Municipality/Organization: **Town of South Hadley**

EPA NPDES Permit Number: **MAR041020**

MaDEP Transmittal Number: **W-21004665**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Melissa A. LaBonte Title: IPP/Storm Water Coordinator

Telephone #: (413) 538-5040 Email: WWTP@Southhadley.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: Gregory Kereakoglow, P.E.

Title: DPW Superintendent / Town Engineer

Date: 4/28/05

Part II. Self-Assessment

The Town has made progress or completed some activity for the majority of the proposed BMP's for the second year. There was "No Activity" for 3 BMP's with scheduled activity during this year, but this was offset by activity in 3 other areas not originally proposed. The majority of the unscheduled activity was in the areas of By-Law review and the modification of Planning Board and Subdivision regulations. However, this is still an ongoing process, and impacts what can be done in other key areas without the regulatory mechanisms in place. Once the By-Law review and approval process is complete, the Town can then begin the process of developing regulations and procedures to implement and enforce a Storm Water Program.

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
1	Informational Brochures	DPW/ML	Reduce litter and contaminants in system	Modified existing brochure on Roof Leaders & Downspouts to a Fact Sheet to complement completion of I/I Study.	Will post and have copies available at Town Offices.
Revised					
2	Stuffer into sewer bills	DPW /ML	Increased access to information	Press release on proper disposal of O&G at Holidays. Modified existing brochure on Roof Leaders & Downspouts to a Fact Sheet to complement completion of I/I Study.	Will send out Fact Sheet with sewer bills in October 2005.
Revised					
3	Website Development	DPW / ML Cable / TA	Increased access to information	Website was in the process of being redesigned. Expected operational in May 05.	Once available, DPW site will be further developed to include section on Stormwater – general information, requirements, links, local issues, etc.
Revised					
4	Stencile catchbasins	DPW / JB	Reduction of illegal discharges	There was no planned activity scheduled for Year 2.	Will develop stencile and initiate program in key areas.
Revised					
5	School Curricular / flyers	DPW /ML	Increased awareness of requirements	Initiated discussions with the various school principals on various ideas for SW education.	Develop program and initiate PR utilizing school newsletters
Revised					

1a. Additions

21	Lawn & Garden Activities	DPW / ML, JS ConCom	Increased access to information Reduce contaminants in system	Rain Barrel Program for the collection and reuse of Stormwater initiated. Healthy Lawns workshop to reduce pesticide usage planned and promoted	Will be completed on April 23, 2005 with delivery of rain barrels ordered by residents to DPW for pickup. Conduct Healthy Lawns workshop April 28th (with DEP).

