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**Municipality/Organization:** Town of Hatfield

**EPA NPDES Permit Number:** MA 04-1010

**MaDEP Transmittal Number:** W-036303

**Annual Report Number  
& Reporting Period:** No. 9: May 1, 2011 – April 30, 2012

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Phil Genovese **Title:** DPW Director

**Telephone #:** 413-247-0499 **Email:** [dpwdirector@townofhatfield.org](mailto:dpwdirector@townofhatfield.org)

#### 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:** Jan Adamski

**Title:** Hatfield Board of Selectmen, Chairman

**Date:** \_\_\_\_\_

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

The Town of Hatfield, Massachusetts has continued its ongoing Phase II Program. Additional mapping of the Hatfield drainage system is an ongoing process, and the DPW continues to map outfalls and structures that were not previously on the master drainage system plan. Mapping is approximately 95% complete within the Urbanized Area (UA). Town departments have continued to have discussions with GIS representatives with hopes of mapping additional Town infrastructure as budget allows.

Changes were made during past years to the Hatfield Stormwater Management Zoning Bylaw and adopted by the Zoning Board. These changes reflect current EPA Rules and Regulations and require typical Best Management Practices (BMPs) to be employed during project design and construction. Bylaws also require site plan review and several onsite inspections throughout the construction process. An Illicit Discharge Program was also developed during past years and incorporated into the Hatfield DPW Rules and Regulations. Enforcement of rules and bylaws continues by the appropriate Town department as necessary. Should any complaints regarding illicit discharge or stormwater complaints be received, the appropriate Town department follows up on the complaint and takes measures to address the problem if required.

Public education flyers and participation events continue to provide information about stormwater pollution and mitigation efforts while allowing interested volunteers to gain additional stormwater-related knowledge. Finally, good housekeeping techniques such as catch basin cleaning and street sweeping are performed as required, beginning in high priority areas such as commercial areas and areas prone to sediment accumulation, and progressing through lower priority areas.

In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town has determined that our municipality is in compliance with all permit conditions.



**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 9</b>	<b>Planned Activities – Next Permit Term</b>
IA Revised	Educational displays	DPW / James Reidy DPW	Poster / town hall Display Educational Display at Town Hall	A stormwater brochure was made available at the Town Hall as outlined under BMP 1D. No display was set up this year due to budget constraints.	Continue to provide educational material for the public at the Town Hall. Review opportunities for additional brochures and flyers in conjunction with BMP 1D.
IB Revised	Community Website & Hotline	DPW / James Reidy DPW	Number of calls Stormwater information posted on the Town website	The website is currently undergoing a formatting change to include additional information.	The website is currently undergoing a formatting change, and will include additional information such as links to applicable bylaws and links to applicable EPA and DEP websites.
IC Revised	Local Cable Access	DPW / James Reidy DPW	Informational bulletins 2 Informational Bulletins per year Meet with other organizations on stormwater related items	The DPW meets with the Board of Selectmen, Planning Board, Conservation Commission and other Town boards and departments on stormwater as necessary. Selectmen meetings are televised on the local cable access channel as available.	Continue to work on informational bulletins. Provide 2 bulletins to the Local Cable Access TV Channel.
ID Revised	Informational Pamphlets	DPW / James Reidy DPW	Mailing to households Provide informational flyers to residents	An educational stormwater brochure was made available at the Town Hall. Brochures typically cover hazardous waste, fertilizer usage, illicit discharge information, pet waste disposal, and general stormwater facts applicable to the average homeowner. No mailings were made due to budget constraints.	Continue to make informational pamphlets available to the public at the Town Hall. Review opportunities for new pamphlets and perform a mass mailing as budget allows.
IE Revised	Hazardous Waste Collection Day	DPW / James Reidy DPW	Participation by residents 1 HHW collection day available per year	Hatfield participated in Northampton's HHW Collection Day in May 2011. Informational handouts and applications were made available at the Town Hall & the Transfer Station.	Hatfield will participate in Northampton's HHW Collection Day in May 2012. Continue to make informational handouts and applications available to the public.

