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Municipality/Organization: Town of Longmeadow

EPA NPDES Permit Number: MA041013

MaDEP Transmittal Number: _____

Annual Report Number

& Reporting Period:

No. 7: March 09-March 10

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Thomas Martens, P.E.

Title: Town Engineer

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Email: publicworks@longmeadow.org

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Michael Wrabel

Printed Name: Michael Wrabel

Title: Director of Public Works

Date:

April 21, 2010

Part II. Self-Assessment

The Town of Longmeadow performed a 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 concerns. The town continues to update maps of stormwater outfalls, drainage pipes and catch basins, and inspect outfalls, catch basins and drain lines 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 has enacted bylaws. 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

PV/PC = 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 7 (Reliance on non-municipal partners indicated, if any)	Additional Planned Activities
IA	Hazardous Waste Day	Board of Health	Give residents opportunity to drop off hazardous waste	Hazardous Waste day was held on September 2009.	Hazardous Waste day is scheduled for September 2010.
IB	Pet Waste By-law	Public Works Director	Completed	By-law in place. Public education included posting notice on web page. Distributed pet waste flyers prepared by PVPC.	Public education: to include posting notice on local cable access TV and press release.
IC	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.
ID	Public Outreach	PVPC	Variety of public outreach activities	Contributed \$2,000 to participate in regional public outreach and education stormwater program. Actively participate in committee programs	Continue to be part of PVPC's regional public outreach and education stormwater program.
IE	Newspaper Press Releases	Town Engineer	Publish stormwater/ water quality info 2x / year	Advertised sale of rain barrels in newspaper and submitted articles on stormwater issues	Publish stormwater/water quality info twice in the year.
IF	Classroom Education	School District/Town Engineer	Incorporate water quality into curriculum	Offered grant as part of regional planning organization for curriculum development.	Work with School Science Coordinators to incorporate into curriculum. Curriculum prepared by grant will be distributed to schools for use
IG	Public displays/handout	Public Works Director	Post stormwater related educational posters and handouts in Town Hall	Posted stormwater related educational posters and handouts in Town Hall. Distributed "Greenscapes" materials to public. Displayed materials at "Longmeadow Days" Town Fair. Included bill stuffers on lawn care practices	Post stormwater related educational posters and handouts in Town Hall. Greenscapes materials distribution to public. Post materials at Longmeadow Days. Bill stuffers on conservation and "green" topics.
IH	Public Announcements	Town Engineer	Present Public Service Announcement (PSA) on local cable station	Stormwater program PSA aired on the cable channel throughout the year.	Periodic airings of PSAs.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (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 Con Com to develop ideas and cooperative efforts. Had discussion with DEP and PVPC as their contractor 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. Providing flyers regarding disposal of dog waste.
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. Stormwater Committee formed	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	Stormwater Committee	Board of Selectmen		Raised issues at select board meeting to promote stormwater utility. Included in annual Engineering Report	Work with new Select Board to form a 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 7 (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. Video inspected almost one third of the sewer system in 2009. Found many issues and fixed breaks. Repaired potential cross connection areas.	Continue to inspect sewer interceptors for potential impact to resource areas. Perform \$35,000 of video inspection of sewers in 2010. Repair leaks.
3B	Storm Drain System Map	Engineering Dept./Town Engineer	Develop a storm sewer system map and locate outfalls	All outfalls GPS'd. Bringing data into AutoCAD and GIS program to generate more accurate storm sewer map.	Continue developing the storm sewer map and GIS to organize system data and maintenance efforts. Begin scanning. Update GIS
3C	Non-Stormwater By-law	Town Engineer	By-law established	Town approved bylaw at Town meeting. 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	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 has approved a by-law to address illicit discharges and connections. DPW assessed outfalls for potential illicit discharges. Started developing an illicit discharge program	Complete illicit discharge program.
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 40 plus outfalls for potential illicit discharges, erosion, sedimentation and other water quality factors.	Assess 20% 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 7 (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 approved bylaw at Town meeting. 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. Develop inspection program for all significant construction projects. Work with Building department to control and contain stormwater.
4B	Construction Runoff By-law	PB/ Con Com/ DPW	Draft by-law.	Town approved bylaw at Town meeting. 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. Develop inspection program for all significant construction projects. Work with Building department to control and contain stormwater.
4C	Plan Review	PB/ Con Com/ DPW	Enforcement under by-law	Continued plan review per new bylaw.	Continue plan review per new bylaws. By-law enforcement proposed following enactment. Work with Building Department to review plans.
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 7 (Reliance on non-municipal partners indicated, if any)	Additional Planned Activities
5A	Post Construction Runoff By-law	Director DPW	By-law Established	Town approved bylaw at Town Meeting. 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 new regulations.	Draft procedures manual for plan review and approval. Continue plan review per new regulations. By-law enforcement to be part of plan.
5C	Stormwater System Maintenance Plan	PB/Con Com/ DPW	Enforcement under by-law	No new large projects built. Continued inspection / reporting under new regulations.	Continued inspection / reporting under new 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 7 (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 200 catch basins annually	Approximately 2000 catch basins cleaned and inspected. Numerous basins repaired. Video inspected suspect drain lines.	Clean approximately 2,000 catch basins. Repair and replace as necessary.
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 in 2009.	Conduct good housekeeping training in April 2010.

