Town of Southwick, Massachusetts

Year 7 Report: Massachusetts

Small MS4 General Permit

DRAFT

As Submitted to: U.S. EPA, electronically via *stormwater.reports@epa.gov*

MassDEP, electronically via *Stormwater.DEP@mass.gov*

Town of Southwick, Massachusetts
Year 7 Report: Massachusetts
Small MS4 General Permit

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Permit Year 7 Report Form

Year 7 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2024-June 30, 2025

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites

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. Please ONLY report on activities between July 1, 2024 and June 30, 2025 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: Town of Southwick

EPA NPDES Permit Number: MAR041022

Primary MS4 Program Manager Contact Information

Name: Jonathan Goddard Title: Assistant Director, Dept. of Public Works

Street Address Line 1: 661 College Highway

Street Address Line 2:

City: Southwick State: MA Zip Code: 01077

Email: jgoddard@southwickma.gov Phone Number: (413) 569-6772

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address): https://www.southwickma.org/public-works/files/stormwater-managment-plan

Date SWMP was Last Updated: Sep 29, 2025

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state

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 7 Requirements

- ☒ Completed catchment investigations associated with Problem Outfalls
- ☒ Completed catchment investigations where information gathered on the outfall/interconnection indicated sewer input

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - ○ This is not applicable because we do not have sanitary sewer
  - ◉ This is not applicable because we did not find any new SSOs
  - ○ The updated SSO inventory is attached to the email submission
  - ○ The updated SSO inventory can be found at the following publicly available website:
- ☒ Updated system map due in year 10 with information from completed catchment investigations
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

- [x] All curbed roadways were swept at least once within the reporting period
- [x] Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- [x] Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- [x] Updated inventory of all permittee owned facilities as necessary
- [x] O&M programs for all permittee owned facilities have been completed and updated as necessary
- [x] Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- [x] Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- [ ] Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

No Problem Outfalls have been identified to date through either catchment investigations or outfall sampling; further, no likely sewer input has been flagged for any outfalls. One interconnection exists where flows from Suffield, CT enter Southwick at Griffin Road, and this newly identified stormwater network was fully investigated and reviewed for dry weather sampling in Permit Year 7.

A portion of permittee-owned and/or -managed treatment structures were not inspected in Permit Year 7 due to unanticipated changes in DPW personnel and structure. In an effort to best return and adhere to compliance requirements, all treatment structure inspections will be completed by the 2nd quarter of the current Permit Year.

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

Annual Requirements

*Public Education and Outreach**

- [x] Distributed 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
- [x] Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- [x] Distributed 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 F and H for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- [ ] Increased 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)

Structural BMPs

- [x] Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration)*:

Subsurface Infiltration through stormwater flow diversion.

☒ Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated consistent with Attachment 3 to Appendix F. 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 were documented.

- ○ No BMPs were installed
- ◉ The above referenced BMP information is attached to the email submission
- ○ The above referenced BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs: 179

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Street sweeping of all town streets is performed in accordance with the "Municipal Stormwater Infrastructure Operations & Maintenance Plan."

The specifications relating to the nitrogen removal capacity of municipally-owned structural BMPs continue to be refined for increased accuracy of documentation as research allows.

Southwick participates in the Connecticut River Stormwater Committee (through the Pioneer Valley Planning Commission [PVPC]), which, amongst other services, helps to provide measures to satisfy the Public Education & Outreach requirements of the MS4 Permit. Through PVPC, all other required Year 7 messaging efforts were completed.

Please see Attachment D for greater detail on public education and outreach efforts.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

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 list of receiving waters and outfalls as cited within the SWMP has been updated due to system upgrades, catchment investigations, and any associated continued refinement of the stormwater drainage network mapping.

No changes to impairments or TMDLs have been made.

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 this reporting period**: 10

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

BMP: 1. Think Blue Connecticut River Website

Message Description and Distribution Method:

Message description and distribution method: The Think Blue Connecticut River website is at the core of all regional messaging about stormwater. The website at www.thinkblueconnecticutriver.org does the following:
• Covers major areas of messaging about reducing polluted stormwater flows, including lawn and yard care, pet waste management, car care, controlling soil erosion, soaking up the rain, and septic system care
• Addresses the key 4 audiences plus educators
• Serves as the "landing place" for information on nearly all social media messaging

In the past year, PVPC has developed a new logo for the Think Blue Connecticut River website as a way to draw greater interest from all audiences in the region. The logo features a river otter, inspired by drone video footage capture of otters in lower Abbey Brook in Chicopee. The river otter will help with future messaging in drawing more powerful connection between the need for clean stormwater to support the lives of these and other important creatures. The core message being, how we manage our lawns, pet waste, septic systems, etc. has direct impact on the otter and other wildlife dependent on rivers, streams, lakes, and wetlands. Selection of the otter is also based on its qualities as a charismatic megafauna with greater public appeal and thus potential for inducing a response to appeals for cleaning up stormwater. PVPC will be working with the Stormwater Committee in the coming year to consider ways to use the otter to best effect.

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents, Developers, Industries, Businesses, institutions and commercial facilities

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

A total of 5,060 people visited the Think Blue Connecticut River website during Year 7 and spent an average of 12 seconds on viewing pages on stormwater best practices. Beyond the web analytics reported below on specific messages, there were the following views of the general audience pages on the Think Blue Connecticut River website:
Residents views = 69; Businesses and Institutions views = 48; Developers views = 59; Industries views = 29; and Educators views = 39.

Message Date(s): July 1, 2024 through June 30, 2025

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:

As indicated in previous annual reports, the website was not mentioned in the NOI and SWMP, but it has been central to all messaging in the region, providing additional information and resources on key topics.

BMP:2. Proper Management of Pet Waste (during time of licensing)

Message Description and Distribution Method:

Messaging included a slide for use by local cable access television stations in English and Spanish, and an e-mail message to municipal clerks/dog officers providing materials for use in the licensing process.

The cable access message was simplified based on feedback from cable tv stations on a Year 5 fall leaf litter messages. This message in Year 7 on pet waste also focused specifically on communicating that pet waste should be put in a trash bin. Public works officials on the Connecticut River Stormwater Committee had stressed the importance of this point because they are frequently finding bagged pet waste in catch basins.

Materials provided to municipal clerks and licensing officers was based on a survey done in Year 3 about what might be the most effective methods for messaging through their licensing process.

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

The cable access message in English and Spanish went to 18 local stations and email reminders went out to 20 Town Clerks.

Message Date(s): December 2024-April 2024 (depending on municipality)

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:

The NOI/SWMP indicated pet waste messaging only in summer months as PVPC understood that messaging under the Appendixes could be combined. EPA has indicated that additional messaging to dog owners “at time of licensing” is required. Messaging at time of licensing was added, starting in Year 2, along with additional messaging on pet waste during “stay at home” orders with the pandemic (given the increased visibility of associated problems).

BMP: 3. Proper Management of Pet Waste (summer)

Message Description and Distribution Method:

Paid placement social media messages on Facebook and Instagram at the start of the summer swimming season targeted people in Connecticut Stormwater Committee zip codes who had identifiers that match “pets at home” and “dog walking.”

As this message in Year 7 on pet waste also focused specifically on communicating that pet waste should be put in a trash bin. We also sent the following email and sign to local BOH, parks departments & Conservation Commission to post in the Town's parks and open space areas and included information on installing signage, kiosks and pet waste stations.

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Messaging reached 892 people in Stormwater Committee communities with 273 individuals clicking on the "Pledge" button to go to the Pick Up Poop pledge on the Think Blue Connecticut River website.

Analytics for the Think Blue Connecticut River website, indicate that there were another 109 people went to the pet waste landing page on the Think Blue Connecticut River website.

The email and sign went to 20 local Boards of Health, 20 parks and/or recreation departments & 20 Conservation Commissions in the region.

Message Date(s): The social media message ran on Facebook and Instagram for eight days from June 24 to July 1, 2025.

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:

To provide additional messaging.

BMP: 4. Pet Waste

Message Description and Distribution Method:

Paid placement social media messages on Facebook and Instagram at the start of the summer swimming season targeted people in Connecticut Stormwater Committee zip codes who had identifiers that match "pets at home" and "dog walking."

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Messaging reached 892 people in Stormwater Committee communities with 273 individuals clicking on the "Pledge" button to go to the Pick Up Poop pledge on the Think Blue Connecticut River website.

Analytics for the Think Blue Connecticut River website, indicate that there were another 109 people went to the pet waste landing page on the Think Blue Connecticut River website.

Message Date(s): The social media message ran on Facebook and Instagram for eight days from June 24 to July 1, 2025.

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:

To provide additional messaging.

BMP: 5. Proper Septic System Care

Message Description and Distribution Method:

Recognizing that Boards of Health are the primary point of contact on septic systems for residents, the Stormwater Committee worked this year toward better understanding and enabling them in this role. A survey went out to all Boards of Health, asking several questions, including
• Whether they are in possession of a list of septic system owners in Town from Board of Assessors.
• Whether issuing a direct mail letter to septic system owners makes sense
• When approving septic plans, does the BOH make a practice of providing three-page EPA flyer on septic system care?
• If yes, can BOH track this?
• If no, willing to begin this practice?

Based on the survey responses, Boards of Health received several messaging items for their use including a letter to customize and send to septic owners in their municipality on proper septic maintenance and care, social medial posts as well as an EPA flyers in both English and Spanish were provided for Board of Health use.

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

The survey and follow-up content went to 20 Boards of Health in the region.

Additionally, analytics for the Think Blue Connecticut River website, indicate that there were another 17 people went to the Septic System landing page on the Think Blue Connecticut River website.

Message Date(s): May 2025

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:

To provide additional messaging and as reported previously, the NOI/SWMP indicated septic system messaging would be done in Year 3 only as MS4 permit language in Appendix H was not entirely clear on the

timing of this message. EPA has since indicated that septic system messaging must occur each year. The Connecticut River Stormwater Committee adjusted accordingly, starting in Year 2.

BMP: 6. Proper disposal of leaf litter

Message Description and Distribution Method:

For Year 7, PVPC worked with the Be a Leaf Hero social media posts developed by the Cape Cod Commission, already customized by PVPC for the Connecticut River Stormwater Committee. Messaging to the residential audience included the following:

• Slides displayed by local cable access television stations
• A flyer for posting on member webpages

Both messaging elements included a "call to action," providing a link to a series of tips and more in-depth content on the Think Blue Connecticut River website. The flyer included a link to locations for proper disposal of leaves and yard waste in each community. See website page at: https://thinkblueconnecticutriver.org/be-a-leaf-hero/. The content seeks to promote better practices with leaf litter and build understanding about potential contamination of stormwater with leaf litter.

Given the election season this fall, however, there was no related social media messaging. In past election seasons, there has been heightened security around social media and the work to get through barriers to post has been extremely time consuming. With the U.S. presidential election this fall, it is anticipated that these issues will only be compounded.

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

The cable access message went to 18 local stations. Analytics for the Think Blue Connecticut River website page on leaf litter, indicate that there were a total of 1416 views on the website landing page with 3 downloads.

Message Date(s): October 11 - October 29, 2024

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:

To provide additional information.