### 1a. Additions.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
1F Revised	Healthy Lawns and Landscapes	DPW / James Reidy DPW	1 Workshop per year	Due to budgetary constraints, the Healthy Lawns and Landscapes workshop was not held this year.	Offer educational workshops to the public pending available budget and manpower.

### 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
2A Revised	Adopt-A-Stream	DPW James Reidy DPW	Scout troops involvement Host 1 event per year	Worked with local Cub Scouts as part of a Fall cleanup program to continue the Source to Sea program removing trash and debris from various locations along the Connecticut River banks.	Continue to plan cleanup efforts along the Connecticut River banks with local Cub Scouts as time and budget allow.
2B Revised	Community Hotline	DPW James Reidy DPW	Number of calls Contact information posted on Cable TV and website	Contact information for each Town department and board is posted on the Town website and periodically posted on the local cable access channel. Calls received from the public are handled as outlined in BMPs 3F and 4E.	Continue to provide contact information on the cable channel and Town website.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
3A Revised	Mapping of Outfalls Mapping Stormwater Outfalls	DPW / B Lehmann / W Young DPW	50% 2003, 75% 2004, 100% 2005 Map all urbanized area outfalls by Year 5	Approximately 95% of the Town's urbanized area outfalls and drainage system has been mapped to date.	Continue to gather information on the Town's drainage system and add to the master plan as information is acquired.



BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
3B Revised	Develop Illicit Discharge Program	DPW / W Young DPW	Draft year 3, vote year 4, implementation year 5 New bylaw by year 5	Continued enforcement of the Illicit Discharge Program, developed during previous years with the Pioneer Valley Planning Commission.	Continue enforcement of the Illicit Discharge Program.
3C Revised	Non-Stormwater Ordinance Non-Stormwater Bylaw	DPW / Health Department / Building Department	Vote year 3, implementation years 4 and 5 New bylaw by year 5	A bylaw was adopted as part of the zoning bylaws that prohibits non-stormwater discharges into the MS4, surface waters and groundwater.	Continue enforcement of the bylaw prohibiting illicit discharges to the MS4 and other waters.
3D Revised	Illegal Dumping	DPW / Health and Building Department DPW, Police, Board of Health	Decrease in items by year 5 Track illegal dumping complaints	The Town DPW, Police, and Board of Health have worked together to identify illegal dumping activities and fine those responsible. DPW has picked up the illegally dumped trash and signs have been posted in problem dumping areas.	Continue efforts to identify illegal dumping activities and fine those responsible. More signs will be placed in problem areas.
3E Revised	Recreational Wastewater	DPW	No illegal dumping Illicit discharges removed within 1 year of discovery	Hatfield residents are allowed to dump their Recreational Vehicle wastewater, free of charge, at the Town's Wastewater Treatment Facility.	Continue to assure that Hatfield residents are able to use the Town's Wastewater Treatment Facility for disposal of RV wastewater.

