

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

- Bacteria/Pathogens Chloride Nitrogen Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State:* Assabet River Phosphorus Bacteria and Pathogen Cape Cod Nitrogen
 Charles River Watershed Phosphorus Lake and Pond Phosphorus

- Out of State:* Bacteria/Pathogens Metals Nitrogen Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- Develop and begin public education and outreach program
 Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website: Develop written IDDE plan including a procedure for screening and sampling outfalls
 IDDE ordinance complete
 Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website: Construction/ Erosion and Sediment Control (ESC) ordinance complete
 Develop written procedures for site inspections and enforcement of sediment and erosion control measures
 Develop written procedures for site plan review
 Keep a log of catch basins cleaned or inspected
 Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the
- nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

Sediment and Erosion Control site inspection SOP procedures have been drafted. Finalization pending interdepartmental comments.

Site Plan Review procedures have been written and included in the Sediment and Erosion Control SOP. Inspections of stormwater treatment structures; The Town of Agawam has not been able to complete inspections of all stormwater treatment structures due to limited manpower. The Town is looking into the possibility of hiring a consultant to accomplish this task.

Street Sweeping; The town successfully swept the entire town in the fall and completed 26% of the town during the spring months of May and June.

Potential Structural BMP's; The Town of Agawam is in the process of updating our list of structural BMPs located within the MS4 regulated area. The Town has not been able to begin tracking and estimating nitrogen removal by these BMPs due to limited manpower. The Town is looking into the possibility of hiring a consultant to accomplish this task.

Catch Basin Maintenance: The town has began using a data collection software mobile devise to track and document base line data information regarding sump depth and condition of catch basins. Determining 50% cleaning will be captured in the second inspection/cleaning of catch basin.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes No

If yes, describe below, including any relevant impairments or TMDLs:

The Engineering Division of the Department of Public Works, while preparing the Stormwater Management Plan (SWMP), performed a second review of our current MS4 GIS mapping data in reference to the number of outfalls owned by the municipality and their respective receiving waters. Based on this review, Engineering has updated the list of Receiving Waters included within our NOI. The revised list can be found within the SWMP.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Website and Social Media

Message Description and Distribution Method:

In addition to the BMP's to meet permit requirements, the town has utilized the Town Website and Social Media to keep the community better educated with news and activities taking place within the town. Postings included:

1. Think Blue Foul Water Video - Reducing polluted stormwater runoff 10/24/18
*Also posted by Think Blue MA for CT River Coalition 05/31/18 & 06/24/19
2. Agawam Stormwater Video - What is SW and why is it important to us 1/10/19
3. Stormwater & the CT River Video - Issues of stormwater runoff in the CT River 10/04/18
*Also posted by PVPC on YouTube as part of the CT River Stormwater Committee on 12/5/18
4. Stormwater Utility Fee Education FB 9/6/18
5. CT River Clean up Volunteer Requests 9/10/18, 4/5/19
6. Stormwater Utility Task Force Study Presentation 9/19/18
7. Rain Barrel Sale 3/13/19
8. What is a Watershed? 4/3/19
9. Mayors Water Conservation Challenge 4/1/19

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

1. Think Blue Foul Water Video -Website
FB Post; 85 people reached, 9 engagements
*Also posted by Think Blue MA for CT River Coalition; 22,718 FB Views, 87,482 You Tube Views, 358.297 FB impressions, 292,655 Your Tube impressions
2. Agawam Stormwater Video - Website
3. Stormwater & the CT River Video - Website
FB Post; 323 people reached, 18 engagements
*PVPC YouTube posting; 285 views
1,011 total town video views
4. Stormwater Utility Fee Education FB; 245 people reached, 53 engagements
5. CT River Clean up Volunteer Requests FB;
Fall posting, 153 people reached, 5 engagements; Spring posting 354 people reached, 24 engagements
6. Stormwater Utility Task Force Study Presentation FB; 245 people reached, 8 engagements
7. Rain Barrel Sale Website; 81 page visits
8. What is a Watershed? FB; 292 people reached, 19 engagements

9. Mayors Water Conservation Challenge FB; 1,474 people reached, 88 engagements

Message Date(s): Spring, Summer & Fall

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Proper Disposal of Leaf Litter

Message Description and Distribution Method:

Getting Wise About Leaf Litter flyer - providing residents with the most effective ways to reduce stormwater pollutants from entering the system, how and when to fertilize, composting and options for residential leaf disposal.