BMP: 7. Proper disposal of leaf litter

Message Description and Distribution Method:

For the business and commercial audience in Year 7, PVPC issued a letter to reach 147 landscaping and lawn care companies in the region with best practices messaging on disposal of leaf letter and leaf. We also included a survey asking questions related to managing and disposing of leaves from lawns and yards. Signed by the Committee Chair and Co-chair, the letter promoted several key best practices:

• Keep leaves off of driveways and roadways where they can easily wash into storm drains and contribute to higher nutrient flows during the fall season.
• Use a mulching mower. By mulching the leaves into turf areas, you avoid having to rake/blow and bag and you offer a way to manage autumn leaves while providing clients with free fertilizer. Mulched leaves recycle nutrients and reduce the overall need for applied fertilizer, which can help to reduce nutrient loading for local rivers, streams, and lakes.
• Alternatively, if your client has an existing compost pile, you can recommend that they consider allowing you to add leaves to the pile. Leaves provide a critically important element (carbon) to the composting process, making for a more soil enriching product to be used in the next growing season. Be sure compost piles are located away from streams, lakes, or storm drains as these decomposing materials and nutrients could easily reach these water resources.

A survey went out to all 147 landscaping companies in the region asking several questions, including
• Do you ever use a mulching mower to manage leaves on your client's lawns and yards?
• If you have never used a mulching mower, is there anything that would be helpful in enabling you to mulch leaves into the lawn (e.g. help with purchasing equipment, informative brochure for use with your client on the benefits of mulching leaves)?
• Do you ever add leaves to your client's composting pile?
• Do you ever take leaves to a nearby farm or other facility that composts leaves
• Do you ever dispose of leaves in another location?
• If yes, please indicate what other location you use to dispose of leaves at:
• Would you like more information on possible locations where land care professionals can dispose of leaves?
• If yes, please provide your company name and best contact for additional information:
• If you did not answer "yes" in Question 7 and would like to be entered into raffle, please provide your name and contact information here:

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Letter and survey were mailed to 147 landscapers in the region with a $100 home depot gift card incentive to participate in survey. Only 2 surveys were completed.

Message Date(s): October 22, 2024 - November 30, 2024

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:

To provide additional messaging.

BMP: 8. Importance of Soil Test, Proper Use of Fertilizers

Message Description and Distribution Method:

For the Stormwater Committee, PVPC worked with UMass Cooperative Extension to improve outreach

content for Think Blue and UMass web pages to simplify the process of soil testing, interpreting results, and then acting on those results. For its part, PVPC revised elements on the Think Blue website related to lawn care including:

• Soil test information, noting that 95% of soil tests showing that already way overblown on nutrients – clear pattern
• References to good field guide resource(s)
Once these updates were made, PVPC worked with the Stormwater Committee social media consultant on social media campaign with a slightly revised lead message: "Know what your lawn needs."

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

Analytics for the Think Blue Connecticut River website page on lawn care, indicate that there were a total of 1917 views on the website landing page with 4 downloads.

Message Date(s): May 7, 2025 - May 14, 2025

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: 9. Importance of Soil Test, Proper Use of Fertilizers

Message Description and Distribution Method:

For the business audience, PVPC had planned to do an op-ed piece in the Business West magazine featuring a local business following best practices, but we were unable to locate a company willing to work with us on a letter to the editor. We made significant outreach efforts with repeated emails and calls to follow up with over ten local businesses but were never returned and we were unsuccessful.

www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable Goal(s):

We called/emailed/visited in person over 10 local businesses with large facilities requiring landscaping to interview and also tried to connect with several comercial landscape companies to interview but no one responded.

Message Date(s): April 2025

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:10. Town of Southwick Stormwater Web Page

Message Description and Distribution Method:

The Town of Southwick maintains a robust stormwater-oriented webpage at https://www.southwickma.org/stormwater, providing visitors with information on a broad range of topics for the reduction of stormwater pollution on both the residential and commercial/industrial scale.

Targeted Audience: General Public (Residents, Developers, Businesses, & Commercial/Industrial Facilities)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

158 total page views were logged during Permit Year 7 for the www.southwickma.org/stormwater and www.southwickma.org/planning-board/pages/stormwater-forms pages in total.

Message Date(s): July 1, 2024 through June 30, 2025

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:

Add an Educational Message

MCM2: Public Participation

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

Opportunity for public involvement was provided at a public meeting on September 9, 2024 for the presentation of the Stormwater Management Program update and Annual Report presentation to the Southwick Select Board.

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

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

Other opportunities for public involvement and participation in activities that can affect water quality within the MS4 permit area included volunteer clean-up efforts at the North Pond Wildlife Management Area as well as the ongoing weir debris/waste removals that are undertaken on a regular basis at the Congamond Lakes.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

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

Number of SSOs identified: 0

Number of SSOs removed: 0

MS4 System Mapping

Percent of Phase II map complete: 100

Optional: Provide additional status information regarding your map:

Southwick's MS4 network is fully mapped within the permit's jurisdiction. As segments of the network are reconstructed or modified, catchment investigations are undertaken and completed, and new stormwater infrastructure is installed, maps will continue to be updated to reflect the latest information and constructed condition. "Live" updates are implemented on-site when using cellular data, which is also provided for outfall sampling, catch basin inspections/cleanings, BMP inspections, and similar events throughout the year.

Please see the Town's MS4 System Mapping at https://tinyurl.com/ms4-public-viewer-southwick.

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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

○ No outfalls were inspected

○ The above referenced outfall screening data is attached to the email submission

◉ The above referenced outfall screening data can be found at the following publicly available website:

https://tinyurl.com/ms4-public-viewer-southwick

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

Number of outfalls screened: 21

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

Percent of outfalls screened: 55

Optional: Provide additional information regarding your outfall/interconnection screening:

The reported percentage of outfalls/interconnections depicts the percentage of progress towards complete wet-weather screening. 100% of known outfalls were previously screened during dry-weather conditions.

Outfall screening data is provided on the public MS4 map viewer via the website noted above (https://tinyurl.com/ms4-public-viewer-southwick).

Tables containing updated data for MS4 outfall inventory, ranking, and System Vulnerability Factors can be found in the revised Stormwater Management Plan located at https://www.southwickma.org/public-works/files/stormwater-managment-plan.

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.

- ○ No catchment investigations were conducted
- ◉ The catchment investigation data is attached to the email submission
- ○ The catchment investigation data can be found at the following publicly available website:

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

Number of catchment investigations completed this reporting period: 2

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

Percent of total catchments investigated: 16

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

No dry- or wet-weather screening results have tripped the threshold for mandatory catchment investigations to date. However, investigations continue in an effort to acquire additional MS4 network data and ensure no apparent illicit discharges are taking place. Additionally, the majority of catchments within Southwick's stormwater management network do not contain junction drainage manholes, standard drainage manholes, or other covered structures; these networks, comprised solely of catch basin inlets and outfalls, have been examined for signs of illicit discharge through prior years' investigations but have not yet been accounted for in the total percentage of catchment investigations completed. Thus, the current percentage reflects only completed investigations within jurisdiction on systems with covered structures.

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.

- (•) No illicit discharges were found
- ( ) The illicit discharge removal report is attached to the email submission
- ( ) The illicit discharge removal report can be found at the following publicly available 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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

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 (July 1, 2018)****.*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

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

Employee Training

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

Stormwater staff received IDDE training by viewing a series of videos published by the Buzzards Bay Stormwater Collaborative, originally created by a grant through MassDEP. The series is comprised of 7 individual video modules, describing the process and methodology of stormwater sampling.

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: 5

Number of inspections completed: 35

Number of enforcement actions taken: 1

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

For Site Plan Reviews, only those projects that either contained stormwater management components or tripped the threshold for a Stormwater Management Permit are listed. Site Inspections were undertaken throughout the year at ongoing subdivision and private development projects. Enforcement action was initiated for unpermitted pastureland clearing activities at a private residential lot.

See Attachment E for a detailed list of Permit Year 7 site plan reviews, site inspections, and enforcement actions.

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

As-built Drawings

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received: 0

Optional: Enter any additional information relevant to the submission of as-built drawings:

Street Design and Parking Lots Report

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

Following substantial changes to local bylaws as approved at the May 2023 Annual Town Meeting, no further changes were made to local bylaws or regulations in Permit Year 7. Work did advance under a Planning Board-directed "Comprehensive Zoning Review" during Permit Year 4 that established the framework to consider bylaw modifications related to stormwater management. Grant funding was awarded to the Town of Southwick in support this next phase of work and bylaw amendment work has commenced through the Pioneer Valley Planning Commission.

Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

Following May 2023 bylaw modifications to allow certain G.I. practices, future bylaw and/or subdivision regulation modifications are anticipated that will further expand/allow G.I. practices are anticipated under the aforementioned next phase of consultant-supported zoning and subdivision regulation modifications. Currently, grant-funded work has begun with the Pioneer Valley Planning Commission for a comprehensive update and modification to zoning bylaws.

Retrofit Properties Inventory

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

ROW of 63 Berkshire Avenue
Municipal Stormwater Basin at 5 Partridge Lane
Municipal Stormwater Basin at 8 Liberty Lane
Municipal Stormwater Basin at 7 Great Brook Drive
Southwick Town Hall Parking Lot
(See Attachment J)

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

In Permit Year 5, the existing stormwater management system for Woodland Ridge, a residential subdivision in MS4 jurisdiction, was retrofitted with a substantial subsurface infiltration system to mitigate impervious area and alleviate ongoing erosion concerns at the system outfall.

In Permit Year 6, MS4 improvements were implemented by the Town near the intersection of Point Grove Road and Bungalow Street, where the opportunity was taken to redirect street runoff from escaping the vicinity and instead be sent to subsurface infiltrators. These improvements are part of an MS4, roadway, and infrastructure reconstruction project to be conducted in Permit Year 7 at Bungalow Street.

Permit Year 7 saw the completion of the Bungalow Street infrastructure project and the retrofit installation of subsurface infiltration at a problem location along Klaus Anderson Road; however, this project does not fall within the permit jurisdiction as Southwick is mapped with a combination of urbanized and non-urbanized areas.

MCM6: Good Housekeeping

Catch Basin Cleaning

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: 167

Number of catch basins cleaned: 123

Total volume or mass of material removed from all catch basins: 57 cubic yards

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

Total number of catch basins: 845

If applicable:

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

With the increased depth of data now being logged for Southwick's MS4 maintenance activities, catch basins identified as being >50% full during two consecutive routine inspections/cleaning events are being logged for review. Review activities include inspecting the catchment area for contributing sources of sedimend and, if no contributing source is found, increasing the inspection and cleaning frequency. The most frequently found contributing factor to date are shallow sump catch basins.

Street Sweeping

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

- ○ Number of miles cleaned:
- ◉ Volume of material removed: 214 cubic yards
- ○ Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed: 18

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

Facilities with dumpster lids and/or missing dumpster bungs were notified to correct. A location where off-road traffic was tracking dirt onto paved surfaces was requested to modify facility usage.

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 publicly available 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

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.

Southwick contains a mixture of urbanized land (land within MS4-permit jurisdiction) and non-urbanized land. As such, the inlet inspection, cleaning, and total structure figures are based on the work that falls within the permit area.

The volume of material removed from catch basins is an estimate of the average service amount for those structures within the permit area.

The volume of swept material removed from Town roadways as reported reflects a gross figure across all municipally-managed roads & facilities.

Year 8

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 8 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

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
- 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 8 below:

Planned areas of focus for Permit Year 8 include Planning-Board-related changes to Subdivision Regulations to remove barriers to Green Infrastructure, continued wet-weather outfall screening (as weather permits), and continued progress on catchment investigations.

