Municipality/Organization: Town of East Longmeadow

EPA NPDES Permit Number: MA-041005

MaDEP Transmittal Number: **W- 035937**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Sean P. Kelley Title: Senior Project Manager

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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: Sean P. Kelley

Printed Name: Sean P. Kelley

Title: Senior Project Manager

Date: April 25, 2005

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 Revised	Classroom Education	D.P.W. School Dept.	Coordinate storm Water related Cirriculum	No action with exception of additional meetings with superintendent's office.	Meet with individual elementary school principals and science departments to develop storm water related cirriculum. Utilize school groups in installation of storm drain markers.
1B Revised	Educational Displays	D.P.W.	One display in Town of East Longmeadow Hall per year	Additional Best Management Practices poster display with brochures installed outside of Planning Board, D.P.W. and Conservation Commission offices.	Develop storm water display for main foyer in library with emphasis on homeowner related issues and concerns.
1C Revised	Newspaper Press Releases	D.P.W.	Two press releases In newspaper per year	Continue press releases. Mass Riverways grant program allowed for limited mailings to homeowners abutting streams in Town.	Continue press releases. Emphasis to be placed on storm drain markings and educational value.
1D Revised	Informational Pamphlets	D.P.W.	Distribute yearly	Continued handouts of After the Storm and Solution to Stormwater Pollution at Knowlton Transfer Station, Town Hall lobby, D.P.W. offices and Library. Stormwater mailing included with all summer water bill mailings. "Pecousic Brook – Our Natural and Cultural Resource" brochure in draft form.	Continue with passive distribution and plan mailing for year 4 to be inserted with water billings. Finalize Pecousic Brook Brochure and distribute.
1E Revised	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	Held collection day on September 11, 2004 in Wilbraham. Continued collection of used motor oil and mercury containing devices at Knowlton Transfer Station.	Hold collection day in September of 2005, possibly in East Longmeadow or in Wilbraham. Continue collected used motor oil at Knowlton Transfer Station.
1F Revised	Local Cable Access	Board of Selectmen	Informational Bulletins	No action. (change of Executive Secretary in Selectmen's Office).	Develop community release and show on local cable channel.

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 Revised	Adopt-a-stream Program	D.P.W. Conservation Commisison	Encourage and support program.	Pecousic Brook stream survey completed. Mass Riverways grant obtained and three meetings with residents held. Two landscaping companies volunteered to assist.	Spring 05 landscaping seminars planned for early May. Emphasis on restoration of streambanks and limiting lawns will be made.
2B Revised	Water Quality Monitoring	D.P.W.	Monitoring Activities Years 2 through 5.	Illicit discharge by-law drafted. Currently under review by Planning Board and Conservation.	Present Illicit Discharge By-Law to Town Meeting for vote.
2C Revised	Attitude Surveys	D.P.W.	Storm water survey years 2 and 4.	Postal card included with water billings with questions regarding sump pump connections. Begin to compile data onto database. Hired Center for Public Research and Policy to conduct telephone survey of random residents.	Analyze results of survey and determine if changes to proposed bylaw are needed based upon findings.
2D Revised	Community Hotline	D.P.W.	Contact information on illicit discharges.	Web page design completed with local, state and federal contact information. I.T. Department to include page on Town Website.	Spring 05 put contact page on Website and modify as necessary.
Revised					
Revised					

2a. Additions

2E	Catch Basin Marking Program	D.P.W.	Involve youth group in stenciling or marking of storm drains in Town	Purchase 500 storm drain markers and associated adhesive. Plan neighborhoods in which to install markers.	Arrange youth groups' assistance and install storm drain markers throughout Town.