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 (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

STORMWATER COMMITTEE 2009 ANNUAL REPORT JANUARY 1 TO DECEMBER 31, 2009

The following is a summary of the work of the Connecticut River Stormwater Committee during the 2009 calendar year:

Member Communities (11)

Agawam, Chicopee, Easthampton, Granby, Holyoke, Longmeadow, Ludlow, South Hadley, Springfield, West Springfield, and Westfield

Pilot Projects

Greenscapes

1. *Greenscapes Calendar* - The Massachusetts Greenscapes Coalition produced a Greenscapes calendar for the 2009-10. The calendar is full of monthly tips about seasonally appropriate ways to reduce chemical inputs to your lawn and yard, and conserve water. Calendars were distributed within member towns by committee reps, and at local events attended by Think Blue/Greenscapes.
2. *Local Garden Centers* - PVPC communicated at length with several area garden centers in an attempt to institute Greenscapes signage or a kiosk in association with organic products and/or native plants. The objective was to increase awareness about Greenscapes and promote the reduction of chemical usage on the landscape. This concept needs further development including a well designed display that can be easily set up at a location with free information for people to take home.
3. *Native Plants Demonstration Garden, Wistariahurst Museum, Holyoke* – Pride's Corner Nursery in Connecticut finally came through in September 2009 with a \$3,000 donation of native plants for the gardens at the historic Wistariahurst Museum in Holyoke. Extensive gardens at the site are maintained by the Master Gardeners of Western Massachusetts. The plants were installed within the existing garden to show how natives can be incorporated into an existing landscape, augmenting it's beauty and functionality.

School Children

1. Continued to seek funding to develop curriculum about stormwater pollution for school age children. Received notification in early 2009 that two grant proposals were not funded: Lego Children's Fund Grant, \$5,000; and, EPA Environmental Education Grant, \$17,608.
2. Continued discussions with MA Department of Environmental Protection (Anne McGovern) about partnering on the development of a water module (conservation and pollution prevention) under DEP's Green Team Program. The program

currently includes three classroom teaching modules: climate change, recycling, and clean air. Due to budget constraints, DEP is unable to support further development of the Green Team but is open to work with us if we secure grant funding for this pursuit.

3. *School Mini Grants* - Issued school mini-grant announcement for public schools in member communities February 2009. Proposals due May 15, 2009. Unfortunately, only 2 schools applied for the \$500 awards – Selser Memorial School and Chicopee Academy, both in Chicopee. An award was made to Selser Memorial for developing a semester long curriculum about watershed dynamics and stormwater pollution. A copy of the curriculum is being made available to Stormwater Committee reps to share with their school districts.
4. Initiated coordination with *The World Is Our Classroom*, a place based educational program utilized by the Springfield Water and Sewer Commission to structure field trips to Bondi's Island and the West Parish water treatment plant. After several meetings, the program agreed to integrate discussion of stormwater issues in their field trip to the West Parish Filters as part of the watershed presentation.

