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General Information

Stormwater Management Plan 2016 Annual Report Town of Belchertown

Municipality/Organization: Town of Belchertown

EPA NPDES Permit Number: MA041002

Annual Report Number and Reporting Period: Report #13: May 1, 2015 through April 30, 2016

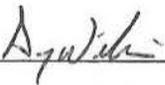
Contact Person: Steven J. Williams
Director, Department of Public Works
(413) 323-0415
swilliams@belchertown.org

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: Director

Date: 4.29.2016

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 in 2017). 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. During the Year 9 permit year the schools changed over to a single stream recycling program. Overall, approximately 2,600 students received environmental-related education as a regular part of the school curriculum.

In Year 13, the Science Department continued to conduct classes and experiments at the Foley Field/Lake Wallace property.

The community 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.

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 the Town's Stormwater Bylaw and low impact development (LID) practices. The flyer continued to be distributed in 2015 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). The Conservation Commission distributed a second brochure on wetland protection during Year 9 stormwater (a copy was included in the 2011 annual report). In Year 13 (as in Year 10 and 12), the Town posted an advertisement in *The Sentinel* newspaper on wetlands during the week of February 26, 2016. The same advertisement was also linked to the Town's website as of February 7, 2014 (a copy of the ad was included in the Year 12 report). Wetland education also appeared on the local cable channel, Channel 191(5) BCTV.

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 10. 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).

Educational material promoting recycling was disseminated to Belchertown residents with transfer station stickers. This campaign also appeared in *The Sentinel* newspaper (see *Appendix B* for a copy).

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. The plan was adopted in Year 13. The Pioneer Valley Planning Commission reviews major projects for compliance with this document.

2.4 Modifications to Plan

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

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 becomes effective on July 1, 2017. 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
- Publish educational material in *The Sentinel* newspaper

3 Public Participation

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
- A trail cleanup event coordinated by the Science Department

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.

On July 18, 2015 (Year 13) Eagle Scout Wesley Lupa led Boy Scout Troop 57 with planting a memorial garden consisting of a tree, flowering shrubs, sitting bench and plaque in memory of DPW employee, Dennis Daniels, at the DPW Highway Garage located at 290 Jackson Street.

3.3 Community Activities

The Town of Belchertown Conservation Commission has been working to protect lands within the Town. In Year 13, The Commission applied for and was awarded a \$127,160 grant through the Local Acquisitions for Natural Diversity, (LAND) Grant program of the Mass. Executive Office of Energy and Environmental Affairs. The conservation goal for this property is to protect a large tract of contiguous forestland as a town forest. This 45 acre property, located along a very busy Route 9 in Belchertown contains wildlife habitat, scenic waterfalls and connectivity between the Mt. Holyoke Range and the Quabbin Reservoir. This property is also adjacent to about 350 acres of already conserved land, including



Holland Glen Conservation Area, Wentworth Conservation Area, and several hundred acres owned by Cows Land Company, which are under Chapter 61. The Commission and DPW were also awarded a \$42,000 319 Non-Point Pollutant Discharge Grant through the Massachusetts Department of Environmental Protection, Bureau of Water Resources. Currently there is direct stormwater discharge and runoff flowing into Lake Arcadia. The proposed work is to provide treatment of stormwater from pipes and direct surface runoff that discharge directly into the lake. Currently there are two catch basins and a series of overland flows that discharge directly into the lake. The work at Lake Arcadia is located on Federal Street along the southwest shore near the intersection of Metacomet Street. A 604B Water Quality grant was awarded to the Town in 2012 to investigate water quality issues and identify any potential stormwater runoff issues surrounding the lakes area. This one location was identified as an area of great concern. The Belchertown Conservation Commission and DPW is currently working with PVPC to address the annual and long-range management strategies needed to meet the water quality and other agreed-upon goals for this lake. This pollution prevention work and project will be especially beneficial to all 3 lakes (see *Appendix C* for additional information).

