

Part I: General Conditions

General Information

Name of Municipality or Organization: Town of Southwick State: MA

EPA NPDES Permit Number (if applicable): MAR041022

Primary MS4 Program Manager Contact Information

Name: Randal Brown Title: DPW Director

Street Address Line 1: 454 College Highway

Street Address Line 2:

City: Southwick State: MA Zip Code: 01077

Email: rbrown@southwickma.net Phone Number: (413) 569-6772

Fax Number: (413) 569-5001

Other Information

Stormwater Management Program (SWMP) Location (web address or physical location, if already completed): DPW Office, 661 College Highway, Southwick, MA 01077

Eligibility Determination

Endangered Species Act (ESA) Determination Complete? Yes

Eligibility Criteria (check all that apply): A B C

National Historic Preservation Act (NHPA) Determination Complete? Yes

Eligibility Criteria (check all that apply): A B C

Check the box if your municipality or organization was covered under the 2003 MS4 General Permit

MS4 Infrastructure (if covered under the 2003 permit)
Estimated Percent of Outfall Map Complete? 100%
Web address where MS4 map is published: Paper copy attached
Regulatory Authorities (if covered under the 2003 permit)
Illicit Discharge Detection and Elimination (IDDE) Authority Adopted?
Construction/Erosion and Sediment Control (ESC) Authority Adopted?
Post- Construction Stormwater Management Adopted?



Click to lengthen table

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary

Identify the Best Management Practices (BMPs) that will be employed to address each of the six Minimum Control Measures (MCMs). For municipalities/organizations whose MS4 discharges into a receiving water with an approved Total Maximum Daily Load (TMDL) and an applicable waste load allocation (WLA), identify any additional BMPs employed to specifically support the achievement of the WLA in the TMDL section at the end of part III.

For each MCM, list each existing or proposed BMP by category and provide a brief description, responsible parties/departments, measurable goals, and the year the BMP will be employed (public education and outreach BMPs also requires a target audience). **Use the drop-down menus in each table or enter your own text to override the drop down menu.**

#### MCM 1: Public Education and Outreach

BMP Media/Category <small>(enter your own text to override the drop down menu)</small>	BMP Description	Targeted Audience	Responsible Department/Parties <small>(enter your own text to override the drop down menu)</small>	Measurable Goal	Beginning Year of BMP Implementation
1 - Multi-media Methods	Education of and outreach to residents on stormwater management topics of significance in Southwick, including impaired waterbodies. Educational topics will include but are not limited to those in Part 2.3.2.d.i.	Residents	DPW, Select Board, ConCom, Lake Management, CRSWC, PVPC	Distribute a minimum of three (3) annual timed educational messages.	FY19
2 - Multi-media Methods	Education of and outreach to businesses, institutions, and commercial facilities on stormwater management topics of significance in Southwick, including impaired waterbodies. Educational topics will include but are not limited to those in Part 2.3.2.d.ii.	Businesses, Institutions and Commercial Facilities	DPW, Select Board, ConCom, Lake Management, CRSWC, PVPC	Distribute a minimum of three (3) annual timed educational messages.	FY19

<p>3 - Multi-media Methods</p>	<p>Education of and outreach to developers (construction) on stormwater management of significance in Southwick, including impaired waterbodies. Educational topics will include but are not limited to those in Part 2.3.2.d.iii.</p>	<p>Developers (construction)</p>	<p>DPW, Select Board, ConCom, Lake Management, CRSWC, PVPC</p>	<p>Distribute a minimum of two (2) educational messages spaced at least a year apart. This item covers the first message intended for developers.</p>	<p>FY20</p>
<p>4 - Multi-media Methods</p>	<p>Education of and outreach to industrial facilities on stormwater management of significance in Southwick, including impaired waterbodies. Educational topics will include but are not limited to those in Part 2.3.2.d.iv.</p>	<p>Industrial Facilities</p>	<p>DPW, Select Board, ConCom, Lake Management, CRSWC, PVPC</p>	<p>Distribute a minimum of two (2) educational messages spaced at least a year apart. This item covers the first message intended for industrial facilities.</p>	<p>FY19</p>
<p>5 - Multi-media Methods</p>	<p>Education of and outreach to residents on stormwater management topics of significance in Southwick, including impaired waterbodies. Educational topics will include but are not limited to those in Part 2.3.2.d.iii.</p>	<p>Developers (construction)</p>	<p>DPW, Select Board, ConCom, Lake Management, CRSWC, PVPC</p>	<p>Distribute a minimum of two (2) educational messages spaced at least a year apart. This item covers the second message intended for developers.</p>	<p>FY22</p>







## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

#### MCM 3: Illicit Discharge Detection and Elimination (IDDE)

BMP Categorization (enter your own text to override the drop down menu)	BMP Description	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal (all text can be overwritten)	Beginning Year of BMP Implementation
9 - IDDE Ordinance/Bylaw	Bylaw completed. Continue enforcement.	DPW, Planning Board, Building Department, Board of Health	Completed.	FY19
10 - SSO inventory	Develop SSO inventory in accordance of permit conditions. Develop plan to eliminate all SSO's.	DPW	Complete within 1 year of effective date of permit. Track number of SSO's identified and remove immediately.	FY19
11 - Storm sewer system map, Phase I	Update system map with outfalls, receiving waters, open channel pipes, interconnections, and initial catchment delineations.	DPW	Complete within 3 years of the effective date of permit and update as required.	FY19
12 - Storm sewer system map, Phase II	Update system map with pipes, manholes, catch basins, refined catchment delineations, and interconnections.	DPW	Complete within 10 years of the effective date of permit and update as required.	FY22
13 - Written IDDE program	Create written IDDE program	DPW	Complete within 1 year of the effective date of permit and update as required.	FY19
14 - Assessment and Priority Ranking of Outfalls & Interconnections	Assess and priority rank all outfalls in terms of their potential to have illicit discharges and SSO's and the related public health significance.	DPW	Complete initial priority ranking within 2 years of the effective date of permit and update as required.	FY20
15 - Dry weather screening	Conduct in accordance with outfall screening procedure	DPW	Develop sampling and screening procedures within 1 year of the effective date of permit. All dry weather sampling shall be completed by Year 3.	FY20

16 - Update rankings of outfalls and interconnections	Update priority rankings per results of dry weather sampling.	DPW	Complete within 4 years of the effective date of permit and update as required.	FY22
17 - Written catchment investigation procedure	Develop a written catchment investigation procedure that 1)utilizes maps/record plans, 2) includes a manhole inspection methodology, and 3) established procedures to isolate and confirm sources of illicit discharges.	DPW	Develop plan within 18 months of the permit effective date.	FY20
18 - Catchment areas investigations	Investigate catchment areas in accordance with Part 2.3.4.8.	DPW	Investigations of catchments associated with Problem Outfalls shall begin no later than 3 years from the permit effective date. Investigations of catchments associated with Problem Outfalls shall be completed with 8 years of the permit effective date. Investigations of catchments where any information gathered on the outfall/ interconnection identifies sewer input shall be completed within 8 years of the permit effective date. Investigations of catchments associated with all Problem, High- and Low-Priority Outfalls shall be completed within 10 years of the permit effective date.	FY21
19 - Ongoing screening	Reprioritize screening for each outfall and interconnection based on results of dry and wet weather sampling.	DPW	Conduct ongoing screening once every five years.	FY22

20 - Annual employee training	Provide annual training to employees involved in IDDE program about the program, including how to recognize illicit discharges and SSOs.	DPW	Conduct training annually.	FY20
21 - Nitrogen Source Identification Report	Develop a Nitrogen Source Identification Report to identify sources of high nitrogen discharges and identify potential retrofit opportunities	DPW, Planning Board	Develop plan within 5 years of the permit effective date.	FY22

### Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 4: Construction Site Stormwater Runoff Control

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
22 - Construction site runoff control program	Develop a bylaw addressing sediment and erosion controls from construction sites.	DPW, Planning Board, Conservation Commission	Completed. Update as necessary.	FY20
23 - Written plan for site plan review and inspection	Develop a written plan to address roles/ responsibilities for site plan review, inspection, and enforcement.	DPW, Planning Board, Conservation Commission	Complete within 2 year of effective date of permit.	FY20



## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

#### MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
24 - Program to address post-construction stormwater runoff from all new development and re-development sites	Develop a bylaw to meet the criteria identified in Part 2.3.6.a and Nitrogen TMDL requirements in Appendix F, Part I.1.a.i.2.	DPW, Planning Board	Complete within 3 years of effective date of permit.	FY20
25 - Street design and parking lot guidelines	Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options	DPW, Planning Board, ConCom	Complete within 5 years of effective date of permit.	FY22
26 - Green infrastructure	Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist	DPW, Planning Board, ConCom	Complete within 5 years of effective date of permit.	FY22

<p>27 - Retrofit feasibility of Town-owned properties</p>	<p>Conduct detailed inventory of Town-owned properties and rank for retrofit potential, identify at least 5 sites owned by the Town with potential for modifications or retrofits</p>	<p>DPW, Park and Rec, Buildings &amp; Grounds, School Department, Cemetery</p>	<p>Complete report no later than 5 years of permit effective date. Beginning 6 years after permit effective date, keep running list of at least 5 retrofit sites as facilities are updated.</p>	<p>FY23</p>
<p>28 - Retrofit BMP's</p>	<p>Prepare a plan and schedule for implementing retrofit BMP's.</p>	<p>DPW</p>	<p>Complete a list of planned structural BMP retrofits no later than 6 years after the permit effective date. Within 7 years of the permit effective date, install a minimum of 1 structural BMP in a high nitrogen area. Install the remainder of the listed structural BMP's in accordance with the plan and schedule in the Year 6 report.</p>	<p>FY23</p>



### Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 6: Municipal Good Housekeeping and Pollution Prevention

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
29 - O&M procedures for municipal activities	Create written O&M procedures including all requirements contained in 2.3.7.a.ii for parks and open spaces, buildings and facilities, and vehicles and equipment	DPW, Buildings & Grounds, Park and Rec, School Dept., Cemetery	Complete and implement 3 years after effective date of permit	FY21
30 - Inventory all permittee-owned parks and open spaces, buildings and facilities, vehicles/equipment, and storage facilities	Create inventory	DPW, Buildings & Grounds, Park and Rec, School Dept., Cemetery	Complete 3 years after effective date of permit and update annually	FY21
31 - Infrastructure O&M Plan	Establish and implement program for repair and rehabilitation of MS4 infrastructure (storm water structure replacement, catch basin inspection/cleaning, street sweeping program, winter road maintenance, etc.)	DPW	Complete 3 years after effective date of permit	FY21
32 - Stormwater Pollution Prevention Plan (SWPPP)	Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities	DPW, Buildings & Grounds, Fire Department	Complete and implement 3 years after effective date of permit	FY21
33 - Catch basin cleaning program	Establish annual schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	DPW	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material moved annually	FY19

34 - Street sweeping program	Sweep all streets and permittee-owned parking lots in accordance with permit conditions	DPW	Sweep all streets and permittee-owned parking lots twice per year in the spring. Roads with no curbing may be swept once per year.	FY19
35 - Road salt use optimization program	Establish and implement a program to minimize the use of road salt	DPW	Implement salt use optimization during deicing season	FY19
36 - Inspections and maintenance of stormwater treatment structures	Establish and implement inspection and maintenance procedures and frequencies	DPW	Inspect and maintain treatment structures at least annually	FY20
37 - Employee training	Train Town employees whose work activities involve the stormwater system	DPW, ConCom, Planning Board, Building Department,	Provide annual training of employees	FY20
38 - Fertilizer use and management of organic yard waste	Develop requirements for managing fertilizer use and grass cuttings on Town-owned properties.	DPW, Buildings & Grounds, School Department, Park and Rec	Complete and implement 3 years after effective date of permit	FY21





Part IV: Notes and additional information

Use the space below to indicate the part(s) of 2.2.1 and 2.2.2 that you have identified as not applicable to your MS4 because you do not discharge to the impaired water body or a tributary to an impaired water body due to nitrogen or phosphorus. Provide all supporting documentation below or attach additional documents if necessary. Also, provide any additional information about your MS4 program below.

ESA Eligibility Certification - as described in the attached ESA Eligibility Determination Memorandum, and, per the official species list from the USFWS New England Ecological Services Field Office, Small Whorled Pogonia and Northern Long-eared Bat may exist in the Town of Southwick. Based on an assessment of the discharge and discharge related activities, the discharge and discharge related activities will have "no affect" on listed species or critical habitat. if, during the course of the permit term, the Town plans to install a structural BMP not identified in the NOI , the Town will conduct an endangered species screening for the proposed site and will contact the USFWS if it is determined that the new activity "may affect" or is "not likely to adversely affect" listed species or critical habitat under the jurisdiction of the USFWS."

