

Municipality/Organization: Town of Hampden

EPA NPDES Permit Number: MAR041009

MaDEP Transmittal Number: W-035925

Annual Report Number & Reporting Period: No. 11:
April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Flynn **Title:** Selectman

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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: John D. Flynn

Title: Chairman, Board of Selectmen

Date: 4-29-2014

Part II. Self-Assessment

REPORT OF THE STORMWATER COMMITTEE

In March of 2003, the Town of Hampden submitted a Notice of Intent and a five year Stormwater Management Program as required by the U.S. Environmental Protection Agency (EPA). The Program consists of various tasks and timelines which address 6 Minimum Controls as outlined by the EPA. Since that time, the Town has addressed the 6 minimum control standards, with significant input from a Stormwater Committee.

The Committee forwarded the goals of EPA's 6 Minimum Controls by implementing tasks delineated in Notice of Intent/Stormwater Management Program. Many of the tasks started by the Committee continue to be implemented by others, including the Highway Department, Board of Health, Board of Selectmen and teachers at the Thornton Burgess Middle School. The stormwater-related bylaws have been enacted and are being enforced by the Town.

The effort and dedication of the Committee and Community volunteers as well as Town staff make this program a success.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A Revised	Educational Displays	Board of Health (Stormwater Committee)	One display at municipal building per year. Year 1-5	Posted large poster on stormwater and the construction industry in town hall.	Change poster in town hall annually
1B Revised	Educational Pamphlets	Board of Health (Stormwater committee)	One town-wide mailing per year. Year 1-5	Made “10 Things You can Do to Prevent Stormwater Runoff Pollution” educational bookmarks available to the public at the library. Made Stormwater crossword puzzle available at Senior Center and in Town Hall.	Continue to educate the public by providing educational information at public locations
1C Revised	Classroom Education	School Department	One Stormwater topic per year minimum (4 th through 6 th grade) Year 1-5 Changed grades to 7 th through 8th	Incorporated water quality into curriculum for grades 7 and 8. 7 th Grade topics included Water Erosion and Water Quality Monitoring. 8th Grade topics include Environmental Action 5 th graders participated in the 2013 Bay State Children’s Water Festival at Holyoke Community College on June 6, 2013.	Continue to teach Stormwater topics through future years and modify as necessary.
1D Revised	Community Website & Hotline	Board of Selectman	Post information and link to DEP Website	Posted Stormwater Committee information on Town Website along with a committee list, links to MassDEP and EPA websites, and household, construction and commercial –related educational information. A seasonal lawn care article was added to the site in 2014.	Update web page annually as necessary.
1E	Hazardous Waste Collection Day	Board of Health	Publicize and support annual 5-town collection event.	Published press release for Hazardous Waste Collection day which was held on September 21, 2013. This event	Continue to support a hazardous waste collection day.

Revised				included East Longmeadow, Longmeadow, Hampden, Ludlow and Wilbraham. During the event approximately 207 gallons of waste were collected from approximately 19 vehicles from Hampden. The Town also advertised and hosted two Pharmaceutical Drug Take Back Days. 75 pounds of drugs were collected from the April 27 and October 26, 2013 events.	
Revised					

1a. Additions

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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Adopt-a-Road	Board of Health/DPW	Support Annual pickup of urban area roads, year 1-5	Adopt –a –Road program held a successful cleanup event on May 18, 2013. Various civic groups participated, including Girl Scouts, Boy Scouts, the VFW, Fire Department, Lumberjack Club and Lions Club. Forty-five 16-gallon bags of trash were collected from Hampden roadways.	Continue Adopt -a-Road program
Revised					
2B	Storm Drain Stenciling	DPW	Form program, Target 10% of Town’s catch basins annually, year 1-5.	DPW identified 240 catch basins in affected area. The Hampden DPW enlisted the help of the Boy Scouts of America to stencil 240 catch basins in years 1 through 5. The catch basins were re-stenciled in 2010 as part of an Eagle Scout project	Scheduled additional catch basin stenciling as needed
Revised					

2C	Stormwater Committee	Planning Board	Initiate and set agenda year 1. Administer SMP year 2-5	The Hampden Stormwater Committee was formed in September 2003 by The Planning Board. The committee is made up of seven volunteers from the community, Planning Board, Conservation Commission, DPW, and School Department. The committee met as needed to administer the SMP and related stormwater issues.	Continue to develop and administer the Town's SMP and monitor stormwater related activities.
Revised					
2D	Attitude Survey	Planning Board	1 st survey to set baseline year 2. 2 nd survey to measure progress and awareness in year 5.	Survey was developed and results analyzed in year 6. No further surveys are proposed at this time.	
Revised					

2a. Additions

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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	Mapping Stormwater outfalls	DPW	Compile map year 1. Field inspect /verify 25% of outfalls annually year 2-5.	Mapped all outfalls on Town map and continued field verification/inspection. With the assistance of local Eagle Scouts, outfalls were verified and a detailed report with photographs, condition, size and type was compiled. Outfalls at all bridges were inspected and photographed in fall of 2012.	Continue field verification of outfalls and correct map as needed. Identify and disconnect any illicit discharges/connections.
Revised					
3B	DPW Employee Education	DPW	Training under BMP #6C year 1 to recognize Illicit discharges. Annual refresher years 2-5.	DPW employees receive a refresher course each spring on illicit discharges, common signs of contamination in catch basins and actions to follow if such contaminants are found.	Annual refresher and expanded training as necessary.