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
6	TV spots and postings	DPW / ML Cable / TA	Increase public awareness and access to information	Started postings on community access channel. Initiated discussion and rough drafting of a video on SW in South Hadley Numerous airing of EPA's video "After the Storm".	Continue posting general information on Stormwater Program. Additional airings of EPA video. Finalize and film South Hadley SW Video.
Revised					
7	Public Meetings	DPW / GK Bd of selectmen PlanningBd/RH	Increase public input and awareness	There was no planned activity scheduled for Year 2.	2 Town Meetings scheduled regarding By-Laws. Public meetings to be held on changes to Sub-Division Regulations.
Revised					
8	Neighborhood Watch	DPW / GK	Reduction in illicit discharges	No Activity	There are no planned activities scheduled for Year 3.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
9	Storm System Mapping	DPW / GK	Increased detection of illicit discharges	Maps updated with new construction infrastructure. No activity on existing infrastructure.	Will continue updating with all new construction infrastructure and will reinitiate mapping of existing infrastructure.
Revised					
10	Household Hazardous Waste Collection Depot	DPW / JS	Reduction of nutrient loading in system	One Household Hazardous Waste (HHW) Collection Day 6/04. Expanded this Program to accept HHW from residents who are moving or other emergency situations. Healthy Lawns workshop to reduce pesticide usage planned and promoted.	Conduct Healthy Lawns workshop April 28th (with DEP) HHW day scheduled for 6/05. Program will be increased to 2 days after 1/1/06. Town will participate in one of only a few pilot projects with NERC on diverting prescription drugs/personal care products from wastewaters.
Revised					
19	Review/Amend Town By Law on Storm Water Discharges	DPW / GK	Regulatory control of illicit discharges with punitive measures	By-Law committee established to review / organize all Town By-laws. Review portion complete, and draft additions / amendments being developed as necessary.	Finalize recommendations for Storm Water By-Law(s). Town Meeting on By-Laws
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
11	Review / Amend Town Bylaws	Planning Board / Richard Harris DPW/GK	Increase awareness and compliance by developers	There was no planned activity scheduled for Year 2. By-Law committee established to review / organize all Town By-laws. Review portion complete, and draft additions / amendments being developed as necessary.	Finalize recommendations for Storm Water By-Law(s). Town Meeting on By-Laws
Revised					
12	Subdivision Regulation Modifications	Planning Board / Richard Harris & Conservation Commission	Increase awareness and compliance by developers	There was no planned activity scheduled for Year 2. Committee established and convened several times. Nothing finalize to date.	Expect to finalize SubDivision Modifications and hold Public Meetings.
Revised					
13	Regular Site Inspections	DPW / GK, ML Bld.Insp./CD	Increase compliance, enforcement and penalties	Preliminary discussions with other Depts. to educate so they can incorporate stormwater into their inspections.	Once By-Laws approved, draft regulations regarding policy and procedures for on-site inspections and enforcement.
Revised					
14	Site Plan Review Modifications	Planning Board / R. Harris & Conservation Commission	Increase awareness and compliance by developers	Storm Water Coordinator is now on circulation list for all submittals to the Planning Board. Storm Water Coordinator is now included in the approval process to obtain both building and occupancy permits.	There is no planned activity scheduled for Year 3.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
9	System Mapping	DPW / GK, JB	Increased illicit discharge detection	See Section 3, #9.	See Section 3, #9.
Revised					
13	Regular Construction Site Inspections	DPW / GK, ML Bldg.Insp./CD	Increase compliance, enforcement & penalties.	See Section 4, #13.	See Section 4, #13.
Revised					
14	Site Plan Review Modifications	Planning Board /Richard Harri, ConCom	Increase developer awareness and compliance	See Section 4, #14.	See Section 4, #14.
Revised					
19	Develop Town By Law on discharges from all Town Lands.	DPW / GK, ML	Regulatory control of illicit discharges with punitive measures	See Section 3, #19.	See Section 3, #19.
Revised					
20	Review Planning Board and Zoning Board Regulations	Planning Board / Richard Harris	Increase developer awareness & compliance	See Section 4, # 11 and 12.	See Section 4, # 11 and 12.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
15	DPW Operations Manual	DPW / GK, JB	Increase awareness of personnel	Continue with development as necessary.	Will continue to develop and refine procedures as necessary. Will institute procedures for monitoring of chemicals used by DPW Divisions.
Revised					
16	Catch Basin Cleaning Program	DPW / JB	Reduction in floatables and deposition into system.	No Activity	Establish and commence documentation of catch basin cleaning program.
Revised					
17	Street Sweeping Program	DPW / JB	Reduction in deposition into system.	Log maintained with estimated quantity (cubic feet).	Implement actual scale weighs for 05 season. Change sand/salt ratio from 3:1 to 2:1 to use less sand and reduce sweepings.
Revised					
18	Monitoring of Commercial Establishments in IPP Program	DPW / ML	Closer compliance & monitoring of industrial/ commercial locations.	Addressed under the IPP Program for Significant Industrial User's only.	Once SW Regulations in place will initiate development of inspection and enforcement program for other commercial / industrial locations.
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1	Brochures for public	DPW / ML	Reduction of litter and contaminants into system	See Section 1, #1.	See Section 1, #1.
Revised					
10	Household hazardous waste collection center	DPW / JS	Reduction of nutrients into system	See Section 3, #10.	See Section 3, #10.
Revised					
16	Catch basin cleaning program.	DPW / JB	Reduction of floatables and deposition into system.	See Section 6, #16.	See Section 6, #16.
Revised					
17	Street sweeping program	DPW / JB	Reduction in deposition into system	See Section 6, #17.	See Section 6, #17.
Revised					

7a. Additions

7b. WLA Assessment

No assessment completed.

Part IV. Summary of Information Collected and Analyzed

There was no analysis of storm water, and any information collected has been from responsible parties working on BMP's for the past couple of years.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Yes
Annual program budget/expenditures	($)	Approx. 30K

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	All Residents	(# or %)	~ 16,000
Stormwater management committee established		(y/n)	No
Stream teams established or supported		(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	Supported others efforts	(y/n or mi.)	1.5 miles
Household Hazardous Waste Collection Days			
▪ days sponsored		(#)	1
▪ community participation	Paint/oil recycling 5 days per week	(%)	10
▪ material collected	Paint & Waste Oil Mercury & Batteries	(tons or gal)	Paint >1626 g Oil 3380 g
School curricula implemented		(y/n)	No

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	25
Estimated or actual number of outfalls	(#)	Unknown
System-Wide mapping complete	(%)	30
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	80%
% of population on septic systems	(%)	20%

Construction

Number of construction starts (>1-acre)	(#)	4 SubDiv. 2 Other Cnstr.
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	0
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	5

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	0
Site inspections completed	(# or %)	0
Estimated volume of stormwater recharged	(gpy)	Unknown

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	As Needed
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	As Needed
Total number of structures cleaned	(#)	200
Storm drain cleaned	(LF or mi.)	5 Miles
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		LF, BU Compost

Cost of screenings disposal	($)	Unknown

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2/year
Qty. of sand/debris collected by sweeping	(cubic yards)	1000
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	LF, BU, Compost
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	0

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)			
▪ Fertilizers		(lbs. or %)	
▪ Herbicides	Parks Dept. follows an integrated pest management plan.	(lbs. or %)	
▪ Pesticides	Parks Dept. follows an integrated pest management plan.	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	30% 5% 5% 0 0 0 60%
Pre-wetting techniques utilized	(y/n)	Yes
Manual control spreaders used	(y/n)	Yes

Automatic or Zero-velocity spreaders used	(y/n)	No
Estimated net reduction in typical year salt application	(lbs. or %)	None
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No