

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

---

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

---

**MassDEP Transmittal Number:** W-035937

---

**Annual Report Number & Reporting Period:** **Year 12**  
**April 1, 2014 – March 31, 2015**

---

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2015)

### Part I. General Information

Contact Person: Robert Peirent

Title: DPW Superintendent

---

Telephone #: 413-525-5400 x1201

Email: robert.peirent@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: Robert Peirent

---

Title: DPW Superintendent

---

Date: April 29, 2015

---

**Part II. Self-Assessment**

### 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	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					
1B	Educational Displays	D.P.W.	One display per year in Town Hall	NPDES informational poster in lobby of main entrance to Library.	New display board to be installed to post stormwater information outside of DPW offices. Post link to draft new NPDES regulations on municipal website.
Revised					
1C	Newspaper Press Releases	D.P.W.	Two press releases in newspaper per year	No action taken.	No action planned at this time.
Revised					
1D	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.	Continue passive distribution of brochures at public sites. Revise website as needed.
Revised					

1E	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	The Board of Health once again held a Hazardous Waste Day. The regional event was held on 9/13/2014 and hosted by Wilbraham at the Minnechaug High School. It was a big success, and 772 gallons of hazardous from East Longmeadow 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 20 of 2015 at Minnechaug High School with Town of Wilbraham, Longmeadow, Hampden and Ludlow.
Revised					
1F	Local Cable Access	Board of Selectmen	Informational bulletins	No action taken.	No action planned.
Revised					

**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.	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 12 (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	Continue monitoring outfalls with casual observations by DPW staff and office follow-up.	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	Maintain website and modify as necessary.	Maintain website and modify as necessary.
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.
----	-----------------------------	--------	--	------------------	--------------------

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	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.
Revised					
3B	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3 through 5	Continue to monitor for illicit discharges. Completed additional camera work for Phase II of I/I project completed and construction documents developed and project put out to bid.	Continue to monitor illicit discharges. Move forward with construction of Phase II of the I/I project with emphasis on cross country pipelines.
Revised					
3C	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement plan by years 3 through 5	Issued the DPW's first permit under our stormwater ordinance and monitored compliance with the permit.	Continue implementation of by-law and enforcement as needed.
Revised					
3D	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3 – 5.	No action taken.	Keep website up to date.
Revised					
3E	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.
Revised					
3F	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.
Revised					

#### 3a. Additions

3G	Inspections of stormwater lines for illicit connections	D.P.W.	Purchase camera system and begin examination of stormwater lines.	Additional in house staff trained on operation of camera system. Continued with televised inspection of the town's sanitary sewer and stormwater system	Continue examination of concern areas in Town.
----	---	--------	---	---	--

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Issued the first permit under the DPW's stormwater ordinance and provided technical review and oversight of stormwater issues on permits issued by the Planning Board and Conservation Commission. Created a separate Town Engineer position to provide more technical review and oversight capabilities to DPW.	Keep website up to date on stormwater ordinance and continue with implementation of bylaw and enforcement. Continue technical review and oversight of stormwater issues on permits issued by the Planning Board and Conservation Commission.
Revised					
4B	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. Created a separate Town Engineer position to provide more technical review and oversight capabilities to DPW.	Continue site plan review and site plan inspections by D.P.W. and Planning Board.
Revised					
4C	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. Created a separate Town Engineer position to provide more technical review and oversight capabilities to DPW.	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					

#### 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 12 (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	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.	Continue with enforcement of bylaw.
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 for newly passed By-Laws and Rules and Regulations.
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.
Revised					
6C	Homeowners Association Involvement	D.P.W.	Assist Home Owners Associations with By-Law Compliance on post construction stormwater	Met regarding stormwater basin on Betterly Lane and ways to improve performance	Continue assisting Homeowner's Associations with compliance of Stormwater By-Laws and Rules and Regulations as time and resources permit. Consider a new course of action to develop a stormwater basin bylaw with support of Homeowner's associations.
Revised 2/2012					
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies.	Continued with inspections and cleaning of vehicle wash bay system. Oil water separator cleaned.	Continue with inspections and cleaning of wash bay system.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training.	Encouraged employees to utilize training received and keep good housekeeping methods in use.	Continuation with maintenance/housekeeping training through consultant to be held annually.
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.	Outside licensed contractors are used as needed. Two employees have signed up for state IPM training and licensing.	Continue to support inhouse staff training and licensing efforts and use outside contractors as needed until licenses are obtained.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year.	Approximately 14 catch basins cleaned. Four employees licensed in operation of catch basin cleaner. Discontinued use of sand to reduce the need for catch basin cleaning.  Approx 24 catch basins repaired as a result of inspections performed by DPW.	Continue to clean at least 33% of all catch basins in Town. Renew employee licenses to operate equipment and train an additional 6 employees for licensure.
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. Installed dog waste bag dispensers and collection area on bike path.	Continue sweeping all roads once per year, collector roads twice. Train and license additional employees on street sweeper. Install additional dog waste bag dispensers.

**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 288 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.	The Board of Health once again held a Hazardous Waste Day. The regional event was held on 9/13/2014 and hosted by Wilbraham at the Minnechaug High School. It was a big success, and 773 gallons of hazardous from East Longmeadow 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. Universal wastes were accepted at Knowlton Transfer Station during operational hours. 198 items of electronic devices, Freon containing items, televisions and computer components were collected at the transfer station during the year.	Hold collection day on September 20 of 2015 at Minnechaug High School with Town of Wilbraham, Longmeadow, Hampden and Ludlow.
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. Periodically adjusted spreader settings to limit application rates.	Continue with Ice-Ban applications when appropriate to minimize salt applications. Install automated salt spreader control system on at least one vehicle to monitor and limit salt application and continue with adjustment of spreader settings to limit application rates.
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.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<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 12</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
Revised				N/A	
Revised					

**7a. Additions**
