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Municipality/Organization: Town of Palmer

EPA NPDES Permit Number:

MaDEP Transmittal Number: W- 040564

Annual Report Number & Reporting Period: **No. 4: March 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard L. Fitzgerald Title: Town Manager

Telephone #: (413) 283-2603 Email: townmgr@townofpalmer.com

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: Richard L. Fitzgerald

Printed Name: Richard L. Fitzgerald

Title: Town Manager

Date: July1, 2007

Part II. Self-Assessment

The Town of Palmer submits this Annual Report for the third year of activities associated with Palmer's NPDES permit for stormwater discharges. This report is for the time period that reflects the first full year of the new Town Council and Town Manager form of government. Note that for Permit Year 4 many of the measurable goals that had not been addressed have been activated. These goals include public review of Palmer's Comprehensive Stormwater Program and regulatory review of bylaws that respond to Minimum Control Measures 4 and 5.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Palmer will present to the public at a public meeting Palmer's Comprehensive Stormwater Management Program.	The Town's Comprehensive Stormwater Management Program was publicly discussed in approving annual funds for the Town's Stormwater Program. Components of the Town's Comprehensive Stormwater Management Program were publicly discussed at two public meetings held as part of the Community Development Block Grant (CDBG) construction project involving stormwater infrastructure improvements.	Palmer will schedule a NPDES Phase II Stormwater Workshop to review Palmer's Measurable Goals with relevant Town departments. Palmer's Comprehensive Stormwater Management Program will be reviewed by the Palmer Town Council.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Palmer will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Palmer's Comprehensive Stormwater Management Program, including public education and outreach.	Annually, Palmer receives funds from DEP's Recycling Grant Program. The Town received CDBG funds for an infrastructure development project which included storm drains, water, sewer, streets and sidewalks. No other funding sources were obtained this permit year.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3	Address specific groups	Board of Selectmen Department of Public Works Conservation Commission	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station. Conservation Commission will sponsor annual biodiversity days at Palmer High School.	The Town is in receipt of EPA educational materials on disc for easy printing and distribution	Brochures will be printed and made available at town buildings.
Revised					
4	Target groups likely to impact storm water	Board of Selectmen Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Town of Palmer has available the following brochures: *Watch Your Waste* prepared by MADEP, door hangers *A Guide to Your Building's Recycling Program* prepared by MADEP The Town of Palmer posted information about bulky item pick-up and hazardous waste collection on its website and it was brought up at town meeting.	The Town will continue to make these and other material available.
5	Identify alternative information sources	Board of Selectmen MIS Department	Palmer will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.townofpalmer.com	The Town of Palmer identified stormwater related links, including links to EPA, DEP and watersheds to post on the Town's website. The Town's website includes links to local water departments and water quality reports.	Palmer will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.townofpalmer.com

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6	Identify alternative information sources	Board of Selectmen MIS Department	Palmer will also post links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org,	The Town of Palmer's educational materials include links to MADEP and EPA. The Town of Palmer identified local watershed links to post on its website.	Additional links will be reviewed for relevancy.
7	Utilize local public access channel	Board of Selectmen	Public meeting notice for the meeting reviewing Palmer's Comprehensive Stormwater Management Program will be posted on Palmer's website.	The Town of Palmer utilized local public access channel to post two meetings on CDBG infrastructure project which included new storm drain infrastructure..	Public meeting notice and the meeting reviewing Palmer's Comprehensive Stormwater Management Program will be posted on Palmer's local access channel.
8	Develop, conduct and document educational programs	Board of Selectmen Liaison	The Town of Palmer will appoint a liaison to the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	No action this permit year.	Finalize decision of liaison.
Revised					

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Palmer will work with the Town of Monson and the Town of Wilbraham and the Board of Health to continue to sponsor Regional Hazardous Waste Collection Days.	The Town of Palmer posted information about bulky item pick-up and hazardous waste collection on its website and it was brought up at town meeting. The Town of Palmer held a Bulky Day on September 23, 2006. The Town of Palmer partnered with the Town of Wilbraham for Hazardous Waste Collection.	The Town of Palmer will continue its annual Bulky Day. The Town of Palmer will assess the need to schedule another Hazardous Waste Collection Day Fall 2007.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
10	Storm drain stenciling	Department of Public Works	Palmer will work with local lake and Scout groups to develop a stenciling program. Stenciling will target Palmer's subwatersheds.	No specific activities took place this permit year.	The Town will continue to identify and support activities targeting local students.
Revised					

