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April 26, 2011

Ms. Glenda Velez  
U.S. Environmental Protection Agency - Region 1  
5 Post Office Square – OEP06-01  
Boston, MA 02109-3912

RE: NPDES Phase II Small MS4 General Permit  
Year 8 Annual Report  
Belchertown, Massachusetts

Dear Ms. Velez:

Enclosed please find an Annual Report for the Town of Belchertown in accordance with the National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (Permit Number MA014002). A copy of the Annual Report is also being submitted to the Massachusetts Department of Environmental Protection.

Please contact me at (413) 452-0445 ext. 4433 with any questions regarding this submittal.

Sincerely,

Erik V. Mas, P.E.  
Associate/Project Director

Enclosures: Year 8 Stormwater Annual Report

c: Fred Civian, MA DEP  
Steven Williams, Belchertown DPW Director

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# Stormwater Management Plan 2011 Annual Report

**Town of Belchertown**  
Belchertown, Massachusetts

May 2011



78 Interstate Drive  
West Springfield, MA 01089



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A	Revised Stormwater Management Plan Summary
B	Stormwater Public Participation/Involvement Materials
C	Field Screening Data Sheets
D	Proposed Amendments to Stormwater Management Regulations
E	Stormwater Training Materials
F	Street Sweeping Log
G	Catch Basin Cleaning Log & Beneficial Use Flowchart
H	Hazardous Waste Disposal Attendance List

### End of Report



## General Information

### Stormwater Management Plan 2011 Annual Report Town of Belchertown

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**Municipality/Organization:** Town of Belchertown

**EPA NPDES Permit Number:** MA041002

**Annual Report Number and Reporting Period:** Report #8: May 1, 2010 through April 30, 2011

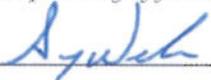
**Contact Person:** Steven J. Williams  
Director, Department of Public Works  
(413) 323-0415  
[swilliams@belchertown.org](mailto:swilliams@belchertown.org)

**Self Assessment:**

*The Town of Belchertown has completed the required self-assessment and has determined that the municipality is in compliance with all permit conditions.*

**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: STEVEN J. WILLIAMS

Title: PUBLIC WORKS DIRECTOR

Date: April 24, 2011



## 1 Introduction

The Town of Belchertown developed a Stormwater Management Plan (SWMP) to comply with the *National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4 General Permit)* issued jointly by the United States Environmental Protection Agency (USEPA) and the Massachusetts Department of Environmental Protection (MA DEP) (effective May 1, 2003, expiring this year). The Town was granted coverage under this permit (MAR041002) on September 12, 2003. The Phase II regulated area in Belchertown consists of an approximately 1.8-square mile area located in the southwest portion of the Town. The General Permit requires the Town to prepare an Annual Report. This document constitutes the Town's Annual Report and summarizes the activities conducted to satisfy the permit requirements, modifications to the plan, and activities scheduled for the upcoming year. A copy of the modified SWMP Summary is included as *Appendix A*.

## 2 Public Education and Outreach

### 2.1 School Programs

As described in the SWMP, the Belchertown public school system provides numerous environmental educational programs in its curriculum. These programs will continue to be an integral part of the science curriculum and foster an appreciation for and a sense of responsibility for the environment. All schools participate in recycling programs mainly focusing on the recycling of white paper. Overall, approximately 2,600 students received environmental-related education as a regular part of the school curriculum.

In Year 8 the Science Department conducted classes and experiments at the Foley Field/Lake Wallace property. These events were a joint effort of the Belchertown High School and Swift River Elementary School.

The community is also continues to develop the Lake Wallace Project, which would create a natural outdoor environment that: offers students a unique learning opportunity outside of the classroom; allows the incorporation of real-life teaching strategies into the curriculum, creates a safe haven that is accessible to the community for varied leisure and recreational uses; and maintains a natural resource which is aesthetically pleasing and that becomes a "jewel" of the community. In Year 8, the Foley Field / Lake Wallace Advisory Committee applied and was approved for a FY 11 CPA Grant to accomplish trail enhancements for the surrounding trail encompassing the Lake Wallace area. Additionally, the Committee applied for a Toyota Tapestry Grant to establish an educational area at this location, possibly to be called "Belchertown Environmental Center."

