Received
3-7-07

TOWN OF HAMPDEN
MASSACHUSETTS

TOWN HOUSE
625 MAIN STREET
HAMPDEN, MA 01036

BOARD OF SELECTMEN
Tel. (413) 566-2151
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March 2, 2007

Thelma Murphy
U.S. Environmental Protection Agency, Region 1
One Congress Street
Suite 1100 (SEW)
Boston, MA 02114-2023

CERTIFIED MAIL RECEIPT # 7004 2890 0000 2088 3397

RE: Annual Report No. 3, March 05-March 06

Dear Ms. Murphy:

I am in receipt of your letter dated February 13, 2007 regarding the annual report submittal. Enclosed is our report for the March 05-06 period. I trust this satisfies our requirement for reporting. Should you need anything further, please feel free to call me at 413/566-2151. Thank you.

Sincerely,

Duane E. Mosier

Duane E. Mosier
Chairman
Board of Selectmen

/pbc
Enclosure
cc: Mr. Frederick Civian
Bureau of Resource Protection
One Winter Street
Boston, MA 02108

Deborah Brown, Enforcement Office Manager
Office of Environmental Stewardship
United States Environmental Protection Agency
Region 1
One Congress Street, Suite 1100
Boston, MA 02114-2023

Municipality/Organization: Town of Hampden

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-

Annual Report Number
& Reporting Period: No. 3: March 05-March 06

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: March 01, 2007

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 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 met 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, training Town employees, .

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

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1A	Educational Displays	Board of Health (Stormwater Committee)	One display at municipal building per year. Year 1-5	Changed 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 brochure "A Citizen's Guide to Stormwater" within a town wide mailing in December issue.	Continue to educate the public by providing information through mass mailings.
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 with links to Stormwater information.	Update web page annually.
Revised					
1E	Hazardous Waste Collection Day	Board of Health	Publicize and support annual 5 town collection event.	Published press release for Hazardous Waste Collection day which was held on September 10, 2005. During the event 490 gallons of waste were collected along with 50 mercury thermometers.	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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 14th 2005.	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 2006.
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.	The Stormwater Committee reviewed results of survey. Results will be compared to survey issued in year 5.	Draft new survey for distribution in year 5.
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 Year3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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, 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 received a refresher course 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	Implemented and monitored new illicit discharge bylaw.	Continue to monitor and implement illicit discharge 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 illicit discharge plan.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4A	Construction Runoff Ordinance	Planning Board	Evaluate Existing Regulations year 1. Draft revisions year 2. Propose for adoption year 3. Enforce year 3-5.	Developed an erosion control bylaw for construction and post construction activities. Bylaw will be brought forth at Spring Town meeting. (see BMP 5A)	If passed at Town meeting, new bylaw will be implemented and monitored. If bylaw is not adopted, the bylaw will be reviewed, modified and resubmitted for vote at 2007 Town meeting.
Revised			Develop an erosion control bylaw to cover construction and post construction activities.		
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	Developed an erosion control bylaw for construction and post construction activities. Bylaw will be brought forth at Spring Town meeting.	If passed at Town meeting, new bylaw will be implemented and monitored. If bylaw is not adopted, the bylaw will be reviewed, modified and resubmitted for vote at 2007 Town meeting.
Revised			Develop an erosion control bylaw to cover construction and post construction activities.		
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 Erosion control 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

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 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.
6B Revised	Training of Municipal Employees	Board of Health/DPW	Initial training year 2. Annual refresher years 3-5.	Reviewed all new policies and procedures regarding Municipal Maintenance as part of the NPDES requirements. Employees were informed of the requirements and items they should be able to identify and either correct or report to the Superintendent.	Initial training with annual refresher training in years 3-5.
6C Revised	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.
6D Revised	Catch Basin Cleaning Program	DPW	Clean 15% in urbanized area year 1. Clean 25% of remaining years 2	Catch basins were inspected and cleaned in the urbanized area of Hampden. Materials were properly disposed of within the guidelines of a DEP issued BUD permit.	Continue to inspect, prioritize and clean catch basins as required.

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)	