



TOWN of SOUTHAMPTON
Southampton, Massachusetts 01073

HIGHWAY DEPARTMENT

February 7, 2018

Newton Tedder, EPA MS4 Program
United States Environmental Protection Agency
5 Post Office Square - Suite 100
Mail Code - OEP06-1
Boston, Massachusetts 02109-3912

Re: Town of Southamptton MS4 Reporting

Dear Mr. Tedder,

On behalf of the Town of Southamptton, Massachusetts please find the attached reports for Municipal Separate Storm Sewer Systems (MS4):

- NPDES PII Small MS4 General Permit Annual Report 2015 (April 1, 2014 – March 31, 2015)
- NPDES PII Small MS4 General Permit Annual Report 2016 (April 1, 2015 – March 31, 2016)
- NPDES PII Small MS4 General Permit Annual Report 2017 (April 1, 2016 – March 31, 2017)

Concurrently we have delivered one copy of the above documents to the Massachusetts DEP. Please do not hesitate to call me if you need additional information.

Sincerely,

Randall Kemp,
Town of Southamptton

CC: Fred Civian, MA DEP

Municipality/Organization:	Southampton
EPA NPDES Permit Number:	MAR041021
MassDEP Transmittal Number:	W-035569
Annual Report Number & Reporting Period:	Year 13 April 1, 2016 – March 31, 2017

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2017)**

Part I. General Information

Contact Person: Randall Kemp	Title: Highway Superintendent
Telephone #: 413-527-3666	Email: rkemp@town.southampton.ma.us
Mailing Address: Southampton Highway Garage, 8 Former Road, Southampton, MA 01073	

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: Randall Kemp _____

Title: Highway Superintendent _____

Date: _____

Part II. Self-Assessment

The Town of Southampton Stormwater Management Program has been in place since July 31, 2003. The Town has completed the required self-assessment and has determined that the municipality has addressed each of the six minimum control standards. The Town continues to publicize Stormwater-related issues and supports active participation by townspeople in addressing pollution and Stormwater issues. The by-laws developed to address the NPDES requirements were passed at the June 4, 2007 annual town meeting. New developments are subject to the review and enforcement requirements of the by-laws. Two (2) Cease & Desist orders were issued for violations under the Stormwater by-law. In order to be able to more proactively address catch basin cleaning, the Town purchased a zero-emission clam-shell type truck for catch basin cleaning to be performed by Highway Department personnel. As noted below, since the NPDES MS4 program began, the town has identified and disconnected three illicit discharges to the municipal storm drain system. Southampton has focused efforts on promoting recycling.

Acronyms Used in Following Pages

BI = Building Inspector BOH = Board of Health BOS = Board of Selectmen

ConCom = Conservation Commission

HD = Highway Department

PB = Planning Board

PVPC = Pioneer Valley Planning Commission

WD = Water Department

PD = Police Department

BAPAC=Barnes Aquifer Protection Advisory Committee

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	Classroom Education	HD/WD/School	Presentation on water cycle	DEP Water Cycle Skit to 5 th and 6 th graders is typically held every other year. The HD sponsored a field trip for 1 st and 2 nd graders to the Springfield Materials Recycling Facility (MRF) on May of 2016 and for the 3 rd graders in the Fall of 2016.	DEP Water Cycle Skit to 5 th and 6 th graders is typically held every other year. HD will coordinate new educational presentation with school leadership.
Revised					
1B	Educational Displays	HD	Post education display	Display EPA's Stormwater and the Construction Industry poster in the School, Planning Board and Con Com meeting rooms and in the Town Hall. A poster depicting the Water Cycle was also posted in the School, Town Hall and Library.	Post Education display.
Revised					
1C	Newspaper Press Release	HD	Publish 2x per year in local newspaper	The HD issued press released publicizing Household Hazardous Waste Day, which were held in October 2016 in Easthampton, encouraging residents to properly dispose of hazardous wastes. Publicized and participated in the National Prescription Drug Take Back Day in September 2016. In December 2015, a permanent drug drop off box was installed in the Police Station at 8 East Street.	Publish drinking/water quality info annually.
Revised					
1D	Local Cable Access, Social Media and Town Website	HD	Post bulletins continually and updated on an ongoing basis.	The HD runs educational notices encouraging residents to recycle, providing information on the water cycle, and publicizing water restrictions. Additional educational information is included on the public school intranet system.	Post bulletins on water quality info throughout the year. In addition, BAPAC K-12 water cycle presentation is made available via social media.
Revised					
1E	Informational pamphlets / notices	HD	Mail with drinking water quality report	Water conservation and recycling tips distributed with Drinking Water Quality Report. Notices distributed regarding overwatering, and water use restrictions.	Mail water quality info with Drinking Water Quality Report.
Revised					
1F	Informational Gadgets	HD	Distribute magnets	HD distributed the available magnets and recycling bins. Printed HD contact	Continue to seek funds for educational/informational gadgets