2. Public Involvement and Participation Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
11	Community clean-ups	Department of Public Works Palmer Conservation Commission	Town of Palmer will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Students from Palmer High School and Pathfinder Regional Vocational School hold Earth Day cleanups. The Hampden County Sheriff's Department provides manpower for riverbank cleanups several times a year. The Palmer DPW provides trucks for waste pickup.	The Palmer DPW will continue to support community cleanup efforts.
Revised					
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Palmer holds Spring and Fall leaf and yard waste clean-ups. Students from Palmer High School and Pathfinder Regional Vocational School hold Earth Day cleanups. The Hampden County Sheriff's Department provides manpower for riverbank cleanups several times a year. The Palmer DPW provides trucks for waste pickup.	The Palmer DPW will continue to support community cleanup efforts.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
13	Inventory and mapping of storm drain system	Department of Public Works	Palmer will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Palmer's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Palmer received funds from the DEP Recycling Grant Program. The Town purchased recycling bins to promote recycling.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Palmer will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town of Palmer has mapped outfalls located within Palmer's CSO separation project area. Three Rivers Wellhead Protection Plan identifies the location of outfalls within Zone II.	The Town of Palmer will maintain maps of storm sewer outfalls.

3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
15	Identification/description of problem areas	Department of Public Works	Palmer will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	The Town of Palmer performs quarterly inspection of CSO outfalls and outfalls that were blocked off during or prior to the Town's CSO separation project. Suspected flows are immediately followed–up for identification and removal.	Quarterly outfall inspections will continue.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Palmer will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	The Town of Palmer has local regulations preventing illicit discharges into the storm drain system. New regulations were not warranted.	None.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Palmer will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Palmer has available brochures and materials promoting recycling and announcing Bulky Days.	The Town of Palmer will continue to host Bulky Days and provide information to residents.
Revised					

3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
18	Initiation of recycling programs	Department of Public Works Board of Health	Palmer will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Palmer utilized printed material from MADEP to encourage recycling by Palmer residents and businesses. The Town of Palmer received funds from the DEP Recycling Grant Program. The Town purchased recycling bins to promote recycling.	The Town will continue to identify opportunities to encourage recycling.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Palmer will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems.	The local water districts mail water quality reports to residents and post information on the Town of Palmer's website. The Town of Palmer has not participated in any specific watershed assessments or studies this permit year.	Palmer will continue to identify funding opportunities to support its protection of local bodies of water.

3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
20	Watershed assessments and studies	Department of Public Works Palmer Water & Fire Districts	The Town of Palmer will encourage the Palmer Water Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II. These plans can include stormwater management programs. The proposed tasks will include a public education component.	The Drinking Water Supply Districts in the Town of Palmer mail to all system users an annual Consumer Awareness Report. These reports include BMPs, such as recycling and proper storage and disposal of wastes that protect local water quality.	The Town of Palmer and the Water Districts will continue to identify opportunities to educate residents.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Palmer will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Planning Board rules and regulations for all new developments require a stormwater management plan during and post construction.	No additional action is planned for this BMP.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Palmer will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Planning Board rules and regulations for all new developments require a stormwater management plan during and post construction.	No additional action is planned for this BMP.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Palmer will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Town of Palmer performs annual manhole inspections and records results per MIIA recommendations. The Town of Palmer purchased a Vactor Jet Truck and hired an operator to perform both storm drain and sewer clean-outs. A formal O&M plan is in being developed.	The Town of Palmer will continue to implement the annual cleanout program. The Town of Palmer will finalize the O&M Plan.
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Palmer will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Palmer routinely cleans out catchbasins. Structural conditions or suspected illicit discharges are noted for future follow-up or maintenance. A formal inspection program is being developed.	Palmer will continue inspection program. The Town of Palmer will finalize the inspection program.
25	Develop and implement training programs for municipal employees	Department of Public Works	Palmer will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Palmer routinely sends employees to educational programs sponsored by Bay State Roads, UMass, and MIIA.	Town will continue to send employees to relevant seminars and forums.
26	Review storm drainage infrastructure needs	Department of Public Works	Palmer will incorporate storm drain infrastructure review in Palmer's Chapter 90 project utilizations.	The Town of Palmer has completed 3 out of 4 phases of a combined sewer system separation project. The Town is entering into the 4th phase which is expected to be complete in 2010.	Palmer will continue to identify opportunities for storm sewer infrastructure improvements.
Revised				The Town of Palmer visually inspects (TV camera) pipelines as part of the cleaning and inspection process. The Town also fills out inspection reports that will be maintained electronically.	