### 2.2 Educational Materials Distributed

Copies of the SWMP have been distributed to the public schools and the Town library as an educational resource. The SWMP also identified numerous educational resources for students and teachers. A stormwater link was created on the Town's website which includes links to a copy of the SWMP and annual reports. Additionally, a stormwater flyer was developed in 2007

to inform citizens and the development community about and the Town's Stormwater Bylaw and low impact development (LID) practices. The flyer continued to be distributed in 2010 and is available on the DPW website (a copy was provided with the 2007 annual report).

The Conservation Commission distributed a flyer that describes wetlands protection in Belchertown. The flyer includes details regarding impacts of lawn chemicals on wetlands when conveyed by stormwater (a copy was included in the 2010 annual report).

As described in *Section 6*, the Town adopted a Stormwater and LID Bylaw and associated regulations in January 2008. A checklist and flowchart were prepared to assist citizens and developers in determining whether the new bylaw applies to their project. This flow chart has been available throughout permit year 8. Copies of these documents were included in the 2009 annual report.

The Town also worked with Pioneer Valley Planning Commission to complete a LID Guidance Document in June 2008 that is currently available to local land use boards, municipal staff, the development community, and the public. A copy of this document was included in the 2009 annual report. The documents are also available on the Town website (link provided to Pioneer Valley Planning Commission page)

A postcard promoting recycling was also disseminated to Belchertown residents with transfer station stickers (a copy was included in the 2010 annual report).

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## 2.3 Citizen Groups

The following local citizen groups and organizations have been identified in the SWMP that provide public education resources on stormwater quality issues or could provide a public outreach avenue in developing stormwater awareness and developing partnerships with the public:

- Connecticut River Watershed Council
- Pioneer Valley Planning Commission
- Tri-Lakes Association
- Belchertown Land Trust

These groups continue to provide and/or have the capacity to provide public education resources on stormwater quality issues and continue to exist as support for future stormwater education programs in Belchertown.

In Year 8 the Pioneer Valley Planning Commission began revising the regional land use plan, Valley Vision.

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## 2.4 Modifications to Plan

No changes to the Public Education and Outreach Components of the SWMP are proposed at this time.

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## 2.5 Activities Schedule for Next Year

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Continue existing school educational programs.
- Continue to develop the Lake Wallace Project, which would create a natural outdoor environmental classroom

## 3 Public Participation

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### 3.1 School Programs

Students in the Belchertown public schools are encouraged to volunteer in environmental activities over the summer vacation, in addition to after-school activities. Some of these ongoing programs include:

- An annual science fair open to the public
- Arbor Day ceremonies
- The 350 Event - an environmental public awareness program in the fall sponsored by the High School's LEAF club
- A trail cleanup event coordinated by the Science Department

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### 3.2 Boy and Girl Scouts of America

Boys and girls may be involved in the Scout programs from ages 5 to 17. Scouts are involved in various community service programs and are available to assist with implementation of the Town's stormwater management program.

In Year 8, as part of an Eagle Scout project working with the Conservation Commission, the Boy Scout hut at Jabish Brook Conservation Area was re-roofed.



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### 3.3 Community Activities

In Year 8, the Town of Belchertown Conservation Commission was responsible for clearing the existing hiking trail at Lake Wallace, re-blazing the hiking trail and repairing the roof on the Boy Scout hut at Jabish Brook Conservation Area, and re-blazing and clearing the trails at the Wentworth Conservation Area

The Town of Belchertown Conservation Commission has also been working to protect lands within the Town, in Year 9 the Commission plans to acquire 290 acres (Holland Glen Forest) while also protecting 16 acres on Warren Wright Road. The Town received a \$500,000 grant to purchase the Holland Glen Forest property.

