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Municipality/Organization: Southwick

EPA NPDES Permit Number: MAR041022

MassDEP Transmittal Number: W-045481

Annual Report Number Year 7  
& Reporting Period: April 1, 2009 - March 31, 2010

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

### Part I. General Information

Contact Person: Karl Stinehart Title: Chief Administrative Officer

Telephone #: (413) 569-5995 Email: kstinehart@southwickma.net

Mailing Address: 454 College Highway, Southwick, MA 01077

#### 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: Karl J. Stinehart

Printed Name: Karl J. Stinehart

Title: CAO

Date: 4/29/10

## **Part II. Self-Assessment**

The Town of Southwick has completed the required self-assessment and has determined that our municipality is in compliance with our Stormwater Management Program and permit conditions. The Town has aggressively mapped outfall locations throughout the Town as well as implemented Cartographic mapping for the Town. Southwick continues to publicize stormwater-related issues and encourages active participation by townspeople in addressing pollution and stormwater issues. The Town adopted by-laws that address the NPDES requirements while considering the existing regulations and procedures that address stormwater management at the March 12, 2008 and March 16, 2009 Town Meetings. In addition, the Southwick Stormwater and Floor Drain Bylaws were approved by Town voters at the March 15, 2010 Town Meeting. The sanitary sewer regulations were adopted on April 14, 2009, which also include specific stormwater prohibition provisions. The Town actively enforces these by-laws.

### **Acronyms Used in the Following Pages:**

BOS = Board of Selectmen  
Con Com = Conservation Commission  
CRC = Citizens Restoring Congamond  
DPW = Department of Public Works  
LMC = Lake Management Committee  
PB = Planning Board  
PRC = Parks & Recreation Commission  
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**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

| <b>BMP ID #</b> | <b>BMP Description</b>   | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                              | <b>Progress on Goal(s) – Permit Year 7</b><br>(Reliance on non-municipal partners indicated, if any)  | <b>Planned Activities</b>                                       |
|-----------------|--------------------------|--------------------------------------|--|---|---|
| IA<br>Revised   | Classroom Education      | School District                      | Incorporate Water Quality into curriculum              | Program dropped due to school funding cuts.   | Continue to seek support for funding to restore school program. |
| IB<br>Revised   | Westfield Evening News   | Con Com / BOS                        | Publish stormwater / water quality information 1x/year | Drinking water results are published annually   | Publish stormwater / water quality information once per year    |
| IC<br>Revised   | Newspaper Press Releases | BOS                                  | Publish stormwater / water quality information 2x/year | Newspaper articles published on Town Clean-up Day, Household Hazardous Waste Collection Day, Annual Lake Clean-up, Sewer system installation progress and on-going 319 projects, including the addition of numerous deep-sump catch basins and infiltration structures, and five BaySeparators, along with other erosion prevention improvements. | Publish stormwater / water quality information twice per year   |
| ID<br>Revised   | Local Cable Access       | BOS                                  | Post stormwater / water quality information 2x/year    | Taped and televised re-runs of "Town Cleanup" and "Annual Lake Cleanup" Please refer to BMP 2C.   | Post stormwater / water quality information twice per year.     |
| IE<br>Revised   | Lakeside Kiosks          | LMC                                  | Post stormwater / water quality information 2x / year  | Handout information on exotic species to boaters launching at two State Boat Ramps. Also, "No Weeds In / No Weeds Out" and "Do not feed waterfowl" signs posted at boat ramps. A Visitor Information Center is also present to provide information to the general public  | Post stormwater / water quality information twice per year.     |

| IF      | Community Website | BOS | Post stormwater / water quality information 2x / year | CRC and Commonwealth of Massachusetts websites are linked through the Town's website; LMC, Con Com and Community Preservation Committee also have pages on the Town website. The DPW webpage also includes information on Highway Division activities including catch basin repairs and cleaning, street sweeping and roadside cleanup. Town Cleanup Day was publicized on the Town website. These pages will continue to be expanded to include more stormwater information as the program develops. | Post stormwater / water quality information twice per year. |
|---------|-------------------|-----|---|---|---|
| Revised |                   |     |   |   |   |