In Year 13, the Conservation Commission has been involved in numerous conservation area stewardship projects, collaborating with both private and public organizations, as well as individuals. The Wentworth Conservation Area, Reed Conservation Area and Jabish Brook Conservation Area have all had trail work completed and additional signage was posted.

On April 21, 2015, the Department of Public Works (DPW) sponsored an Earth Day trash collection. The DPW provided town recyclable orange trash bags to residents wishing to partake in the collection of roadside trash. A total of 280 small trash bags were given out to 21 participants who collected trash in various locations throughout the town. All trash was disposed of at the town's Transfer Station (see *Appendix C* for additional information and newspaper advertisements).

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
- Citizen Representative - currently vacant (searching for a new member)

Members of the committee met during Year 13 on February 18, 2015 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 (38 applications in Year 13).

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 met on February 18, 2016 to review implementation of the bylaw and related issues. The Committee plans to continue to meet in 2017.

The Belchertown Conservation Commission held forty-five (45) hearings under the Wetlands Protection Act; twenty-six (26) of these were Requests for Determination, fifteen (15) were Notices of Intent, two (2) for Abbreviated Notices for Resource Area Delineation and two (2) for amended Orders of Conditions. The Commission issued four (4) Emergency Certificates for the protection of public health and safety.

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. The Highway Department's efforts towards saving energy have not only met the required 20% goal in decreased consumption but exceeded it submitting a 21 % decrease in permit Year 12 (the fifth and final year of reporting). During Year 13, Belchertown was awarded for its achievement as only one of eight cities/towns to have achieved this requirement having reached its reduction goals each and every year of the programs five year benchmark. Hence in March 2015, the Department of Public Works was able to apply for and receive a Green Community Competitive Grant through the Department of Energy Resources (DOER). On June 30, 2015 the Department was awarded \$53,022 for an electronic fuel management system, new exterior storm windows for the Town's Freedom and Recreation Centers, and funds for a new boiler for the Old Town Hall (see *Appendix C* for additional information).

3.6 Citizen Groups

In Year 13, the Board of Selectmen granted a new official liaison, Nicholas O'Connor, Selectman, to the Tri-Lakes Association.

3.7 Modifications to the SWMP

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

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 becomes effective on July 1, 2017. 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

4 Illicit Discharge Detection and Elimination

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. In Year 13, DPW staff in conjunction with hired consultants worked to update the Town's storm sewer outfall mapping to include outfalls within the revised 'Urbanized Area' generated by the 2010 Census.

Dry weather screenings of twenty-five (25) outfalls for detection of illicit discharges were performed on September 8, 2015. Outfalls were inspected using an outfall reconnaissance inventory (ORI) field sheet. One (1) of the outfalls was discharging at the time of inspection. Copies of the ORI field data sheets from these dry weather screening events are included in *Appendix D*.

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.

4.2 Modifications to the SWMP

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



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 becomes effective on July 1, 2017. 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.
- Update the Town's storm sewer outfall map to reflect the revised Urbanized Area based on the 2010 Census.

5 Construction Site Runoff Controls

5.1 Activities Conducted

Approximately 35 new building lots were created along existing town roads through Subdivision Approval Not Required plans. The Planning Board reviewed one preliminary subdivision but did not review any definitive subdivision plans during permit Year 13. Two subdivisions were completed during permit Year 13. The Planning Board granted four site plan approval; one of these projects was located within the Phase II regulated area (Census 2010).

The Commission also reviewed and commented on all septic system installation permits, site plan reviews, subdivision applications, ANR plans, and Chapter 61, 61A and 61B withdrawal requests that occurred in the Town in Year 13. In addition, the Commission also reviewed the applications for all forest cutting plans and the Yearly Operational Plan 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 (a copy of the proposed amendments to the regulations was provided in the 2011 annual report)

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 38 stormwater permit applications in Year 13. The Department of Public Works continued to also review the Stormwater Management applications annually (see *Appendix E* for additional documentation).



