

9/2/08

Municipality/Organization: Town of Palmer

EPA NPDES Permit Number: _____

MaDEP Transmittal Number: W- 040564

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

NPDES PII Small MS4 General Permit Annual Report

AUG 15 2008

Part I. General Information

Contact Person: Patricia Kennedy **Title:** Interim Town Manager

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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: Patricia Kennedy

Printed Name: Patricia Kennedy

Title: Interim Town Manager

Date: 8-11-08

Part II. Self-Assessment

The Town of Palmer submits this Annual Report for the fifth year of activities associated with Palmer's NPD stormwater discharges. This report is for the time period that reflects the second full year of the new Town C Manager form of government. Note that for Permit Year 5 many of the measurable goals that had not been a been initiated. These goals include public review of Palmer's Comprehensive Stormwater Program and regul 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 5 (Reliance on non-municipal partners indicated, if any)
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 of Palmer held a Stormwater Workshop with relevant Town Departments and Baystate roads in May of 2007. Discussed were the NPDES Phase II ordinances and how the Town will be addressing them. Palmer has developed a Stormwater Ordinance which is being presented at Town meeting mid July for approval.
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 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 continue to 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: <i>Watch Your Waste</i> prepared by MADEP, door hangers <i>A Guide to Your Building's Recycling Program</i> 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	Palmer has identified and posted links to EPA and DEP stormwater regulations and other water quality education resources on its website: www.townofpalmer.com The Town's website includes links to local water departments and water quality reports. Palmer will continue to locate new educational sources to post to its website as well as maintain the links to current resource materials.

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – 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 is in the process of identifying local watershed links to post on its website. Palmer will then review additional links for relevancy when located.
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.	Public meeting notice and the meeting reviewing Palmer's Comprehensive Stormwater Management Program were posted on Palmer's local access channel. Town meeting is scheduled to be held mid-July and will be broadcasted on the local public 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.	Town of Palmer continues to look for an individual to fill the liaison position. Palmer will continue to locate a candidate to attend the Chicopee River Watershed Council meetings as a liaison for the Town.
Revised				

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – 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 Bulky Days in May and October of 2007.
Revised				The Town of Palmer will continue its annual Bulky Day. The Town of Palmer partnered with the Town of Wilbraham for Hazardous Waste Collection. The Town of Palmer will continue its partnership with Wilbraham for hazardous waste collection.

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)
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.	Stenciling was completed previous permit year, No additional activities took place this permit year.
Revised				The Town will continue to identify and support activities targeting local students.

2. Public Involvement and Participation Cont.

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)
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. Palmer DPW supported residents in picking up garbage from streets, curbs, sidewalks and drainage areas alongside roadways. 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. Palmer DPW supported residents in picking up garbage from streets, curbs, sidewalks and drainage areas alongside roadways. 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 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. 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. All known outfalls within Palmer's CSO area have been mapped and are inspected annually to make sure they are in proper working condition. 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 5 (Reliance on non-municipal partners indicated, if any)
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. Palmer developed an Illicit Connections and Discharges to the Municipal Storm Drain System Ordinance as well as a Stormwater Management Ordinance for Small Development Projects. Both of which will be presented to Town Meeting in July.
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.
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 5 (Reliance on non-municipal partners indicated, if any)
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 in permit year 4 Palmer is in the process of reaching an agreement with a vendor for a curbside pickup recycling program. The Town will continue to identify other 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 5 (Reliance on non-municipal partners indicated, if any)
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 Three Rivers Water District has developed a Water Protection Plan which can be found on the Town of Palmer website: www.townofpalmer.com 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 5 (Reliance on non-municipal partners indicated, if any)
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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. The Town of Palmer developed and passed at town meeting an Illicit Connections Ordinance and a Stormwater Management Ordinance for Small Development Projects. The Town is close to adopting a Stormwater Management Ordinance for Large Development Projects. No additional action is planned for this BMP.
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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)
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. The Town of Palmer developed and passed at town meeting an Illicit Connections Ordinance and a Stormwater Management Ordinance for Small Development Projects. The Town is close to adopting a Stormwater Management Ordinance for Large Development Projects. 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 5 (Reliance on non-municipal partners indicated, if any)
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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. A formal O&M plan is still being developed. Street sweeping occurs from last to first snow storm of the year. Palmer's DPW used less salt and sand over the permit year during winter precipitation to limit the amount of material buildup during spring melt. The Town of Palmer will continue to implement the annual cleanout program. The Town of Palmer will continue in its efforts to 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 5 (Reliance on non-municipal partners indicated, if any)
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 its catchbasins. Structural conditions or suspected illicit discharges are noted for future follow-up or maintenance. A formal inspection program is still being developed as part of the O&M Plan. Palmer will continue its existing 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 4 th phase which is expected to be complete in 2010. 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. Palmer will continue to identify opportunities for storm sewer infrastructure improvements.
Revised				

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 5 (Reliance on non-municipal partners indicated, if any)
Revised				No TMDLs in the Town of Palmer

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)	