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
3A Revised	Mapping Outfalls	D.P.W.	Map stormwater outfalls.	25% of GIS base mapping completed.	Complete second flyover in Spring of 05. Complete additional 75% of base mapping. 100 % of utility mapping to be completed.
3B Revised	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3-5.	Illicit discharge plan developed.	Present finalized Illicit Discharge Plan to Board of Public Works for approval.
3C Revised	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement ordinance by years 3-5.	Non-Stormwater bylaw drafted. Currently under review by Planning Board and Conservation Commission.	Finalize bylaw and present to Town Meeting for vote.
3D Revised	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3-5.	No action.	Hold public in conjunction with Planning Board prior to Town Meeting in fall.
3E Revised	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. Install new sewer main on Mill Road where septic systems are on verge of failure.
3F Revised	Industrial/Business Connections	D.P.W.	Solicit employee monitoring.	No action.	No action.

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 Site Runoff Ordinance	D.P.W. Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Construction Site Runoff Ordinance drafted. Currently being reviewed by Planning Board and Conservation Commission.	Finalize Construction Site Runoff Ordinance and hold public hearings with Planning Board. Prepare final ordinance for presentation to Town Meeting for vote.
Revised					
4B	Construction Plan Review	D.P.W. Planning Board	Enforce current regulations years 1-2. Enforce new regulations after Town Meeting approval, years 3-5.	Continued site plan review and heavy emphasis placed on conformance with Phase II permit regulations. Two developers cited (through local Conservation Commission and D.E.P.) for non-compliance.	Continue site plan review and site inspections by D.P.W. and Planning Board with assistance of Conservation Commission. Planning Review to include proof of Phase II filings and copy of Stormwater Management Plans.
Revised					
4C	Inspection and Reporting	D.P.W. Planning Board Building Insp.		Continued enforcement practices with emphasis on compliance with stormwater bmp's. B.M.P. brochures distributed in Town Hall offices and library.	Continue inspections as needed and distribution of informational brochures. Inform local contractors of impending Ordinance and explain its implications.
Revised					
Revised					
Revised					
Revised					

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	Draft Post Construction Runoff Ordinance	Post Construction Runoff Ordinance has been prepared in draft form. Document distributed to appropriate Town Offices for review.	Finalize Post Construction Runoff Ordinance. Hold public hearings before planning board and conservation commission. Present to Town Meeting in April 06 for vote.
Revised					
5B	Construction Site Plan Review	D.P.W. Planning Board	Continue to enforce current regulations.	Continuation of enforcement of current regulations and inspections of special conditions from site plan reviews.	Continuation of year 2 activities. Begin to formulate review methods to be approved under ordinance.
Revised					
5C	Inspection Reporting	D.P.W. Planning Board Building Insp.		Continued monitoring current developments and construction sites for compliance with storm water regulations and maintenance of storm water management systems.	After hiring of new building inspector, work to develop mutual permitting program that will address stormwater permit concerns.
Revised					
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Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies	Spill Prevention, Control and Countermeasures Plan implemented. Protocall in spill cleanup developed.	Continued implementation of SPCCP. D.P.W. spill training to be held in April of 2005.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training	Develop and prepare Good Housekeeping and Pollution Prevention Training in PowerPoint presentation format.	Training session for all D.P.W. employees to be held on April 7, 2005.
6C Revised	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement	SWPPP in place and valid through October 29, 2005.	Renew as required during fall of 2005.
6D Revised	Pest Control	D.P.W.	Train and license employee	Employee license renewed. No preventative applications but applications completed on an as needed basis only.	Renew employee license and continue as needed applications of limited pesticide.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year	Approximately 40% of catch basins cleaned. Storm water detention basin at Porterwoods Subdivision underwent major reconstruction. Four employees licensed in cleaner operation.	Continue to clean at least 33% of catch basins in Town. License an additional two to four employees to use catch basin cleaner.
6F Revised	Street Sweeping Program	D.P.W.	Sweep all roads once per year, collector roads twice.	All roads swept annually in spring. Arterial roads, parade routes and areas under construction or near new subdivisions swept additionally as needed.	Continue to sweep all roads at least once per year, collector roads at least twice per year.