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Municipality/Organization: Town of Hatfield

EPA NPDES Permit Number: MA 04-1010

MaDEP Transmittal Number: W-036303

Annual Report Number
& Reporting Period: No. 7: May 1, 2009 – April 30, 2010

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Phil Genovese **Title:** DPW Director

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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: Marcus Boyle

Title: Hatfield Board of Selectmen, Chair

Date: _____

Part II. Self-Assessment

The Town of Hatfield, Massachusetts has continued its ongoing Phase II Program. Additional mapping of the Hatfield drainage system is an ongoing process, and the DPW continues to map outfalls and structures that were not previously on the master drainage system plan. Mapping is approximately 95% complete. The Town Departments have continued to have discussions with GIS representatives with hopes of mapping additional Town infrastructure. Additional public education and participation events continue to provide information about stormwater pollution and mitigation efforts. Finally, good housekeeping techniques such as catch basin cleaning and street sweeping are performed as required in high priority areas.

Changes were made during past years to the Hatfield Stormwater Management Zoning Bylaw and adapted by the Hatfield Board. These changes reflect current EPA Rules and Regulations. An Illicit Discharge Program was developed during past years and incorporated into the Hatfield DPW Rules and Regulations. Enforcement of rules and bylaws continues.

In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town has determined that our municipality is in compliance with all permit conditions.

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 7	Planned Activities – Next Permit Term
1A Revised	Educational displays	DPW	Educational Display at Town Hall Distribute flyers to residents at two or more events	An educational stormwater brochure was made available at the Town Hall.	Continue to display educational material for the public at the Town Hall. Review opportunities for new displays.
1B Revised	Community Website & Hotline	DPW	Stormwater information posted on the Town website	Stormwater information is posted and updated on the Town website.	The Town website will have a format change to become more user-friendly. Information will temporarily be unavailable and will be re-posted in the near future. Add links to applicable EPA and DEP websites.
1C Revised	Local Cable Access	DPW	2 Informational Bulletins per year	Two bulletins were posted on a Cable Access TV Channel	Continue to work on informational bulletins. Provide 2 bulletins to the Local Cable Access TV Channel.
1D Revised	Informational Pamphlets	DPW	Pamphlets in Town Hall & 1 mailing	An informational pamphlet was posted and made available at the Town Hall. No mailings were made due to budget constraints.	Continue to make informational pamphlets available to the public at the Town Hall. Review opportunities for new pamphlets.
1E Revised	Hazardous Waste Collection Day	DPW	1 HHW Collection Day per year	Hatfield participated in Northampton's HHW Collection Day in May 2009. Informational handouts and applications were made available at the Town Hall & the Transfer Station.	Hatfield will participate in Northampton's HHW Collection Day in May 2010. Continue to make informational handouts and applications available to the public.
1F Revised	Healthy Lawns and Landscapes	DPW	1 Workshop per year	Hatfield hosted a free Healthy Lawns and Landscapes workshop.	Continue to make educational workshops available to the public.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Next Permit Term
2A Revised	Adopt-A-Stream	DPW	1 Event per year	Worked with local Cub Scouts in efforts to continue the Source to Sea program removing trash and debris from various locations along the Connecticut River banks. Hotline remains posted on Cable TV and Town website.	Continue to plan cleanup efforts along the Connecticut River banks with local Cub Scouts.
2B Revised	Community Hotline	DPW	Hotline posted on Cable TV & website		Hotline will continue to be periodically posted on Cable TV and will be reposted on the Town Website after the format change.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Next Permit Term
3A Revised	Mapping Stormwater Outfalls	DPW	Map 50% of stormwater outfalls	Approximately 95% of the Town's outfalls and drainage system has been mapped.	Continue to gather information of the Town's drainage system and add to the master plan as information is acquired.
3B Revised	Develop Illicit Discharge Program	DPW	Draft Plan in Year 4	Continued enforcement of the Illicit Discharge Program, developed during previous years with the Pioneer Valley Planning Commission	Continue enforcement of the Illicit Discharge Program.
3C Revised	Non-Stormwater By-Law	DPW	New By-Law Year 5	Continued enforcement of the Illicit Discharge Program.	Continue enforcement of the Illicit Discharge Program.
3D Revised	Illegal Dumping	DPW, Police, Board of Health	N/A	The Town DPW, Police, and Board of Health have worked together to identify illegal dumping activities and fined those responsible. DPW has picked up the illegally dumped trash. Signs have been posted in problem dumping areas.	Continue efforts to identify illegal dumping activities and fine those responsible. More signs will be placed in problem areas.
3E Revised	Recreational Wastewater	DPW	N/A Illicit discharges removed within 1 year of discovery	Hatfield residents are allowed to dump their Recreational Vehicle wastewater, free of charge, at the Town's Wastewater Treatment Facility.	Continue to assure that Hatfield residents are able to use the Town's Wastewater Treatment Facility for disposal of RV wastewater.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Next Permit Term
4A Revised	Construction Runoff By-Law	Planning Board, ConCom	Create a Construction Runoff By-Law	Hatfield continued enforcement of the updated Construction Runoff Program.	Continue enforcement of the Construction Runoff Rules & Regulations.
4B Revised	Plan Review	Planning Board, ConCom	Review projects that disturb 1 acre or more	Projects that disturb 1 acre or more have been reviewed.	Continue reviews of projects that disturb 1 acre or more.
4C Revised	Inspection/ Reporting	Building Inspector	Inspect projects that disturb 1 acre or more	Projects that disturb 1 acre or more have been inspected and reported.	Continue inspections and reporting of projects that disturb 1 acre or more.
4D Revised	Building Permit Application	Planning Board, ConCom	EPA permit number for projects 1 acre or more	Projects that disturb 1 acre or more have been issued EPA permit numbers.	Continue issuing EPA permit numbers for projects that disturb 1 acre or more.