Part V: Certification of Small MS4 Annual Report 2024

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:	Diane Gale	Title:	Chair, Select Board
Signature:	Diane Gale	Date:	9/29/25
Name:	Doug Moglin	Title:	Vice Chair, Select Board
Signature:		Date:	9.29.2025
Name:	Russ Anderson	Title:	Clerk, Select Board
Signature:		Date:	9/29/25

Attachment A:

Town of Southwick Select Board Meeting Minutes
September 9, 2024

Town of Southwick
Select Board Meeting
In-person and Remote Hybrid Format
Monday. September 9, 2024
6:00 p.m.
Location: Land Use Hearing Room

MEETING MINUTES

ATTENDANCE:
Chairman, Jason Perron
Vice-Chairman, Diane Gale
Clerk, Doug Moglin
Chief Administrative Officer, Nicole Parker
Assistant C.A.O., Nadine Cignoni
Secretary, Lisa Anderson

Randy Brown leads Pledge of Allegiance

Public Comments:
- No public comments

Public Hearing:
Public Liquor License Hearing for Roma Restaurant to transfer Liquor License from Victor Ferrentino to Martino DiBenedetto, Frank DiBenedetto & Mario Ferrentino

- **A MOTION** by Diane Gale to open the hearing, Seconded by Doug Molin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
  - Attorney provides overview of experience and background of the members applying for license transfer
  - Doug Moglin reminds applicants of the expectations of holding a liquor license within the Town of Southwick
- **A MOTION** by Diane Gale to close the hearing, Seconded by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- **A MOTION** by Diane Gale to grant the transfer the liquor license, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

Appointments:

a) Interview with Stephen Roache for the Economic Development Commission and Gabriela Peterson for Master Plan Implementation Committee.

- Mr. Roache explains his background and work history and wants to use his experience and enthusiasm to better the Town of Southwick
- Lisa Anderson notifies Select Board members that Ms. Peterson withdrew her application

b) Appoint the call force firefighters
    - Interview Dwight Gregoir to join the call force firefighters for the town
    - **A MOTION** by Diane Gale to appoint Dwight to the call force fire fighters for the Town of Southwick, **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - Brandon Johnson, Matt Drennan, Matthew Barden, Tyler Buscemi, Dennis Day, Timothy Mannion, Anthony Cigal, Jessica Merluzzi, Anthony Angotta, Eric Brogan, David Dubchak, Nick Hope, Christopher Garvey, Patrick Hope, Michael Moccio, Chris Moccio, Cooper Smith, Dan Valeri, David Humphrey, Paul Johnson, Dwight Gregoir.
    - **A MOTION** by Diane Gale to appoint those previously listed as call force firefighters, **Seconded** by Doug Moglin, with clarification that not all names listed are for the call force (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

c) Appoint the Emergency Management members
    - Director Russ Anderson, Iain White Asst. Director, Chuck Darling as Radio Officer, Eric Carroll and Keith Stromgren
    - Diane Gale asks for clarification as there are more members that are not listed; decided they can be appointed at a later date if necessary
    - **A MOTION** by Diane Gale to appoint these members to Community Emergency Response Team, **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

New Business:

a) Stormwater System Management Plan (SWWP) Review & endorse
    - Tom Goddard, Storm Water Coordinator and Randy Brown, DPW Director part of yearly report to submit to EPA to look at stormwater maintenance and performance
    - 1. Scorecard, or way of tracking work-and monitoring levels in case response is needed, and ensuring appropriate response times
    - 2. Milestones: the implementation of improvement project in MS4 permit area, Bungalow St., Point Grove Rd., Woodside Cir.; continued efforts to monitor sediment spread
    - Stormwater management plan
    - Jason Perron asks that considering other communities have needed to implement a stormwater fee to offset costs of running this program, and if that was something we may have to worry about
        - Tom Goddard responds that it may happen potentially- the costs for inspecting, monitoring
        - Randy Brown- this is currently a 5-year permit, and are waiting for the next permit to become available, notes Westfield does have a stormwater fee
    - **A MOTION** by Doug Moglin to conditional endorsement of stormwater management plan**, Seconded** by Diane Gale (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

b) Approve the amended agreement to extend the Contract completion date to February 28, 2025, for the Hudson Drive to Sam West Road Connector project
    - Randy Brown, no cost impact of this extension

- **A MOTION** by Diane Gale to amend agreement to February 28, 2025, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

c) Approve the sale of the DPW Boom Mower to the Town of Granville, Highway Department for $5,000.00

- Doug Moglin asking if it is okay that we directly sold it rather than posting it for sale
- Nicole Parker confirms that we have done this before and should not be an issue
- **A MOTION** by Diane Gale to sell mower to the Town of Granville**, Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

d) Town Administrator Report/Department Reports

- Board agrees for questions and concerns to be sent to Nicole Parker for a complete review at next meeting

Old Business:

a) Appointments: Boards and Commissions; Interview and Appointment

- Chris Boyd, High-Speed Internet Committee, has been involved in sites visits and meetings with Whip City Fiber
- Doug Moglin suggests for advisory committee to come back to form a committee to be a part of the Municipal Light Board
  - Additionally, suggests that prior to making appointments, the board ensures that any members seeking reappointment receive fair consideration
  - **A MOTION** by Doug Moglin to reappoint Chris Boyd, Douglas Moglin, Tom Kolek, Jim Crowley, Ian Creswell, Marlene Quinlan, Bob Boyd, James Johnson, Ryan Pease and Jason Giguere to High-Speed Internet Committee, **Seconded** by Diane Gale (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- AdHoc: Bert Hanson, associate, Jen DiPietro, regular member
  - Committee said they may shuffle later and notify the board of any changes
  - **A MOTION** by Doug Moglin to reappoint members, **Seconded** by Diane Gale (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
  - 3-year terms for Bert Hanson, Angie Simone
  - **A MOTION** by Doug Moglin, **Seconded** by Diane Gale (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
  - **A MOTION** by Diane Gale to appoint one year associate term Jessica Whitmore-Partner, Tom Dziadosz, and Lenita Bober, **Seconded** by Doug Moglin (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- Board of Appeals
  - **A MOTION** by Doug Moglin to appoint Chris Mastroianni for three years, **Seconded** by Diane Gale (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
  - **A MOTION** by Doug Moglin to appoint Dan Tobias, Michael F. Parent, as associate members for one year, **Seconded** by Diane Gale (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

- Cemetery Commission
    - **A MOTION** by Doug Moglin to reappoint a one-year term to Grave Officer Gene Theroux, **Seconded** by Diane Gale (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - Jerry Patria, Dennis Clark, Chris Pratt need to come back to board
- COA
    - **A MOTION** by Diane Gale to reappoint Jack Pocai for a 1-year **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - **A MOTION** by Diane Gale to reappoint a regular 3-year term for Donna Foisy and Theresa Rogers **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - **A MOTION** by Diane Gale to reappoint associate members Elaine Boucher and Harriett Fisher for 1-year terms **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- Cultural Council
    - **A MOTION** by Diane Gale to appoint Sabrina Pooler in vacant spot, **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- EDC
    - **A MOTION** by Diane Gale to appoint Bill Terry to fill vacancy until 6/30/2027 **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - **A MOTION** by Diane Gale to appoint Stephen Roache to fill vacancy until 6/30/2028 **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - **A MOTION** by Diane Gale to reappoint Gregg Deily until 6/30/2029 **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- Historical Commission
    - **A MOTION** by Diane Gale to appoint Richard Marcil and Mark Ranken until 6/30/2027 **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- Lake Management
    - **A MOTION** by Diane Gale for Lake Management: Rick Wylott and WK Phillips to term 6/30/2025 **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
    - **A MOTION** by Diane Gale for 6/30/2027 term appointments to Dick Grannells, Malcom DeBay, Michael DeBay, Dr. Eric Mueller, **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- LEPC
    - **A MOTION** by Diane Gale for Nicole Parker to replace Karl Stinehart as C.AO. **Seconded** by Doug Moglin (Vote-Unanimous)
      Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

A MOTION by Doug Moglin to appoint Joshua Betouse, Jessica Bishop, Jennifer Wilalrd, Lisa Anderson, Randy Brown, Chief Bannish, Thomas Hebert, Chief Stefanowitz, Nadine Cignoni, Nicole Parker, Russell Anderson, to LAPC, **Seconded** by Diane Gale
Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

- Chief Banish advises Lt. Michael Taggart will be appointed as his alternate
- **A MOTION** by Diane Gale to appoint Lt. Michael Taggart to the Local Emergency Planning Committee **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

- PVPC
  - **A MOTION** from Diane Gale to recommend Jessica Thorton for appointment, **Seconded** by Doug Moglin (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
  - **A MOTION** by Diane Gale for appointment to the Sewer Implementation Committee for a one-year term, Freda Brown, Jerry Patria, and Randy Brown expiring 6/30/2025 **Seconded** by Doug Moglin (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- Southwick Housing Authority
  - A MOTION to reappoint tenant member Glynis DeVary for a term to 5/14/2029, **Seconded** by Doug Moglin (Vote-Unanimous)
    Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

b) North Pond Task Force Update

- Diane Gale says task force met on 8/27/2024; access to parking lot, no street parking, shoreline access, signage enforcement, enhancing bylaws, funding, and will have recap after 9/13/2024 meeting

c) LPP Discussion/Vote

- Suffield still wants voting voice, Jason Perron and Norm Cheever will visit with Suffield personnel
- Doug Moglin mentions how Town Council should be aware of this situation and advise of any legalities regarding having a voting member who does not live in Southwick
- Diane Gale adds that Suffield has representation in Lake Management, and while they have concern for the lake, they should suggest members to this board, as Suffield does not want to give up their jurisdiction, but they are asking us to
  - Jason Perron clarifies that this Suffield representation will be limited to matters concerning the lake and border; additionally, Suffield has welcomed Norm Cheever as a liaison with no voting contribution has been the furthest of their extension

d) TMobile Hometown Grant; J. Perron

- Waiting for letters that were recommended by stakeholders

e) Master Plan Implementation Sub Committee-Select Members

- **A MOTION** by Diane Gale to recommend Jessica Taylor, Pam Stefani and Norm Cheever for one-year terms, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes
- **A MOTION** by Diane Gale to recommend Jason Perron to be the designated Select Board member for this committee, **Seconded** by Doug Moglin
  Roll Call Vote: Jason Perron-Abstain, Diane Gale-Yes, Doug Moglin-Yes

f) Other old business

- Doug Moglin reminder that 9/11 ceremony at the firehouse; thanks Fire and Police Departments for their continuation of these ceremonies in remembrance
- Doug Moglin reminder of Fire and Police Department charity softball game

Minutes

a) August 26th, 2024

- **A MOTION** by Diane Gale to accept minutes as amended, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

b) Executive Session August 26th, 2024

- **A MOTION** by Diane Gale to accept Executive Session minutes, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

Acknowledge Payroll/Payable Warrants:

a) Acknowledge Payroll Warrant #2505, dated 8/26/2024, in the amount of $283,265.500
b) Acknowledge Payables Warrant #2505B, dated 8/20/2024, in the amount of $847,188.78
c) Acknowledge Payables Warrant #2506B, dated 9/4/2024, in the amount of $470,634.71

- **A MOTION** by Diane Gale to move to Executive Session, **Seconded** by Doug Moglin (Vote-Unanimous)
  Roll Call Vote: Jason Perron-Yes, Diane Gale-Yes, Doug Moglin-Yes