In Year 13, the Conservation Commission also conducted numerous site visits to monitor ongoing projects throughout the year including subdivisions currently under construction, ANR lots and Stormwater site visits. In addition, the Commission has dealt with several outstanding enforcement issues and has been concentrating their efforts to bring these projects back into compliance (see *Appendix E* for additional documentation).

5.2 Modifications to the SWMP

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

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 becomes effective on July 1, 2017. 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.

6 Post-Construction Stormwater Management

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.

6.2 Modifications to the SWMP

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

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 becomes effective on July 1, 2017. 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 (2000 Census). (The Town is aware of municipal facilities that are within the revised 'Urbanized Area' (2010 Census) which will be identified through the Town's planned re-mapping process.) 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.

7.1 Employee Training

Twenty-five Public Works staff (representing administrative, cemetery, highway, and water staff) received environmental-related training this year. The Belchertown Safety Committee also organized departmental training in topics including: Work Zone /Traffic Safety, CPR, Confined Space, Lockout/Tag out, Fall Protection, and OSHA 10.

Stormwater training for DPW and other Town employees was conducted on April 6, 2016. 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 for this and other highway trainings are included in *Appendix F*.

7.2 Street Sweeping

All of the streets within the regulated area were swept at least once during the reporting 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 G*. All of the roads in Belchertown were swept by the Town using a Town-owned sweeper (2005 Elgin Pelican) and Hi-Way Safety Rental. Approximately 1,450 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.

7.3 Catch Basin Cleaning

Appendix G includes a cleaning report listing the streets where catch basins were cleaned in Year 13. This was the fourth year funds were appropriated for three weeks of basin cleaning (attempting to get basins on a four year cleaning rotation). In 2015, 104 hours were spent cleaning approximately 153 Town basins at a cost to the community of approximately \$21,000 (not including disposal costs). The Belchertown DPW inspected a representative cross-section of the catch basins within the regulated area to confirm proper cleaning. Nearly 30 tons of catch basin spoils collected in Year 13 with a disposal cost of approximately \$3,200.

7.4 Stormwater BMP Inspection and Maintenance

All of the facilities (43) were inspected in Year 13. Brush and other vegetation within Town-owned detention basins were cut as needed (see cleaning log in *Appendix H*).

No stormwater management facilities were accepted by the Town in Year 13.

7.5 Deicer Material Storage

Salt is stored at the DPW maintenance garage inside two dedicated salt storage buildings, constructed in 2004 and 2012. Approximately 2,200 tons of salt and 3,900 yards of sand were used in the winter of 2014-2015. Liquid deicers are no longer used in Belchertown – salt is pretreated instead.

7.6 Preventative Maintenance

DPW staff conducts weekly inspections of the waste oil collection area at the highway garage. Facility inspections, ten, related to the garage's Spill Prevention, Control, and Countermeasure (SPCC) plan were also completed in Year 13 (see *Appendix I* for inspection reports). Routine maintenance of the Town's fleet of equipment and vehicles is also performed at the highway garage.

The Department also completed the ninth year of our ten-year inflow and infiltration mitigation plan that was adopted to identify areas, which are allowing groundwater to enter the collection system. During 2015, activities included visual inspections of trouble areas, video inspections, and a cleaning of approximately 9,500 feet of collection system.

Other sewer maintenance included the replacement of the entire South Main Street and Mill Valley Road sewer system during the Route 181 Redesign and Construction Project. In addition the WWTP personnel assisted the DPW on rebuilding of 9 sewer structures, completed the replacement of a distressed section of the Jackson Street sewer main, and cleaned over 1,000 feet of storm sewer culverts as well.



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. In 2015, approximately 573 tons of general recyclables, 59 tons of scrap metal, 4 tons of textiles/clothing, 15 tons of electronics/computers, 1,500 gallons of waste oil, and 6 tons of tires were collected.

