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Municipality/Organization: **Town of East Longmeadow**

EPA NPDES Permit Number: MA-041005

MassDEP Transmittal Number: **W-035937**

Annual Report Number
& Reporting Period: **No. 5** **April 1, 2007 – March 31, 2008**

NPDES PII Small MS4 General Permit Annual Report
(Due: May 1, 2007)

Part I. General Information

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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 27, 2008

East Longmeadow EPA NPDES Permit No. MA-041005

Self-Assessment Narrative

Beginning in 2004, the East Longmeadow Department of Public Works undertook a comprehensive mapping program with the goal of documenting all of its existing storm sewers and outfalls. The program began with an aerial photography program that produced very high quality color orthophotography (3-inch pixel resolution) and 1 inch equals 40 foot scale photogrammetric base mapping with 1-foot contour intervals.

Simultaneous with the aerial photography activity, the Town scanned all of its existing utility and record drawings and converted these drawings to electronic format. The Town's engineering/mapping consultant was then able to overlay and georeference all of the electronic images to the detailed orthophotography. Storm sewer mapping of the entire Town was then completed in a methodical manner using a combination of the georeferenced record plans and the georeferenced plans to capture all visible and previously identified storm water features on an overall map. Draft check plot areas were delivered to the Town on a regular basis and reviewed in person with Town staff. Adjustments to the mapping were made when additional information was provided by the Town and field inspections were completed as necessary to resolve data issues that could not be reconciled at these meetings.

The attached map illustrates the Town's storm sewers and outfalls. In addition to the information shown on the map, a GIS database was created that contains available attribute data for each feature such as pipe size and material, year installed, pipe inverts and slope, and other information as available. In addition, a field was created for each feature to keep track of the metadata or source of information stored in the attribute tables. As mapped, the Town's storm sewer system includes:

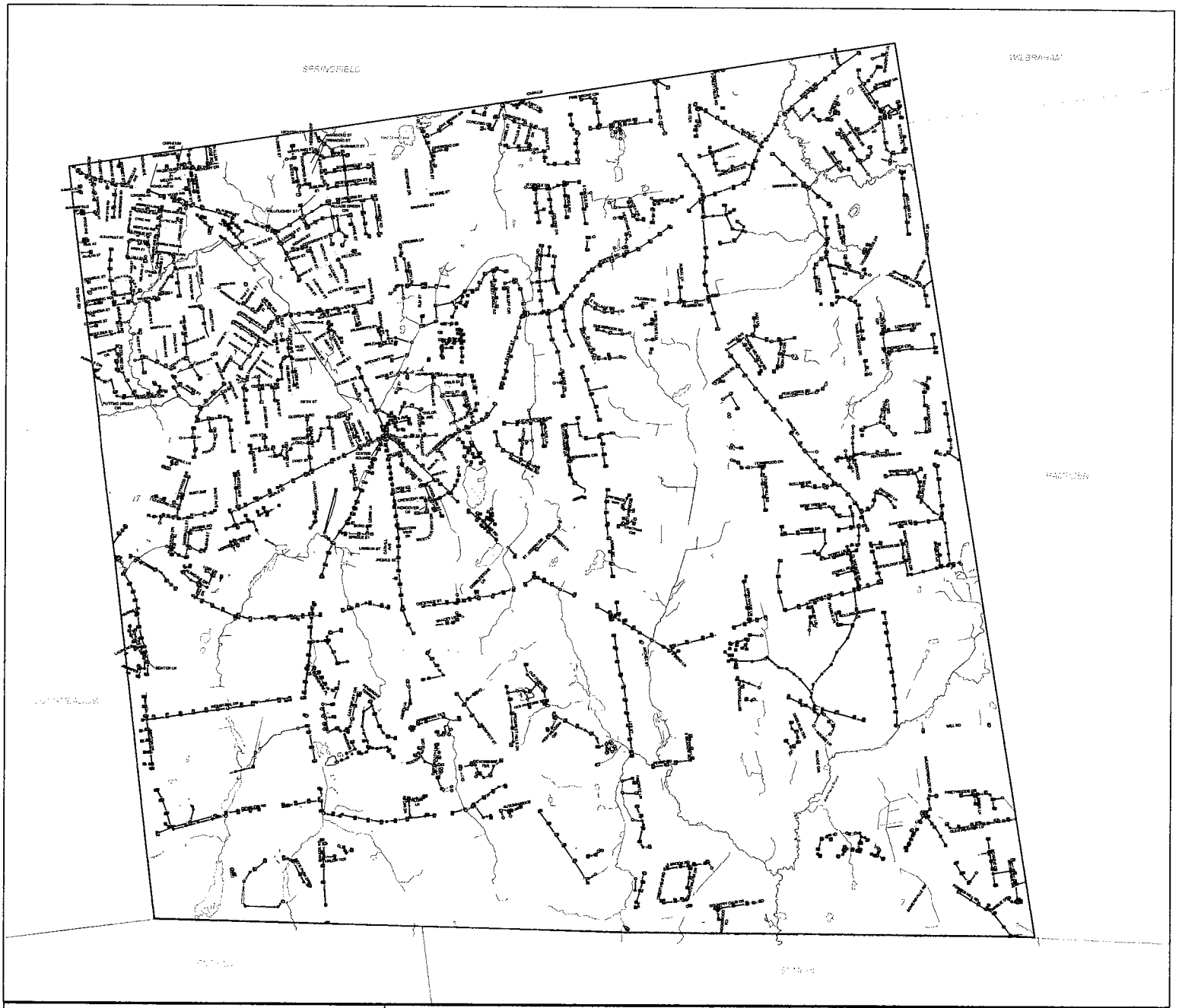
84 miles of pipe
3,722 catch basins
828 drain manholes
322 outfalls

