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

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

**MassDEP Transmittal Number:** W-035937

**Annual Report Number & Reporting Period:** **Year 7**  
**April 1, 2009 – March 31, 2010**

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

### Part I. General Information

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

Telephone #: 413-525-5400 x1203 Email: skelley@eastlongmeadowma.gov

Mailing Address: 60 Center Square, East Longmeadow, MA 01028

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 13, 2010

**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 7 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities</b>
IA	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.	Continue to attempt to add storm water curriculum in elementary schools.
Revised					
IB	Educational Displays	D.P.W.	One display per year in Town Hall	NPDES informational poster hung in Town Hall lobby outside of DPW offices.	Post Stormwater and the Construction Industry poster in Town Hall lobby.
Revised					
IC	Newspaper Press Releases	D.P.W.	Two press releases in newspaper per year	Article on proposed by-laws was posted on Town web site in multiple areas and released to press explaining the rational behind the by-laws and the effects that would be seen if passed.	After new by-laws voted upon in May, 2010, press release to be drafted and released to local papers explaining new by-law and describing steps to take to adhere to the bylaw.
Revised					
ID	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. Additional 250 Environmental Services Guides distributed.	Continue passive distribution of brochures at public sites. Revise and republish 1000 copies of Environmental Services Guide.
Revised					
IE	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	Held collection at East Longmeadow Fire Department on September 12, 2009 and collected over 40 gallons of hazardous chemicals from residents of East Longmeadow and Wilbraham.	Hold collection day in September of 2010 at East Longmeadow Fire Department with Town of Wilbraham.
Revised					
IF	Local Cable Access	Board of Selectmen	Informational bulletins	Town Meeting Warrant shown for May 17, 2010 date which contains full text of storm water ordinances proposed. All public hearings on storm water ordinance shown on local access network at varied times and dates.	Continue with showing of all public hearings and meetings, with emphasis on storm water ordinances and environmental matters.
Revised					

**1a. Additions**

IG	Environmental Services Guide Booklet	D.P.W.	Informational booklet	Continue passive distribution of Environmental Services Booklet (thirty page edition) at various Town Hall offices.	Scheduled second printing with updated information set for July 1, 2010. Continue with distribution of booklet at Town Hall offices and mailing on an as requested basis.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Adopt-a-stream program	D.P.W. and Conservation Commission	Encourage and support program	Continued support of program. No further action taken.	Continue support of Adopt-a-stream program.
Revised					
2B	Water Quality Monitoring	D.P.W.	Monitoring activities years 2 through 5	D.P.W. employees trained to report any unusual observations to office during training program of March 2010. 100% of outfalls photographed, inspected an inventoried in GIS system.	Continue monitoring outfalls with casual observations by DPW staff and office follow-up.
Revised					
2C	Attitude Surveys	D.P.W.	Storm water survey years 2 and 4	No action taken. Emphasis was spent on development of proposed By-Laws.	No action planned.
Revised					
2D	Community Hotline	D.P.W.	Collect information on illicit discharges	Website page maintained and contact numbers updated due to new phone system and email address.	Maintain website and modify as necessary.
Revised					
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.	No action planned.
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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A Revised	Mapping Outfalls	D.P.W.	Map stormwater outfalls	100% of all storm water outfalls mapped on GIS system and now complete. Add additional outfalls to GIS system as new developments are constructed.	Continue to add new outfalls to GIS system as new developments are constructed.
3B Revised	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3 through 5	Illicit Discharge ordinance approved by Board of Public Works, Board of Selectmen and Planning Board. Public meetings held. Ordinance posted on web site.	On Town Meeting warrant for vote by residents scheduled for May 17, 2010.
3C Revised	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement plan by years 3 through 5	Final Draft approved by Board of Public Works, Board of Selectmen and Planning Board. Public meetings held. Ordinance posted on web site.	On Town Meeting Warrant for vote by residents scheduled for May 17, 2010.
3D Revised	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3 – 5.	Public hearings held with Board of Public Works, Planning Board and Board of Selectmen. Draft ordinances posted on Town Web Site.	Prepare flyers and handouts on new by-laws dependant upon outcome of Town Meeting vote on May 17, 2010.
3E Revised	Failing Septic Systems	Board of Health	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	No action taken.	Continuation of working with businesses in removal of illicit discharges as they become known.
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. Coordinated commencement of town wide study of illicit connections with consultant's assistance.	Continue training of staff in camera operation and examination of concern areas in Town as indicated through study results.

