.	Developed GIS mapping of all 52 detention basins in Town. Began extensive research work at Hampden County Registry of Deeds to determine legal ownership and responsibility of maintenance to detention basins. Approximately 15% complete.	Complete legal research as to ownership and responsibilities with review by Town Counsel to determine best method for "forced" maintenance of basins. Develop and implement annual inspection program for detention basins and storm water structures.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 7
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies	Spill containment and cleanup training held on March 5, 2008. 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 late May of 2009.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training	Updated power point presentation for training completed during February of 2009 to be presented to staff in future.	Continuation of employee training in good housekeeping methods. Next training session to be held in late May of 2009.
6C Revised	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement	SWPPP renewed in January of 2009. 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. Have second employee obtain certification.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year	Approximately 35% of all catch basins cleaned. Three employees licensed in operation of catch basin cleaner. 26 catch basins repaired as result of inspections during cleaning.	Continue to clean at least 33% of all catch basins in town. Renew employee licenses to operate equipment. Have five more employees earn catch basin endorsement for license.
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. New sweeper put onto capital budget for FY2011.	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. Financing for new sweeper anticipated in FY 2011.

6a. Additions

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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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 East Longmeadow on 9/13/08. Universal wastes were accepted at Knowlton Transfer Station during operational hours. Collection of Freon containing items, televisions and computer components continues during normal operational hours.	Annual collection event to be held in mid September 2009 with Town of Wilbraham. Collection to be paid for by private waste hauler as part of municipal curb side contract.
6I Revised	Road salt application	D.P.W.	De-icing alternatives	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. No sand used during winter of 2008-2009.	Continue with Ice Ban applications to minimize salt applications.
6J Revised	Illegal dumping	D.P.W. and Board of Health	Identify locations	Continued enforcement visits with Conservation Commission. Collected illegally dumped trash and building debris at cul-de-sacs on Pilgrim Road and Deer Run Terrace. Installed 6 no dumping signs.	Continue with enforcement visits with Conservation Commission and installation of no dumping signs as needed at illegal dump sites. Concentration of illegal dumping along former railroad right of way to be addressed.
Revised					
Revised					

6a. Additions
