

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 West Springfield

EPA NPDES Permit Number: MAR041024

Primary MS4 Program Manager Contact Information

Name: Connor Michael Knightly

Title: Town Engineer

Street Address Line 1: 26 Central Street, Suite 17

Street Address Line 2:

City: West Springfield

State: MA

Zip Code: 01089

Email: cknightly@TOWS.org

Phone Number: (413) 263-3249

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address): https://drive.google.com/file/d/1cEhZoJr44hxjDnINV_dgCC6auG6kKSsC/view

Date SWMP was Last Updated: July 2, 2019

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>

<u>Impairment(s)</u>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<u>TMDL(s)</u>			
In State:	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
Out of State:	<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> 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:

<https://www.townofwestspringfield.org/Business/Public-Works/Sewer-Division?transfer=686b915f-5a0c-4e84-9111-92488a5eedbd>

- ☐ 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

- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ 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:

The Department of Public Works has requested MS4 funding and / or the establishment of a Stormwater Utility Fund unsuccessfully for multiple years. Without established funding, the DPW's ability to conduct MS4 field activity is limited to low/no cost activities that can be performed internally. This was also compounded by two of three administrative positions being vacant throughout the Year 7 reporting period. Since that time, all vacancies have been filled and efforts will be conducted through the year 8 Reporting period. The DPW will continue to lobby for a dedicated Stormwater Utility with an operating fund can be established. These funds will finance field oriented action items required by the NPDES permit for upcoming years as well as address incomplete requirements missed in previous years. In year 8, a look-back study will be conducted by the Town Engineer and Assistant Town Engineer to develop a request for quotes to be used to solicit a scope of work from one of the Town's "On-Call" Engineering firms for the purpose of addressing incomplete requirements. The Town is also considering requesting the preparation of the Year 8 Report in the scope so that it may be more refined and reader friendly.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)
Annual Requirements

Public Education and Outreach*

- ☒ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
 - ☒ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
 - ☒ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
- ☐ This is not applicable because there are no septic systems present

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

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:

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:

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:

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:Think Blue Connecticut River Website

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: ☒ Appendix F Requirements ☒ Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s): At Time of annual license Renewal; around the license expiration of December 31

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

BMP:Proper Management of Pet Waste (during summer)

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

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

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

BMP:Proper Septic System Care

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

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

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

#5. Pet waste

BMP:[Message name here]

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Businesses/institutions/commercial facilities

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

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

BMP:Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Residents

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

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

BMP:#7. Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience: Business/institutions/commercial facilities

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

Measurable Goal(s):

See annual reporting for education and outreach activities, Year 7 at: www.thinkblueconnecticutriver.org/ms4-communities/

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

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

If yes, describe why the change was made:

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:

2024-10-30, 5:00PM The West Springfield DPW hosted a public input meeting for the purpose of public comment on the previous years report, MS4 activit, and the SWMP
2025-6-26 5:00 PM The West Springfield DPW hosted a public input meeting for the purpose of review of the SWMP

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:

Please see the CT River SWC Year Annual Report accompanying this report.

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:

Number of SSOs removed:

MS4 System Mapping

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

The West Springfield drainage system has been fully mapped by the Towns GIS department. The Town continuously updates the map when changes are made through construction projects or as differences in existing conditions are discovered by the Town. The map is not publicly shared, but can be provided upon request.

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:

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

Number of outfalls screened:

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

Percent of outfalls screened: 0

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

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: 0

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

Percent of total catchments investigated: 0

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

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: 1

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: 14

Total number of illicit discharges removed: 13

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

The sole illicit discharge was discovered as part of an active construction project. The removal of the illicit connection is complicated by work being conducted by the Town through the MassDOT. Once this conflict has been addressed, the Town will be facilitating the removal of the Illicit Connection.

Employee Training

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

Annually, all DPW Administrative Staff and Project Managers who operate in the field watch previously prepared training videos hosted on Youtube.com. The year 7 training was started on March 10th of 2024. The link to the playlist of those videos can be found in the following link. <https://www.youtube.com/playlist?list=PLmoA2OMICS8p8s2pUS6s8hFbuJkKXMAA7>, DPW staff included the Deputy Director, Asst Deputy Director, Town Engineer, and Field Inspector

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: 12

Number of inspections completed: 0

Number of enforcement actions taken: 1

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

SWPPP Reports from the 2 active development projects active in year 7 are included along with this report.

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:

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:

The LID, GI, and IA Regulatory Assessment; Table 1 (published June 21, 2023 by CEI) is planned for review in the 2025-2026 Winter season. This effort will be conducted by the Town Engineer and Assistant Town Engineer. From this assessment, a proposal will be drafted for Town Attorney to be reviewed before submission to the Planning Board or Policy and Ordinance Subcommittee of the West Springfield Town Council. The The LID, GI, and IA Regulatory Assessment is available with the Year 5 Report Attachments.

Green Infrastructure Report

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

Green Infrastructure Practices are generally already permissible (rather, there aren't any specific ordinances that would generally prohibit such BMPs) by the Town. The Town Maintains Design Criteria and Performance Standards regulations in section 204-7 in regard to property development and redevelopment. The usual practice for developers and their designers in West Springfield is to implement Water Quality Units and retention basins prior to discharge into the MS4 System as part of design to meet the pollutant load removal standards.

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):

John Ashley School
West Springfield Senior Center
Fausey Elementary School
Memorial Elementary School
West Springfield DPW: Water Division Yard

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.

Abigail Lane
Canterbury Way
Clayton Drive
Gooseberry Road
West Springfield Middle School
West Springfield High School
West Springfield Municipal Office building
Hilleview Drive
Hyde Road
Ravenwood Lane
Therese Marie Lane

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:

Number of catch basins cleaned:

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

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

Total number of catch basins:

If applicable:

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

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: [Select Units]
- ☒ Weight of material removed:

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:

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

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.

Attached with this form:

CT River SWC Year Annual Report - Public messaging Report.

Hearthstone Subdivision SWPPP Reports

Riverdale - Elm Hotel SWPPP Reports

West Springfield Dog License Sample Form (Updateable)

Year 7 BMP Inspection Memo

Updated O&M Plan for Municipal Properties

Copies can be found in the following link:

https://drive.google.com/drive/folders/1LXrRCcxRpXBs__B5HiLxP2wGa3NcrYYV

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

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

The West Springfield Department of Public Works has hired an additional Field Inspector as well as an Assistant Town Engineer. Administrative roles are being re-evaluated to more thoroughly address annual as well as yearly requirements of the permit. The DPW will also be directly addressing the City Council, its Budgeting subcommittee, and its Policy and Ordinance Subcommittee to lobby for the establishment of a Stormwater Utility with which an enterprise fund may be established to provide funding for the mechanical / physical requirements of this permit. This fund would also be used to address deficiencies noted in previous annual reports as previously detailed.

Part V: Certification of Small MS4 Annual Report 2025

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:

Connor Knightly

Title:

Town Engineer

Signature:

Date:

[Signatory may be a duly authorized
representative]