

Town of Southwick, Massachusetts
Year 6 Report: Massachusetts
Small MS4 General Permit

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

MassDEP, electronically via
Stormwater.DEP@mass.gov

*Town of Southwick, Massachusetts
Year 5 Report: Massachusetts
Small MS4 General Permit*

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Permit Year 6 Report Form

Year 6 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2023-June 30, 2024

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, 2023 and June 30, 2024 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

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.

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
- 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:

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

Annual Requirements

*Public Education and Outreach**

- 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

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

- 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. PVPC observes that the EPA's Notice of Administrative Continuance of the MS4 permit did not get posted/distributed to PVPC staff in time to help communities with the required annual leaf litter message in the fall, but this matter was discussed with EPA staff and is described in the annual report supplement (see page 14 of the full MCM report document in Appendix D). Through PVPC, all other required Year 6 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 catchment investigations and the 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:

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:

See annual reporting for education and outreach activities, Year 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:#3. Proper Management of Pet Waste (during summer)

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:#4. Proper Septic System Care

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:#5. Proper Management of Geese

Message Description and Distribution Method:

See annual reporting for education and outreach activities, Year 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:#6. 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 6 at: www.thinkblueconnecticutriver.org/ms4-communities/

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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 6 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):

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:#8. 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):

110 page views were logged during Permit Year 6 for the www.southwickma.org/stormwater and www.southwickma.org/planning-board/pages/stormwater-forms pages in total.

Message Date(s): July 1, 2022 through June 30, 2023

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:**

A public involvement opportunity during Permit Year 6 was provided at a presentation of the Stormwater Management Program update and Annual Report presentation at a public meeting of the Southwick Select Board on September 11, 2023.

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:

Number of SSOs removed:

MS4 System Mapping

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

The MS4 network within permit jurisdiction has been fully mapped. Map refinements will continue to be implemented as catchment investigations continue and new drainage improvements are added. The system map is also updated live (when using cellular data) for outfall sampling, catch basin inspections/cleanings, BMP inspections, and similar events throughout each year.

Refer to <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:

*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:

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:

[Empty text box]

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

Number of catchment investigations completed this reporting period: 8

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 numerous catchments within Southwick's stormwater management network that do not contain junction drainage manholes, standard drainage manholes, or other covered structures, yet have already had all other structures and outfalls examined for signs of illicit discharge through prior years' investigations, have not yet been accounted for in the total percentage of catchment investigations completed.

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:

[Empty text box for website URL]

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: 1

Total number of illicit discharges removed: 1

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

One (1) illicit discharge was observed as a result of a direct discharge to a catch basin in Permit Year 5. No

other illicit discharges, either by visual, olfactory, or laboratory indicators, have been indicated or observed to date.

Employee Training

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

Stormwater staff training occurred at three (3) sessions during Permit Year 6: the first through the UMTC/Baystate Roads program on advancements in MS4 mapping in January 2024; the second through the NPDES CSI network in January 2024 on the Hydrology of Stormwater; and the third through the UMTC/Baystate Roads program on IDDE in February 2024. Additionally, the Stormwater Coordinator pursued and obtained re-certification as a Certified Stormwater Inspector through NPDES in May of 2024.

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:

Number of inspections completed:

Number of enforcement actions taken:

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 undertaken for unpermitted land clearing activities at a yet-to-be-approved residential subdivision.

See Attachment E for a detailed list of Permit Year 6 site plan reviews, site inspections, and enforcement actions.

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

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

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:

Following a series of draft as-built drawing submittals, the final stamped as-built plans were submitted for the Depot Square Condominium Community. No other projects requiring the submittal of a stormwater as-built plan were completed in Permit Year 6.

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 6. However, work proceeded under a Planning Board-directed "Comprehensive Zoning Review" that, in concert with the Permit Year 4 report, establishes the framework for future bylaw modifications related to stormwater management. Grant funding has been sought to support this next phase of work, with the award announcements anticipated in the Fall of 2024.

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 funding has been sought to support said consultant work and the Town awaits the award determinations.

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 Point Grove Road at Bungalow Road
 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.

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:

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:

Corrective actions at facilities within jurisdiction included informing staff of the continued need to keep dumpster lids closed and the installation of dumpster drain bungs.

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

Optional: 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 7

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

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

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 7 below:

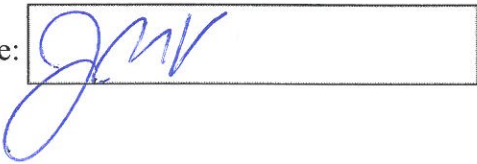
Planned areas of focus for Permit Year 7 include Planning-Board-related changes to Subdivision Regulations to remove barriers to Green Infrastructure, continued wet-weather outfall screening (as weather permits), and continued progress on catchment investigations.

Part V: Certification of Small MS4 Annual Report 2024

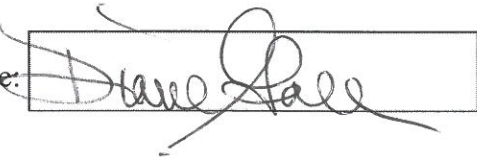
40 CFR 144.32(d) Certification

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.