Get Wise about Leaf Litter flyer - available at DPW, Town Hall, town website, and FB

Yard Waste Collection and Disposal - Get wise about leaf litter FB Post 10/19/18, 10/22/18

*Get Wise about Leaf Litter flyer 2 - distributed to home and garden centers by CT River Stormwater Committee

*Leaf Litter Facebook posting by PVPC for CT River Stormwater Committee 10/24/18

Yard Waste press release - posted in local newspaper 11/08/18

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

All newspaper publications; estimated 2,200 subscribers per Agawam Advertiser

Yard Waste Collection and Disposal FB Post; 263 people reached, 38 engagements

Leaf and Yard Waste website page; 3,420 page views

Law and Garden website page; 73 page views

*Flyers at garden centers; 325 flyers distributed throughout region

*CT River SW Committee FB Post; 104 impressions, 347 impressions from PVPC regional e-newsletter

Message Date(s): Fall

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Proper Disposal and Use of Grass Clippings

Message Description and Distribution Method:

Grass Clippings and Stormwater flyer - providing residents with best management practices to protect water quality, curbing water pollutants, while keeping yards maintained.

*Facebook posting by PVPC for CT River Stormwater Committee 05/16/19

*Trifold brochure created by the CT River Stormwater Committee was made available for distribution in DPW Lobby

Compost Bin Sale & Workshop FB Post; 5/6/19, 5/18/19, 5/29/19

Composting workshop - advertised in local newspaper 05/09/19, 05/23/19

Compost bin sale - advertised in local newspaper 05/19/19, 05/16/19, 05/23/19

Compost or Rot Article in local newspaper; 05/31/19

Composting Table at Cooler Communities Fair FB post -05/18/19

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Flyers were distributed with the annual mailing of the Consumer Confidence Report.

13,600 copies were direct mailed

275 were distributed to Town Municipal Buildings.

*CT River SW Committee FB Post; 6507 Impressions; 386 impressions from PVPC regional e-newsletter

Composting workshop FB post; 679 people reached, 49 engagements

Compost bin sale FB post; 1,260 people reached, 118 engagements

Compost bin website page; 114 page views

Composting table at Cooler Communities Fair FB post; 353 people reached, 26 engagements

Composting Booklets distributed at Cooler Communities Fair - 50

Kitchen compost buckets distributed at Cooler Communities Fair - 30

Compost Bins Sold - 40 bins sold

Message Date(s): Spring

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Proper Management of Pet Waste

Message Description and Distribution Method:

Doo Good Pet Waste flyer - Cited as one of the largest contributors of bacterial pollution in urban watersheds, the Doo Good flyer identifies the issue of pet waste bacteria and nutrient problems, while giving residents 5 tips to being a responsible pet owner.

Doo Good Flyer distributed with licensing of dogs, displayed in Town Kiosks along bike pat, parks and in municipal buildings

Think Blue Pet Waste Posting shared on town Facebook Page 05/21/19

*Spike Poop Poster updated by CT River Stormwater Committee

*Facebook posting by CT River Stormwater Committee

Targeted Audience: Residents

Responsible Department/Parties: DPW / Animal Control Officer

Measurable Goal(s):

1700 flyers were mailed with the licensing of dogs
Think Blue Pet Waste FB Posting - 194 people reached, 3 Engagements
*CT River Stormwater Committee FB Post; 4,396 Impressions

Message Date(s): Summer

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Proper Disposal of Leaf Litter

Message Description and Distribution Method:

Letter to Landscapers created by the Ct River Stormwater Committee regarding stormwater requirements and how landscapers can help reduce contaminated storm flows as professionals in the community. 10/26/18

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Letters sent to 29 known landscapers within the town of Agawam.

Message Date(s): Fall

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Importance of soil testing, use of fertilizers and disposal of grass clippings

Message Description and Distribution Method:

Letter to Landscapers created by the CT River Stormwater Committee regarding stormwater requirements and how landscapers can help reduce contaminated storm flows as professionals in the community. Letter includes

the importance of soil tests, proper use of fertilizers and proper disposal of grass clippings. 05/15/19

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Letters sent to 29 known landscapers within the town of Agawam.

Message Date(s): Spring

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Proper Management of Animal Waste

Message Description and Distribution Method:

Personalized mailing developed by the CT River Stormwater Committee with input from the Mass Fish & Wildlife on BMP's for managing geese. Letter is in draft form due to long-term solutions on how to manage geese has not yet been established. Agawam distribution list has been created for targeted audience mailing, once letter has been finalized.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

NA

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This direct mailing was added to meet Appendix F and H requirements on animal waste in addition to pet waste. It was written to be distributed in year one, but has been in draft form due to long-term solutions on how to manage geese has yet to be established. Direct mailing is expected in year two.