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### 3.4 Stormwater Management Committee

In 2003, the Town established a Stormwater Management Committee to develop and implement the SWMP. The Committee consists of the following Town employees, board members, and an interested citizen:

- Gary Brougham, Town Administrator
- Steven Williams, DPW Director
- LeeAnn Connolly, Conservation Commission Administrator
- Judy Metcalf, Direction of Public Health, Quabbin Health District
- Doug Albertson, Town Planner
- Paul Adzima, Building Inspector
- Ted Bock, Fire Chief
- Don Minney, citizen representative

Members of the committee met during Year 8 to discuss the implementation of the Stormwater Bylaw, associated regulations, and the Town's program on the whole. The Town received its first application under the bylaw in Year 5 and continued to receive applications (29 applications in Year 8). The Committee met four times in Year 8 (July 19, August 31, and September 14, 2010 and March 2, 2011). Notes from these meetings can be found in *Appendix B*.

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### 3.5 Public Meetings

The SWMP and Phase II Stormwater Program were presented at a Board of Selectmen's meeting on January 29, 2003. Notice of the meeting was published in a local newspaper approximately one week prior to the meeting. The presentation was taped and aired on the local public access television station. This and previous annual reports are made available to the public on the Town of Belchertown website.

The Stormwater Management Committee intends to continue to meet periodically in Year 9 to review implementation of the bylaw and related issues.



The Belchertown Conservation Commission held thirty-nine hearings under the Wetlands Protection Act; twenty-five of these were Requests for Determination, twelve were Notices of Intent, two were for permit extensions, and two for amended Order of Conditions. The Belchertown Conservation Commission also held a public meeting in October 2010 to discuss the Norwottuck Rail Trail improvement project.

In Year 8, the Town of Belchertown was designated a “Green Community” under the Massachusetts Department of Energy Resources program. The goals of the program include maximize energy efficiency in public buildings, including schools, city halls, and public works and public safety buildings; generate clean energy from renewable sources; and manage rising energy costs. A public hearing was conducted by the Town on March 23, 2010 regarding this designation.

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### **3.6 Citizen Groups**

In Year 7, the Board of Selectmen granted an official liaison, Kenneth Elstein, Selectman, to the Tri-Lakes Association.

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### **3.7 Modifications to the SWMP**

No changes to the Public Participation components of the SWMP are proposed at this time.

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### **3.8 Activities Planned for Next Year**

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Periodic meetings of the Stormwater Committee
- Conduct a community hike at the Holland Glen property in April 2011. This event will be co-sponsored by the Belchertown Conservation Commission and the Kestrel Trust.

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## **4 Illicit Discharge Detection and Elimination**

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### **4.1 Activities Conducted**

A preliminary storm sewer outfall map showing stormwater outfalls within the Phase II regulated area has been prepared. The preliminary outfall map was prepared from the town’s Geographic Information System (GIS) data, which includes storm drainage layers, as well as an initial outfall inventory performed by DPW staff during March 2003. Dry weather screenings of twenty-five (25) outfalls for detection of illicit discharges were performed on September 9, 2010. Outfalls were inspected using an outfall reconnaissance inventory (ORI) field sheet. One outfall had small amount of flow at the time of inspection. However, there was no physical

indication (e.g., odor, color, turbidity, etc) that the discharge was of an illicit nature. Copies of the ORI field data sheets from these dry weather screening events and a summary of follow up actions from the screenings are included in *Appendix C*.

A regulatory review was completed relative to illicit discharge detection and elimination in Belchertown. Although a bylaw does not exist in Belchertown that specifically prohibits illicit discharges, regulatory mechanisms that address non-stormwater discharges are in place to meet this requirement. These include the revised Stormwater Management Standards that were incorporated into the Massachusetts Wetlands Protection Act. These standards, which are administered and enforced by the Conservation Commission, specifically prohibit all non-stormwater discharges (with limited exceptions) to wetlands and watercourses or to stormwater management systems which discharge to wetlands and watercourses. Additionally, the Belchertown Board of Health regulations also address non-stormwater discharges relative to protection of public health and the environment.

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## 4.2 Modifications to the SWMP

No changes to the Illicit Discharge Detection and Elimination component of the SWMP are proposed at this time.

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## 4.3 Activities Planned for Next Year

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Continue to perform an additional round of dry weather screening of outfalls.