Adjournment

Attachment B:

Town of Southwick Inventory of Structural Stormwater Best Management Practices (BMPs)

Town of Southwick
Inventory of Structural Stormwater Best Management Practices (BMPs)

Install Date	No.	Street Name or Site Location	Stormwater Management Description	Approx. Storage Volume (cu. ft.)	Equiv. Storage Area for 1" rainfall (sq. ft.)	Estim. Imperv. Area (sq. ft.)	Actual Area ≤ Equiv. Area	Regulated Under MS4 GP?	MS4 GP BMP Classification for Nitrogen Reduction	Total Nitrogen Load to BMP (Pounds per Year)	Percentage Nitrogen Load Reduction	Nitrogen Reduction (Pounds Per Year)
		Amberleaf Manor	(Existing Subdivision - Data Pending)					No	-	-	-	-
2024	30	Berkshire Avenue	Subsurface Infiltration	1,118	n/a	n/a	n/a	Yes	Infiltration Basin (Subsurface)	*Data Pending*	*Data Pending*	*Data Pending*
2015	146	146 Berkshire Ave	Deep sump catch basin and adjacent linear infiltrators	150	1,800	1,200	Yes	Yes	Infiltration Basin	0.39	90%	0.35
2005	160	160 Berkshire Avenue (former Town Beach)	Retention pond with sediment forebay	8,500	102,000	40,000	Yes	Yes	Infiltration Basin (Surface)	12.95	95%	12.30
2005		664 College Highway	New retention pond for parking and roof stormwater for new bank (Westbank)	3,000	36,000	26,000	Yes	No - Private Comm. Site				
2005		7 Lexington Circle	Two vertical infiltrators for roof water required by Town	100	1,200	1,000	Yes	No - Private Residences				
2018	56	Buckingham Drive	Catch basins with ten (10) MC3500 infiltrator units	2,400	28,800	25,000	Yes	Yes	Infiltration Basin	8.09	87%	7.04
2018	56-58	Buckingham Drive	Three (3) MC3500 linear infiltrators	3,000	36,000	32,000	No	Yes	Infiltration Basin	10.36	87%	9.01
2015		Bugbee Road	Deep sump catch basins with linear infiltrator	5,000	60,000	18,000	Yes	Yes	Infiltration Basin	5.83	95%	5.54
2024		Bungalow Street	Subsurface Infiltration	1,713	n/a	n/a	n/a	Yes	Infiltration Basin (Subsurface)	*Data Pending*	*Data Pending*	*Data Pending*
2018	63	Congamond Road	Subsurface infiltration	2,410	28,920	47,800		No	-	-	-	-
	20	Congamond Road	Detention Pond	22,440		5,350		No	-	-	-	-
		Deer Run	Subsurface Infiltration					Yes	Infiltration Basin	*Data Pending*	-	-
2014	36	Grove Street	Deep sump catch basin, drop manholes, and four linear infiltrators	350	4,200	1,800	Yes	Yes	Infiltration Basin	0.58	95%	0.55
2015	7	Oak Street	Linear infiltrator added to replace failed slotted CMP serving existing catch basin	150	1,800	1,000	Yes	Yes	Infiltration Basin	0.32	94%	0.30
2015	93	Feeding Hills Road	Four (4)vertical infiltrators at Town Library	2,000	24,000	15,000	Yes	No	-	-	-	-
2015	93	Feeding Hills Road	Network of horizontal & vertical infiltrators and bioretention basins	46,500	558,000	180,000	Yes	No	-	-	-	-
2015	93	Feeding Hills Road	Network of horizontal & vertical infiltrators	10,367	124,404	30,000	Yes	No	-	-	-	-
2017	98	Feeding Hills Road	New stormwater system with deep sump CBs, DMHs, and linear infiltrators (2500' of road between Powder Mill & Hudson Drive)	2,200	26,400	28,000	No	No	-	-	-	-
		Great Brook Drive	Surface Infiltration Basin					No	-	-	-	-
2018		The Greens - West (Under Construction)	Subsurface Infiltration System					Yes	Infiltration Basin	*Data Pending*	-	-
2018		The Greens - West (Under Construction)	Detention Pond					Yes	Infiltration Basin (Surface)	*Data Pending*	-	-
2019 -		The Greens - West (Under Construction)	Infiltration units at homes					No	-	-	-	-

Town of Southwick
Inventory of Structural Stormwater Best Management Practices (BMPs)

Install Date	No.	Street Name or Site Location	Stormwater Management Description	Approx. Storage Volume (cu. ft.)	Equiv. Storage Area for 1" rainfall (sq. ft.)	Estim. Imperv. Area (sq. ft.)	Actual Area ≤ Equiv. Area	Regulated Under MS4 GP?	MS4 GP BMP Classification for Nitrogen Reduction	Total Nitrogen Load to BMP (Pounds per Year)	Percentage Nitrogen Load Reduction	Nitrogen Reduction (Pounds Per Year)
		Hunters Ridge	Subsurface Infiltration					Yes	Infiltration Basin	*Data Pending*	-	-
2018	31	Hillside Road/Coes Hill Road Intersection	Catch basins with four (4) MC3500 infiltrator units	850	10,200	8,000	Yes	No	-	-	-	-
2016	16-21	Lakeview Street	Three (3) new deep sump catch basins, DMH, and fourteen (14) linear infiltrators	1,100	13,200	1,800	Yes	Yes	Infiltration Basin	0.58	95%	0.55
		Laurel Ridge	Retention pond with sediment forebay					No	-	-	-	-
2013 - 2014		Lexington Circle	Outfall structure and forebay reconstructed at existing retention pond/forebay, 5 drop manholes, plunge pool & grassed swale	50,000	600,000	200,000	Yes	Yes	Infiltration Basin (Surface)	64.74	95%	61.50
2011 - 2012		Nicholson Hill Road	Deep sump catch basins, stormwater treatment units, and infiltrators	1,500	18,000	12,000	Yes	No	-	-	-	-
2018		Noble Steed Crossing (Under Construction)	Surface Infiltration Basin					No	-	-	-	-
2006	4	Oak Street	Deep sump catch basin with linear infiltrator	150	1,800	900	Yes	Yes	Infiltration Basin	0.29	95%	0.28
		Pearl Brook	Retention pond with sediment forebay					No	-	-	-	-
		Pine Knoll II	Surface Infiltration Basin					Yes	Infiltration Basin	*Data Pending*	-	-
		Pine Knoll III	Subsurface Infiltration					Yes	Infiltration Basin	*Data Pending*	-	-
2018	23-55	Point Grove Road	Catch basins with infiltrator units	2,800		30,000		Yes	Infiltration Basin	9.71	86%	8.35
2018	38-48	Point Grove Road	Deep sump catch basins and underground infiltrators					Yes	Infiltration Basin	*Data Pending*	-	-
	93	Point Grove Road	Grassed infiltration area serving public parking area & boat ramp parking	8,333	100,000	37,000	Yes	Yes	*Data Pending*	-	-	-
	37	Pineywood Road	Deep sump catch basins with underground infiltrators					Yes	Infiltration Basin	*Data Pending*	-	-
2013 - 2014	42	Powder Mill Road (Whalley Park)	Deep sump catch basins and retention ponds with sediment forebays	122,000	1,464,000	300,000	Yes	No	-	-	-	-
		Secluded Ridge	Retention Pond with forebay					No	-	-	-	-
2010	5R	South Longyard Road	Retention pond with sediment forebay and stormwater treatment unit	720	8,640	7,000	Yes	Yes	Infiltration Basin (Surface)	2.27	88%	1.99
2011	140	Summer Drive	Deep sump catch basins, stormwater treatment unit, and horizontal infiltrators	900	10,800	6,000	Yes	Yes	Infiltration Basin	1.94	94%	1.83
2021	70	Tannery Road	(13) Stormtech MC-3500 Subsurface Infiltrators	2,707	32,481	30,000	Yes	No	Infiltration Basin (Subsurface)	9.71	99%	9.61
2018		Vining Hill Road (near entrance to shopping plaza)	Catch basin with infiltrator units	650		6,000		No	-	-	-	-
2018		Veteran Street/Point Grove Road	Catch basins with infiltrator units					Yes	Infiltration Basin	*Data Pending*	-	-
		Woodland Ridge Subdivision*	(Existing Subdivision - Data Pending)					Yes	-	*Data Pending*	-	-
2023		Woodland Ridge Open Space*	Subsurface Infiltrators	5,314	63,768	194,800	No	Yes	Infiltration Basin (Subsurface)	63.06	95%	59.90
2017	12 & 14	Woodside Circle	One (1) new deep sump catch basin, DMH, and nine (9) MC3500 linear infiltrators	1,800	8,640	12,000	Yes	Yes	Infiltration Basin	3.88	94%	3.65

Town of Southwick
Inventory of Structural Stormwater Best Management Practices (BMPs)

Install Date	No.	Street Name or Site Location	Stormwater Management Description	Approx. Storage Volume (cu. ft.)	Equiv. Storage Area for 1" rainfall (sq. ft.)	Estim. Imperv. Area (sq. ft.)	Actual Area ≤ Equiv. Area	Regulated Under MS4 GP?	MS4 GP BMP Classification for Nitrogen Reduction	Total Nitrogen Load to BMP (Pounds per Year)	Percentage Nitrogen Load Reduction	Nitrogen Reduction (Pounds Per Year)
2017	21	Woodside Circle	One (1) new deep sump catch basin and seven (7) SC740 linear infiltrators	600	7,200	5,000	Yes	Yes	Infiltration Basin	1.62	90%	1.46
		Total under Town Ownership or Management		308,422	3,356,413	1,285,650						179
		Total		769,475	12,261,313	3,849,200						179

Attachment C:

Town of Southwick Stormwater Website Analytics – Permit Year 7

All Users | Add comparison

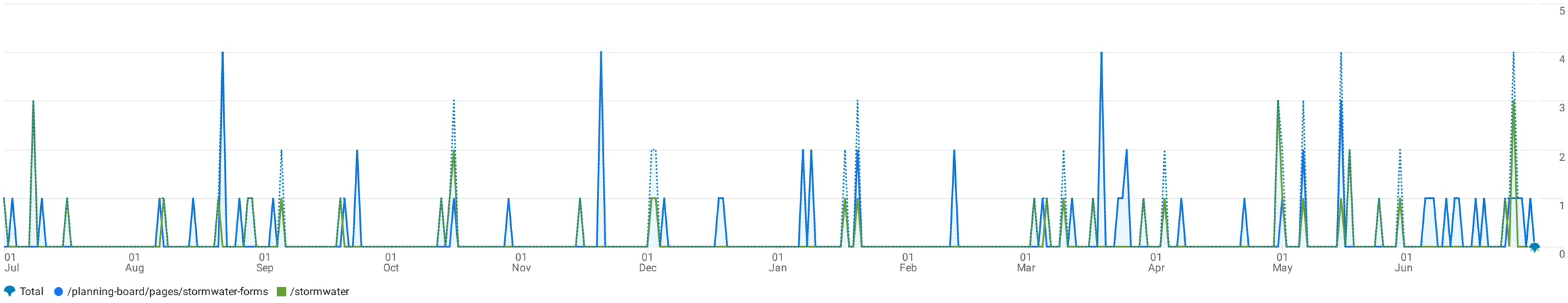
Custom Jul 1, 2024 - Jun 30, 2025

Pages and screens: Page path and screen class

Add filter

Views by Page path and screen class over time

Day



Plot rows | stormwater | Rows per page: 10 | 1-2 of 2

		Page path and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count (All events)	Key events (All events)	Total revenue
☑		Total	108 0.04% of total	58 0.1% of total	1.86 Avg -59.49%	0s Avg 0%	165 0.04% of total	0.00	$0.00
☑	1	/planning-board/pages/stormwater-forms	68 (62.96%)	32 (55.17%)	2.13	0s	97 (58.79%)	0.00 (–)	$0.00 (–)
☑	2	/stormwater	40 (37.04%)	34 (58.62%)	1.18	0s	68 (41.21%)	0.00 (–)	$0.00 (–)

Attachment D:

Connecticut River Stormwater Committee MS4 Permit Annual Report for Public Education and Outreach

CONNECTICUT RIVER
Stormwater Committee

MS4 Permit Year 7
Annual Report for Public Education and Outreach

MCM 1 and additional requirements in Appendixes F and H

July 1, 2024 through June 30, 2025

September 18, 2025

Table of Contents

The Connecticut River Stormwater Committee annual report provides a summary of all the work undertaken during the July 1, 2023 to June 30, 2024 reporting period. All of this work is directly applicable to all member communities' EPA annual reporting requirements.