Revised					
3C	Non-Stormwater discharge ordinance.	Board of Health/Planning Board	Evaluate existing procedures Year 1. Draft by-law Year 2. Proposed for adoption Year 3. Enforce Years 4-5.	By-law approved at April 25, 2005 Town Meeting. Implemented and monitored new illicit discharge bylaw.	Continue to monitor and implement illicit discharge bylaw. The bylaw was used to address 2 violations.
Revised					
3D	Develop Illicit Discharge Plan	Board of Selectman	Evaluate and draft plan year 1. Propose for adoption Year 2. Implement Years 3-5.	Evaluated existing requirements regarding discharges to Stormwater system. Inspected outfalls. Developed Notices to inform property owners of identified illicit discharges. Issued notices and follow-up for removal of illicit discharges.	Continue inspections, issuing notices and follow-up on identified illicit discharges.
Revised					
Revised					

3a. Additions

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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Runoff Ordinance	Planning Board	Evaluate Existing Regulations Year 1. Draft revisions Year 2. Propose for adoption Year 3. Enforce Years 3-5.	Developed an erosion control bylaw for construction and post construction activities. Erosion and Sediment Control for Stormwater Management Bylaw was approved at April 28, 2008 Town Meeting. Implemented and monitored new erosion control bylaw.	Continue to implement and monitor new Erosion and Sediment Control for Stormwater Management bylaw.
Revised					
4B	Construction Plan Review	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Planning Board reviewing construction plans under new Erosion and Sediment Control for Stormwater Management bylaw.	Continue to review construction under new Erosion and Sediment Control for Stormwater Management bylaw.
Revised					

Revised					
4C	Inspection /Reporting	Building Inspector	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaw.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaws.
Revised					
4D	Building Permit Application	Building Inspector	Include requirement for sites >1 acre to supply EPA permit number to trigger notice Year 1.	Require compliance with Erosion and Sediment Control for Stormwater Management bylaw.	Require compliance with Erosion and Sediment Control for Stormwater Management bylaw.
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post Construction Runoff Ordinance	Planning Board	Evaluate current regulations Year 1. Draft amendments Year 2. Propose adoption for Year 3. Enforce Years 3-5.	Reviewed Zoning, Subdivision, Wetlands, and General Bylaws as they apply to construction runoff, sedimentation and erosion. Developed an Erosion and Sediment Control for Stormwater Management bylaw for construction and post construction activities. Bylaw was approved at April 28, 2008 Town Meeting. Implemented and monitored Erosion and Sediment Control for Stormwater Management bylaw.	Continue to implement and monitor new Erosion and Sediment Control for Stormwater Management bylaw.
Revised					

5B	Site Plan Review	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Planning Board reviewing construction plans under new Erosion and Sediment Control for Stormwater Management bylaw.	Continue to review construction under Erosion and Sediment Control for Stormwater Management bylaw.
Revised					
5C	Stormwater System Management Plan	Planning Board	Enforce under existing Town regulations Years 1 and 2. Enforce under adopted bylaw Years 3-5.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaw.	Continuing inspection and reporting under new Erosion and Sediment Control for Stormwater Management bylaws.
Revised					
5D	Training of Town Officials	Board of Selectman	Initial Training on new bylaws Year 3.	No action at this time.	Town officials have incorporated new bylaws into project review, permitting, and enforcement.
Revised					

5a. Additions

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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A	Municipal Maintenance Activity Program	Board of Health	Evaluate and draft additional policies as necessary Year 1. Comply Years 2-5.	Reviewed all new policies and procedures regarding Municipal Maintenance as part of the NPDES requirements. Developed policies for addressing waste oil, educating employees. The waste oil tank was relocated from the salt shed to the DPW garage to facilitate proper usage.	Review and update annually as necessary.
Revised					
6B	Training of Municipal Employees	Board of Health/DPW	Initial training year 2. Annual refresher Years 3-5.	Reviewed all new policies and procedures regarding Municipal Maintenance as part of the NPDES	Initial training with annual refresher training in future years.

Revised				requirements. Employees were informed of the requirements and items they should be able to identify and either correct or report to the Superintendent.	
6C	Stormwater Pollution Prevention Plan	Board of Selectman	Compliance with SWPPP Years 1-5.	Stormwater pollution prevention plan has been developed for the Transfer Station.	Review plan annually and revise as necessary. A Stormwater Pollution Prevention Plan will be developed for the DPW once EPA requirements for highway departments have been finalized.
Revised					
6D	Catch Basin Cleaning Program	DPW	Clean 15% in urbanized area Year 1. Clean 25% of remaining Years 2-5.	At least 25% of catch basins were inspected and cleaned in the urbanized area of Hampden. Materials were properly disposed of within the guidelines of a DEP issued BUD. 100% of streets in the urbanized areas were swept.	Continue to inspect, prioritize and clean catch basins as required.
Revised					

6a. Additions

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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					
Revised					

Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Town continues to inspect outfalls and catch basins, and issues notices and works with property owners to address any illegal discharges into Hampden’s MS4 system.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings 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 ₂ % MgCl ₂ % 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)	