The majority of the Town's storm sewers range from 12-inches to 24-inches in diameter with some pipes larger and smaller than these sizes.

About 85% of the mapped outfalls have been field inspected, photographed and inventoried as part of the Town's Illicit Discharge Detection Program. All outfalls will be reinspected this spring and suspect outfalls will be monitored on a periodic basis for illicit discharges. If discharges are detected, pipeline tracing tools will be used to identify the sewer reach that

is the potential source of the discharge. Subsequently, the Town will inspect upstream manholes in an effort to isolate the source of the illicit discharge. Once the potential source is narrowed down, the Town will deploy its recently acquired video inspection equipment to pinpoint the source.

In a related project, the Town has used similar procedures to also map its entire sanitary sewer system and will be able to use this mapping to help investigate if illicit discharges could be due to previously unknown interconnections between its storm and sanitary sewer systems. No interconnections have been encountered to date.



LEGEND

- Outfalls
- Catch Basins
- Drain Manholes
- Drain Lines
- Open Channels
- Road Centerlines
- Streams
- Waterbodies
- Detention Basins

Storm Water System Map

East Longmeadow, Massachusetts

April 2008

0 0.125 0.25 0.5 Miles

Tighe&Bond

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1A Revised	Classroom Education	D.P.W. School Dept.	Coordinate storm water related curriculum	No action completed. School department showed reluctance to add program material to school work as emphasis on education based upon MCAS test results.	Meet with elementary school instructors and cirriculum staff in an attempt to develop material to be used in science classes.
1B Revised	Educational Displays	D.P.W.	One display in Town Hall per year	Stormwater and the Construction Industry poster hung in Town Hall	Develop storm water display with emphasis on homeowner related issues and concerns and post on Town Hall bulletin board
1C Revised	Newspaper Press Releases	D.P.W.	Two press releases in newspaper per year	Continued press releases with emphasis on illicit discharge. Article also posted on Town Web Site.	Continue press releases. Emphasis to be placed on storm water ordinance development and enactment.
1D Revised	Informational Pamphlets	D.P.W.	Distribute yearly	Continued passive distribution of The Solution to Stormwater Pollution brochures at Town Hall lobby, library and D.P.W. Office. Environmental Services Guide published & distributed.	Continue passive distribution of The Solution to Stormwater Pollution brochures at Town Hall lobby and Library.
1E Revised	Hazardous Waste Collection Day	D.P.W. Board of Health	Hold one per year	Held collection day on September 8, 2007. Collected over 35 gallons of hazardous chemicals at a disposal cost of $1789.00.	Hold collection day in September, 2008, possibly in East Longmeadow or Wilbraham.
1F Revised	Local Cable Access	Board of Selectmen	Informational bulletins	Discussions and negotiations with local cable station to show After the Storm video.	Show after the storm video in July or August 2008 and include informational (contact list) bulletin afterwards.

1a. Additions.

