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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 9**
April 1, 2012 – March 31, 2012

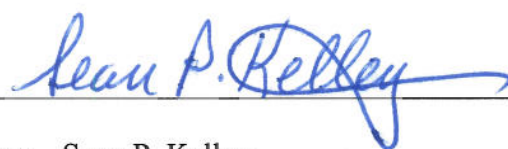
NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)

Part I. General Information

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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 25, 2012

Part II. Self-Assessment

2/A

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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.	Continue to attempt to add storm water curriculum in elementary schools.
1B Revised	Educational Displays	D.P.W.	One display per year in Town Hall	NPDES informational poster in lobby of main entrance to Library.	Post Stormwater and the Construction Industry poster hung in Town Hall lobby outside of DPW offices.
1C Revised	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 rationale behind the by-laws and the effects that would be seen if passed. Rules and Regulations for Management of Storm Water (regarding approved By-Laws) was printed in the Reminder in February, 2012.	Printing in Reminder newspaper of By-Laws regarding Rules and Regulations for Detention Basins planned for April/May of 2012. Informational article to be arranged with Reminder on stormwater.
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. Additional 100 Environmental Services Guides distributed at Library Information Desk.	Continue passive distribution of brochures at public sites. Revise and republish 1200 copies of Environmental Services Guide. New information on composting to be added as well as reference to new Stormwater By-Laws.

1E Revised	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	The Board of Health once again hosted the Hazardous Waste Day on 9/4/2011. The regional event was a big success, and 5,760 gallons of hazardous waste was collected. The event was free to residents, and East Longmeadow's portion of the disposal costs was paid for by Allied Waste/Republic Services as part of the Board of Health's agreement with the hauler.	Hold collection day on September 10 of 2011 at East Longmeadow Fire Department with Town of Wilbraham, Longmeadow, Hampden and Ludlow.
1F Revised	Local Cable Access	Board of Selectmen	Informational bulletins	Town Meeting Warrant shown for September 26, 2011 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. Repeats of Special show on detention basins in East Longmeadow aired throughout the year.	Continue with showing of all public hearings and meetings, with emphasis on storm water ordinances and environmental matters.

1a. Additions

1G	Environmental Services Guide Booklet	D.P.W.	Informational booklet	Continue passive distribution of Environmental Services Booklet (thirty page edition) at various Town Hall offices. One hundred additional copies distributed at Town Library Information Services Desk.	Scheduled second printing with updated information set for July 1, 2012. Continue with distribution of booklet at Town Hall offices and mailing on an as requested basis.
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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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A Revised	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.
2B Revised	Water Quality Monitoring	D.P.W.	Monitoring activities years 2 through 5	Continue monitoring outfalls with casual observations by DPW staff and office follow-up. Investigate hydraulic fluid spill that occurred in March, 2012 on Windham Drive and coordinate cleanup.	Continue monitoring outfalls with casual observations by DPW staff and office follow-up.
2C Revised	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.
2D Revised	Community Hotline	D.P.W.	Collect information on illicit discharges	Maintain website and modify as necessary.	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.	Met with Alex Cotter, President of High School Environmental Club to discuss catch basin marking program during spring of 2012.	Assist Environmental Club with new catch basin marking program. Design and pay for stencils.
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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 9 (Relyance 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. Engaged firm of Tighe & Bond to investigate and report on I & I issues.	Continue to monitor illicit discharges. Move forward with construction bid for I & I related repairs to sanitary sewer system with emphasis on cross country pipelines.
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. Town Meeting held on September 26, 2011 passed final version of By-Laws. Attorney General for the Commonwealth of Massachusetts approved By-Laws in late December, 2011.	Train newly appointed Storm Water Inspector in spring and early summer of 2012. Emphasis will be placed on adherence to By-Laws and Rules and Regulations which have been passed by the Board of Public Works.
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. Proposed Rules and Regulations posted on website. Board of Public Works approved Rules and Regulations for Management of Stormwater on January 23, 2011. Publication of rules in the Reminder newspaper in February, 2012..	Prepare flyers and handouts on new By-Laws and Rules and Regulations. Invite cable television station to interview D.P.W. staff for a new stormwater television special.

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	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. 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.
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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 9 (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. Town Meeting held September 26, 2011 passed By-Laws by majority vote.	Prepare flyers and handouts on new By-Laws and Rules and Regulations. Invite cable television station to interview D.P.W. staff for a new stormwater television special.
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.
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 to comply with recently approved By-Laws and Rules and Regulations.
Revised					
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A Revised	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. Town Meeting held on September 26, 2011 passed By-Law. Board of Public Works adopted new Rules and Regulations on January 23, 2012 for the Management of Stormwater. Rules and Regulations were published in the Reminder newspaper in February, 2012.	Prepare flyers and handouts on new By-Laws and Rules and Regulations. Invite cable television station to interview D.P.W. staff for a new stormwater television special.
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.	Continuation of last year's activities. Formulate review methods for newly passed By-Laws and Rules and Regulations. Allow Storm Water Inspector to participate in planning activities and pre-construction review of plans.
5C Revised	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.
6C Revised 2/2012	Homeowners Association Involvement	D.P.W.	Assist Home Owners Associations with By-Law Compliance on post construction stormwater	Prepared listing of all storm water basins in Town. Met with the Nottingham Meadows HOA on 11/9/11 and discussed proper maintenance of stormwater basins located in their development to comply with new by-laws.	Continue assisting Homeowner's Associations with compliance of Stormwater By-Laws and Rules and Regulations as time and resources permit.

Revised							
Revised							

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 9 (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 three times in 2011.	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 January 17, 2012 at service building for all DPW employees. Emphasis on general housekeeping and spill prevention. Attended "Small MS4 Stormwater General Permits and Low Impact Development Training Clinic" in Holyoke, MA on June 22, 2011.	Continuation with maintenance/housekeeping training through consultant to be held at least once per year, next scheduled for spring 2013.
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
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year.	Approximately 25% of all catch basins cleaned. Five employees licensed in operation of catch basin cleaner. Approx 25 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 is being used to improve sweeping effectiveness.	Continue sweeping all roads once per year, collector roads twice. Train and license additional employees on street sweeper.

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 430 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 10, 2011 and 5,760 gallons of hazardous waste collected. Collection paid for through annual contract by curb-side waste hauler. Universal wastes were accepted at Knowlton Transfer Station during operational hours. 254 items of electronic devices, Freon containing items, televisions and computer components were collected at the transfer station during the year.	Annual collection event to be held in September 2012, with Towns of Wilbraham, Ludow, Hampden and Longmeadow 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 on roadsides throughout the year.	Continue with enforcement visits with Conservation Commission and Board of Health and installation of no dumping signs where deemed necessary.