Revised			Distribute Water Quality Flyers on recycling and the water cycle	information on Town trash bags.	to distribute. Make pamphlets available with tablets for at home water leak detection.
IG	Environmental Grants	IID/Transfer Station	Give out grants to students based on environmentalism	The town gave out \$500 environmental grants under the Richard Allen Scholarship program to 3 high school seniors for Community services including environmental services and essays.	Give out up to \$5,000 in grants to students for environmental volunteerism/essays.
Revised					

1a. Additions

III	Stormwater/Water Conservation Efforts	HD	Encourage Residential Stormwater storage/recycling	The Town makes notifications on social media advising a voluntary water ban in summer months at times of low water resources.	Continue to make notifications on social media promoting water conservation at times of low water resources.
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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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2A	Adopt-a-Road/Adopt-a-stream	HB/Boy Scouts/School	Support interested groups by providing tools and trash disposal	The HD supported Hampshire Regional High School students in local clean-up of roadways and resources areas and William E. Norris Elementary School students and Cub Scouts in cleanup of parks and around Town buildings.	Continue to support interested groups by providing tools and disposing of trash bagged by participants. In Town will continue to assist Cub Scouts, Boy Scouts, Girl Scouts, and local students in cleaning up areas around Town parks and cemetery.
Revised					
2B	Community Hotline	HD	Publicize number	Number publicized through Household Hazardous Waste day press, on recycling bins and on Town website.	Continue to publicize number.
Revised					
2C	Storm Drain Stenciling	HD	Work with Volunteers to Stencil 50 catch basins per year	In 2011, volunteers from the Westfield River Watershed Association affixed "Drains to Pond" markers at catch basins in the Hampton Ponds neighborhoods, including urbanized areas of Southampton. No additional stenciling has been undertaken.	Continue upkeep and maintenance on catch basin markers.
Revised					
2D	Watershed Committee	ConCom /HD/WD/BOH/PB	Work with Hampden Ponds Association and Barnes Aquifer Protection Advisory	ConCom representatives attend Hampden Ponds Association meetings. HD/PB representative attended Barnes Aquifer Protection Advisory Committee (BAPAC) meetings.	Continue to attend Hampden Ponds Association and BAPAC meetings. Repost watershed and aquifer protection signage.
Revised					

2a. Additions

2E	Community Service	IID/School	Support community service requirements by offering volunteer opportunities	The IID supported students for Hampshire Regional High School community service requirements by offering volunteer opportunities at the landfill and to cleanup Town properties.	Continue to offer volunteer opportunities to High School students.
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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	Mapping Stormwater	HD	Field inspect 25% of outfalls	The HD GPS located storm drain outfalls to wetlands, waterways and water bodies within the urbanized areas of the Town. Field inspected only 10% of outfalls in urbanized areas in 2016.	HD intends to field inspect 50% of outfalls in urbanized areas. Consider sampling outfalls during inspection.
Revised					
3B	Develop Illicit Discharge Program	IID	Evaluate existing procedures	Inspections performed during catch basin cleaning; evidence of illicit discharge reported to IID.	Prepare new procedures/ plan as necessary.
Revised					
3C	Non-Stormwater By-Law	IID	Adoption of by-law at Town Meeting	By-law was passed at June 4, 2007 Town Meeting. Three illicit connections have been disconnected from the municipal storm drain system since the beginning of the program. None this reporting year.	Continue by-law enforcement.
Revised					
3D	Illegal Dumping	IID	Maintain signage in sensitive areas. Perform regular patrols/cleanup	The IID continued to maintain signage in water supply areas and pick up illegal dumping throughout the Town. BOH and Police are notified as necessary and violators prosecuted.	Continue to maintain signage and perform regular patrols/cleanup.
Revised					

3E	Failing Septic Systems	BOH/HD	Keep records of failing septic systems	The BOH continued to permit septic system cleaning companies in Southampton and maintain records of septic systems cleaned throughout the year.	Continue to keep records of maintained septic systems (BOH). HD to inform BOH if any identified failing septic systems.
Revised					