**1a. Additions**

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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 7 (Reliance on non-municipal partners indicated, if any)   | Planned Activities  |
|---------------|------------------------------------|-------------------------------|--|--|---|
| 2A<br>Revised | Wetland Cleanup                    | Southwick Rotary / Con Com    | Support interested groups with trash pickup. | During 2009, the Southwick Rotary sponsored four highway clean-ups along College Highway. All trash collected was disposed of at the transfer station. In addition, the Scouts cleaned the swamp adjacent to Great Brook (behind Town Hall), which included the removal of trash, metal, tires, car parts, and an abandoned vehicle. The schools were unable to continue lake water sampling program due to budget cuts. | Continue to support interested groups by collecting trash bagged by participants  |
| 2B<br>Revised | Student Water Quality Monitoring   | School Department             | Conduct water quality sampling and analysis  |  | Continue to seek support for funding to restore school program.   |
| 2C<br>Revised | Annual Lake Clean-Up               | CRC                           | Conduct Clean-Up Day.                        | The CRC and LMC annual clean-up of Lake Congamond occurred on June 6, 2009 in which 15 volunteers removed 6 truckloads of debris from the lakes, shoreline and canal.  | Hold lake clean-up day in Summer 2010.  |
| 2D<br>Revised | Lakeside Maintenance               | LMC                           | Maintain trash receptacles at Lake Congamond | LMC continued to maintain ~25 trash receptacles at public access points to Lake Congamond  | Continue to maintain trash receptacles at public access points to Lake Congamond  |
| 2E<br>Revised | Volunteer Water Quality Monitoring | CRC                           | Conduct water quality sampling and analysis  | Water quality sampling & analysis was conducted monthly at Lake Congamond. Analyses include: temperature, pH, dissolved oxygen, conductivity, phosphorus, and chlorophyll.   | Continue water quality sampling and analysis. A consultant has been hired by the Town to perform a detailed study of lake conditions and to make long term recommendations. |
| Revised       |                                    |                               |  |  |   |

### 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)  | Planned Activities   |
|---------------|-----------------------------------|-------------------------------|-------------------------|---|--|
| 3A<br>Revised | Mapping Stormwater Outfalls       | DPW                           | Develop map of outfalls | The Town/DPW contracted the services of Cartographic, who mapped the Town for the Assessor's Office, mapped the catch basins and outfalls in the Town, along with the entire water and sewer system. This system, along with GPS and data system were made fully operational in 2008.   | Continue to update system as necessary and map additional outfalls as found. |
| 3B<br>Revised | Develop Illicit Discharge Program | DPW                           | Draft Plan              | DPW has an existing Curtain Drain/Foundation Drain Policy allowing connection to catch basin and another bylaw that prohibits discharging of sump pumps into the street or catch basins. Periodic inspections are conducted by DPW for presence of gray water or bacteria, which would result in disconnection from the system. Through storm drain outfall mapping process, potential illicit connections (sump pumps) continue to be identified and addressed. Townspeople voted to approve the new Illicit Discharge and Floor Drain Bylaws at the March 15, 2008 Special Town Meeting | Revise procedures/ plan as necessary in future.                              |
| 3C<br>Revised | Non-Stormwater By-Law             | BOS/DPW                       | Draft by-law.           | During the March 2008 Town Meeting, the Town adopted an Illicit Connections By-Law regulating illicit connections and discharges to the storm drain system.   | Enforce existing by-law.   |