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
				No TMDLs in the Town of Palmer	
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	
Annual program budget/expenditures	$8,000	

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)	

Brochure
Town of Palmer Recycling Information

Town of Palmer Recycling Information 2006-2007

Did you know...?

Massachusetts prohibits the disposal of the following items:

- Paper and Cardboard
- Car Batteries
- Bottles and Cans
- TVs and Computers
- Leaves and Yard Waste
- Large Home Appliances

Be sure to keep these items out of your trash by recycling them.

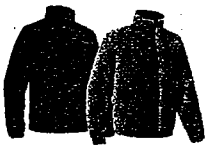
Thank You!

Last year, you and other residents of Palmer recycled more than **2.6 million pounds** of material.
By doing this Palmer saved equivalent of:

466,800 gallons of gasoline.

2,000 trees.

And recycled enough plastic bottles to make 30,400 fleece jackets.



Recycle. a little effort a Big difference

This material was provided by the Massachusetts Department of Environmental Protection, through a grant to your municipality.

Town Manager
4417 Main Street
Palmer, MA 01069

PRSRT STD
US POSTAGE PAID
Mass. Department of Environmental Protection

ECRWSS

Resident Customer
Palmer, MA

Printed on recycled paper

Drop-off Recycling Information for Palmer Residents

Paper

- Newspapers/inserts
- Magazines, catalogs
- Phone books, junk mail
- Office paper
- Paperboard (cereal, cracker boxes)
- Corrugated cardboard, flatten
- Brown paper bags
- **NO** plastic bags

Containers

The following recyclable containers are collected together; residents do NOT need to keep containers separated as glass, plastic, metal, etc.

- Glass bottles/jars, all colors & sizes
- Aluminum/tin/steel cans and lids
- Aluminum foil/pie plates
- All plastic containers labeled 1-7
- Milk cartons and juice boxes
- **NO** window glass, dishes, Pyrex, ceramics
- **NO** other metal items or cans containing paint, aerosol or hazardous materials
- **NO** plastic bags
- **NO** bottles containing hazardous material

Special Collections

Christmas Trees
- Collection days: first 2 weeks of January
- Drop off at DPW garage

Yard Waste
- Leaves, grass, other easily raked materials
- **NO** branches/stumps
- **NO** Plastic bags

Drop-Off Recycling

First Saturday of the month, 8:00AM - 12:00PM
Palmer DPW Garage
15 Bridge Street
Palmer, MA 01069

For More Information Call (413) 283-2603

Brochure

Bulky Day (Household Hazardous Waste Collection)

Town of Palmer, MA

4417 Main Street, Palmer, MA 01069 ph:(413) 283-2603 fx:(413) 283-2604

PALMER PICK UP DAY

Saturday, May 19, 2007 at 8:00 AM

"Palmer Pick Up Day"

The Palmer Community Events Planning Committee (PCEPC) is sponsoring this year's "Palmer Pick Up Day"
The Town Councilors have officially adopted and proclaimed Saturday May 19th "Palmer Pick UP Day"
We have started this event on a low key basis with the intent that each year it will grow and provide the impetus for all the residents in Palmer to be proud of their surroundings by starting where they live in tidying and sprucing up their own property as well as assisting in picking up debris and litter along roadside and special areas, parks etc.. Hopefully this program over time will grow to be the same great success that our good neighbors in Monson have recently experienced. Way to go Monson - well done!

