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Municipality/Organization: **Town of Hatfield**

EPA NPDES Permit Number: **MA041010**

2004 MAY 21 A 11:48

MaDEP Transmittal Number: **W-036303**

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: Jim Reidy Title: DPW Director

Telephone #: (413) 247-0499 Email: jreidy@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: James M. Reidy

Title: DPW Director

Date: May 18, 2004

Part II. Self-Assessment

Overall, the Town has done a fair job addressing the goals of the Storm Water Pollution Prevention Plan. Back in September of 2002, I was called to active duty with my National Guard unit. In October of 2002, the Town hired Bryarly Lehmann to fill in as DPW Director while I was away. I returned from active duty and again assumed my duties as DPW Director in September of 2003. This sequence of events resulted in the original SWPPP being prepared by Bryarly and then implemented by me. A significant amount of time was devoted to the learning curve, on Bryarly's and my part.

The Town has done a very good job achieving some of the goals of the SWPPP. For example, the Town has made about 75% progress on a Town-wide drainage map detailing outfalls, pipes, catch basins, culverts, and manholes. On the other hand, the Town did a poor job meeting the Public Education and Outreach goals. To show that the Town intends to do much better in this area, I have filed this report a few weeks late so that I could make a significant effort to address these goals in May of 2004.

To summarize, I feel the Town is on track to meet the SWPPP goals for years 2 through 5. If there are questions or comments regarding this report, please contact me at (413) 247-0499 or at jreidy@townofhatfield.org.

Respectfully submitted,

Jim Reidy
Hatfield DPW Director

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	DPW	1 Educational Display at Town Hall	No Educational Display Posted.	"After the Storm" Brochure posted at Town Hall on 5/16/04
Revised					
1B	Community Website & Hotline	DPW	Stormwater Info on Town Website	No Posting on Town Website	Town will post Stormwater Information on Town Website by 5/31/04.
Revised					
1C	Local Cable Access	DPW	2 Info Bulletins per Year	No Bulletins Posted	2 Bulletins will be posted. First Bulletin was posted on 5/12/04.
Revised					
1D	Informational Pamphlets	DPW	Pamphlets in Town Hall & 1 Mailing	No Pamphlets in Town Hall and no Mailing was done.	Copies of "After the Storm" Brochures available at Town Hall on 5/18/04. The Town will do a Town-wide Mailing in August of 2004.
Revised					
1E	Hazardous Waste Collection Day	DPW	1 HHW Collection per Year	HHW Collection Day Held 11/8/03 in Goshen. 8 Households participated.	Town will hold another HHW Collection Day in the Fall of 2004.
Revised					
Revised					

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-Stream	DPW	1 Event per Year	9/03 Cub Scouts Picked up Trash along banks of Connecticut and Mill Rivers. Approximately 2 miles of Riverbank were done. About 20 children participated.	Cub Scouts plan to do this once a year for Years 2-5
Revised					
2B	Community Hotline	DPW	Hotline posted on Cable TV & Website	Hotline was not posted on Cable TV or Website.	Hotline will be posted on Cable TV and Website by 5/31/04.
Revised					
Revised					
Revised					
Revised					
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	Map 50% of Stormwater Outfalls	About 75% of the Town's Drainage System has been mapped	Complete Mapping of remaining 25% of the Town's Drainage System
Revised					
3B	Develop Illicit Discharge Program	DPW	Draft Plan in Year 3	No Work Done in Year 1	Illicit Discharge Program will be developed after Drainage Mapping is complete
Revised					
3C	Non-Stormwater By-Law	DPW	New Bylaw in Year 3	No Work Done in Year 1	The Town will begin work on a Non-Stormwater By-Law
Revised					
3D	Illegal Dumping	DPW, Police, Board of Health	N/A	DPW, Police, and Board of Health work together to identify dumpers and fine them. DPW picks up illegally dumped trash.	Town plans to increase police presence in Town's watershed area. Town will become stricter when fining dumpers
Revised					
3E	Recreational Wastewater	DPW	N/A	Owners of Recreational Vehicles are allowed to dump their wastewater at the Wastewater Treatment Plant for a small charge	Town will continue allowing RV owners to dump wastewater. There is no plan to increase dumping fees
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 By-Law	Planning Bd, ConComm	Create a Construction Runoff By-Law	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current By-Law to include projects that disturb 1 or more acres of land
Revised					
4B	Plan Review	Planning Bd, ConComm	Review Projects that disturb 1 acre or more	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Plan Review requirements as necessary
Revised					
4C	Inspection / Reporting	Building Inspector	Inspect Projects that disturb 1 acre or more	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Inspection / Reporting requirements as necessary
Revised					
4D	Building Permit Application	Planning Bd, Building Insp	EPA Permit number for projects > 1 acre	5/03 The Town adopted a Stormwater Management By-Law that applies to projects over 5 acres or that create 10,000sf or more of impervious surface	The Town will work to amend the current Building Permit Application as necessary
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5A	Post Construction Runoff By-Law	Master Plan, Planning Bd	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
Revised					
5B	Construction Site Plan Review	DPW, Planning Board	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
Revised					
5C	Stormwater System Maintenance Plan	DPW	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
Revised					
5D	Training for Town Staff on New By-Law	DPW, Board of Selectmen	New By-Law to be Adopted in Year 4	No work done in Year 1	The Town will begin working on a Post Construction Runoff By-Law
Revised					
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	DPW	Program completed in Year 1	No work done in Year 1	The Town will complete a Municipal Maintenance Activity Program
Revised					
6B	Training of Municipal Employees	DPW	Training completed in Year 1	Not done in Year 1	After completion of the Municipal Maintenance Program, Municipal Employees will be trained
Revised					
6C	Stormwater Pollution Prevention Plan	DPW	SWPPP for Trans Sta & Garage in Year 1	SWPPP completed for Highway Garage	Complete SWPPP for Transfer Station
Revised					
6D	Catch Basin Cleaning Program	DPW	Clean 33% of Catch Basins	No Catch Basins Have been Cleaned due to the cleanings being classified as "hazardous waste".	The Town will test the cleanings. Hopefully, they will pass so that the cleanings are not classified as hazardous waste. If so, the Town will clean 33% of the Catch Basins
Revised					
6E	Street Sweeping and Cleaning	DPW	Sweep Streets Each Year	The Town swept all Town roads as necessary in the Spring of 2003	The Town will sweep all Town roads as necessary in the spring of 2004
Revised					
Revised					

6a. Additions