|               |                          |     |   |   |  |
|---------------|--------------------------|-----|---|---|--|
| 3D<br>Revised | Illegal Dumping          | DPW | Perform regular patrols/cleanup           | DPW performed regular patrols and cleaned up illegal dumped trash. Police have ticketed those found responsible for illegal dumping. The DPW has pulled several Transfer Station Permits for violating Transfer Station policies and/or dumping trash along the road. | Continue to perform regular patrols/cleanup.   |
| 3E<br>Revised | Water Quality Monitoring | BOH | Regular sampling at beach sites in summer | BOH performed weekly sampling at Town Beach when open from June through August 2009.  | Continue to perform weekly water quality monitoring at beaches during summer months. |
| 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 7 (Reliance on non-municipal partners indicated, if any)  | Planned Activities   |
|---------------|-----------------------------|-------------------------------|--------------------------|---|--|
| 4A<br>Revised | Construction Run-Off By-Law | PB / Con Com / DPW            | Draft By-Law             | The Town, with the assistance of PVPC, drafted a by-law which was approved by Town voters at the March 16, 2009 Special Town Meeting. Building Department is distributing information packages on NPDES construction and requiring builders to sign off on receipt of package. Planning Board and DPW are also informing developers of NPDES requirements and have incorporated proof of NPDES NOI submittal and development of SWPPP as permitting requirement | Continue to work with developers to incorporate BMPs during construction activities. |
| 4B<br>Revised | Plan Review                 | PB / Con Com / DPW            | Enforcement under by-law | Continued plan review per new by-laws.  | Continued inspection / reporting under new by-law.                                   |
| 4C<br>Revised | Inspection / Reporting      | DPW / PB / Con Com            | Enforcement under by-law | Continued inspection / reporting under new by-laws. Town officials have worked with developers to ensure compliance with required BMPs during construction.   | Continued inspection / reporting under new by-law.                                   |
| Revised       |                             |                               |                          |   |  |
| Revised       |                             |                               |                          |   |  |
| 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 7 (Reliance on non-municipal partners indicated, if any)  | Planned Activities                                 |
|---------------|------------------------------------|-------------------------------|--------------------------|---|--|
| 5A<br>Revised | Post-Construction Runoff By-Law    | PB / Con Com / DPW            | Draft By-Law             | The Town, with the assistance of PVPC, drafted a by-law which was approved by Town voters at the March 16, 2009 Special Town Meeting. | Continue to monitor need for updating bylaws.      |
| 5B<br>Revised | Construction Site Plan Review      | PB / Con Com / DPW            | Enforcement under By-Law | Continued plan review per new by-law.   | Continued inspection / reporting under new by-law. |
| 5C<br>Revised | Stormwater System Maintenance Plan | PB / Con Com / DPW            | Enforcement under By-Law | Continued inspection / reporting under new by-law.  | Continued inspection / reporting under new by-law. |
| Revised       |                                    |                               |                          |   |  |
| Revised       |                                    |                               |                          |   |  |
| Revised       |                                    |                               |                          |   |  |

**5a. Additions**

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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 7 (Reliance on non-municipal partners indicated, if any)  | Planned Activities   |
|---------------|--|-------------------------------|--|---|--|
| 6A<br>Revised | Municipal Maintenance Activity Program | DPW / PRC                     | Evaluate and draft additional policies | All roads swept as part of spring cleanup. All catch basins are vacuumed 1x/year after sweeping, some 2x/year (by lakes).   | Continue with annual sweeping and catch basin cleaning program. Draft new policies as necessary. |
| 6B<br>Revised | Training of all Municipal Activities   | DPW                           | Initial good housekeeping training     | In-house training is done for new hires or anyone transferring within DPW. Good housekeeping training attended by Town Officials, maintenance and DPW staff on March 23, 2010.  | Conduct good housekeeping training.  |
| 6C<br>Revised | Catch Basin Cleaning Program           | DPW                           | Clean 90% of catch basins annually     | Town purchased its own vacuum/jet rodder truck in 2005 and now performs catch basin maintenance with DPW employees. 100% of town catch basins within the entire town were cleaned in the months of May through October, 2009. | Clean at least 90% of catch basins in 2010.  |
| 6D<br>Revised | Street Sweeping & Cleaning             | DPW                           | Sweep 90% of the streets annually      | 100% of paved town streets within the entire town were swept in the months of April, May and June, 2009. Approximately 25% of streets within urbanized area were swept twice.   | Sweep at least 90% of streets in 2010.   |
| Revised       |  |                               |  |   |  |
| Revised       |  |                               |  |   |  |