Content has been formatted in a manner consistent with the format of the EPA annual report template for Year 6. Because the Connecticut River Stormwater Committee is a regional partnership program, these sections are written from a "regional" perspective rather than municipality-by-municipality. Additional details of community-specific efforts are reported in each municipality's annual report.

In communication with PVPC, who facilitates the coalition, EPA has endorsed and encouraged a regional Annual Reporting approach whereby Connecticut River Stormwater Committee member communities can satisfy the Public Education and Outreach reporting requirement (within MCM 1 and Appendixes F and H) by referencing the coalition's annual report with a url link in their own annual report.

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Introduction

1. Coalition Purpose and Membership

The Connecticut River Stormwater Committee is an intergovernmental compact of 20 municipalities, the University of Massachusetts-Amherst, and the Pioneer Valley Planning Commission organized to work cooperatively in meeting US EPA Municipal Separate Storm Sewer System Permit ("MS4 Permit") requirements for stormwater education and outreach. Facilitated and staffed by the Pioneer Valley Planning Commission, the Committee also works together to meet other permit compliance activities where appropriate and needed. Work for the group is funded through annual dues paid by each member and through occasional grants. Member communities are shown in Table 1 below.

Table 1: Connecticut River Stormwater Committee Member Communities

Member Community	Committee Representatives and Departments
Agawam	Tracy DeMaio and Mike Albro, Department of Public Works
Belchertown	Linda Leduc, Department of Public Works and Stephanie Sansoucy, Conservation Department
Chicopee	Quinn Lonczak, Department of Public Works
East Longmeadow	Bruce Fenney and Mark Berman, Department of Public Works
Easthampton	Dianne Rossini, Department of Public Works
Granby	Dave Derosiers, Highway Department
Hadley	Scott McCarthy, Department of Public Works, and Nick Cristofari, CEI,
Holyoke	Miira Gates, Department of Public Works
Longmeadow	Tim Keane, Department of Public Works
Ludlow	Jim Goodreau, Department of Public Works
Monson	Toni Uliana, Conservation Department
Northampton	Doug McDonald, Department of Public Works
Palmer	Richard Josephson, Department of Public Works
South Hadley	Melissa LaBonte, Department of Public Works
Southampton	Randall Kemp, Highway Department
Southwick	Randall Brown and Jon Goddard, Department of Public Works
Springfield	Vacant
West Springfield	Connor Knightly, Department of Public Works
Westfield	Joe Kietner, Casey Berube and Noel , Department of Public Works
Wilbraham	Tonya Basch and Dena Grochmal, Department of Public Works
University of Massachusetts - Amherst	Terri Wolejko, Environmental and Hazardous Materials Management Services Department, and Neils LaCour, Campus Planning Department

2. Water Quality Considerations in the Region

All Connecticut River Stormwater Committee communities are subject to additional MS4 permit requirements in Appendix F based on waters that are tributaries to the Long Island Sound, which has an approved TMDL for nitrogen.[1] Some member communities are also subject to additional MS4 permit requirements based on the following:

- Lakes and ponds with approved TMDLs for phosphorous (additional requirements within Appendix F of the MS4 permit)
- Waterbodies and their tributaries that are impaired for water quality due to phosphorous (additional requirements within Appendix H of the MS4 permit)
- Waterbodies and their tributaries that are impaired for water quality due to bacteria or pathogens (additional requirements within Appendix H of the MS4 permit)
- Waterbodies and their tributaries that are impaired for water quality due to solids (total suspended solids) (additional requirements within Appendix H of the MS4 permit)

It is important to note that the MS4 permit stipulates that certain additional requirements for public education and outreach messaging in the appendixes can be combined where appropriate. Specifically, Appendix H part I and II as well as Appendix F part A.III, A.IV, A.V, B.I, B.II and B.III.

[1] TMDL = identifies the Total Maximum Daily Load of nitrogen that can be discharged, in this case to Long Island Sound, without significantly impairing the health of the Sound.

Annual Report Part II: Self-Assessment

1. Education and Outreach on Bacteria/Pathogens

√ Annual Message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
√ Disseminated educational material to dog owners at time of issuance or renewal of dog license, or other appropriate time
√ Provided information to owners of septic systems about proper maintenance.

See description of messaging in section 2 below.

2. Education and Outreach on Nitrogen and Phosphorous (<u>combined</u>)

√ Distributed 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
√ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate.
√ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

See description of messaging in section 3 below.

Annual Report Part IV: MCM 1 – Public Education and Outreach

The required general education messages to four audiences under the existing MS4 permit were completed with work in Year 6. As such, this section here describes additional work completed in Year 7, primarily under the continuing annual public education and outreach requirements under Appendixes H and F of the MS4 permit.

1. *Think Blue Connecticut River* Website

Message description and distribution method: The *Think Blue Connecticut River* website is at the core of all regional messaging about stormwater. The website at www.thinkblueconnecticutriver.org does the following:

- Covers major areas of messaging about reducing polluted stormwater flows, including lawn and yard care, pet waste management, car care, controlling soil erosion, soaking up the rain, and septic system care
- Addresses the key 4 audiences plus educators
- Serves as the "landing place" for information on nearly all social media messaging

In the past year, PVPC has developed a new logo for the *Think Blue Connecticut River* website as a way to draw greater interest from all audiences in the region. The logo features a river otter, inspired by drone video footage capture of otters in lower Abbey Brook in Chicopee. The river otter will help with future messaging in drawing more powerful connection between the need for clean stormwater to support the lives of these and other important creatures. The core message

being, how we manage our lawns, pet waste, septic systems, etc. has direct impact on the otter and other wildlife dependent on rivers, streams, lakes, and wetlands. Selection of the otter is also based on its qualities as a charismatic megafauna with greater public appeal and thus potential for inducing a response to appeals for cleaning up stormwater. PVPC will be working with the Stormwater Committee in the coming year to consider ways to use the otter to best effect.

Targeted audiences: Residents, business/institutional/commercial, developers, and industrial, and municipalities throughout the region

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee members

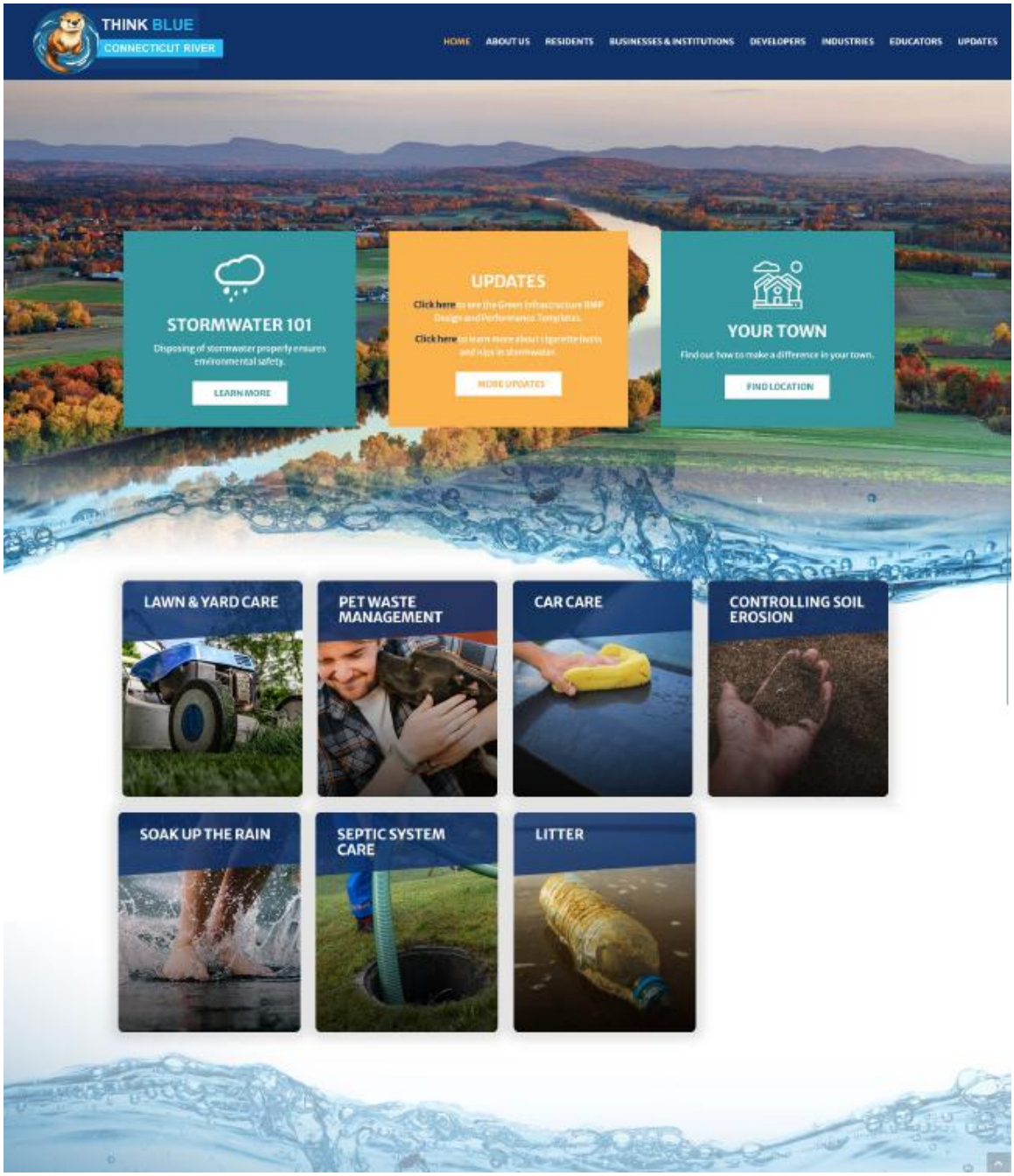
Measurable goal(s): A total of 5,060 people visited the *Think Blue Connecticut River* website during Year 7 and spent an average of 12 seconds on viewing pages on stormwater best practices. Beyond the web analytics reported below on specific messages, there were the following views of the general audience pages on the *Think Blue Connecticut River* website:
Residents views = 69; Businesses and Institutions views = 48; Developers views = 59; Industries views = 29; and Educators views = 39.

