

Municipality/Organization: Southwick
EPA NPDES Permit Number: MAR041022
MassDEP Transmittal Number: W-045481
Annual Report Number & Reporting Period: Year 7
April 1, 2009 – March 31, 2010

Rec'd
5/3/10

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**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2010)**

Part I. General Information

Contact Person: Karl Stinehart **Title:** Chief Administrative Officer

Telephone #: (413) 569-5995 **Email:** kstinehart@southwickma.net

Mailing Address: 454 College Highway, Southwick, MA 01077

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Karl J. Stinehart

Printed Name:

Karl J. Stinehart

Title:

CAO

Date:

4/29/10

Part II. Self-Assessment

The Town of Southwick has completed the required self-assessment and has determined that our municipality is in compliance with our Stormwater Management Program and permit conditions. The Town has aggressively mapped outfall locations throughout the Town as well as implemented Cartographic mapping for the Town. Southwick continues to publicize stormwater-related issues and encourages active participation by townspeople in addressing pollution and stormwater issues. The Town adopted by-laws that address the NPDES requirements while considering the existing regulations and procedures that address stormwater management at the March 12, 2008 and March 16, 2009 Town Meetings. In addition, the Southwick Stormwater and Floor Drain Bylaws were approved by Town voters at the March 15, 2010 Town Meeting. The sanitary sewer regulations were adopted on April 14, 2009, which also include specific stormwater prohibition provisions. The Town actively enforces these by-laws.

Acronyms Used in the Following Pages:

BOS = Board of Selectmen
Con Com = Conservation Commission
CRC = Citizens Restoring Congamond
DPW = Department of Public Works
LMC = Lake Management Committee
PB = Planning Board
PRC = Parks & Recreation Commission
PVPC = Pioneer Valley Planning Commission

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Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A Revised	Classroom Education	School District	Incorporate Water Quality into curriculum	Program dropped due to school funding cuts.	Continue to seek support for funding to restore school program.
1B Revised	Westfield Evening News	Con Com / BOS	Publish stormwater / water quality information 1x/year	Drinking water results are published annually	Publish stormwater / water quality information once per year
1C Revised	Newspaper Press Releases	BOS	Publish stormwater / water quality information 2x/year	Newspaper articles published on Town Clean-up Day, Household Hazardous Waste Collection Day, Annual Lake Clean-up, Sewer system installation progress and on-going 319 projects, including the addition of numerous deep-sump catch basins and infiltration structures, and five BaySeparators, along with other erosion prevention improvements.	Publish stormwater / water quality information twice per year
1D Revised	Local Cable Access	BOS	Post stormwater / water quality information 2x/year	Taped and televised re-runs of "Town Cleanup" and "Annual Lake Cleanup" Please refer to BMP 2C.	Post stormwater / water quality information twice per year.
1E Revised	Lakeside Kiosks	LMC	Post stormwater / water quality information 2x / year	Handout information on exotic species to boaters launching at two State Boat Ramps. Also, "No Weeds In / No Weeds Out" and "Do not feed waterfowl" signs posted at boat ramps. A Visitor Information Center is also present to provide information to the general public	Post stormwater / water quality information twice per year.