1G	Enviromental Services Guide Booklet	D.P.W./Board of Selectmen	Informational booklet	Thirty page pamphlet created, printed and distributed to all residences in Town. Assistance from graphic arts class in high school and local Boy Scout for Eagle project. Booklet also posted on Town Web Site.	Continue passive distribution of Environmental Services Booklet at Town Hall offices.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
2A Revised	Adopt-a-stream program	D.P.W. and Conservation Commission	Encourage and support program.	Footbridge project abandoned due to lack of funding and public support. Continued support of Adopt-a-stream program.	Continued support of Adopt-a-stream program.
2B Revised	Water quality monitoring	D.P.W.	Monitoring activities years 2 through 5	85% of mapped outfalls inspected and photographed. At inspection time, monitoring for illicit discharge.	Continuation and completion of outfall inspections. Continuation of monitoring for illicit discharges.
2C Revised	Attitude Surveys	D.P.W.	Storm water survey years 2 and 4	Draft of survey questions begun. No action on this item due to budget constraints in Fy2007.	Send out storm water survey to residents in quarterly water billings.
2D Revised	Community Hotline	D.P.W.	Collect information on illicit discharges	Website page maintained and contact numbers updated.	Maintain website and modify as necessary.
Revised					
Revised					

2a. Additions

2E	Catch Basin marking program	D.P.W.	Involve youth groups/school children in stenciling or marking of storm drains.	No action taken.	Install an additional 500 catch basin markers and distribute additional brochures with school assistance or Boy Scout Eagle Scout candidate.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
3A Revised	Mapping outfalls	D.P.W.	Map stormwater outfalls	GIS mapping of stormwater outfalls and underground pipe network 100% completed. Field inspections and photographs 85% complete.	Complete remaining 15% of field inspections and update GIS system as changes are made or subdivisions accepted.
3B Revised	Development of Illicit Discharge Plan	D.P.W.	Develop and implement plan by years 3-5	Illicit discharge plan development under way. Three homeowners notified of illicit connections in March of 2008.	Obtain approval of Board of Public Works and commence public education through distribution of brochures.
3C Revised	Non-stormwater Discharge Ordinance	D.P.W.	Develop and implement plan by years 3-5	Further review by town counsel required. By-law not ready in time for spring warrant.	Completion of review by town counsel. Present by-law to Town Meeting for vote.
3D Revised	Inform employees, businesses & public	D.P.W.	Publicize ordinances during years 3-5	No Action.	Hold public hearing in conjunction with Planning Board prior to Town Meeting.
3E Revised	Failing Septic Systems	D.P.W.	Ongoing monitoring of septic systems	Continuation of monitoring of faulty septic systems.	Continuation of monitoring of faulty septic systems.
3F Revised	Industrial/business Connections	D.P.W.	Solicit employee monitoring	Met with principals of St. Marks church on Somers Road to discuss improper connection from elevator pit in order to remedy problem.	Continuation of working with businesses in removal of illicit discharges as they become known.