Notice of Intent (NOI) for coverage under Small MS4 General Permit (continued)

Part V: 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.*

Signature:

  
\_\_\_\_\_  
Joseph J. Deedy  
Chairman, Select Board

Dated:

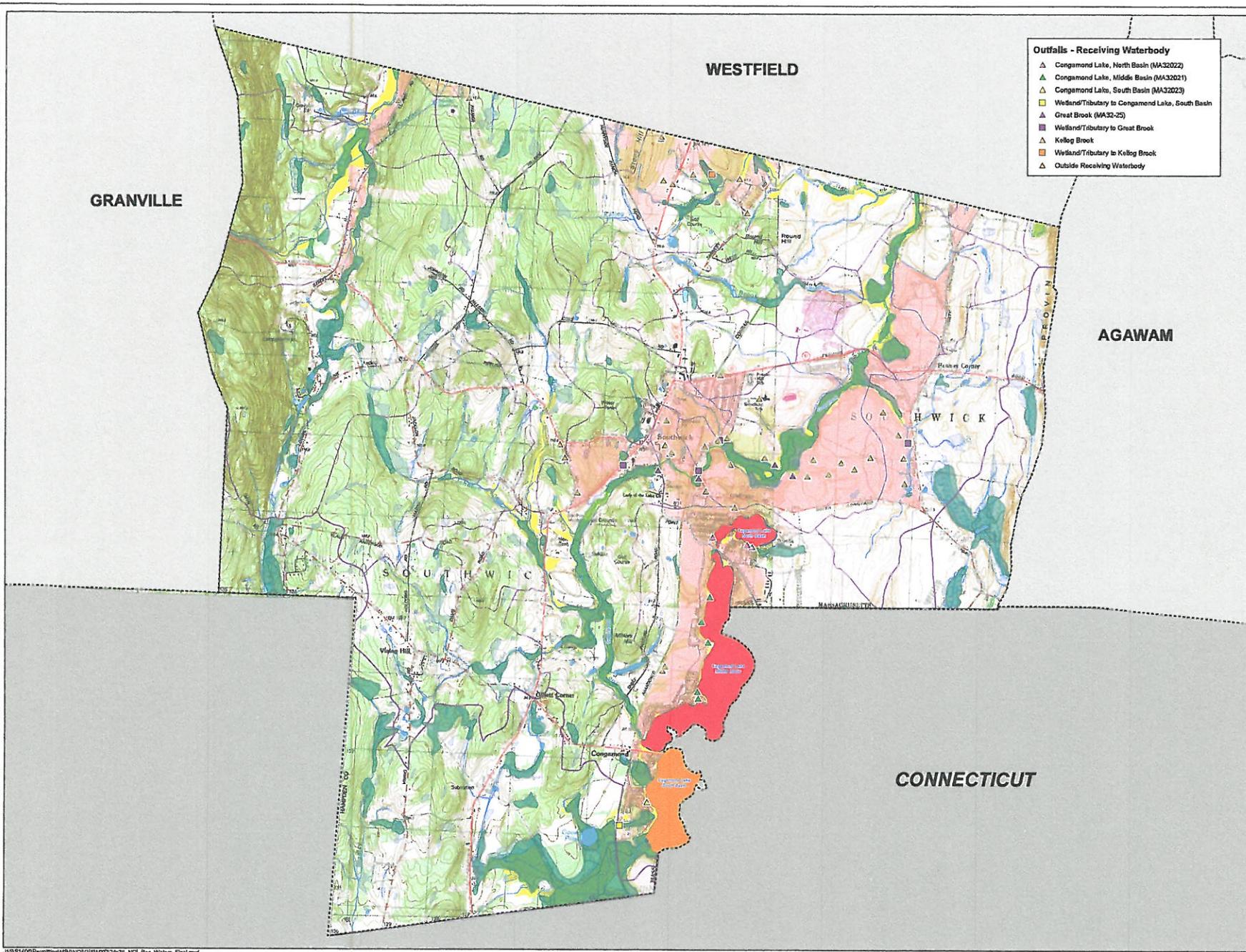
9/24/2018

Signature:

