TOWN OF HAMPDEN
MASSACHUSETTS

JUL 2 2004

TOWN HOUSE
625 MAIN STREET
HAMPDEN, MA 01036

04

BOARD OF SELECTMEN
Tel. (413) 566-2151
Fax (413) 566-2010

June 17, 2004

RECEIVED
JUN 23 2004
DEP
NORTHEAST REGIONAL OFFICE

Ms. Linda Domizio
1 Winter Street
Boston, MA 02108

RE: NPDES PII 2004 ANNUAL REPORT

Dear Ms. Domizio:

Enclosed is a signed 2004 Annual Report for the Town of Hampden. Should you require any additional information please contact Duane Mosier at 413/566-2151. Thank you.

Sincerely,

Pamela B. Courtney

Pamela B. Courtney
Administrative Assistant

/pbc
Enclosure

Municipality/Organization:

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-

Annual Report Number
& Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Duane Mosier Title: Selectman

Telephone #: 413-566-2151 Email: selectmen@hampden.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: Duane E. Mosier

Printed Name: Duane E Mosier

Title: Selectman

Date: _____

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. One such task, delineated under the Planning Board's responsibility, was the formation of a Stormwater Committee.

News articles requesting volunteers appeared in local papers in July and a Committee was formed in September. The nine member committee consists of members from the Board of Selectmen, Highway Department, Planning Board, School Department, and Citizens of Hampden. Our goal is to protect our natural resources by overseeing the implementation of the Stormwater Program in an efficient and economic manner.

The Committee has been very productive in the past several months and as a result, has completed many of the tasks delineated in Notice of intent. Some of those tasks include: setting up an educational display, sending out educational information to residents, placing stormwater links on the Town Website, stenciling storm drains, compiling existing outfall information.

I would like to take this opportunity to thank the Committee and Community volunteers for their valuable time, effort and dedication which will make this program a success.

Respectfully submitted

Joseph P. Kruzel, Chairman
Duane Mosier
Dana Pixley
Denise Feidler
Steve Libby
Neil Flynn
Jean Hall
Karl Sternberg
Mike Gerrard

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1A	Educational Displays	Board of Health (Stormwater Committee)	One display at municipal building per year. Year 1-5	Posted large poster received from EPA in town hall.	Change poster in town hall annually
Revised					
1B	Educational Pamphlets	Board of Health (Stormwater committee)	One town-wide mailing per year. Year 1-5	Mailed two page article "Protecting Water Quality from Urban Runoff" within a town wide mailing of "The Scantic Scribe" December 2003 issue.	Continue to educate the public by mailing
Revised					
1C	Classroom Education	School Department	One Stormwater topic per year minimum (4th through 6th grade) Year 1-5	Developed and implemented curriculum for grades 6, 7, and 8.	Continue to teach Stormwater topics through year 5 and modify as necessary.
Revised			Changed grades to 6th through 8th		
1D	Community Website & Hotline	Board of Selectman	Post information and link to DEP Website	Posted Stormwater Committee information on Town Website along with a committee Email address, illicit discharge hotline phone number and links to DEP and EPA websites.	Update web page annually.
Revised					
1E	Hazardous Waste Collection Day	Board of Health	Publicize and support annual 5 town collection event.	Published press release on August 27, 2003 for Hazardous Waste Collection day which was held on September 13, 2003.	Continue to support a hazardous waste collection day.
Revised					

Revise d					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2A	Adopt a Road	Board of Health/DPW	Support Annual pickup of urban area roads, year 1-5	Adopt –a –Road program held successful cleanup days on May 17th and May 24th, 2003.	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 DWP enlisted the help of the Boy Scouts of America to stencil 24 of the 240 catch basins.	Scheduled additional catch basin stenciling for 2004.
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, Board of Selectman, Planning Board, Conservation Commission, DPW, and School Department.	Continue to develop and administer the Town's SMP and monitor stormwater related activities.
Revised					
2D	Attitude Survey	Planning Board	1st survey to set baseline year 2. 2nd survey to measure progress and awareness in year 5.	Year 1, not applicable.	
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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 began field verification.	Continue field verification of outfalls and correct map as needed.
Revised					
3B	DPW Employee Education	DPW	Training under BMP #6C year 1 to recognize Illicit discharges. Annual refresher years 2-5.	DPW employees were trained 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	Reviewed Town Bylaws for existing regulations pertaining to Non-stormwater discharges.	Will draft a general bylaw
Revised					
3D	Develop Illicit Discharge Plan	Board of Selectman	Evaluate and draft year 1. Propose for adoption year 2. Implement year 3-5.	Evaluated existing bylaws regarding discharges to Stormwater system.	Draft and propose General Bylaw prohibiting illicit discharges.
Revised					
Revised					

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4A	Construction Runoff Ordinance	Planning Board	Evaluate Existing Regulations year 1. Draft revisions year 2. Propose for adoption year 3. Enforce year 3-5.	Reviewed Zoning, Subdivision, Wetlands, and General Bylaws as they apply to construction runoff, sedimentation and erosion.	Draft revision to existing bylaws.
Revised					
4B	Construction Plan Review	Planning Board	Enforce under existing Town regulations year 1 and 2. Enforce under adopted bylaw year 3-5.	Planning Board reviewing construction plans under existing regulations.	Continue to review construction under existing regulations.
Revised					
4C	Inspection /Reporting	Building Inspector	Enforce under existing Town regulations year 1 and 2. Enforce under adopted bylaw year 3-5.	Continuing inspection and reporting under current bylaws.	Continuing inspection and reporting under current bylaws. Revise upon adoption of new construction runoff bylaw.
Revised					
4D	Building Permit Application	Building Inspector	Enforce under existing Town regulations year 1 and 2. Enforce under adopted bylaw year 3-5.	Continuing to issue building permits under current bylaws.	Continuing to issue building permits under current bylaws. Revise upon adoption of new construction bylaw.
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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 existing bylaws in preparation for draft amendments.	Prepare draft amendments to bylaws for review and comment by Town Departments.
Revised					
5B	Site Plan Review	Planning Board	Enforce under existing Town regulations year 1 and 2. Enforce under adopted bylaw year 3-5.	Continued to review under existing Town regulations.	Continued to review under existing Town regulations.
Revised					
5C	Stormwater System Management Plan	Planning Board	Enforce under existing Town regulations year 1 and 2. Enforce under adopted bylaw year 3-5.	Continued to enforce existing Town regulations.	
Revised					
5D	Trainig of Town Officials	Board of Selectman	Initial Training on new bylaws year 3.	No action at this time.	Develop schedule of town officials as new bylaws are adopted.
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6A	Municipal Maintenance Activity Program	Board of Health	Evaluate and draft additional policies as necessary.	Municipal Maintenance Activity Program is being developed.	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.	No action at this time	Initial training with annual refresher training in years 3-5.
Revised					
6C	Stormwater Pollution Prevention Plan	Board of Selectman	Compliance with SWPPP year 1-5.	Stormwater pollution prevention plan is being developed for the DPW Facility and the Transfer Station.	Review plan annually and revise as necessary.
Revised					
6D	Catch Basin Cleaning Program	DPW	Clean 15% in urbanized area year 1. Clean 25% of remaining years 2	Approximately 150 catch basins were inspected in the affected area of Hampden. Cleaning will commence upon authorization of a BUD permit from the State.	Continue to inspect, prioritize and clean catch basins as required.
Revised					

6a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

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)	