3a. Additions

3G	Inspections of stormwater lines for illicit connections	D.P.W.	Purchase camera system and begin examination of stormwater lines.	In-house staff trained on operation of camera system. Albano Drive area inspection complete.	Continue training of staff in camera operation and examination of concern areas in Town.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
4A	Construction Site Runoff Ordinance	D.P.W. and Planning Board	Evaluate existing regulations. Draft and adopt runoff ordinance.	Construction Site Runoff Ordinance in final review with Town Counsel after making amendments to language.	Hold public hearings with Planning Board and present to Town Meeting for approval.
Revised					
4B	Construction Plan Review	D.P.W. and Planning Board	Enforce current regulations years 1-2. Enforce new regulations after Town Meeting approval.	Continued site plan review with heavy emphasis on conformance with Phase II regulations. Inspections made to large construction sites and developers given stormwater and construction industry brochures.	Continue site plan review and site inspections by D.P.W. and Planning Board with assistance of newly hired building commissioner. Planning review to include obtaining a copy of stormwater management plans.
Revised					
4C	Inspection and Reporting	D.P.W. and Planning Board		Continued inspections and distribution of informational brochures. Planning Board now distributing NOI information to all developers and builders who alter more than one acre.	Continue inspections as needed and distribution of informational brochures. Inform local contractors of impending ordinance and explain its implications.
Revised					
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
5A	Post Construction Runoff Ordinance	Planning Board	Draft Post Construction Runoff Ordinance	Further review by Town Counsel required. By-law not ready in time for spring warrant.	Completion of review by town counsel and presentation to Town Meeting for approval.
Revised					
5B	Construction Site Plan Review	D.P.W. and Planning Board	Continue to enforce current regulations	Continuation of inspections of construction sites. Enforcement stepped up with assistance of Conservation Commission and Building Commissioner. Second time new building inspector hired in two years.	Continuation of last year's activities. Formulate review methods to be approved under new ordinance.
Revised					
5C	Inspection Reporting	D.P.W. and Planning Board and Building Inspector	Develop system to accurately track progress of building permits.	Continued monitoring current developments and construction sites for compliance with storm water regulations. Developed check list to be used under new computerized permitting system through MUNIS software. Inspected site copies of SWPPP's on large construction sites for accuracy and follow through. Met with contractors and educated them on SWPPP methodology.	Finalize computerization of inspection reporting and permitting. Implement new system of checks and balances. MUNIS permitting system to be active by May 7, 2008.
Revised					
Revised					
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
6A Revised	Municipal Maintenance Program	D.P.W.	Evaluate and draft policies	Spill containment and cleanup training held on March 5, 2008. Emphasis given on clean ups at service building and at job site. Trucks outfitted with spill kits and/or absorbent blankets.	Continuation with housekeeping training through consultant to be presented to DPW staff personal during spring of 2009.
6B Revised	Training of Municipal Employees	D.P.W.	Good housekeeping training	Additional training session in Pollution Prevention Training given to DPW staff personal on March 5, 2008.	Continuation of employee training in good housekeeping methods.
6C Revised	Stormwater Pollution Prevention Plan/MSGP	D.P.W.	Complete SWPPP and implement	No action. (Permit valid through 10/29/2005). Continue with use of current Best Management Practices.	Continue with use of Best Management Practices.
6D Revised	Pest Control	D.P.W.	Train and license employee	Employee license renewed. No preventative applications. Pesticide only used on an as needed basis.	Renew employee license and continue as needed applications of limited pesticide. Have second employee obtain certification.
6E Revised	Catch Basin Cleaning	D.P.W.	Clean 33% of all catch basins per year	Approximately 40% of all catch basins cleaned. Five employees licensed in operation of catch basin cleaner. 41catch basins repaired as result on inspections during cleaning.	Continue to clean at least 33% of all catch basins in town. Renew employee licenses to operate equipment.
6F Revised	Street Sweeping Program	D.P.W.	Sweep all roads once per year, collector roads twice.	All roads swept annually in spring months. Arterial routes, 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. Research options for acquiring new street sweeping vehicle. Financing for new sweeper anticipated in FY 2011.

6a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
6G	Used oil recycling	D.P.W.	Continue collection and recycling of used motor oil	Continued to collect and recycle used motor oil at Knowlton Transfer Station for use as fuel at D.P.W. Service Building.	Continue to collect and recycle used motor oil.
Revised					
6H	Hazardous Waste Collection	D.P.W. and Board of Health	Annual multi-town event	Held in Wilbraham on 9/8/07. Universal wastes were accepted at Knowlton Transfer Station during operational hours. Collection of Freon containing items, televisions and computer components began in May, 2007 during normal operational hours.	Annual collection event to be held in mid September 2008 with Town of Wilbraham. Collection to be paid for by private waste hauler as part of municipal curb side contract.
Revised					
6I	Road salt application	D.P.W.	De-icing alternatives	Outfitted all sander vehicles (five) with onboard pre-wetting systems to utilize "Ice Ban" product (agricultural byproduct from brewery process). Pre-treated salt pile with Ice Ban which lowers activation temperatures and reduces amount of salt needed on roads.	Continue with Ice Ban applications to minimize salt applications.
Revised					
6J	Illegal dumping	D.P.W. and Board of Health	Identify locations	Continued enforcement visits with Conservation Commission. Collected illegally dumped trash and building debris at cul-de-sacs on Pilgrim Road and Mayflower Lane. Installed 4 no dumping signs. Assisted Eagle Scout candidate with Earth Day pick up of debris on municipally owned property.	Continue with enforcement visits with Conservation Commission and installation of no dumping signs as needed at illegal dump sites.
Revised					
Revised					
Revised					