IF	Community Website	BOS	Post stormwater / water quality information 2x / year	CRC and Commonwealth of Massachusetts websites are linked through the Town's website; LMC, Con Com and Community Preservation Committee also have pages on the Town website. The DPW webpage also includes information on Highway Division activities including catch basin repairs and cleaning, street sweeping and roadside cleanup. Town Cleanup Day was publicized on the Town website. These pages will continue to be expanded to include more stormwater information as the program develops.	Post stormwater / water quality information twice per year.
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A Revised	Wetland Cleanup	Southwick Rotary / Con Com	Support interested groups with trash pickup.	During 2009, the Southwick Rotary sponsored four highway clean-ups along College Highway. All trash collected was disposed of at the transfer station. In addition, the Scouts cleaned the swamp adjacent to Great Brook (behind Town Hall), which included the removal of trash, metal, tires, car parts, and an abandoned vehicle. The schools were unable to continue lake water sampling program due to budget cuts.	Continue to support interested groups by collecting trash bagged by participants
2B Revised	Student Water Quality Monitoring	School Department	Conduct water quality sampling and analysis		Continue to seek support for funding to restore school program.
2C Revised	Annual Lake Clean-Up	CRC	Conduct Clean-Up Day	The CRC and LMC annual clean-up of Lake Congamond occurred on June 6, 2009 in which 15 volunteers removed 6 truckloads of debris from the lakes, shoreline and canal.	Hold lake clean-up day in Summer 2010.
2D Revised	Lakeside Maintenance	LMC	Maintain trash receptacles at Lake Congamond	LMC continued to maintain ~25 trash receptacles at public access points to Lake Congamond	Continue to maintain trash receptacles at public access points to Lake Congamond
2E Revised	Volunteer Water Quality Monitoring	CRC	Conduct water quality sampling and analysis	Water quality sampling & analysis was conducted monthly at Lake Congamond. Analyses include: temperature, pH, dissolved oxygen, conductivity, phosphorus, and chlorophyll.	Continue water quality sampling and analysis. A consultant has been hired by the Town to perform a detailed study of lake conditions and to make long term recommendations.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A Revised	Mapping Stormwater Outfalls	DPW	Develop map of outfalls	The Town/DPW contracted the services of Cartographic, who mapped the Town for the Assessor's Office, mapped the catch basins and outfalls in the Town, along with the entire water and sewer system. This system, along with GPS and data system were made fully operational in 2008.	Continue to update system as necessary and map additional outfalls as found.
3B Revised	Develop Illicit Discharge Program	DPW	Draft Plan	DPW has an existing Curtain Drain/Foundation Drain Policy allowing connection to catch basin and another bylaw that prohibits discharging of sump pumps into the street or catch basins. Periodic inspections are conducted by DPW for presence of gray water or bacteria, which would result in disconnection from the system. Through storm drain outfall mapping process, potential illicit connections (sump pumps) continue to be identified and addressed. Townspeople voted to approve the new Illicit Discharge and Floor Drain Bylaws at the March 15, 2008 Special Town Meeting	Revise procedures/ plan as necessary in future.
3C Revised	Non-Stormwater By-Law	BOS/DPW	Draft by-law.	During the March 2008 Town Meeting, the Town adopted an Illicit Connections By-Law regulating illicit connections and discharges to the storm drain system.	Enforce existing by-law.

3D	Illegal Dumping	DPW	Perform regular patrols/cleanup	DPW performed regular patrols and cleaned up illegal dumped trash. Police have ticketed those found responsible for illegal dumping. The DPW has pulled several Transfer Station Permits for violating Transfer Station policies and/or dumping trash along the road.	Continue to perform regular patrols/cleanup.
Revised					
3E	Water Quality Monitoring	BOH	Regular sampling at beach sites in summer	BOH performed weekly sampling at Town Beach when open from June through August 2009.	Continue to perform weekly water quality monitoring at beaches during summer months.
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A Revised	Construction Run-Off By-Law	PB / Con Com / DPW	Draft By-Law	The Town, with the assistance of PVPC, drafted a by-law which was approved by Town voters at the March 16, 2009 Special Town Meeting. Building Department is distributing information packages on NPDES construction and requiring builders to sign off on receipt of package. Planning Board and DPW are also informing developers of NPDES requirements and have incorporated proof of NPDES NOI submittal and development of SWPPP as permitting requirement	Continue to work with developers to incorporate BMPs during construction activities.
4B Revised	Plan Review	PB / Con Com / DPW	Enforcement under by-law	Continued plan review per new by-laws.	Continued inspection / reporting under new by-law.
4C Revised	Inspection / Reporting	DPW / PB / Con Com	Enforcement under by-law	Continued inspection / reporting under new by-laws. Town officials have worked with developers to ensure compliance with required BMPs during construction.	Continued inspection / reporting under new by-law.
Revised					
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A Revised	Post-Construction Runoff By-Law	PB / Con Com / DPW	Draft By-Law	The Town, with the assistance of PVPC, drafted a by-law which was approved by Town voters at the March 16, 2009 Special Town Meeting.	Continue to monitor need for updating bylaws.
5B Revised	Construction Site Plan Review	PB / Con Com / DPW	Enforcement under By-Law	Continued plan review per new by-law.	Continued inspection / reporting under new by-law.
5C Revised	Stormwater System Maintenance Plan	PB / Con Com / DPW	Enforcement under By-Law	Continued inspection / reporting under new by-law.	Continued inspection / reporting under new by-law.
Revised					
Revised					
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A Revised	Municipal Maintenance Activity Program	DPW / PRC	Evaluate and draft additional policies	All roads swept as part of spring cleanup. All catch basins are vacuumed 1x/year after sweeping, some 2x/year (by lakes).	Continue with annual sweeping and catch basin cleaning program. Draft new policies as necessary.
6B Revised	Training of all Municipal Activities	DPW	Initial good housekeeping training	In-house training is done for new hires or anyone transferring within DPW. Good housekeeping training attended by Town Officials, maintenance and DPW staff on March 23, 2010.	Conduct good housekeeping training.
6C Revised	Catch Basin Cleaning Program	DPW	Clean 90% of catch basins annually	Town purchased its own vacuum/jet rodder truck in 2005 and now performs catch basin maintenance with DPW employees. 100% of town catch basins within the entire town were cleaned in the months of May through October, 2009.	Clean at least 90% of catch basins in 2010.
6D Revised	Street Sweeping & Cleaning	DPW	Sweep 90% of the streets annually	100% of paved town streets within the entire town were swept in the months of April, May and June, 2009. Approximately 25% of streets within urbanized area were swept twice.	Sweep at least 90% of streets in 2010.
Revised					
Revised					