3a. Additions

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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Runoff By-law	HD/PB/ConCom	Adoption of by-law at Town Meeting	By-law was passed at June 4, 2007 Town Meeting.	Continue by-law enforcement. Adopt provisions for non-criminal ticketing.
Revised					
4B	Plan Review	PB/ConCom/HD/BOH/BI	Plan review under By-law	Conduct plan review per By-law.	Conduct plan review per By-law.
Revised					
4C	Inspection / Reporting	HD/PB/BI/ConCom	Enforcement under By-law	Conduct inspection I reporting per By-law. Require modifications to address deficiencies in plans and follow-up with site visits, if necessary. Two (2) Cease & Desist orders have been issued for violations under by-law since the by-law has been in place. No Cease& Desist Orders occurred this reporting year.	Continue inspection I reporting per By-law.
Revised					

4a. Additions

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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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post Construction Runoff By-law	HD/PB/ConCom	Adoption of By-law at Town Meeting	By-Law was passed at June 4, 2007 Town Meeting.	Continue by-law enforcement.
Revised					
5B	Construction Site Plan Review	HD/PB/ConCom/BOH/BI	Plan review under By-law	Conduct plan review per By-law.	Continue plan review per By-law.
Revised					
5C	Stormwater System Maintenance Plan	HD/PB/ConCom	Enforcement under By-law	Conduct inspection / reporting per By-law.	Conduct inspection / reporting per By-law.
Revised					

5a. Additions

	New Subdivision Stormwater System Maintenance	HD	Annual Reports on Maintenance Activities	Homeowners' Associations in new subdivisions are required to clean out catch basin and maintain detention basins and other stormwater structures and provide annual reports on maintenance activities to the HD. The HD meets with Homeowner's Association representatives yearly to discuss maintenance completed in the calendar year and required maintenance for the following year.	
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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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A	Municipal Maintenance Activity Program	HD	Evaluate and draft additional policies	Good Housekeeping Best Management Practices Manual drafted in March 2005.	Draft new facilities/inspection policies & revise manual as necessary.
Revised					
6B	Training of all Municipal employees	HD	Initial good housekeeping training	Good housekeeping practices are discussed with employees at the onset of tasks. Good Housekeeping training session attended by DPW staff in April 2016.	Conduct ongoing good housekeeping training.
Revised					
6C	Catch Basin Cleaning Program	HD	Clean 100% of catch basins in urbanized area annually	The HD inspected 100% of the catch basins within the urbanized area twice and cleaned 100% of the catch basins within the urbanized areas once in 2016. The Town purchased a zero-emission clam-shell type truck for catch basin cleaning in 2008. Catch basin cleaning is performed by HD personnel.	Clean 100% of catch basins in urbanized area.
Revised					
6D	Street Sweeping & Cleaning	HD	Sweep 100% of streets in urbanized area 2x per year	100% of town streets within urbanized area were swept two times in 2016. The streets were swept in both the spring and the early summer.	Sweep 100% of streets in urbanized area twice.
Revised					
6E	Used Oil Recycling	HD	Ongoing collection and recycling	The HD collects used oil from residents at the transfer station. The service was available to residents 20 hours per week.	Continue to provide facility of used oil collection and recycle.
Revised					
6F	Hazardous Waste Collection	HD	Hold collection event annually	In October 2016, Southamptton participated in a household hazardous	Continue to hold collection events or inform residents where they can

Revised				waste collection day with Easthampton to properly disposal of household hazardous wastes. Southampton participated in the National Prescription Drug Take Back Day in September, 2016. In December 2015, a permanent drug drop off box was installed in the Police Station at 8 East Street.	properly dispose of household hazardous waste.
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6a. Additions

	Household Hazardous Waste	IID	Ongoing collection and recycling	The IID collects used fluorescent bulbs, batteries, mercury switches, electronics and white goods from residents at the transfer station. The service was available to residents 30 hours per week.	Continue to provide facility of used antifreeze, fluorescent bulbs, batteries, mercury switches, electronics and white goods collection and recycle.
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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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7A	TMDL	Various	Performance of previously identified BMP's	The BMPs described in the above tasks will also address TMDL issues in Pequot Pond.	The BMPs described in the above tasks will also address TMDL issues in Pequot Pond.
Revised					

7a. Additions

7b. WLA Assessment

To date, TMDLs have not been developed for Pequot Pond. BMPs proposed in previous Minimum Control Measures will address impairment of Pequot Pond.

Part IV. Summary of Information Collected and Analyzed

Communication among various Town departments and boards has been strengthened in order to meet the various BMP requirements. Since the beginning of the program, three illicit discharges have been identified and disconnected from the storm drain system. Camp John Associates collects E. coli samples from a private beach area on Pequot Pond and provides the BOH with the results.

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2010 through March 31, 2011)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/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)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and	

	(est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

	(Preferred Units)	Response
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

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)	
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or	

Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	tons)	
	(location)	
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(Preferred Units)	Response
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(times/yr)	
	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	

• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	

100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

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