DAYS ACTIVITIES:

ACTIVITY 1 - Rockys Ace Hardware Grand Opening @ 8 AM - Donor to Palmer Pick Up Activities

May 19th at 8 AM is the official ribbon (board) cutting ceremony for Rocky's Ace Hardware at Depot Plaza. Rocky's Hardware had been aware of Palmer Pick Up Day and as part of their community contributions they have donated over a hundred trash bags and gloves for residents to use to pick up litter and trash in various areas or neighborhoods. In addition to the donation of the trash bags and gloves, Rockys as part of their grand opening activities sells hot dogs and soda for $1 and they donate the proceeds to a local cause. The PCEPC is the local cause in this case. This will provide the PCEPC with some funds to initiate some additional activities and events in the community. Thank you Rocky's, Welcome to Palmer and Good Luck.

ACTIVITY 2 - Litter and trash Pick up around town

The PCEPC has placed a plea in the local papers for residents and organizations to step forward and help pick up litter and trash in areas of town.
Chris and Denise Kennedy has volunteered for High Meadows, Thompson Street and will be contacting residents in that area.
Mark Contois and Bob Haveles will be the litter police from Thorndike Street to Rockview St. along Main Street in Depot Village.
If you are interested in helping, even if only for an hour or two, please come to the Depot Park on Main St. - Depot Village at 8:30 AM to receive the donated trash bags to be used for cleaning up public roadside areas of town. Please have an idea of what area you would like to pick up so we can document it. The trash bags may be left at the locations of the clean up and the Town DPW will pick them up.

ACTIVITY 3 - Bulky Day (Sponsored by the Town of Palmer)

Bulky Day - this is a Town of Palmer sponsored activity. Items may be dropped off at the DPW garage for a small fee. See additional details and item costs for disposal on the Town of Palmer Website.

This is a great service to your community. Please come out to help, even if only for a little while.
Thank you to all who have helped and those that can show up on Saturday to make this a success!

Website
Town of Palmer Highway Department Information

Town of Palmer, MA

4417 Main Street, Palmer, MA 01069
ph: (413) 283-2603
fx: (413) 283-2604

Highway Department

Contact: Terry Korzac
Highway Division Foreman
Lynne Pardo
Clerk Dispatcher

Address:

Phone:

Fax:

AlternatePhone:

AlternatePhone:

Hours:

Additional Links:

Frequently Asked Questions	Fee Schedule	Paving Information
Snow Plowing	Curb Cuts	Leaf Removal Program
Road Closures	Driveway Entrance Permit	Excavation Permit
Tree Removal	Street Lighting & Cleaning	Waste Oil Returns

Permits:
Driveway and excavation permits may be obtained from the Town Manager's office.

Sweeping:
Schedule: street sweeping in the spring begins as soon as weather conditions permit. Main streets and roads are swept first and then the residential sections of Town. Routine maintenance sweeping continues throughout the summer.

Snow plowing:
See snowplowing policy.

Sewers:
The Town is responsible for blockages in the street main only. The line from the house to the main is the homeowner's or landlord's responsibility. To report a sewer backup during regular business hours, contact the Wastewater Treatment Plant at 283-2671. After hours call the Police Department at 283-8792.

Leaf pickup:
Leaf pickup will begin the week of October 16th and continue for three weeks. Residents may bring their leaves to the highway garage at 1015 Bridge Street during the week for disposal. All leaves must be in paper bags only – plastic bags will not be accepted.

Potholes:
Call 283-2616 or 283-2603, and give location and date.

Paving schedule: To be announced.

http://www.townofpalmer.com/Pages/PalmerMA_Highway/index/

Stormwater Regulations
Town of Palmer Zoning Information

Town of Palmer Chapter 171 – Zoning Excerpts:

§171-28. Special Permits.