  
\_\_\_\_\_  
Russell S. Fox  
Vice Chairman, Select Board

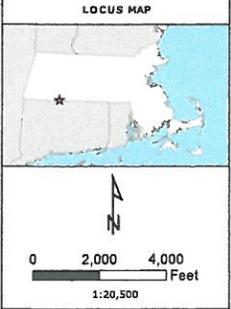
Signature:

  
\_\_\_\_\_  
Doug Moghin  
Clerk, Select Board



- Outfalls - Receiving Waterbody**
- ▲ Congamond Lake, North Basin (MA32022)
  - ▲ Congamond Lake, Middle Basin (MA32021)
  - ▲ Congamond Lake, South Basin (MA32023)
  - ▲ Wetland/Tributary to Congamond Lake, South Basin
  - ▲ Great Brook (MA32-25)
  - ▲ Wetland/Tributary to Great Brook
  - ▲ Kellog Brook
  - ▲ Wetland/Tributary to Kellog Brook
  - ▲ Outside Receiving Waterbody

- Legend**
- Town Boundary
  - Major Basins
  - Subbasins
  - Water Body Segments - Rivers
  - Category
    - 1 - Allowing some uses, other uses not assessed
    - 2 - No uses assessed
    - 3 - Impaired - TMDL is completed
    - 4C - Impairment not caused by a pollutant
    - 5 - Impaired - TMDL required
    - 6 - Impaired - TMDL required
  - Water Body Segments - Lakes, Estuaries
  - Category
    - 2 - Allowing some uses, other uses not assessed
    - 3 - No uses assessed
    - 4A - Impaired - TMDL is completed
    - 4C - Impairment not caused by a pollutant
    - 5 - Impaired - TMDL required
    - 6 - Impaired - TMDL required
  - National Wetlands Inventory Wetland Areas
    - Estuarine and Marine Wetland
    - Freshwater Emergent Wetland
    - Freshwater Forested/Strub Wetland
    - Estuarine and Marine Deepwater
    - Freshwater Pond
    - Lake
    - Riverine
    - Other
    - NWI Rivers and Streams
  - Mass DEP Hydrology
    - Public Surface Water Supply (PSWS)
    - Water Bodies
    - Hydrology
  - Mass DEP Wetlands
    - Inland Wetlands
  - MassDOT Roads
    - Limited Access Highway
    - Multi-lane Hwy, not limited access
    - Other Numbered Highway
    - Major Road, Collector
    - 100-Year Floodplain (FEMA)
    - Urbanized Area 2000
    - Urbanized Area 2010



- NOTES**
1. Based on USGS Topo Map: Southwick, 1987 (3m) and West Springfield 1979 (10 R)
  2. MASSGIS: 2014 Integrated List Data (2016), Major Drainage Basins (2003), Subbasins (2007), Community Boundary (2017), National Wetland Inventory (2007), FEMA National Flood Hazard (2017), MassDOT Major Roads (2014), Urban Area (2000 and 2010)
  3. Town of Southwick: Outfalls

**OUTFALLS AND RECEIVING WATERBODIES**

Notice of Intent  
Southwick, Massachusetts  
September 2018

**Tighe & Bond**  
Engineers | Environmental Specialists

## Vuto, Michelle

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**From:** Randy Brown <rbrown@southwickma.net>  
**Sent:** Friday, May 24, 2019 11:37 AM  
**To:** Vuto, Michelle; Tedder, Newton  
**Cc:** Reports Stormwater; Karl Stinehart; Joseph Deedy; David P. Berson  
**Subject:** RE: Small MS4 NOI submission - additional or corrected information required

**Categories:** EZ Record - Shared

Ms. Vuto/Mr. Tedder,

In response to the correspondence received on May 15, 2019 from Ms. Thelma Murphy of the United States EPA regarding the NOI submitted by the Town of Southwick for the NPDES Permit, the Town of Southwick intends to comply with the terms and timeline of the underlying NPDES Permit.

Randy

**Randal Brown, P.E.**

Director, Department of Public Works  
Town of Southwick  
454 College Highway  
Southwick, MA 01077  
Phone: 413-569-3040 x308

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**From:** Vuto, Michelle [mailto:Vuto.Michelle@epa.gov]  
**Sent:** Thursday, May 16, 2019 1:46 PM  
**To:** Randy Brown  
**Cc:** Reports Stormwater; Karl Stinehart; Joseph Deedy; Tedder, Newton  
**Subject:** RE: Small MS4 NOI submission - additional or corrected information required

Dear Mr. Brown,

Attached is EPA's response to the Town of Southwick's letter sent on May 9<sup>th</sup>.