Message dates: July 1, 2024 through June 30, 2025

Message completed for: Appendix F requirements √ Appendix H requirements √

Was message different than what proposed in your NOI/SWMP? Yes √ No

If yes, describe why the change was made: As indicated in previous annual reports, the website was not mentioned in the NOI and SWMP, but it has been central to all messaging in the region, providing additional information and resources on key topics.



Above is an image of the updated home page for the Think Blue Connecticut River website.

2. Messages related to bacteria and pathogens

Proper management of pet waste

Message description and distribution method: Pet waste messaging in Year 7 occurred at time of licensing and during the summer months and was based on the message: "Think picking up Spike's poop is gross? Try swimming in it." In part, the aim of messaging has been to drive people to the pet waste pick up pledge on the *Think Blue Connecticut River* website.

At time of licensing

Messaging included a slide for use by local cable access television stations in English and Spanish, and an e-mail message to municipal clerks/dog officers providing materials for use in the licensing process.

The cable access message was simplified based on feedback from cable tv stations on a Year 5 fall leaf litter messages. This message in Year 7 on pet waste also focused specifically on communicating that pet waste *should be put in a trash bin*. Public works officials on the Connecticut River Stormwater Committee had stressed the importance of this point because they are frequently finding bagged pet waste in catch basins.

Materials provided to municipal clerks and licensing officers was based on a survey done in Year 3 about what might be the most effective methods for messaging through their licensing process.

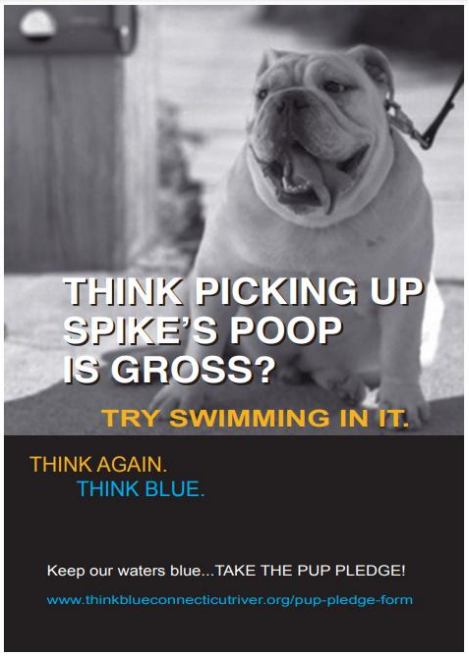
The above message in English and Spanish was provided to 18 local cable access television stations in the region.

Did you know that there are about 47,000 dogs in the Pioneer Valley, and that together, they produce about 17.5 tons of animal waste a day?

Dog waste does not act as an effective fertilizer. Stormwater runoff can wash dog waste into ponds, lakes, streams and drinking water supplies, causing outbreaks of *E. coli* and other bacteria harmful to both people and wildlife. It can contaminate parks, athletic fields and places where children play.

We all need to pick up and properly dispose of our pet's waste in the trash can. Join all the dog owners in your neighborhood who are showing they care and take the PUP (Pick up Poop) Pledge at: www.thinkblueconnecticutriver.org/pup-pledge-form/

PVPC provided the above electronic message to be placed on municipal dog licensing web pages in member communities.



Messaging was slightly modified as shown above to also serve members communities as a postcard for distribution with dog licenses.

Summer

Paid placement social media messages on Facebook and Instagram at the start of the summer swimming season targeted people in Connecticut Stormwater Committee zip codes who had identifiers that match "pets at home" and "dog walking."

Above is the paid social media message that ran on Facebook and Instagram. The pledge button links to the pledge form on the Think Blue Connecticut River website.

As this message in Year 7 on pet waste also focused specifically on communicating that pet waste *should be put in a trash bin.* We also sent the following email and sign to local BOH, parks departments & Conservation Commission to post in the Town's parks and open space areas and included information on installing signage, kiosks and pet waste stations.

> Good morning,
>
> Dog waste in your parks or conservation property got you down? The Connecticut River Stormwater Committee has some great resources for your use.
> Your municipality is a member of this group, a regional coalition that works together to meet EPA and MassDEP requirements to message for water quality improvements. Your member representative is cc'd on this message so that you might collaborate and stay in touch about use of these pet waste pick up reminder materials.
> Please see attached for your use:
>
> - a design template for a humorous 12x18" sign
> - quotes for sign production and sign hardware within the region
> - an example kiosk used recently by City of Holyoke (if you are interested in setting up a pet waste station)
>
> Most people just need a reminder that leaving their dog's waste in the park or on a conservation property is not acceptable. With some prompting and a dose of humor that reminds them that there is no poop fairy, people ought to be more conscientious about proper disposal of dog waste. Not only will this help you in better care for your property, but it will also prevent the harmful bacteria in pet waste from flowing with rainfall to local rivers and streams.

Measurable goal(s):
During time of licensing
The cable access message in English and Spanish went to 18 local stations.

Summer

Messaging reached 892 people in Stormwater Committee communities with 273 individuals clicking on the "Pledge" button to go to the Pick Up Poop pledge on the *Think Blue Connecticut River* website.

Analytics for the *Think Blue Connecticut River* website, indicate that there were another 109 people went to the pet waste landing page on the *Think Blue Connecticut River* website.

The email and sign went to 20 local Boards of Health, 20 parks and/or recreation departments & 20 Conservation Commissions in the region.

Message dates:
The social media message ran on Facebook and Instagram for eight days from June 24 to July 1, 2025.

Message completed for: Appendix F requirements √ Appendix H requirements √

Was message different than what proposed in your NOI/SWMP? Yes √ No
The NOI/SWMP indicated pet waste messaging only in summer months as PVPC understood that messaging under the Appendixes could be combined. EPA has indicated that additional messaging to dog owners "at time of licensing" is required. Messaging at time of licensing was added, starting in Year 2, along with additional messaging on pet waste during "stay at home" orders with the pandemic (given the increased visibility of associated problems).

If yes, describe why the change was made: To provide additional messaging.

Proper septic system care

Message description and distribution method: Recognizing that Boards of Health are the primary point of contact on septic systems for residents, the Stormwater Committee worked this year toward better understanding and enabling them in this role. A survey went out to all Boards of Health, asking several questions, including

- Whether they are in possession of a list of septic system owners in Town from Board of Assessors.
- Whether issuing a direct mail letter to septic system owners makes sense
- When approving septic plans, does the BOH make a practice of providing three-page EPA flyer on septic system care?
- If yes, can BOH track this?
- If no, willing to begin this practice?

Based on the survey responses, Boards of Health received several messaging items for their use shown below.

Proactive septic maintenance can save you money and help protect the health of your family, community, and environment. Make sure to evaluate your tank every 1-3 years and pump when solids reach 1/3 of tank volume. For more tips, visit: https://thinkblueconnecticutriver.org/septic-system-care/

Website / social media element were provided for Board of Health use.

EPA flyers were provided for Board of Health use.

DRAFT – Letter for local boards of health to send to residents with septic systems

Print on muni/organizational letterhead

June ___, 2025

Hello,

___*your muni name*_ is subject to more stringent federal and state stormwater permit requirements. Along with 23 other communities here in the Pioneer Valley, we must find ways to reduce contaminated flows to local rivers, streams, and lakes.

Our records indicate that your household relies on a septic system for disposal of sanitary sewage. Your septic system is designed to treat wastewater from your home before it filters into the soil and replenishes the groundwater that feeds local lakes, rivers, and, in many cases, drinking water supply wells.

Pumping your septic tank is critical to ensuring that it properly treats waste. Accumulated solids at the bottom of your tank can prevent the system from doing its job. If your septic system is not in good working order, it can also flood and cause sewage backup into your yard or home. While you can imagine how harmful raw sewage could be to your property, you may not be thinking about the harm a faulty septic system can cause to drinking water and local waterways. MassDEP recommends the following strategies for ensuring a healthy septic system:

- Inspect your system at least once every 3 years. A reputable, permitted septage hauler can advise you on the frequency of pumping needed for your particular household. For homes with garbage disposals, pumping once a year is recommended.
- Limit the use of your kitchen sink garbage disposal and flush only human waste down your toilets. This will keep your system working optimally and reduce the overall frequency of maintenance.
- Properly dispose of hazardous or toxic substances, such as medicines, household chemicals, solvents, etc. These substances are not treated by your septic system and contaminate groundwater.
- Avoid driving over, parking on, or doing construction over your system and tank as this can impact proper function of your system.
- Conserve water to reduce the amount of liquid your system must process and thereby extend its lifespan.

You can find more information on maintaining septic systems at the state website at: https://www.mass.gov/guides/caring-for-your-septic-system . The Connecticut River Stormwater Committee, of which *your muni name* is a member also has some helpful information at: https://thinkblueconnecticutriver.org/septic-system-care/

As a resident of _*your muni name*_, your commitment to proper maintenance and upkeep of your septic system helps us achieve and maintain water quality standards.

Thank you,

Letter above was provided for Board of Health use.

Targeted audience: Residents

Responsible department/parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable goal(s): The survey and follow-up content went to 20 Boards of Health in the region.

Additionally, analytics for the *Think Blue Connecticut River* website, indicate that there were another 17 people went to the Septic System landing page on the *Think Blue Connecticut River* website.

Message dates: Spring 2025.

Message completed for: Appendix F requirements Appendix H requirements √

Was message different than what proposed in your NOI/SWMP? Yes √ No

If yes, describe why the change was made: As reported previously, the NOI/SWMP indicated septic system messaging would be done in Year 3 only as MS4 permit language in Appendix H was not entirely clear on the timing of this message. EPA has since indicated that septic system messaging must occur each year. The Connecticut River Stormwater Committee adjusted accordingly, starting in Year 2.

3. Messages related to phosphorus and nitrogen

Disposal of grass clippings and proper use of slow-release fertilizers

Residential audience

For the Stormwater Committee, PVPC worked with UMass Cooperative Extension to improve outreach content for Think Blue and UMass web pages to simplify the process of soil testing, interpreting results, and then acting on those results. For its part, PVPC revised elements on the Think Blue website related to lawn care including:

- Soil test information, noting that 95% of soil tests showing that already way overblown on nutrients – clear pattern
- References to good field guide resource(s)

Once these updates were made, PVPC worked with the Stormwater Committee social media consultant on social media campaign with a slightly revised lead message: "Know what your lawn needs."

Targeted audience: Residential and business/institutions/commercial facilities owners

Responsible department/parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable goal(s): Analytics for the *Think Blue Connecticut River* website page on lawn care, indicate that there were a total of 1917 views on the website landing page with 4 downloads.

Message dates: May 7th to 14th

Message completed for: Appendix F requirements √ Appendix H Requirements √

Was message different than what proposed in your NOI/SWMP? Yes No √

If yes, describe why the change was made: N/A

Above is the post that ran on social media and had 2,237 clicks to Learn More, which directly links people to content on the Connecticut River Think Blue website specific to lawn care.

Business and commercial audience

For the business audience, PVPC had planned to do an op-ed piece in the Business West magazine featuring a local business following best practices, but we were unable to locate a company willing to work with us on a letter to the editor. We made significant outreach efforts with repeated emails and calls to follow up with over ten local businesses but were never returned and we were unsuccessful.