Pet Owner Outreach

1. *Right Bag for the Job Pet Waste Flier* - PVPC, in coordination with MassBays Estuary Association and SOAP (formerly Dwell Creative), designed a rack card flier about picking up after your dog titled "The Right Bag for the Right Job". Distributed through Fall 2009 community Household Hazardous Waste Day drop offs to all cars that came through. Fliers were also sent to area veterinary clinics for posting and distribution to clients.
2. *The Truth About Cats, Dogs and Lawn Chemicals Film Promotion to Veterinary Clinics* – Developed a small poster promoting this film developed and produced by a local environmental attorney in Amherst, MA. Poster was distributed to area veterinary clinics and asked that they post it in their waiting rooms. The film discusses how harmful lawn chemicals are to animal health and alternative ways to care for your lawn. The film includes a local organic lawn owner from Longmeadow and land care professional Bernadette Giblin of Safeground Organics in Northampton. The poster included where to buy the film, or simply view it on YouTube.

Preventing Stormwater Pollution - Industry Specific BMP Factsheets

1. Developed a factsheet about stormwater pollutant best management practices for three industries: restaurants, automotive, and general small business. Funding for the factsheets was provided by a DLTA Grant.

2. Compiled a listing of umbrella organizations by industry to target for distribution of factsheets. Also contacted MA DEP regarding posting to their website. Distribution of factsheets began in earnest in 2010.
3. Sent .pdf versions of factsheets to committee members for posting on local websites.
4. Posted factsheet .pdfs on Think Blue website.

Grants

MA DEP 319 FY09 Grant - Greenscapes

Proposal developed in coordination with the Greenscapes Coalition to develop a displays for the program: a smaller table top display for local offices such as Town Halls, and a larger one for events. Grant not funded.

MA DEP 319 FY09 Grant – Stormwater Workshops

PVPC partnered with VHB to host a regional workshop about stormwater issues such as current regulatory topics and structural techniques for pollution control. Grant not funded.

EPA Healthy Communities FY09 –Reducing Children’s Exposure to Pesticides

In partnership with Westfield and Ludlow, PVPC developed a proposal to target the reduction of pesticides and herbicides on school grounds and public parks in these communities. In addition, the project developed a “Parent to Parent” toolkit about how to talk to your neighbors about this issue with the intended outcome of reducing chemicals in our neighborhoods as well as schools and parks. Grant not funded.

EPA Environmental Education Grant – Green Team Water Module

In partnership with MA DEP, PVPC developed a proposal to create a water module component to DEP’s already successful statewide Green Team school program. The water module would focus on water pollution prevention and conservation. Grant not funded.

DLTA FY10 – Regionalizing Stormwater Services

This project will look at ways communities can regionalize service contracts and purchasing equipment at a cost savings. Grant Funded

General Administration

- FY10 Work Plan and Budget
- Reviewed DRAFT New Hampshire NPDES Phase II 2009 Permit. Developed comparison table for old versus new permit, identification of all new requirements by Minimum Control Measure.

- Think Blue Information Packets for Local Officials – Due to regular turnover on town boards, and a perceived lack of awareness about the Think Blue and Greenscapes campaigns at the local municipal level, an information packet was mailed to community officials to better inform them of the programs. Packets were sent to the chair/department head for the following: Planning Board, Conservation Commission, Board of Health, School Committee, and Chief Elected Official. Mailing list totaled 180 officials. To save on printing costs, Stormwater Committee representatives were tasked with distributing the packets in their towns.
- Distributed CDs with Think Blue and Greenscapes web links and materials to local cable access stations and community website coordinators for posting.
- The Massachusetts Bays Estuary Association received notice that it would not receive needed funding to continue operations into 2010. Because Think Blue, and Greenscapes, had become integral components of the Stormwater Committee's outreach program, we worked with MBEA to transition Think Blue coordination to PVPC. This included transferring the website domain to PVPC and re-building it somewhat. Coordination of the Greenscapes program was assumed by the North and South Rivers Watershed Association (NSRWA). The long term fate of the Greenscapes program, including membership costs, has yet to be determined and is being discussed by members.
- Meeting Dates – The Stormwater Committee met six times in 2009 on the following dates:

February 4, 2009 @ 1:00 PM

March 16, 2009 @ 1:00 PM

May 7, 2009 @ 1:00 PM

August 17, 2009 @ 1:00 PM

October 29, 2009 @ 10:00 AM

December 10, 2009 @ 10:00 AM