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# 5 Construction Site Runoff Controls

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## 5.1 Activities Conducted

Approximately 10 new building lots were created along existing town roads through Subdivision Approval Not Required plans. The Planning Board did not review any preliminary subdivision or definitive subdivision plans during permit Year 8. One subdivision was completed during permit Year 8. The Planning Board granted five site plan approvals, of these town-wide projects, none were located within the Phase II regulated area.

The Belchertown Conservation Commission reviewed and commented on all septic system installation permits, site plan reviews and subdivision applications that occurred in the Town in Year 8. The Commission also reviewed the applications for all forest cutting plans and the Yearly Operational Plans for the vegetation management for the Massachusetts Electric Company and the New England Central Railroad Company

The Town of Belchertown has adopted a Stormwater Bylaw that regulates construction and post-construction stormwater runoff for new development and redevelopment projects. The bylaw provides a clear set of stormwater management goals, standards, and design criteria to minimize the adverse impacts of stormwater runoff from land development projects. The bylaw also promotes LID and sustainable design practices. Copies of the existing bylaw, associated regulations, and permit application materials were included with prior annual reports. In Year 8, the Town began the process of revising the Stormwater Management Regulations (see *Appendix D* for a copy of the proposed amendments to the regulations)

The Stormwater Bylaw addresses construction site runoff and erosion and sediment controls, including inspections and enforcement. Starting in July of 2009, the Conservation Commission administrator, under the guidance of the conservation commission, was assigned as the Stormwater Authority for the Town. Projects subject to the new bylaw will be documented by the Conservation Commission (the Stormwater Authority) and by Reviewing Boards. There were 29 stormwater permit applications in Year 8.

In Year 8, the Conservation Commission also conducted numerous site visits to monitor ongoing projects including subdivisions under construction. The Commission has also dealt with outstanding compliance issues to bring the sites back into compliance with the Town regulations.

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## 5.2 Modifications to the SWMP

At this time, no changes to the Construction Site Runoff components of the SWMP are proposed.

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## 5.3 Activities Planned for Next Year

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Provide training for Town staff (i.e., land use board members and staff) responsible for reviewing site plans to determine compliance with the proposed Stormwater Bylaw.

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# 6 Post-Construction Stormwater Management

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## 6.1 Activities Conducted

As described in *Section 5.1*, a number of the new development and redevelopment projects that were constructed in Belchertown during the previous year included post-construction stormwater management controls to satisfy the performance standards in the Wetlands Protection Act and 401 Water Quality regulations and the *Massachusetts Stormwater Handbook*.

Specific information on the number of projects and the types of post-construction stormwater management measures was not tracked this year. Activities conducted and their method of tracking will largely be determined as stormwater management permit applications are received.

The Stormwater Bylaw addresses post-construction stormwater management and erosion and sediment controls, including inspections and enforcement. Projects subject to the bylaw will be documented by the Conservation Commission (the Stormwater Authority) and by Reviewing Boards. See *Section 5.1* for more information on permit applications and approvals.

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## 6.2 Modifications to the SWMP

At this time, no changes to the Post-Construction Stormwater Management component of the SWMP are proposed.

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## 6.3 Activities Planned Next Year

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Continue to implement the new Stormwater Bylaw and associated regulations.
- Provide training for Town staff (i.e., land use board members and staff) responsible for reviewing site plans to determine compliance with the proposed Stormwater Bylaw.

# 7 Pollution Prevention/Good Housekeeping

There are no municipal facilities located within Belchertown's Phase II regulated area. Therefore, the focus of this minimum control measure is to ensure that municipal operation and maintenance activities associated with the infrastructure (e.g., roads and storm drainage system) within the regulated area are performed in a manner to reduce and prevent the discharge of pollutants to stormwater. Activities at other municipally-owned facilities are also addressed in this annual report as they relate to the requirements of this minimum measure.

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## 7.1 Employee Training

Seventeen Public Works staff (representing administrative, cemetery, highway, and water staff) received environmental-related training this year. The training included Environmental Compliance (17 in attendance) and Stage II Vapor Recovery training (7 in attendance on March 1, 2010) as well as other Public Works related training sessions.