**3a. Additions.**

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 – Next Permit Term
3F Revised	Establish a Procedure for Receipt of Public Complaints	DPW	Receive and follow-up on public complaints	Calls to the DPW regarding suspected illicit discharges are investigated by DPW personnel. Appropriate follow-up actions are taken, including contacting other Town departments such as the Board of Health if required.	Continue to follow-up on any calls or complaints received.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
4A	Construction Runoff Ordinance	Planning Board / Corey Bardwell / DPW	Town By-Law Adopted May 2003	The Town adopted a "Stormwater Management" bylaw as part of the zoning bylaws on May 13, 2008, as well as several other provisions of the zoning bylaws that govern erosion controls. In part, bylaws require projects disturbing greater than 1 acre to provide erosion control devices during construction to prevent erosion of the project area and sedimentation of the MS4 and/or surface waterbodies.	Continue to enforce the "Stormwater Management" bylaw requirements, as well as other zoning bylaws governing erosion protection.
Revised	Construction Stormwater Control Bylaw	Planning Board	Stormwater Management bylaw adopted		
4B	Plan Review	Planning Board / Corey Bardwell / DPW	Specifications	The "Stormwater Management" bylaw requires that projects disturbing more than one acre submit a stormwater management plan to the Planning Board for review and approval. The Planning Board and Conservation Commission then conduct a review to ensure the project design is acceptable.	Continue to perform site plan review as outlined in the "Stormwater Management" bylaw.
Revised		Planning Board / Conservation Commission	Conduct site plan reviews		
4C	Inspection/ Reporting	DPW / Health & Building Department	Annual report filed	The "Stormwater Management" bylaw requires several on-site inspections be performed. Inspections include an initial inspection prior to plan approval and an erosion control inspection to ensure erosion control practices are in place and functioning. The Zoning Board or other applicable Town department will conduct the above inspections as needed.	Continue to perform onsite inspections as outlined in the "Stormwater Management" bylaw.
Revised	Perform On-Site Inspections	DPW, Planning Board, Conservation Commission, Zoning Board			
4D	Building Permit Requirement	Planning Board / Building Department	Site visits of property	Project plans are reviewed as outlined in BMPs 4B and 5B, while site visits are conducted as outlined in BMPs 4C and 5E.	Continue conducting plan reviews and site inspections.
Revised					



4a. Additions.

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 – Next Permit Term
4E Revised	Establish a Procedure for Receipt of Public Complaints	DPW	Receive and follow-up on public complaints	Calls to the DPW regarding construction and erosion complaints are investigated by DPW personnel. Appropriate follow-up actions are taken, including contacting other Town departments such as the Zoning Board and Conservation Commission if required.	Continue to follow-up on any calls or complaints received.

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	Planned Activities – Next Permit Term
5A Revised	Post Construction Runoff Ordinance  Post Construction Stormwater Control Bylaw	Master Planning Committee / Planning Board Zoning Board	Town By-Law  Stormwater Management bylaw adopted	The Town adopted a "Stormwater Management" bylaw as part of the zoning bylaws on May 13, 2008. In part, the bylaw requires projects disturbing more than one acre to maintain post development peak discharges for up to the 10-year storm at pre-development rates. The bylaw also outlines several best management practices such as infiltration and groundwater recharge.	Continue to enforce the "Stormwater Management" bylaw requirements.
5B Revised	Construction Site Plan Review  Plan Review	Planning Board / Conservation Commission	Ordinance adopted May 2003  Conduct site plan reviews	The "Stormwater Management" bylaw requires that projects disturbing more than one acre submit a stormwater management plan to the Planning Board for review and approval. The Planning Board and Conservation Commission then conduct a review to ensure the project design is acceptable.	Continue to perform site plan review as outlined in the "Stormwater Management" bylaw.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
5C Revised	Stormwater System Maintenance Plan	DPW / James Reidy	By-Law adopted 4th year Require an inspection and maintenance agreement	Prior to issuing a construction permit, the Planning Board requires that an inspection and maintenance agreement be prepared to ensure proper maintenance of the stormwater system. This agreement requires that the system be adequately maintained and repaired as needed, and that a maintenance schedule be developed.	Continue to require inspection and maintenance agreements be prepared and followed as required under the "Stormwater Management" bylaw.
5D Revised	Training of Town Officials Training for Town Staff on New Bylaw	DPW / Master Planning Committee	Annual event Town staff training provided	Applicable Town department staff has been made familiar with the "Stormwater Management" bylaw, in particular, the Zoning Board, Planning Board, Conservation Commission, and Department of Public Works.	Update applicable staff on bylaw changes should any be made. If

**5a. Additions.**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Next Permit Term
5E Revised	Perform On-Site Inspections	DPW, Planning Board, Conservation Commission, Zoning Board	New By-Law to be adopted in Year 5. Stormwater Management bylaw adopted	The "Stormwater Management" bylaw requires several on-site inspections be performed. Inspections include a construction inspection to ensure proper construction and a final inspection to ensure that the system is functioning properly. The Zoning Board or other applicable Town department will conduct the above inspections as needed.	Continue to perform onsite inspections as outlined in the "Stormwater Management" bylaw.



