JSM

6/23/06

# TOWN OF HAMPDEN
MASSACHUSETTS

**TOWN HOUSE**
625 MAIN STREET
HAMPDEN, MA 01036

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

SP

June 19, 2006

Thelma Murphy
United States Environmental
Protection Agency
Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

RE: Annual Report

Dear Ms. Murphy:

Enclosed is our Small Municipal Separate Storm Water Sewer System General Permit for 2005. According to the Chairman of our Stormwater Committee, this report was submitted twice last year. He also informed me that the 2006 report will be completed within the next week and will be sent to you at that time. Should you have any questions, please feel free to email me at selectmen@hampden.org or call me at 413.566.2151. Thank you.

Sincerely,

Pamela B. Courtney

Pamela B. Courtney
Administrative Assistant

/pbc
Enclosure
cc: Joe Kruzel, Stormwater Committee

**Municipality/Organization:** HAMPDEN, MA

**EPA NPDES Permit Number:** 1009

**MaDEP Transmittal Number: W-**

**Annual Report Number & Reporting Period:** **No. 2: March 04-March 05**

year-3

# 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: CHAIRMAN, BOARD OF SELECTMEN

Date: June 15, 2006

## 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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 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 one page article "Clean Water is Everyon's Business" within a town wide mailing December 2004 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 | Taught curriculum for grades 6, 7, and 8 topics included Water Erosion and Water Quality Monitoring. | 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. Updated website. | 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 September 2, 2004 for Hazardous Waste Collection day which was held on September 11, 2004. | Continue to support a hazardous waste collection day. |
| 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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 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 15th 2004. | Continue Adopt -a-Road program |
| Revised | | | | | |
| 2B | Storm Drain Stenciling | DPW | Form program, Target 10% of Town's catch basins annually, year 1-5. | Stenciled over 10% of catch basins in urbanized area to read "NO DUMPING" with the assistance of local Eagle Scouts. | Scheduled additional catch basin stenciling for 2005. |
| Revised | | | | | |
| 2C | Stormwater Committee | Planning Board | Initiate and set agenda year 1. Administer SMP year 2-5 | The Hampden Stormwater Committee met throughout the year 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 | 1st survey to set baseline year 2. 2nd survey to measure progress and awareness in year 5. | Developed and mailed survey to town residents. Surveys were collected and filed for future review. | The Stormwater Committee will compile and review results of survey. |
| 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 Year2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 3A | Mapping Stormwater outfalls | DPW | Compile map year 1. Field inspect /verify 25% of outfalls annually year 2-5. | With the assistance of local Eagle Scouts, all catch basins were verified and a detailed report with photographs, condition, size and type was compiled. | 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 | Developed a general by-law prohibiting non-stormwater and illicit discharges. The proposed by-law to be presented at Town Meeting for a vote. | If approved at town meeting, by-law will be implemented and monitored. If not approved the Stormwater Committee will revise as needed for next Town Meeting. |
| 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 illicit discharge plan. |
| 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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 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 for review and comment by town departments. |
| 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

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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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 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. | Develop post construction bylaw for review and comment by town departments. Once complete bylaw to be brought forth at Spring Town meeting. |
| 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. | Continue to review under existing Town regulations pending adoption of proposed bylaw. |
| 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 with regard to stormwater facility operation and maintenance. | Will continue to enforce existing Town regulations with regard to stormwater facility operation and maintenance pending adoption of new requirements. |
| 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

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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 2 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 3 |
|---|---|---|---|---|---|
| 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 has been developed for the Transfer Station. | Review plan annually and revise as necessary. A Stormwater Prevention Plan will be developed for the DPW once DEP 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 | A BUD permit issued by the State DEP for the disposal of catch basin material was received in September. This provided an economic means to dispose of catch basin material. Approximately 150 catch basins were inspected and cleaned in the urbanized area of Hampden. | 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 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|---|---|---|---|---|---|
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

## 7a. Additions

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## 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 | (# )<br>(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<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% 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) | |
| | | |
| | | |