Municipality/Organization: Town of Longmeadow

EPA NPDES Permit Number: MA041013

MaDEP Transmittal Number:

Annual Report Number
& Reporting Period: **No. 5: March 07-March 08**

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5/1/08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Thomas Martens Title: Town Engineer

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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:

Printed Name: Michael Wrabel

Title: Director of Public Works

Date: April 22, 2008

Part II. Self-Assessment

The Town of Longmeadow performed a comprehensive review of the Town's progress on the goals for meeting the minimum control measures under the NPDES MS4 Phase II permit. The Town publicizes stormwater related issues and supports and encourages active participation by Town residents in addressing pollution and stormwater issues. The town continues to map stormwater outfalls and inspect outfalls for potential illicit discharges. The Town is reviewing existing regulations, including the Massachusetts Wetlands Protection Act and the recently revised MADEP Stormwater Management Standards, and is drafting bylaws for enactment. The Town's efforts to meet the identified measurable goals including ongoing compliance efforts are summarized in Part III Summary of Minimum Control Measures, which follows.

Acronyms Used in Following Pages
Con Com = Conservation Commission
DPW = Department of Public Works
PVPC = Pioneer Valley Planning Commission

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)	Additional Planned Activities
1A	Hazardous Waste Day	Board of Health	Give residents opportunity to drop off hazardous waste	September 8, 2007 Regional Hazardous Waste day was held in Wilbraham, MA	**Hazardous Waste day is scheduled for September 13, 2008.**
Revised					
1B	Pet Waste By-law	Public Works Director	Completed	By-law in place. Public education included posting notice on web page.	Public education: to include posting notice on local cable access TV and press release.
1C	Longmeadow Website	Town Engineer	NPDES Information on DPW website	The Department of Public Works has incorporated NPDES information on the town web site	The Department of Public Works will continue to incorporate NPDES information on town web site.
1D	Public Outreach	PVPC	Variety of public outreach activities	Contributed $2,000 to participate in regional public outreach and education stormwater program.	Continue to be part of PVPC's regional public outreach and education stormwater program
1E	Newspaper Press Releases	Town Engineer	Publish stormwater/ water quality info 2x / year	Press release was issued on October 11, 2007 reminding residents to keep debris from catch basins, and to clean tops of catch basins of debris.	Publish stormwater/water quality info twice in the year.
1F	Classroom Education	School District/Town Engineer	Incorporate water quality into curriculum		**Work with School Science Coordinators to incorporate into curriculum**
1G	Public displays/handout	Public Works Director	Post stormwater related educational posters and handouts in Town Hall	Post stormwater related educational posters and handouts in Town Hall	Post stormwater related educational posters and handouts in Town Hall

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)	Additional Planned Activities
2A	Stream Cleanup and Monitoring	DPW Director and Town Engineer	Organize concerned residents to walk and clean up stream. Support interested groups by providing tools and disposing of trash bagged by participants.	Had discussions with Concom to develop ideas and cooperative efforts. Had discussion with DEP regarding potential use of Longmeadow stream for WQ monitoring. Supported Connecticut River Cleanup activities by picking up and disposing of trash bagged by participants.	Continue to support interested groups by providing tools and disposing of trash bagged by participants.
2B	Adopt a Stream	Public Works Director	Organize concerned citizens to adopt streams. Support interested groups by providing tools and disposing of trash bagged by participants.	Supported Connecticut River Cleanup activities by picking up and disposing of trash bagged by participants.	Continue to support interested groups by providing tools and disposing of trash bagged by participants.
2C Revised	Stormwater Committee	Board of Selectmen	Stormwater Committee formed	**Continue to work with Select Board to form committee**	
2D	Invasive Species Removal	Public Works Director	Provide appropriate disposal area for removed vegetation	Provided appropriate disposal area for water chestnut vegetation removed by volunteers coordinated by EPA.	Continue to provide appropriate disposal area for removed vegetation to support efforts to eradicate invasive species
2E	Adopt-a-Triangle	Parks Dept.	Support interested groups by providing tools and disposing of trash bagged by participants.	Supported volunteer activities by picking up and disposing of trash bagged by participants.	Support interested groups by providing tools and disposing of trash bagged by participants.