Belchertown sponsored a hazardous wastes collection day in Year 13 on August 8, 2015 and there were additional events in neighboring communities (see *Appendix J* for supporting documents).

7.8 Modification to the SWMP

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

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 becomes effective on July 1, 2017. 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.



Appendix A

Revised Stormwater Management Plan Summary

**STORMWATER MANAGEMENT PLAN SUMMARY
TOWN OF BELCHERTOWN**

BMP ID	Minimum Control Measure Best Management Practice (BMP) Description	Permit Year	Measurable Goal	Responsible Party
1	Public Education and Outreach			
1.1	Continue existing school educational programs.	1-13	The number of students receiving stormwater education as a regular part of the school curriculum. The number of programs offered.	Stormwater Committee, School Department
1.2	Provide schools with a copy of the education resources sections of the Plan. Make copies of the stormwater management plan available in the Town library.	1	Distributed plan copies to the schools. Distributed plan copies to the Town library.	Stormwater Committee
1.3	Create a stormwater link on the Town's website, including an electronic version of the stormwater management plan.	2	Created a stormwater link on the Town's website.	Stormwater Committee, MIS Department
1.4	Prepare a general stormwater overview and summary of the Phase II program for distribution as a newspaper flyer, or cable access television announcement. Continue to add materials to the Town's stormwater website.	3	The number of materials created and distributed or the number of stormwater-related articles published. Materials added to Town website.	Stormwater Committee, School Department
1.5	Distribute outreach materials on septic system maintenance, illicit discharges, proper lawn care, yard waste and pet waste disposal, or other issues identified by the Town within the regulated area.	13	The number of materials created and distributed to Town residents.	Stormwater Committee, Board of Health, DPW
1.6	Add a new link to the existing Board of Health website with guidance or recommendations on proper septic system maintenance.	13	Provided septic system maintenance guidance materials on Board of Health website.	Stormwater Committee, Board of Health, MIS Department
2	Public Participation/Involvement			
2.1	Form a Stormwater Committee to assist in developing the Phase II stormwater management plan and to coordinate implementation activities.	1	Formed a stormwater committee.	Stormwater Committee
2.2	Make the stormwater management plan available for public review and advertise/hold a public meeting.	1	Made plan available for public review and held public meeting in accordance with state public notice requirements.	Stormwater Committee
2.3	Continue existing school environmental outreach programs.	1-13	The number of students involved in environmental outreach programs. The number of programs offered.	Stormwater Committee, School Department
2.4	Expand Stormwater Committee to include interested citizens and other Town board members. The committee could assist the Town with recruiting and directing resources to implement recommended measures.	4	The number of additional stormwater committee members recruited.	Stormwater Committee
3	Illicit Discharge Detection and Elimination			
3.1	Create a storm sewer outfall map showing stormwater outfalls within the Phase II regulated area.	1	Created a storm sewer outfall map.	Stormwater Committee, DPW, MIS Department