Best,  
Michelle

Michelle Vuto  
Stormwater & Construction Permits  
U.S. EPA Region 1  
5 Post Office Square (06-4)  
Boston, MA 02109-3912  
617-918-1222

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**From:** Randy Brown <[rbrown@southwickma.net](mailto:rbrown@southwickma.net)>  
**Sent:** Thursday, May 09, 2019 4:02 PM  
**To:** Vuto, Michelle <[Vuto.Michelle@epa.gov](mailto:Vuto.Michelle@epa.gov)>  
**Cc:** Reports Stormwater <[Stormwater.Reports@epa.gov](mailto:Stormwater.Reports@epa.gov)>; Karl Stinehart <[kstinehart@southwickma.net](mailto:kstinehart@southwickma.net)>; Joseph Deedy <[jdeedy@southwickma.net](mailto:jdeedy@southwickma.net)>  
**Subject:** RE: Small MS4 NOI submission - additional or corrected information required

Ms. Vuto,

On behalf of the Town of Southwick, please find the attached letter in response to the latest request to update the NOI submission.

If you have any questions, let me know.

Randy

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**From:** Vuto, Michelle [<mailto:Vuto.Michelle@epa.gov>]  
**Sent:** Thursday, May 02, 2019 4:25 PM  
**To:** Randy Brown  
**Cc:** Reports Stormwater; Karl Stinehart  
**Subject:** RE: Small MS4 NOI submission - additional or corrected information required

Dear Mr. Brown,

EPA cannot authorize the Town of Southwick under the 2016 Small MS4 Permit based on the current information submitted in the town's NOI. Specifically, the timelines included for many BMPs do not match the required timelines in the permit. In order to continue the process to get coverage under the permit, please respond to this email stating that the town will follow all timelines, terms, and conditions included in the 2016 Small MS4 Permit. Please respond to this email within 7 days. Let me know if you have any questions.

Best,  
Michelle

Michelle Vuto  
Stormwater & Construction Permits  
U.S. EPA Region 1  
5 Post Office Square (06-4)  
Boston, MA 02109-3912  
617-918-1222

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**From:** Randy Brown <[rbrown@southwickma.net](mailto:rbrown@southwickma.net)>  
**Sent:** Thursday, May 02, 2019 2:47 PM  
**To:** Vuto, Michelle <[Vuto.Michelle@epa.gov](mailto:Vuto.Michelle@epa.gov)>  
**Cc:** Reports Stormwater <[Stormwater.Reports@epa.gov](mailto:Stormwater.Reports@epa.gov)>; Karl Stinehart <[kstinehart@southwickma.net](mailto:kstinehart@southwickma.net)>  
**Subject:** RE: Small MS4 NOI submission - additional or corrected information required

Ms. Vuto,

On behalf of the Town of Southwick, please find the attached letter in response to the request to update the NOI submission.

If you have any questions, let me know.

Randy

**Randal Brown, P.E.**

Director, Department of Public Works  
Town of Southwick  
454 College Highway  
Southwick, MA 01077  
Phone: 413-569-3040 x308

-----Original Message-----

From: Vuto, Michelle [<mailto:Vuto.Michelle@epa.gov>]

Sent: Tuesday, March 26, 2019 4:18 PM

To: Randy Brown

Cc: Reports Stormwater

Subject: Small MS4 NOI submission - additional or corrected information required

Hi Randal,

EPA requires additional or corrected information to receive a complete NOI submission for your MS4 and continue the review process.

Please respond to this email with the requested details in the attached report. You do not need to resubmit your entire NOI form. Please respond with the requested information as soon as you can. If the additional information is not received within 30 days of the date on this email EPA may initiate the process to deny your NOI, unless additional time is granted by EPA for such submission.

Please let me know if you have any questions.

Thanks,  
Michelle

Michelle Vuto  
Stormwater & Construction Permits  
U.S. EPA Region 1  
5 Post Office Square-OEP06-4  
Boston, MA 02109-3912  
617-918-1222