|  |                               |         |  |   |   |
|--|-------------------------------|---------|--|---|---|
|  | Stormwater Management (cont.) | DPW     |  | Banks of infiltrators with emergency overflow were added to an outfall by the Rail Trail that served a small development and another local street. Additionally, the DPW has been working with various entities (local restaurant, park developer) to infiltrate stormwater in lieu of traditional surface discharge.                               |   |
|  | Waterfowl Bylaw               | LMC     |  | Townpeople voted 3/14/02 to accept LMC proposed "Do Not Feed Waterfowl" Town bylaw that setup fines for feeding waterfowl. Ramp Attendants hand out literature on "why" not to feed waterfowl & LMC installed "Do Not Feed Waterfowl" signs at ramps & public areas. Compliance is nearly 100% without having to issue fines.                       | Continue reminding ramp users & public on benefits of not feeding waterfowl (besides fines).                            |
|  | Nutrient Reduction            | LMC/DPW |  | The LMC/DPW sponsored an "Organic Landscapes Workshop" held at Town Hall on 3/23/10. The 22 attendees heard information presented by PVPC on how to have green lawns without nasty chemicals. Added waste oil & antifreeze collection depot for recycling at the Transfer Station. Residents may bring in motor oil, hydraulic oil, and antifreeze. | Three follow-up PVPC Organic Lawn Care Workshops are planned for 2010 to coincide with the normal lawn treatment times. |
|  | Waste Oil and Antifreeze      | DPW     |  |   | Continue to collect waste oil and antifreeze from residents.  |

**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) | Planned Activities |
|---------------|---------------------------------|-------------------------------|--------------------|--|--------------------|
| 7A<br>Revised | No TMDL for waters in Southwick |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |
| Revised       |                                 |                               |                    |  |                    |

**7a. Additions**

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**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

- The Town notes the high involvement of its citizens and various community and lake organizations in improving town-wide environmental conditions.
- Nine weekly water samples were collected and analyzed for coliform at the Town beach during the 2009 beach season. No samples were above recommended coliform levels; therefore, no beach closures occurred.
- Water testing over the last five years by Citizens Restoring Congamond, Inc. showed levels of total phosphorus averaging over 20 micrograms/liter. Levels in other western Massachusetts lakes are typically in the (low) single digits indicating that the Congamond lakes are being affected by stormwater runoff from roads and/or nutrients from waterfront properties.

**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, 2009 through March 31, 2010)

**Programmatic**

|  | (Preferred Units) | Response              |
|--|-------------------|-----------------------|
| Stormwater management position created/staffed – Currently being covered by DPW, Con Com & Board of Health – Long range staffing and necessary funding being assessed. Con Com is also hiring outside consultant under MGL 44§ 53G to perform peer reviews of new subdivision stormwater management plans. | (y/n)             | Y & N (See note left) |
| Annual program budget/expenditures **  | (\$)              | 25,000                |
| Total program expenditures since beginning of permit coverage  | (\$)              | Unknown               |
| Funding mechanism(s) (General Fund, Enterprise, Utility, etc)  |                   |                       |

**Education, Involvement, and Training**

|  |              |                    |
|--|--------------|--------------------|
| Estimated number of property owners reached by education program(s)        | (# or %)     | 20%                |
| Stormwater management committee established                                | (y/n)        | Y                  |
| Stream teams established or supported                                      | (# or y/n)   | N                  |
| Shoreline clean-up participation or quantity of shoreline miles cleaned ** | (y/n or mi.) | 5-6 miles/ yr      |
| Shoreline cleaned since beginning of permit coverage                       | (mi.)        |                    |
| Household Hazardous Waste Collection Days                                  |              | Normally 1x / year |