Stormwater Management (cont.)	DPW	Banks of infiltrators with emergency overflow were added to an outfall by the Rail Trail that served a small development and another local street. Additionally, the DPW has been working with various entities (local restaurant, park developer) to infiltrate stormwater in lieu of traditional surface discharge.	
Waterfowl Bylaw	LMC	Townpeople voted 3/14/02 to accept LMC proposed "Do Not Feed Waterfowl" Town bylaw that setup fines for feeding waterfowl. Ramp Attendants hand out literature on "why" not to feed waterfowl & LMC installed "Do Not Feed Waterfowl" signs at ramps & public areas. Compliance is nearly 100% without having to issue fines.	Continue reminding ramp users & public on benefits of not feeding waterfowl (besides fines).
Nutrient Reduction	LMC/DPW	The LMC/DPW sponsored an "Organic Landscapes Workshop" held at Town Hall on 3/23/10. The 22 attendees heard information presented by PVPC on how to have green lawns without nasty chemicals.	Three follow-up PVPC Organic Lawn Care Workshops are planned for 2010 to coincide with the normal lawn treatment times.
Waste Oil and Antifreeze	DPW	Added waste oil & antifreeze collection depot for recycling at the Transfer Station. Residents may bring in motor oil, hydraulic oil, and antifreeze.	Continue to collect waste oil and antifreeze from residents.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7A	No TMDL for waters in Southwick				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

- The Town notes the high involvement of its citizens and various community and lake organizations in improving town-wide environmental conditions.
- Nine weekly water samples were collected and analyzed for coliform at the Town beach during the 2009 beach season. No samples were above recommended coliform levels; therefore, no beach closures occurred.
- Water testing over the last five years by Citizens Restoring Congamond, Inc. showed levels of total phosphorus averaging over 20 micrograms/liter. Levels in other western Massachusetts lakes are typically in the (low) single digits indicating that the Congamond lakes are being affected by stormwater runoff from roads and/or nutrients from waterfront properties.

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2009 through March 31, 2010)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed – Currently being covered by DPW, Con Com & Board of Health – Long range staffing and necessary funding being assessed. Con Com is also hiring outside consultant under MGL 44§ 53G to perform peer reviews of new subdivision stormwater management plans.	(y/n)	Y & N (See note left)
Annual program budget/expenditures **	(\$)	25,000
Total program expenditures since beginning of permit coverage	(\$)	Unknown
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	20%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	5-6 miles/ yr
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days	Normally 1x / year	