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)	Additional Planned Activities
3A	Sanitary Sewer Maintenance Program	Public Works Assistant Director	Develop plan of cleaning and inspecting sewer mains	Town is inspecting sewer interceptors along brook valleys to identify areas of breakage, erosion, or other physical conditions that may impair the integrity of the pipeline.	Continue to inspect sewer interceptors for potential impact to resource areas
3B Revised	Storm Drain System Map	Engineering Dept/Town Engineer	Develop a storm sewer system map and locate outfalls	Engineering is in the process of using GPS unit to locate outfalls. Data will be brought into AutoCAD to generate a storm sewer map. **Town has purchased a GIS program and began work to install and organize system data and maintenance efforts**	Continue developing the storm sewer map **and GIS to organize system data and maintenance efforts**
3C	Non-Stormwater By-law	Town Engineer	By-law established	Town is reviewing existing regulations and model regulations and preparing a draft by-law. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
3D Revised	Entrance Permit	Public Works Director	Completed	Discussed options for permitting and including language in deeds making owner responsible for discharges.	Continue to work with Town Attorney and Select Board to determine best course of action.
3E	Develop Illicit Discharge Program	Town Engineer	Draft plan.	DPW is reviewing existing regulations and preparing a by-law to address illicit discharges and connections. DPW assessed outfalls for potential illicit discharges.	Prepare new procedures/ plan as necessary.
3F	Illegal Dumping	Public Works Director	Perform regular patrols/cleanup	DPW performed regular patrols and cleaned up illegal dumped trash.	Continue to perform regular patrols/cleanup.
3G	Assess Outfalls	Engineering	Assess 10% of municipal outfalls per year	DPW inspected 20 outfalls for potential illicit discharges, erosion, sedimentation and other water quality factors.	Assess 10% of municipal outfalls per year

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)	Additional Planned Activities
4A	Stormwater Pollution Prevention Plan for Construction	Public Works Director/Town Engineer	Require pollution prevention plan for construction sites	Town is reviewing existing regulations and model regulations. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
4B	Construction Runoff By-law	PB/ Con Com/ DPW	Draft by-law.	Town is reviewing existing regulations and model regulations. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
4C	Plan Review	PB/ Con Com/ DPW	Enforcement under by-law	Continued plan review per existing regulations.	Continue plan review per existing regulations. By-law enforcement proposed following enactment..
4D	Inspection / Reporting	DPW/PB/ Con Com	Enforcement under by-law	Continued inspection / reporting under existing regulations.	Continued inspection / reporting under existing regulations. By-law enforcement proposed following enactment..

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)	Additional Planned Activities

5A	Post Construction Runoff By-law	Building/ Planning Board	By-law Established	Town is reviewing existing regulations and model regulations. ConCom reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Identify if additional regulations are needed, draft regulations for Town Meeting vote.
5B	Construction Site Plan Review	PB/ Con Com/ DPW	Enforcement under by-law	Continued plan review per existing regulations.	Continue plan review per existing regulations. By-law enforcement proposed following enactment.
5C	Stormwater System Maintenance Plan	PB/Con Com/ DPW	Enforcement under by-law	Continued inspection / reporting under existing regulations.	Continued inspection / reporting under existing regulations. By-law enforcement proposed following enactment.

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)	Additional Planned Activities
6A	Catch Basin Maintenance	Public Works Asst. Director for Highways	Organize program for cleaning and inspecting catch basins. Clean 500 catch basins annually	**Approximately 200 catch basins cleaned and inspected.**	**Clean balance of last year's goal and additional 500 catch basins.**
6B	Street Sweeping	Public Works Assistant Director for Highways	Organize program for sweeping streets	100% of paved town streets were swept in the month of April. Certain commercial area streets were swept two or three times.	Sweep 100% of streets.
6C	Municipal Maintenance Activity Program	DPW Director	Evaluate and draft additional policies	Reviewed existing policies and started to draft new policies	Review existing policies. Formalize in writing and draft new policies as necessary.
6D	Training of all municipal employees	DPW Director and Assistant Director for Highways	Initiate good housekeeping training	In-house training is done for new hires or anyone transferring within DPW. Conducted good housekeeping training for DPW staff on March 19, 2008.	Conduct good housekeeping training.

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)	Additional Planned Activities
7A	TMDL	Various	Performance of previously identified BMPs.	The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.	The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.

7b. WLA Assessment – N/A