Proper management of pet waste

Summer messaging was combined with annual messaging requirements for bacteria and pathogens. See description in section 2 above.

Proper disposal of leaf litter

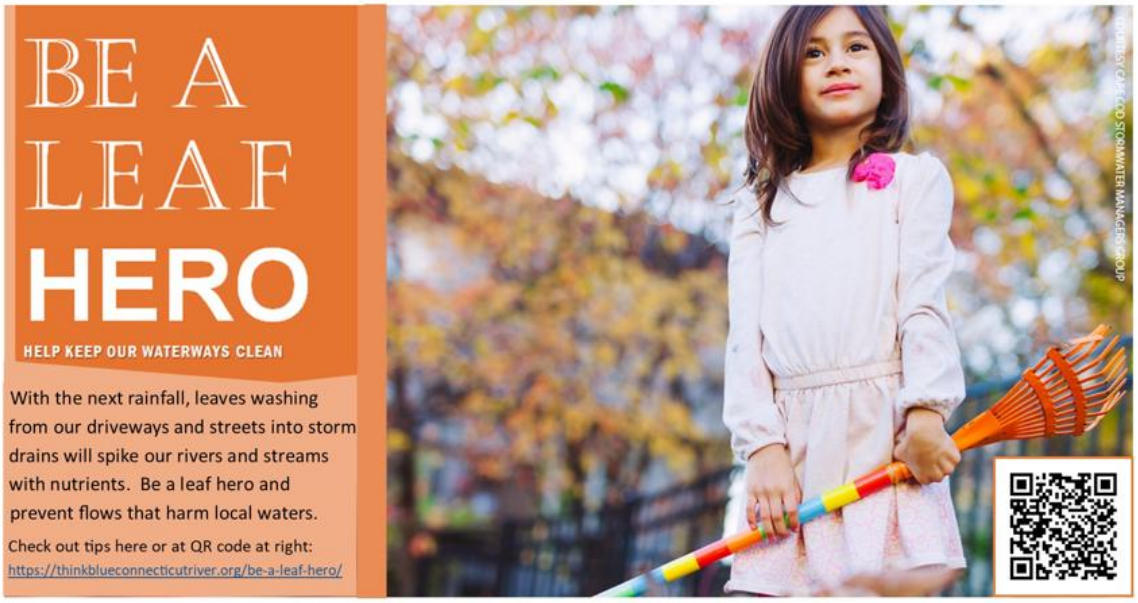
Residential audience

For Year 7, PVPC worked with the *Be a Leaf Hero* social media posts developed by the Cape Cod Commission, already customized by PVPC for the Connecticut River Stormwater Committee. Messaging to the residential audience included the following:

- Slides displayed by local cable access television stations
- A flyer for posting on member webpages

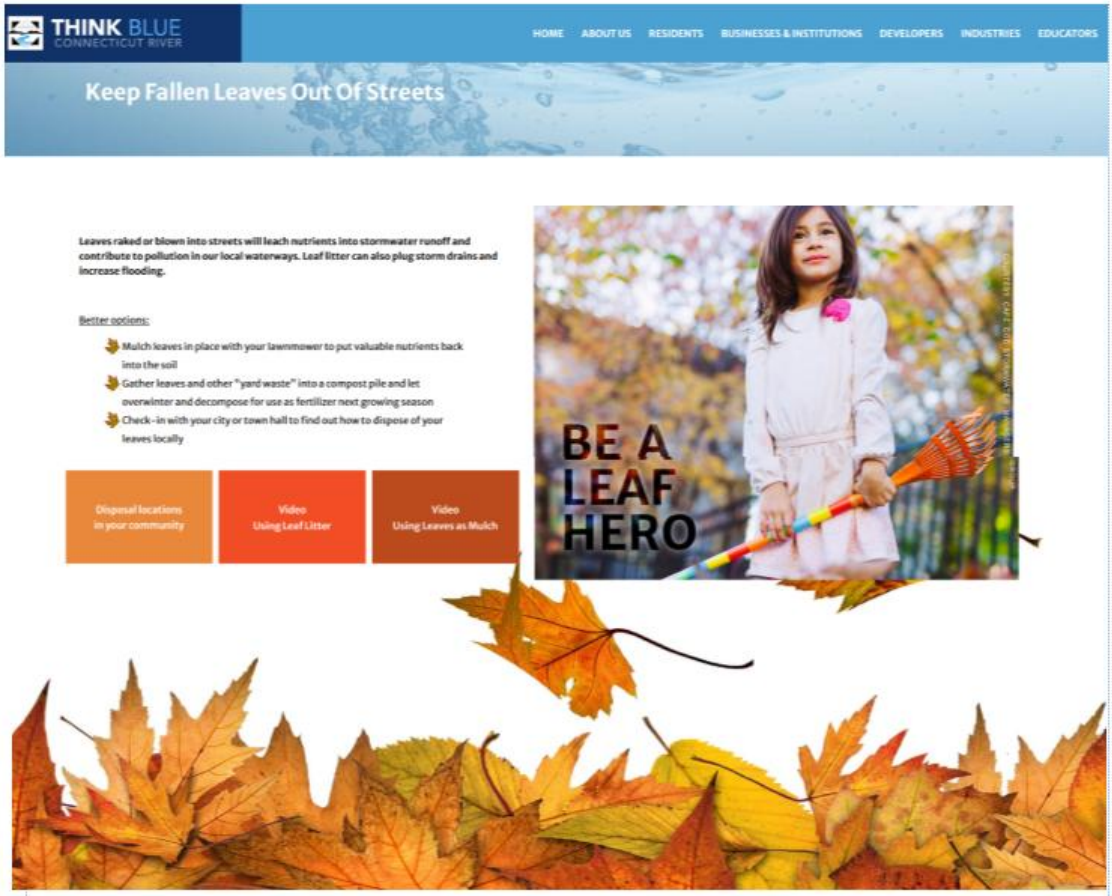
Both messaging elements included a "call to action," providing a link to a series of tips and more in-depth content on the *Think Blue Connecticut River* website. The flyer included a link to locations for proper disposal of leaves and yard waste in each community. See website page at: https://thinkblueconnecticutriver.org/be-a-leaf-hero/. The content seeks to promote better practices with leaf litter and build understanding about potential contamination of stormwater with leaf litter.

Given the election season this fall, however, there was no related social media messaging. In past election seasons, there has been heightened security around social media and the work to get through barriers to post has been extremely time consuming. With the U.S. presidential election this fall, it is anticipated that these issues will only be compounded.



Above is the slide provided to cable access television stations in the region.

This flyer, which includes a link to a list of locations for proper disposal of leaves, was provided for members to post on municipal websites.



Above is the Think Blue Connecticut River website landing page on leaf litter, where social media clicks take the audience to additional information, including a list of disposal locations in Stormwater Committee communities and two instructional videos.

Targeted audience: Residents

Responsible department/parties: PVPC staff and Connecticut River Stormwater Committee members

Measurable goal(s): The cable access message went to 18 local stations. Analytics for the *Think Blue Connecticut River* website page on leaf litter, indicate that there were a total of 1416 views on the website landing page with 3 downloads.

Message dates: October 11 to 29, 2024

Message completed for: Appendix F requirements Appendix H requirements √

Was message different than what proposed in your NOI/SWMP? Yes √ No

If yes, describe why the change was made: N/A

Business and commercial audience

For the business and commercial audience in Year 7, PVPC issued a letter to reach 147 landscaping and lawn care companies in the region with best practices messaging on disposal of leaf letter and leaf. We also included a survey asking questions related to managing and disposing of leaves from lawns and yards. Signed by the Committee Chair and Co-chair, the letter promoted several key best practices:

- Keep leaves off of driveways and roadways where they can easily wash into storm drains and contribute to higher nutrient flows during the fall season.
- Use a mulching mower. By mulching the leaves into turf areas, you avoid having to rake/blow and bag and you offer a way to manage autumn leaves while providing clients with free fertilizer. Mulched leaves recycle nutrients and reduce the overall need for applied fertilizer, which can help to reduce nutrient loading for local rivers, streams, and lakes.
- Alternatively, if your client has an existing compost pile, you can recommend that they consider allowing you to add leaves to the pile. Leaves provide a critically important element (carbon) to the composting process, making for a more soil enriching product to be used in the next growing season. Be sure compost piles are located away from streams, lakes, or storm drains as these decomposing materials and nutrients could easily reach these water resources.

A survey went out to all 147 landscaping companies in the region asking several questions, including

- Do you ever use a mulching mower to manage leaves on your client's lawns and yards?
- If you have never used a mulching mower, is there anything that would be helpful in enabling you to mulch leaves into the lawn (e.g. help with purchasing equipment, informative brochure for use with your client on the benefits of mulching leaves)?
- Do you ever add leaves to your client's composting pile?
- Do you ever take leaves to a nearby farm or other facility that composts leaves
- Do you ever dispose of leaves in another location?
- If yes, please indicate what other location you use to dispose of leaves at:
- Would you like more information on possible locations where land care professionals can dispose of leaves?
- If yes, please provide your company name and best contact for additional information:
- If you did not answer "yes" in Question 7 and would like to be entered into raffle, please provide your name and contact information here:

CONNECTICUT RIVER

Stormwater Committee

October 22, 2024

Town of Agawam

Town of Belchertown

City of Chicopee

Town of East Longmeadow

City of Easthampton

Town of Granby

Town of Hadley

City of Holyoke

Town of Longmeadow

Town of Ludlow

City of Northampton

Town of Palmer

Town of South Hadley

Town of Southampton

Town of Southwick

City of Springfield

Town of West Springfield

City of Westfield

Town of Wilbraham

University of Massachusetts

Pioneer Valley Planning Commission

Hello Professional Landscaper:

As you may know, many communities here in the Pioneer Valley are subject to more stringent federal stormwater requirements. This permit requires communities to reduce contaminated storm flows to local rivers, streams, and lakes. Under the Clean Water Act, we have made important strides toward fishable and swimmable waters, but we still have some distance to go.

Why should you care as a professional landscaper?

Many lawn care practices contribute directly to storm flows that are especially high in nutrients. The improper use and disposal of fertilizers, leaves, and grass clippings add nutrients like nitrogen and phosphorous into storm flows, which then directly enter our local reivers & stream. As a lawn care professional, you can do your part to help by learning more about best lawn care practices. These are changes to common practice and will involve the cooperation of your client as well. To that end, our group has posted information for property owners on better management practices. See: www.thinkblueconnecticutriver.org/be-a-leaf-hero/

For your work this fall, you might start by considering the following:

- **Keep leaves off of driveways** and roadways where they can easily wash into storm drains and contribute to higher nutrient flows during the fall season.
- **Use a mulching mower**. By mulching the leaves into the lawn, you avoid having to rake/blow and bag and you offer a way to manage autumn leaves while providing your client with free fertilizer. Mulched leaves put nutrients back into the ground and reduce the overall need for more soluble fertilizer products, which present greater problems for our local waterways.
- Alternatively, if your client has an existing **compost** pile, you can recommend they consider allowing you to add leaves to the pile. Leaves provide a critically important element (carbon) to the composting process, making for a more soil enriching product to be used in the next growing season. ***Be sure compost piles are located away from streams, lakes, or storm drains as these decomposing materials and nutrients could easily leach to these water resources.***

Thank you for considering these better lawn care practices for leaf litter!!!