Certain uses, structures, or conditions are designated within the Table of Use Regulations as requiring a special permit. Such permit shall be granted only after application for a hearing by the special permit granting authority and subject to the provisions of Chapter 40A of the Massachusetts General Laws and this ordinance. The Special Permit Granting Authority responsible for hearing a particular proposal shall be that board or other entity designated by the coding in the Table of Use Regulations. (Ed. note: these designations are given at the beginning of Article VII. Use Regulations) In situations where there is no specific board indicated as having the authority to issue a special permit, the Special Permit Granting Authority shall be the Planning Board. (Amended Ord 2007- 07, RTCM 3/7/07)

A. Filing:

(1) Application for a special permit shall be made to the Town Clerk and Planning Board Office or other appropriate Office as indicated in this Chapter on forms provided for that purpose, accompanied by the required fee. Specific rules governing the application and fee shall be adopted by each Special Permit Granting Authority along with its rules of procedure and shall be applicable to those special permits, which are under its jurisdiction. When the application has been received in a completed form as defined by said rules, a copy shall be forwarded to the Town Clerk. The stamp of the Town Clerk shall designate the date of filing. Copies shall also be delivered to the Special Permit Granting Authority, and to such other departments and boards as may be determined in the rules of the special permit granting authority.

B. Hearing, Notice and Decision.

(1) The Planning Board shall hold a public hearing within sixty five (65) days after the filing of an application with the Special Permit Granting Authority, a copy of which shall be given to the Town Clerk by the applicant.

(2) The Planning Board shall require notice be given by publication in a newspaper of general circulation in the town once in each of two successive weeks, the first publication to be not less than fourteen (14) days before the hearing, and by posting such notice in a conspicuous place in Town Hall.

(3) Notice shall be sent by mail, postage prepaid, to the petitioner, abutters, owners of land directly opposite on any public or private street or way, owners of land within three hundred (300) feet of the property line as they appear on the most recent tax list including those in another town, and the Planning Boards of all abutting towns.

(4) The Special Permit Granting Authority shall act within ninety (90) days (or any agreed upon extended time) following the public hearing. Failure to take action upon application within the ninety (90) days or extended time shall be deemed approval of the special permit.

(5) Upon granting of a Site Plan Approval a copy shall be issued to the owner or applicant if other than the owner, of the decision. No special permit shall take effect until a copy of the decision has been certified by the Town Clerk stating that twenty (20) days have elapsed and no appeal has been filed, or if such appeal has been filed that it has been dismissed or denied and until it is recorded in the Registry of Deeds wherein the land is located.

(6) (Amended ATM – June 16, 2003 – Article 11 (item 6 was deleted))

(7) All Special Permits are terminable by the SPGA for violation of any conditions upon which it is granted or upon violations of this bylaw after hearing by the SPGA with notice to all interested parties.

C. Standards for Reviewing:

(1) Before granting a special permit, the Special Permit Granting Authority, with regard to the nature and condition of all adjacent structures and uses, and the district within which the same is located, shall find all of the following general conditions to be fulfilled:

(a) The use requested is listed in the Table of Use Regulations as a special permit in the district for which application is made or is so designated elsewhere in this ordinance. (Amended Ord 2007- 07, RTCM 3/7/07)

(b) The requested use will be harmonious with the appropriate and orderly development of the zoning district in which it is proposed to be located and will be harmonious with the visual character of the neighborhood in which it is proposed.

(c) The requested use will not create undue traffic congestion or unduly impair pedestrian safety.

(d) <u>The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety, or the general welfare.</u>

(e) Any special regulations for the use as set forth in Article XV – Special Permit and Exceptions are fulfilled.

(f) The requested use will not unduly impair the integrity or character of the district or adjoining zones, nor be detrimental to the health, morals, aesthetic qualities of the adjacent area and the neighborhood, or general welfare. The use shall be in harmony with the general purpose and intent of the ordinance. (Amended Ord 2007- 07, RTCM 3/7/07)

(g) The suggested use shall not significantly deteriorate any natural resource or natural resource area within the Town.

(h) <u>The application and proposed project shall employ adequate methods to protect adjacent areas from detrimental or offensive uses on the site by provision of adequate surface water drainage; buffers against light, sight,</u>

sound, dust and vibration; and preservation of light and air. (Amended ATM, May 14, 2001, Article 29)

(i) The application and proposed project shall ensure that there will be protection of environmental features on the site and in adjacent areas.