BMP:Homeowners Guide to Protecting the Wetlands

Message Description and Distribution Method:

Protecting Ponds, Streams and Wetlands, a homeowners guide was created in permit year one for the distribution to homeowners. The guide lists and explains several ways they can help to protect ponds, streams and wetlands. Currently available in Planning and Conservation Office.

Targeted Audience: Residents

Responsible Department/Parties: Planning

Measurable Goal(s):

NA - Direct mailing to take place and measured in permit year 3.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This BMP was added to the towns SWMP in addition to messaging submitted in NOI

BMP: Agawam Wetland Protection Laws Guide**Message Description and Distribution Method:**

This guide was created for distribution to developers when pulling building permits. The guide outlines what wetlands are protected, what activities are regulated, what wetland laws apply, and what builders should do if they have a project in mind that will occur within a wetland or buffer zone. Currently available in Planning and Conservation Office.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning & Inspection Services

Measurable Goal(s):

NA - Guide to be distributed and measured beginning in permit year 2.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This BMP was added to the towns SWMP in addition to messaging submitted in NOI

BMP: Best Practices for Septic Systems

Message Description and Distribution Method:

Personalized mailing drafted by the CT River Stormwater Committee with input from the Agawam Health Agent, intended to provide owners of septic systems about proper maintenance and best management practices to ensure that it properly treats waste, protecting human health and the environment.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

NA - Direct mailing to take place in year two.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This BMP was added to the towns SWMP in addition to messaging submitted in NOI

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

The Town posted a notification in the local newspaper, on the town website, and at the Clerks Office, informing the community that the SWMP had been written and is available for public comment. The press release and notification included an email address where the public could send comments in for discussion.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted during the reporting period:

The community was notified through the town website and local press releases regarding the following activities:

1. Spring and fall community cleanups along the CT River, encouraging participation in the clean up.
2. HHW Day, encouraging residents to properly dispose of hazardous and universal waste items.
3. Availability of Year One Stormwater Report on website, in Mayor's Office and Public Library for public comment upon submittal of report.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town of Agawam is currently maintaining two digital copies of the MS4 map available for public view.

One copy can be viewed at <https://tinyurl.com/ms4-public-viewer-agawam> and contains the following information:

- Stormwater outfalls and receiving waters
- Swales
- Interconnections with State-owned MS4s on Main Street and River Road
- BMPs owned and maintained by the Town of Agawam including detention basins, infiltration basins, dry wells and subsurface infiltration structures
- Waterbodies identified by name where known
- Storm sewer pipe locations
- Storm sewer pipes size, material and age, if known
- Storm sewer manhole locations
- Storm sewer manholes rim and invert elevations, if known
- Catch basin locations
- Additional drainage features such as culvert inverts, headwalls, flared end structures and areas with rip-rap stone

An additional copy of the MS4 map can be found on the homepage of the Town of Agawam website under the "Online GIS" link or at http://hosting.tighebond.com/AgawamMA_public/. In addition to the information listed above, the follow are also show on this map:

- Orthophotography from MassGIS
- Drainage easements
- Wetland areas
- FEMA flood zones

The initial delineations and rankings of the stormwater catchments are not currently available for public view. This information can be obtained from the Agawam Department of Public Works upon request.

Elements of the municipal sanitary sewer system (including pipes, manholes, easements and pump station locations) are included on the GIS maps used by municipal employees, but have not been made available to the general public at the request of the Water & Sewer Department in accordance with MGL Chapter 4, Section 7(26)(n) such that the disclosure of such records have been deemed likely to jeopardize public safety. A public records request for information regarding the sanitary sewer system can be made through the Town Clerk's Office. Each request will be reviewed on an individual basis in accordance with Massachusetts Public Record Law.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened:

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened:

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period:

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

Due to funding and personnel limitations, outfall screenings and catchment investigations were not performed. It is anticipated that the Town will hire a consultant to perform this work in 2019/2020.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The total number of illicit discharges identified and removed to date listed above is based on illicit discharges reported since 2011. Descriptions of these illicit discharges can be found in the Sanitary Sewer Overflow inventory and in previously submitted NDPEs MS4 Annual Reports.

In the current recording period, the illicit discharges identified and removed include those described in the SSO inventory and those described below:

A resident reported that the owners of the Cocochi Asian Restaurant, located at #760 Springfield Street, had been dumping what was identified as detergents, fats, oil, grease and food debris into a Town-owned catch basin on the corner of their property. The Health Department confronted the owners about the illicit discharge and distributed educational material regarding the MS4 and sanitary sewer system. The owners have said that they will cease the discharge. A follow-up letter was sent to the owners and an illicit discharge report recorded in the DPW. The DPW is performing periodic inspections of the MS4 in that area to insure no further illicit discharge.