### 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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A Revised	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Final Draft approved by Board of Public Works, Board of Selectmen and Planning Board. Public meetings held. Ordinance posted on web site.	On Town Meeting Warrant for vote by residents scheduled for May 17, 2010.
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 construction sites and developers given stormwater and construction industry brochures.	Continue site plan review and site plan inspections by D.P.W. and Planning Board. Implement new review procedures and requirements if new ordinance is passed at spring Town Meeting on May 17, 2010.
4C Revised	Inspection and reporting	D.P.W. and Planning Board	Continue inspections of construction sites.	Continued site plan review with heavy emphasis on conformance with Phase II regulations. Inspections made to construction sites and developers given stormwater and construction industry brochures. Planning Board now distributing NOI information to all developers and builders who alter more than one acre.	Continue site plan review and site plan inspections by D.P.W. and Planning Board. Implement new review procedures and requirements if new ordinance is passed at spring Town Meeting on May 17, 2010.
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post Construction Runoff Ordinance	D.P.W. and Planning Board	Draft Post Construction Runoff Ordinance	Final Draft approved by Board of Public Works, Board of Selectmen and Planning Board. Public meetings held. Ordinance posted on web site.	On Town Meeting Warrant for vote by residents scheduled for May 17, 2010.
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.	Continuation of last year's activities. Formulate review methods if new ordinance is passed on May 17, 2010.
Revised					
5C	Inspection Reporting	D.P.W., Planning Board & 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 system up and running to expectations providing computerized method of record on inspections.	Continuation of last year's activities. Continue to modify MUNIS computer system as needed if Town Meeting votes on ordinance on May 17, 2010.
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies.	Plan developed to inspect and clean department vehicle wash bay collection system. Oil water separator cleaned twice in 2009.	Continue with inspections and cleaning of wash bay system.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training.	Good housekeeping training held on February 9, 2010 at service building for all DPW employees. Emphasis on general housekeeping and spill prevention.	Continuation with maintenance/housekeeping training through consultant to be held at least once per year, next scheduled for spring 2011.
6C Revised	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement.	Continued with use of Best Management Practices as outlined in most recent SWPPP.	Continue with use of Best Management Practices as outlined in SWPPP.
6D Revised	Pest Control	D.P.W.	Train and license employees.	Employee license renewed. No preventative applications made to municipal properties. Pesticide used on an as needed basis only.	Renew employee license and continue as needed applications of limited pesticide. Continue researching possibility of second employee becoming licensed.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year.	Approximately 30% of all catch basins cleaned. Five employees licensed in operation of catch basin cleaner. 21 catch basins repaired as a result of inspections performed 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 construction activities swept additionally as needed. New sweeper purchased on August 27, 2009 for the amount of \$149,000.00 and is being used to improve sweeping effectiveness.	Continue sweeping all roads once per year, collector roads twice.

**6a. Additions**

6G	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. Collected 516 gallons of oil.	Continue to collect and recycle used motor oil.
6H	Hazardous Waste Collection	D.P.W. and Board of Health	Annual multi-town event.	Held in East Longmeadow at Fire Station on September 19, 2009. Collection paid for through annual contract by curb-side waste hauler. Universal wastes were accepted at Knowlton Transfer Station during operational hours. 21 tons of electronic devices, Freon containing items, televisions and computer components.	Annual collection event to be held in mid September 2010 with Town of Wilbraham in the Town of East Longmeadow.
6I	Road Salt Application	D.P.W.	De-icing alternatives	All sander vehicles (five) outfitted with onboard pre-wetting systems to utilize "Ice Ban" product (agricultural by-product from brewery process). Pre-treated salt supplies with Ice Ban which lowers activation temperatures and reduces amount of salt needed on roads.	Continue with Ice-Ban applications to minimize salt applications.
6J	Illegal Dumping	D.P.W.	Identify locations	Continued enforcement visits with Conservation Commission and Health Department. Collected illegally dumped trash and building debris at cul-de-sac on Deer Park Drive and privately owned woods at end of Benton Drive and Denslow Road. Installed 8 no dumping signs at various locations.	Continue with enforcement visits with Conservation Commission and Board of Health and installation of no dumping signs where deemed necessary.

**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 <sup>7</sup> (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				N/A	
Revised					

**7a. Additions**


**7b. WLA Assessment**