[1] (2) The Special Permit Granting Authority shall also impose, in addition to any applicable conditions specified in this ordinance, such additional conditions as it finds reasonably appropriate to safeguard the neighborhood or otherwise serve the purposes of this ordinance, including, but not limited to, the following: front, side or rear yards greater than the minimum required by this ordinance; screening buffers or planting strips, fences, or walls, as specified by the Special Permit Granting Authority; modification of the exterior appearance of the structures; limitation upon the size, number of occupants, method and time of operation, time duration of permit, or extent of facilities; traffic features in accordance with the regulations of loading or other special features beyond the minimum required by this ordinance. Such conditions shall be imposed in writing, and the applicant may be required to post bond or other security for compliance with said conditions in an amount satisfactory to the Special Permit Granting Authority. (Amended Ord 2007- 07, RTCM 3/7/07)

§171-29. Site Plan Review/Approval Process.

A. Purpose

(1) The purpose of this section is to identify which projects require a site plan review and sets objective criteria and procedures for the review of such projects that will have significant impacts on the Town. Site plan review also allows the town to ensure compliance with the goals and objectives of the Town, and the provisions of the Zoning Ordinance, to minimize adverse impacts of such development, and to promote development which is harmonious with surrounding areas; in particular to assure proper drainage, safe access, adequate parking and loading spaces, public convenience and safety and adequate consideration of abutting land owners. (Amended Ord 2007- 07, RTCM 3/7/07)

B. When Required

(1) Site plan approval is required for all uses of land or buildings other than single or two family dwellings. This requirement applies to all new construction other than single or two family homes in all zoning districts. It also applies to any expansion of an existing use and to any change of use of an existing building, provided however, that the expansion or change of use will result in or is contemplated to result in one or more of the following:

(a) An increase of floor area of twenty five (25) percent or more.

(b) An increase in motor vehicle traffic at or to the site of twenty five (25) percent or more.

(c) An increase of parking spaces at the site of twenty-five (25) percent or more.

(d) An increase in the number of tenants at the site of twenty-five (25) percent or more.

(e) An increase in the number of employees employed at the site of twenty-five (25) percent or more.

(2) The Zoning Enforcement Officer shall have the authority to waive the necessity for Planning Board approval for changes in use and for structural changes to existing buildings, as well as to new construction of a minor nature such as accessory buildings if he deems the change to be insignificant in that the change or addition will not have a substantial impact on the site or surrounding area. The criteria listed above in paragraph (1) shall be used as a guide only in making this determination. This waiver is subject, however, to ratification by a vote of the Planning Board at its next regular meeting. Notwithstanding a grant of a waiver as provided for herein, no building permit nor any occupancy permit shall be issued until ratification by the Planning Board. Should the Planning Board fail to ratify the waiver, full site plan review shall be required. (Amended – Special Town Meeting, June 24, 2002, Article 2)

(3) In such cases where a site plan review is required, the Special Permit and the Site Plan Review shall be conducted as a single administrative review process, with the Special Permit Granting Authority casting a single vote at its conclusion. The SPGA shall adopt regulations for the execution of its duties under this Article.

C. Site Plan Objectives/Review/Approval Criteria:

(1) In reviewing a site plan application the Planning Board shall take into consideration the health, safety and welfare of the public in general and the immediate neighborhood in particular, and may prescribe reasonable conditions and safeguards to ensure the accomplishment of the following general objectives:

(a) <u>That the subject and adjoining premises are protected against serious detriment by provision for the safe carrying and discharge of surface water drainage, sound and sight buffers, and that the development of the site will preserve sensitive environmental features such as steep slopes, wetlands and large rock outcroppings and will attempt to preserve public scenic views or historically significant features as well as preservation of light and air.</u>

Rules and Regulations governing the Subdivision of Land Excerpts;

8.16 Drainage

1. The construction of the drainage system, including methods of construction and quality of materials used, shall be in conformity with the

Definitive Plan and appropriate sections of the Standard Specifications.

2. The design capacity of the drains shall be determined by the "rational method", unless the engineer exhibits satisfactory evidence that another approach is more appropriate for the specific case. The engineer shall design the drainage system in accordance with natural drainage boundaries of the total contributing drainage area, using a minimum of a ten (10) year design frequency storm. Where, in the opinion of the Board, flooding would produce property damage or a safety hazard, the design frequency storm shall be increased to twenty-five (25) years. A one hundred (100) year design frequency storm shall be used for all bridge openings, major culverts, and detention areas. Drainage calculation shall be submitted with the Definitive Plan.