3.2	Finalize storm outfall map and conduct dry weather outfall screening within regulated area.	3	Finalized outfall map and conducted dry weather screening of outfalls. Number of outfalls screened.	Stormwater Committee, DPW, Board of Health
3.3	Inspect outfalls with potential illicit discharges (as identified from initial dry weather screening), conduct outfall sampling, and track sources of illicit discharges.	3-13	Conducted source tracking of stormwater outfalls. Identified sources of illicit discharges.	Stormwater Committee, DPW, Board of Health
3.4	Eliminate a certain number or percentage of illicit discharges whose sources are identified.	3-13	Eliminated a certain number or percentage of illicit discharges whose sources were identified.	Stormwater Committee, DPW, Board of Health
3.5	Review model illicit discharge by-law to assess its applicability and feasibility for adoption in Belchertown. Modify existing by-laws to address the illicit discharge regulatory mechanism requirement.	4-5	Reviewed, drafted, and adopted illicit discharge by-law.	Stormwater Committee, DPW, Board of Health
3.6	Educational materials developed for minimum control measure 1 (Public Education and Outreach) to address illicit discharge detection and elimination.	3-13	Disseminated educational materials (e.g. newspaper flyer) on illicit discharge detection and elimination (see BMP 1.6) to the public.	Stormwater Committee, DPW, Board of Health
3.7	Update the storm sewer outfall map as needed (e.g., new census mapping).	3-13	Update the storm sewer map as needed	Stormwater Committee, DPW, MIS Department
4	Construction Site Runoff Control			
4.1	Review existing MADEP or other similar model by-law to assess its applicability and feasibility for adoption in Belchertown.	4	Reviewed model by-law. Held public meeting.	Stormwater Committee, Building Inspector, Planning Board
4.2	Draft and adopt a by-law with public input (draft language and legal review, conduct informational meetings as necessary, submit to warrant, schedule for vote at Town Meeting).	4-5	Drafted and adopted by-law.	Stormwater Committee, Building Inspector, Planning Board
4.3	Provide training for Town staff responsible for reviewing site plans to determine compliance with the newly adopted by-law. NO LONGER APPLICABLE, THE TOWN HIRES CONSULTANTS TO COMPLETE REVIEWS.	N/A	Conducted training for Town staff. NO LONGER APPLICABLE.	Stormwater Committee, Building Inspector, Planning Board
4.4	Develop methods and materials to provide for public inquiry and comments for construction projects, and procedures to respond to public inquiry. Develop site inspection procedures.	5	Developed procedures for public inquiry and associated response. Developed site inspection procedures.	Stormwater Committee, Building Inspector, Planning Board
5	Post-Construction Runoff Control			
5.1	Review existing MADEP or other similar model by-law to assess its applicability and feasibility for adoption in Belchertown.	4	Reviewed model by-law. Held public meeting.	Stormwater Committee, Building Inspector, Planning Board, Conservation Commission
5.2	Draft and adopt a by-law with public input (draft language and legal review, conduct informational meetings as necessary, submit to warrant, schedule for vote at Town Meeting).	4-5	Drafted and adopted by-law.	Stormwater Committee, Building Inspector, Planning Board, Conservation Commission

5.3	Provide training for Town staff responsible for reviewing site plans to determine compliance with the newly adopted post-construction runoff control by-law. NO LONGER APPLICABLE, THE TOWN HIRES CONSULTANTS TO COMPLETE REVIEWS.	N/A	Conducted training for Town staff. NO LONGER APPLICABLE.	Stormwater Committee, Building Inspector, Planning Board, Conservation Commission
5.4	Develop procedures for public inquiry and comments for post-construction stormwater BMPs, and procedures to respond to public inquiries. Develop periodic inspection procedures.	5	Developed procedures for public inquiry and associated response. Developed inspection procedures.	Stormwater Committee, Building Inspector, Planning Board, Conservation Commission
6	Pollution Prevention/Good Housekeeping			
6.1	Expand annual stormwater training program for appropriate Town employees to include street sweeping, stormwater BMP and drainage system maintenance including catch basin cleaning, winter road and lot maintenance, and solid/hazardous waste management.	1	Developed expanded stormwater training program.	Stormwater Committee, DPW
6.2	Develop record keeping procedures for street sweeping, catch basin cleaning, deicer application and usage, and stormwater BMP inspections and maintenance within the regulated area.	2	Developed record keeping procedures.	Stormwater Committee, DPW
6.3	Conduct training for appropriate Town employees.	1-13	Conducted training. The number of employees trained.	Stormwater Committee, DPW
6.4	Sweep streets within the regulated area, as necessary, on a rotating basis.	1-13	Conducted street sweeping within regulated area. The quantity of debris collected from street sweeping.	DPW
6.5	Establish inspection and maintenance schedules for storm drainage structures and stormwater BMPs within the Phase II regulated area.	3	Established inspection and maintenance schedules.	Stormwater Committee, DPW