In an effort to better serve you we are conducting a brief survey to determine how local landscapers dispose of leaf litter. Surveys will be open until November 30, 2024, and anyone who participates in the survey will be entered into a raffle for a $100 Lowes or Home Depot Gift Card! Please use the QR code or the following link for the survey: https://www.surveymonkey.com/r/fall2024leaf

Patty Gambarini, from Pioneer Valley Planning Commission, would be happy to hear from you about any thoughts on improving leaf litter practice in the region. Please contact her at: pgambarini@pvpc.org

Sincerely,

Joseph Kietner, Committee Chairman
Stormwater Coordinator, City of Westfield

Randal Brown, Committee Vice Chair
Public Works Director, Town of Southwick

Above is the letter sent to 147 landscaping companies in the region.

Attachment E:

Stormwater Permit Plan Review, Site Inspection, & Enforcement Log

Town of Southwick, MA
Summary of Construction Site Stormwater Runoff Control
From July 1, 2024 to June 30, 2025

Project Location	Project Description	Site Plans Reviewed (Y/N)	Site Inspections (Y/N)	Enforcement Action Taken (Y/N)	Notes
MS4 Permit Year 7 - Plan reviews through Planning Board filings					
MS4 Permit Year 6 - Plan reviews through Planning Board filings					
1 Hudson Drive	Additional Attic Self-Storage Expansion Project	No (reviewed in previous years)	Yes (1)	No	Ongoing Construction Project
2 Sodom Mtn. Rd.	Single-Family Home	No (reviewed in previous years)	Yes(1)	No	
9 Whalley Way	Southwick Electric - New Building	No (reviewed in	Yes (1)	No	Site Permit Issued in Permit Year 6; Ongoing Construction
159 Berkshire Avenue	Corrective Action Project for Stormwater Bylaw Violation	Yes (Modification)	No	Yes (see below)	Approved in Permit Year 6; Requested Amendment Yr. 7
662A College Highway	Self-Storage Facility	Yes	No	No	Application Remains Under Review (through end of Permit Year 7)
771 College Highway	Proposed Dollar General Store	No (reviewed in previous years)	Yes (4)	No	Ongoing Construction Project Approved in Permit Yr. 7
0, 772, & 774 College Highway	Proposed Mixed-Use Development	No (reviewed in previous years)	Yes (2)	No	Ongoing Construction Project Begun in Permit Yr. 7
Laurel Ridge	Detention Basin Repair Inspection	No	Yes (1)	No	Basin Maintenance Project with HOA
Hudson Drive	Hudson Drive Solar Facility	No (reviewed in previous years)	Yes (1)	No	Ongoing Construction Project
Noble Steed Crossing	Open Space Subdivision	No (reviewed in previous years)	Yes (20)	No	Ongoing Construction Project
The Greens of Southwick - East	Open Space Subdivision	No (reviewed in previous years)	Yes (6)	No	Ongoing Construction Project
Oak Ridge Estates	27-Lot Residential Subdivision	No (reviewed in previous years)	Yes (See Below)	Yes (see below)	Project Approved in Permit Yr. 7 (no construction)
6 South Loomis Street	5-Lot Residential Non-Sub. Development	Yes	No	No	Project Approved in Permit Yr. 7 (no construction)

Note: Permits without stormwater components or a Stormwater Permit are not included in this list. Stormwater Permits apply to any construction projects exceeding 1 acre in disturbance or altering an existing stormwater drainage system.

Enforcement Action Outside Stormwater Permits					
95 Sheep Pasture Road	Lot Clearing w/o home/plot plan	n/a	Yes	No	Disturbance may not exceed 1-acre threshold; to be reviewed once aerial imagery is updated per RDB
142 Feeding Hills Road	Lot Clearing in excess of 1 acre	n/a	Yes	Yes	Contact made by DPW; Stormwater Mgt. Plan & Permit Application Required to be Submitted
159 Berkshire Avenue	Baldarelli	n/a	No (prev. years under enforcement; see permitting list above)	Yes	Enforcement Still in Effect in Permit Year 7 Restoration Plan Approved by Planning Board
Oak Ridge Estates	27-Lot Residential Subdivision	No (reviewed in previous years)	Yes (1)	Yes	Land Clearing without a Stormwater Permit

Total Actions		**3**	**38**	**3 (+2 Historic)**

Attachment F:

Street Sweeping Log

Street Sweeping Log

4/17/2025 - 4/30/2025

	Date	# of Sweepers	Sweeper Hrs	Total YDS	Operator	Roads Swept
1	4/17	2	8	23	TN	North, Vineyard, Lord, [illegible] Sam West, Revere, Concord, Fairfield, Flaherty, Red Oak, Great Brook, Saxton, Remy, Shirly, [illegible]
2	4/22	3	8	46 yrds	RRD	Fernwood, Powdermill, ~~[illegible]~~, Feeding Hill Rd, Gargon, Buckingham, Mathews, Colonial, Foster, Strouts, Lexington
3						ligouri, Cody, Granddo, N pond, Woodland, S. Longyard, Rising Corner
4	4/23	3	8	55 yrd	RRD	Depot, Sheep pasture, Country club, Point Grove & side streets
5	4/24	3	8	19	Cal	Berkshire, Longmeadow, Miller, Gillette, 1st-4th, Dump, Jerad, Deer Run
6						
7	4-25	3	4		RRD	Gargan, Sunk Hill, Vinning hill, Mort Vining, Timmy, Jenny Fenn
8						Ridgecrest, Kings Lowy, Nicholson, Secluded ridge
9	4-28	4	8	37	Cal	Klause Anderson, Davis, Ed Holcomb, John Mason, South Loomis, Kline, Lojie
10						Bugbee
11	4-29	3	8	18	Cal	Granville Rd, Fred Jackson, Maple, Evergreen, Bungalow, Ham Hill, Honeypot
12						Reservoir, Hastings, Sterret, Hillside
13	4-30	2	8	16	Cal	Yard, Cose Hill, Will Palmer, Laurel Ridge, sunnyside, Jarey, Meadow
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Pinneywo, Thursday

In Lexington Area, 50 yd picked up

Attachment G:

Stormwater Personnel Training Log

2016 Massachusetts Small MS4 General Permit: Year 7 Training Record

Town of Southwick, Massachusetts

Session: *"Video Series on Stormwater Discharge Investigation"*
Date of Training: February 5-6, 2025
Training By: Buzzards Bay Stormwater Collaborative, via
https://www.youtube.com/@BuzzBayStormwaterCollaborative

Attendees:

Name	**Department**
Jonathan Goddard, Stormwater Coordinator	Public Works

Attachment H:

Illicit Discharge Removal Report

Town of Southwick: Illicit Discharge Removal Report
Year 7 (July 1, 2024 - June 30, 2025)

Illicit Identified in MS4 Permit Year#	Location	Discharge Desciption	Method of Discovery	Date Discovered	Date Eliminated	Date Repair Confirmed	Mitigation	Enforcement or Corrective Measures	Schedule of Removal	Estimated volume of sewerage removed	Notes	Catchment
5	Inlet 962 (Catch Basin), Brayton Drive	Approximately 2 gallons of gray water from a recreational vehicle holding tank.	The party discharging the water self-reported to DPW staff during regular catch basin inspections.	2023.06.01	2023.06.01	n/a	None available	The party discharging the water was educated on the stormwater system outfall location and on proper disposal of gray water in the sanitary sewer. The stormwater network in the vicinity will be periodically inspected and tested to confirm compliance with stormwater/illicit discharge regulations.	n/a	2 gallons (total; one-time discharge)	n/a	Brayton Drive #968

Attachment I:

Catchment Investigations Summary – Year 7

Town of Southwick, MA

Last Revised: 9/25/2025

Catchment Investigation Log - 2016 Massachusetts Small MS4 Permit General Permit

Permit Year	Location	Outfall ID	Receiving Waters	MS4 Permit Area?	At least 1 SVF Factor?	Investigations Triggered by Screening Results?	Results: Evidence of Illicit Discharge?	Notes
5	Veteran Street	1911	Congamond Lakes, North Basin (MA32022)	Yes	No	No	No	Recent construction
5	Coyote Glen	1913b	Great Brook (MA32-25)	Yes	No	No	No	Subdivision
7	19 S Longyard Road	1927	Great Brook (MA32-25)	Yes	Yes	No	No	
5	Woodland Ridge	1929	Great Brook (MA32-25)	Yes	No	No	No	Subdivision
5	Eagle Street	1943	Congamond Lakes, North Basin (MA32022)	Yes	No	No	No	Recent construction
5	Castle Street	1944	Congamond Lakes, North Basin (MA32022)	Yes	No	No	No	Recent construction
5	Cedar Street	2022	Tributary to Great Brook (MA32-25)	No	No	No	No	Recent construction
5	Depot Street	2032	Great Brook (MA32-25)	Yes	Yes	No	No	
6	Point Grove Road	2033	Congamond Lakes, Middle Pond	Yes	Yes	No	No	
5	Lakemont Street	2044	Congamond Lakes, North Basin (MA32022)	Yes	No	No	No	Recent construction
5	Grove Street	2049	Congamond Lakes - Middle Basin (MA32021)	Yes	Yes	No	No	
6	Fred Jackson Road	2318	Tributary To Johnson Brook	No	No	No	No	Recent construction
6	Sawgrass Lane	2337	Outside Receiving Waterbody	Yes	Yes	No	No	Recent Street Acceptance
5	North Lake Avenue	2344	Congamond Lakes, North Basin (MA32022)	Yes	Yes	No	No	
5	George Loomis Road	2381	Wetland/Tributary to Munn Brook	Yes	Yes	No	No	No DMHs in network
6	Fred Jackson Road	2446	Tributary to Johnson Brook	No	No	No	No	Recent construction
6	Pearl Brook Estates	2449	Tributary to Pearl Brook	No	Yes	No	No	
5	Klaus Anderson Road	2452	Outside Receiving Waterbody	No	Yes	No	No	Recent construction
7	Griffin Rd (CT @ MA)	2467	Congamond Lakes, South Basin (MA32023)	Yes	Yes	No	No	Recent CT Construction
6	Sawgrass Lane	4000	Outside Receiving Waterbody	Yes	Yes	No	No	Recent Constr; to Infiltrate

Attachment J:

Retrofit Properties Inventory & Priority Ranking – Year 7

Site No.	Location	Type of Anticipated BMP Retrofit	Estimated Budgetary Cost	Anticipated Schedule	Permitting & Engineering Feasibility
1	ROW at 63 Berkshire Avenue	Subsurface infiltration of street runoff	$80,000	2024-2025	No environmental permitting constraints; no apparent engineering constraints
2	Municipal Stormwater Infrastructure at 5 Partridge Lane	Stormwater Basin Retrofit Project	$50,000	2025-2026	May require environmental permitting efforts
3	Municipal Stormwater Infrastructure near 8 Liberty Lane	Stormwater Basin Retrofit Project	$50,000	2026-2027	Specific Location of Work may fall with in Conservation Jurisdiction
4	Municipal Stormwater Infrastructure near 7 Great Brook Drive	Stormwater Basin Retrofit Project	$50,000	2027-2028	No environmental permitting constraints; no apparent engineering constraints
5	Southwick Town Hall 454 College Highway	Interception & Infiltration of Parking Lot Runoff (Rain Garden)	$50,000	2028-2029	Potential Conservation Notice of Intent for Connected MS4 Outfall within Jurisdiction; no apparent engineering constraints