3. Pipe drains, where used, shall have a minimum diameter of twelve (12) inches, and shall be laid in true line. All drainage pipe shall be reinforced concrete pipe, ACCM pipe (14 gauge), or other approved pipe of equal strength. Rubber gaskets ("O" rings), or other suitable seals shall be used for all pipe joints of the pipe mentioned above. The rubber gaskets ("O" rings), or other suitable seals shall be of approved composition, size, and shape to provide for a proper joint.

4. Where feasible, stormwater should be directed toward the nearest open stream channel. Stormwater shall not be permitted to cross any roadway upon the surface but must be piped underground. Stormwater runoff shall not be permitted to flow upon the road surface for a longer distance than three hundred (300) feet before it enters the underground system. Catch basins shall be located on both sides of the roadway on continuous grades at intervals of not more than three hundred (300) feet, at all sags in the roadway, and near the corners of the roadway at intersecting streets.

5. Proper connections shall be made with any existing public drainage system within four hundred (400) feet of the subdivision, if that system has the capacity to absorb the flows from the project area. Where no public drain is available within four hundred (400) feet, adequate provisions shall be made for the detention of surface drainage within the boundaries of the subdivision and for its proper dispersal onto adjacent property. The rate of run-off from the completed subdivision shall not exceed the rate that existed prior to development.

6. No open water body or pond shall be filled in and no wet or swampy area shall be filled in unless it can be shown to the board that provision has been made in the lower drainage system to account for the removal of the storage area represented by the former wet or swampy area. In addition, permits and approval must be secured from the appropriate Town, State and/or Federal authorities.

7. Where open stream channels exist within a subdivision, adequate provision shall be made for properly maintaining them or for properly enclosing them, if absolutely necessary. It is the Town's intent to preserve and maintain the natural features of such streams and any development should be planned accordingly.

8. Manholes and catch basins shall be pre-cast, cast in place or block, and a typical detail of such, noting materials, dimensions, and construction details, shall be part of the Definitive Plan.

9. Iron castings for manhole frames and covers and catch basin frames and grates shall be in accordance with Massachusetts Department of Public Works Standards.

    a. Manhole covers shall have three (3) inch lettering to read "DRAIN". In addition, manhole covers shall be 26" in diameter.

    b. Catch basin grates shall be square, type F, as manufactured by LeBaron Foundry Company, Box 746, Brockton, MA 02403, or other approved equal.

10. Drain manholes shall be located at every change in grade, or direction of the drainage line, at catch basin connections, and shall not exceed three hundred (300) feet apart in a continuous system.

11. All catch basins shall connect directly to drain manholes.

12. All catch basins shall have two and one-half (2 ½) foot sumps.

13. If roadway sub-drainage is required, rigid perforated PVC or ACCM pipe of appropriate size shall be used. Installation and materials shall conform to the appropriate provisions of the Standard Specifications and the sketch shown in Appendix C.

14. The maximum allowable slope on a drainage system for reinforced concrete pipe shall be seven (7) percent. The maximum allowable difference in elevation between inlet and outlet pipes in a drain manhole shall be one (1) foot. If greater slopes than seven (7) percent are necessary, ACCM pipe of appropriate size shall be used.

15. The maximum depth of any portion of the storm system shall be ten (10) feet.

16. The responsibility for adequate drainage shall rest with the developer. This shall include the risk involved in connecting with the existing drainage facilities (if any) provided by the Town.

Where property adjacent to the subdivision, but within the same watershed, is not subdivided, provision shall be made for proper projection of the drainage systems by continuing appropriate drains and easements to the exterior boundaries of the subdivision at such size and grade as will allow for such projection. Drainage rights which are appropriate, sufficient, and necessary to handle drainage from the

subdivision and adjacent areas shall be secured for the Town.

8.17 Unforeseen Groundwater Conditions

As construction progresses, unforeseen groundwater conditions may be encountered which require additional subdrains or curtain drains. These conditions include potential problems if construction is in progress at a time of low water table or other dry conditions. The Board reserves the right to require appropriate systems to accommodate the problem.