A new single-family home was being constructed at #114 Birch Hill Road A site inspection performed by the DPW at the construction site indicated that sediment was accumulating within the road R.O.W. and a Town-owned catch basin downstream of the property. Observations determined that the sediment discharge was caused by stormwater runoff flowing down the new driveway which had not yet been paved. Hay bales had previously been installed around the catch basin, but appeared to be ineffective at stopping sediment from entering the MS4. A notification letter was sent to the property owner explaining the illicit discharge and requesting additional erosion control measures to be installed at the construction site. Also, the DPW worked with Inspection Services and the owner to make sure the driveway was paved as soon as possible.

There had been an ongoing problem at Stepanik Farms, located at #1049 Shoemaker Lane, with sediment erosion from an unpaved driveway on the eastern side of the property. Stormwater runoff from heavy storm events carries sediment from an unpaved driveway into the street and into the MS4, ultimately discharging into Philo Brook. The DPW has been in contact with the property owners multiple times regarding this issue and continues to monitor this area for additional illicit discharges.

The DPW received reports from residents concerning the dumping of pet waste along Roosevelt Avenue. The DPW performed a site inspection and observed several discarded pet waste bags being on a vacant piece of property located between #58 & #74 Roosevelt Avenue. A letter was issued to resident in the surrounding neighborhood (approximately 74 residents) describing the health and environmental hazards of discarded pet waste. A copy of the Doo Good Pet Waste flyer was included with the letter. The DPW is performing periodic inspections of the area to insure no further illicit discharge.

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

The town provides once a year training, or as need. The following employee trainings took place during permit year one:

MS4 Background

Recognizing Illicit discharges and SSO's

Catch Basin Inspections, Cleanings and Maintenance

Catch Basin Equipment Training

Field training for the use of data collection software mobile devise inspections

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

In 2019, the DPW/Engineering Division have been meeting with other department heads to review the Agawam Town Code. It is expected that post-construction ordinance revisions will be revised in year 2.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

In 2019, the DPW/Engineering Division have been meeting with other department heads to review the Agawam Town Code. It is expected that as-built drawings and long-term operation and maintenance of completed construction sites, single family homes, will be incorporated into code revisions in year 2. Currently the Town of Agawam has a grading plan procedure for new single family homes in new subdivisions which includes as-built grading plans and an inspection process. The goal is to adopt a similar procedure for all new construction in year 2.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

Work has not begun on this report at this time.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Engineering Division of the DPW has been collaborating with the Pioneer Valley Planning Commission (PVPC) and other neighboring municipalities on the feasibility of incorporating Low Impact Development (LID) stormwater design alternatives into the Agawam Town Ordinance.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

Work has not begun on this report at this time.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The town has established and implemented operation and maintenance procedures for catch basin cleaning and

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The town has began using a data collection software mobile devise to track base line data information regarding sump depth and condition of catch basins.

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

The town has established and implemented operation and maintenance procedures for maintaining all municipal streets and permittee owned parking lots. The town successfully swept all streets once in the fall and 26% of the town during the spring months of May and June. All permittee owned parking lots have been successfully swept twice. It is the goal of the town to have all streets swept twice in permit year two. In addition, as staffing is available, homes on swept streets received door hangers identifying work completed on their street.

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

All rural uncurbed roadways were swept during permit year one. It is the goal of the town to sweep all streets, including uncurbed roadways, twice a year.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The town has established and implemented operation and maintenance procedures for winter road maintenance, including procedures on salt application, snow plowing and record keeping and storage and use of salt and pre-wetting chemicals.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The town is currently working on the required inventory of permittee-owned properties. To date, the town has a complete inventory of all permittee owned vehicles and equipment as well as parks and open spaces. Inventory of all municipal buildings and facilities will be completed during permit year two.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The town has established a draft Vehicles and Equipment Operation and Maintenance Plan for the DPW. The Parks and Open Space Operations and Maintenance Plan is currently being drafted by the Parks and Recreation Director and Grounds Department. Building and Facility Operations and Maintenance Plans will be completed by the end of permit year two.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

It is anticipated that Agawam will hire a consultant to assist in the creation of a SWPPP for Town owned properties and operating facilities in 2019/2020.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Engineering Division of the Department of Public Works has created a set of Standard Operating Procedures for the Inspection and Maintenance of Stormwater Treatment Structures which have been reviewed and approved by the SWMP Team Coordinator.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) 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, I certify that 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.

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

MassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.