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 7	Planned Activities – Next Permit Term
5A Revised	Post Construction Runoff By-Law	Master Plan, Planning Board	New By-Law to be adopted in Year 5	Meetings between the DPW and Planning Board were held to discuss the Post Construction Runoff By-Law.	Continue to make progress on the Post Construction Runoff By-Law.
5B Revised	Construction Site Plan Review	DPW, Planning Board	New By-Law to be adopted in Year 5	Meetings between the DPW and Planning Board were held to discuss the Post Construction Runoff By-Law.	Continue to make progress on the Post Construction Runoff By-Law.
5C Revised	Stormwater System Maintenance Plan	DPW	New By-Law to be adopted in Year 5	Meetings between the DPW and Planning Board were held to discuss the Post Construction Runoff By-Law.	Continue to make progress on the Post Construction Runoff By-Law.
5D Revised	Training for Town Staff on new By-Law	DPW, Board of Selectman	New By-Law to be adopted in Year 5	Meetings between the DPW and Planning Board were held to discuss the Post Construction Runoff By-Law.	Continue to make progress on the Post Construction Runoff By-Law.

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 7	Planned Activities – Next Permit Term
6A Revised	Municipal Maintenance Activity Program	DPW	Program completed in Year 5	In-house DPW meetings held to discuss the Municipal Maintenance Activity Program.	Continue to hold meetings and make progress on the Municipal Maintenance Activity Program.
6B Revised	Training of Municipal Employees	DPW	Training completed in Year 5	After completion of the Municipal Maintenance Activity Program, Town employees will be trained.	Train employees once the Municipal Maintenance Activity Program is completed.
6C Revised	Stormwater Pollution Prevention Plan	DPW	SWPPP for Transfer Station & Highway Garage in Year 1	SWPPP has been completed for the Transfer Station & Highway Garage.	Continue to enforce the SWPPP. Conduct employee training for pollution prevention and good housekeeping.
6D Revised	Catch Basin Cleaning Program	DPW	Clean 33% of catch basins each year	Catch basins were cleaned during the Spring of 2009 by an outside cleaning service.	Continue the current catch basin cleaning program.
6E Revised	Street Sweeping and Cleaning	DPW	Sweep streets each year	Streets were swept as necessary during the Spring of 2009.	Continue the current street sweeping program.

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 7	Planned Activities – Next Permit Term
7A	Evaluate TMDL Studies & Status of Town BMPs to Address Impaired Waters	DPW	Summary of pollution prevention efforts, future needs, and responsible parties.	Meetings between the DPW and Planning Board were held to discuss developing a strategy to meet the TMDL considering existing actions under the Phase II stormwater management program and available resources. The next steps for developing a water quality strategy are pending the reissuance of the Phase II Permit.	Review the pending Phase II Permit and develop an implementation strategy to meet the TMDL that considers the goals of the TMDL, available resources.
Revised					

Part IV. Summary of Information Collected and Analyzed

The Town has nearly completed the town-wide drainage system map, including outfall locations. Approximately 95% of structures and outfalls have been identified. One suspected sump pump illicit discharge was identified and removed.

Part V. Program Outputs & Accomplishments

Programmatic

Stormwater management position created/ staffed	(y/n)	N
Annual program budget/ expenditures	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc.)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		

▪ Days sponsored	(#)	1
▪ Community participation	(# or %)	
▪ Material collected	(tons or gal)	
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

Mapping and Illicit Discharges

Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	95%
▪ 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)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restriction, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of cleanings /debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	(location)	
Cost of cleanings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Unknown
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	Y

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
■ Fertilizers	(lbs. or %)	N/A
■ Herbicides	(lbs. or %)	N/A
■ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios		
	% NaCl	25%
	% CaCl ₂	0
	% MgCl ₂	0
	% CMA	0
	% Kac	0
	% KCl	0
	% Sand	75%
Pre-wetting techniques utilized	(y/n)	N
Manual or automatic spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	25%
Salt pile(s) covered in storage shed(s)	(y/n)	N
Storage shed(s) in design or under construction	(y/n)	Y

Water Supply Protection

Stormwater outfalls to public water supplies eliminated or relocated	(# or y/n)	N
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	(# or y/n)	N
■ Treatment units induce infiltration within 500-feet of a wellhead protection area	(# or y/n)	N