Stormwater training for DPW and other Town employees was conducted on March 17, 2011. The training was conducted in conjunction with annual training required by the EPA industrial stormwater permit program for the highway garage and wastewater treatment plant. The

training included education on goals/objectives of the Phase II program, pollution prevention for public works activities, waste management, and good housekeeping. A copy of the employee attendance log is included in *Appendix E*.

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## 7.2 Street Sweeping

All of the streets within the regulated area were swept at least once during the previous year. A street sweeping log has been developed by the Town to record the names of the streets swept and the amount of street sweepings recovered. A copy of this log is included in *Appendix F*. All of the roads in Belchertown were swept by the Town using a Town-owned sweeper (2005 Elgin Pelican) and approximately 1,320 yards of material were recovered throughout the Town. A majority of the roads that were not swept by the Town are privately-owned or State-owned. The DPW continues to follow a program for managing and disposing of street sweepings consistent with the Massachusetts solid waste regulations and applicable DEP guidance.

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## 7.3 Catch Basin Cleaning

In April 2006, the Town obtained a Beneficial Use Determination (BUD) Permit from the MA DEP for the Beneficial Use of Catch Basin Cleanings. The permit provides the Town with the following reuse options for catch basin cleanings:

- Use/disposal in accordance with the DEP Street Sweepings Policy
- Use in asphalt recycling at the Ondrick facility in Chicopee, MA
- Use as an alternative daily landfill cover.

*Appendix G* shows the roads within the Town where catch basins were cleaned in Year 8. The Belchertown DPW inspected a representative cross-section of the catch basins within the regulated area and none in this area needed cleaning. One hundred yards of catch basin spoils were collected in Year 8.

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## 7.4 Stormwater BMP Inspection and Maintenance

Brush and other vegetation within the eight Town-owned detention basins are cut as needed. All of the facilities were inspected in Year 8.

No stormwater management facilities were accepted by the Town in Year 8.

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## 7.5 Deicer Material Storage

Salt is stored at the DPW maintenance garage inside a dedicated salt storage building, constructed in 2004. Approximately 1,740 tons of salt and 3,115 yards of sand were used in the winter of 2009-2010. No liquid deicers were used during the 2009-2010 winter season.

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## 7.6 Preventative Maintenance

DPW staff conducts weekly inspections of the stage II vapor recovery system and waste oil collection area at the highway garage. Routine maintenance of the Town's fleet of equipment and vehicles is also performed at the highway garage.

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## 7.7 Transfer Station

The Transfer Station and Recycling Center accepts household trash, recyclables, yard waste, waste motor oil, tires, appliances and bulky items such as furniture and mattresses. Approximately 439 tons of general recyclables, 63 tons of scrap metal, 12 tons of textiles/clothing, 17 tons of electronics/computers, 1,088 tons of compostable/organics, 1,400 gallons of waste oil, and 300 tires were collected).

Belchertown sponsored a hazardous wastes collection day on September 9, 2010 – 261 residents participated in the event (see *Appendix H* for a copy of the Attendance List).

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## 7.8 Modification to the SWMP

At this time, no changes to the Pollution Prevention / Good Housekeeping components of the SWMP are proposed.

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## 7.9 Activities Planned Next Year

The current MS4 General Permit expired at the end of Year 5. All MS4s in Massachusetts are now covered under an administratively extended version of the prior general permit (MAR041002) until a new permit is issued. Belchertown will implement requirements of the new permit, including modifications to this SWMP as necessary, when it is issued. Activities for the coming year include:

- Conduct annual stormwater pollution prevention training for Town employees at the highway garage and wastewater treatment plant as a requirement of the EPA Water Multi-Sector General Permit. Incorporate awareness training on waste oil management.
- Continue to maintain record keeping procedures for street sweeping, catch basin cleaning, deicer application and usage, and stormwater BMP inspections and maintenance within the Phase II regulated area.
- Implement the inspection and maintenance schedule that has been developed for storm drainage structures and stormwater BMPs within the Phase II regulated area.
- Conduct street sweeping and catch basin cleaning in the Phase II regulated area.
- Dispose of street sweepings and catch basin cleanings in accordance with MA DEP guidance and regulations, including the BUD Permit for Beneficial Use of Catch Basin Cleanings.