## 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	Planned Activities – Next Permit Term
6A Revised	Municipal Maintenance Activity Program	DPW / James Reidy DPW	Monitor compliance and revise policies	In-house DPW meetings were held to discuss the Municipal Maintenance Activity Program as part of routine operations. DPW staff and additional Town departments coordinate as necessary.	Continue to hold periodic meetings and make progress on the Municipal Maintenance Activity Program.
6B Revised	Training of All Municipal Employees	DPW / Selectmen	Annual training session 1-5	DPW employees received annual stormwater training as part of their training procedures during routine operations. In part, training included pollution prevention techniques, stormwater system cleaning procedures, etc.	Continue DPW employee training program.
6C Revised	Stormwater Pollution Prevention Plan / MSGP	DPW	(none listed) SWPPP for Transfer Station & Highway Garage in Year 1	A SWPPP has been completed for the Transfer Station & Highway Garage. SWPPP procedures were followed during facility operations.	Continue to enforce the SWPPP and update the document as needed. Conduct employee training for pollution prevention and good housekeeping.
6D Revised	Catch Basin Cleaning Program	DPW	33% of town each year Clean 33% of Town catch basins each year	Catch basins were cleaned during the Spring of 2012 by an outside cleaning service, with the high priority downtown area cleaned more frequently.	Continue the current catch basin cleaning program. Clean high priority basins more frequently as needed.
6E Revised	Street Cleaning Procedures Street Sweeping and Cleaning	DPW / Hwy / Bill Young DPW	Internal audit Sweep streets each year	Streets were swept as necessary during the Spring of 2012, with the high priority downtown area swept more frequently.	Continue the current street sweeping program. Clean high priority streets more frequently as needed.

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 9	Planned Activities – Next Permit Term
7A	TMDL for Receiving Waters	DPW / Master Planning Committee	Testing	Periodic meetings were held between the DPW and Planning Board to discuss development of a strategy to meet the TMDL considering existing management program and available resources. The next steps for developing a water quality strategy are pending the reissuance of the Phase II Permit.	Review the pending Phase II Permit and develop an implementation strategy to meet applicable TMDLs goals as necessary.
Revised	Evaluate TMDL Studies & Status of Town BMPs to Address Impaired Waters	DPW	Summary of pollution prevention efforts, future needs, and responsible parties.		

**7b. WLA Assessment**

The MADEP final 2010 303(d) Integrated List of Waters lists two waterbodies within Hatfield: the Mill River (MA34-24), listed as a Category 2 (Attaining Some Uses; other Uses Not Assessed", and the Mountain Street Reservoir (MA34056), listed as a Category 3 (No Uses Assessed). Neither waterbody is listed as requiring a TMDL. Waterbodies listed under the MADEP draft 2012 303(d) Integrated List of Waters remains the same for Hatfield.

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

Hatfield has completed a map of approximately 95% of all outfalls located within the Urbanized Area.

**Part V. Program Outputs & Accomplishments**

**Programmatic**

Stormwater management position created/ staffed	(y/n)	N
Annual program budget/ expenditures	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc.)		



**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ Days sponsored	(#)	1
▪ Community participation	(# or %)	
▪ Material collected	(tons or gal)	
School curricula implemented	(y/n)	N

**Legal/Regulatory**

	In Place Prior to Phase II	Under Review	Drafted	Adopted
<b>Regulatory Mechanism Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
<b>Accompanying Regulation Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	95%

Mapping method(s)	(%)	95%
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#)	
% of population on sewer	(est. gpd)	
% of population on septic systems	(%)	
	(%)	

**Construction**

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

**Post-Development Stormwater Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restriction, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	
Storm drain cleaned	(L.F or mi.)	
Qty. of cleanings /debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown



Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	(location)
Cost of cleanings 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)

### Water Supply Protection

Stormwater outfalls to public water supplies eliminated or relocated	(# or y/n)
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	(# or y/n)
▪ Treatment units induce infiltration within 500-feet of a wellhead protection area	(# or y/n)