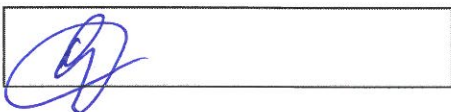
Name: Jason Perron Title: Chair, Select Board

Signature:  Date: 09/16/24

Name: Diane Gale Title: Vice Chair, Select Board

Signature:  Date: 09/16/24

Name: Doug Moglin Title: Clerk, Select Board

Signature:  Date: 09/16/24

Attachment A:

**Town of Southwick Select Board Meeting Minutes
September 11, 2023**

Select Board
Meeting Minutes
Town Hall - Select Board's Conference Room
Monday September 11, 2023 @ 6:00 p.m.
All meetings of the Select Board are recorded

Roll Call Attendance:

ATTENDANCE: Chairman, Doug Moglin – In person
Vice-Chairman, Jason Perron – In person
Clerk, Diane Gale – In person
Chief Administrative Officer, Karl J. Stinehart – In person
Chief Administrative Officer Assistant, Nadine Cignoni -Absent
Select Board Secretary, Lisa A. Anderson- In person

Buddy Vecchio lead the room in the Pledge of Allegiance.

Public Comment: Cindy Marshall, 45 Rosewood Lane, congratulated the Select Board on their Process to hiring a firm to help with the New C.A.O.

On Zoom: None.

6:05 p.m. JoAnn Davidson Interview for School Committee Member

6:20 p.m. Russell Fox interview for School Committee Member

6:35 p.m. Kim Perron interview for School Committee Member

The School Board Committee members Robert Stevenson, Ryan Korobkov, Erika Emmelmann, Desiree Melloni along with Select Board members Doug Moglin and Diane Gale interviewed three candidates to fill the remaining 2-year term of Patrick Jubb. At this time, Jason Perron left the room and abstained from the process because a family member was one of the applicants. See attachment A, questions that were asked of all 3 candidates. For full interviews please see the zoom recording of tonight's meeting. The Select Board and School Committee members interviewed candidates JoAnn Davidson, Russell Fox and Kim Perron.

Robert Stevenson stated that there were 3 very good candidates, with 3 different perspectives. After a discussion, Desiree Malloni made a motion.

- **A MOTION** was made by Desiree Malloni. **Seconded by** Ryan Korobkov to appoint Russell Fox for the remainder of Patrick Jubb term until 2025.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – No, Robert Stevenson – Yes, Ryan Korobkov – Yes, Erika Emmelmann – Yes, Desiree Melloni - Yes.
- **A MOTION** was made by Diane Gale to appoint Kim Perron to the School Committee. Due to lack of a second, the motion failed.

Since the Select Board were waiting for someone from Eversource to show for the Pole Hearings, they jumped ahead on the agenda.

The Board acknowledged Payroll Warrant #2405, dated 8/29/2023, in the amount of \$264,799.60.

The Board acknowledged Special Payroll Warrant #2406B, dated 8/29/2023, in the amount of \$420.00.

The Board acknowledged Payables Warrant #2407B, dated 9/5/2023, in the amount of \$337,095.02.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the minutes from 8/14/2023 as amended.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the minutes from 8/28/2023 as amended.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

ACTION:

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the PVPC CDBG Grant City/Town-Owner Contract Amendment #2 for 52 Bungalow.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) approve the application for a 2 – 1 day Liquor License for Rugged Maniac on September 23rd and 24th, 2023, with the change of the 24th not starting till Noon.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Mr. Moglin asked for a motion to open the Pole Hearing for 85 Granville Road.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to open the Pole Hearing for 85 Granville Road.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Mr. Moglin read the petition request from Eversource for 85 Granville Road. Eversource is requesting permission to install a fully owned pole and anchor on Granville Road. This pole will be located approximately 33' southeast of existing pole 40/32 and approximately 44' west of existing pole 40/32. This pole will be used to provide service to a new home being built at 85 Granville Road.

Mr. Moglin asked the Board to continue the Pole Hearing till our September 25th meeting at 6:30p.m.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to continue the Pole Hearing for 85 Granville Road to our September 25th meeting at 6:30p.m.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Mr. Moglin asked for a motion to open the Pole Hearing for 25 Meadow Lane.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to open the Pole Hearing for 25 Meadow Lane.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Mr. Moglin read the petition request from Eversource for 25 Meadow Lane. Eversource is requesting permission to install (1) high voltage silo (3’x3’) to feed primary to new house to be constructed at 25 Meadow Lane. This structure will be located approximately 43’ East of the centerline of meadow lane and approximately 27’ South of the Stagecoach Street centerline. We will then run a pair of conduits from the proposed structure to the new transformer location at 25 Meadow Lane and reside approximately 2’-5’ behind the curb.

Mr. Moglin asked the Board to continue the Pole Hearing till our September 25th meeting at 6:40p.m.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to continue the Pole Hearing for 25 Meadow Lane at our September 25th meeting at 6:40p.m.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

7:00 p.m. Annual Stormwater Report from Town Planner, Jon Goddard & DPW Director Randy Brown.

Mr. Brown stated that this permit has been in effect since 2018. It allowed the Town to take a good look at cleaning all the catch basins and sweeping the roads once a year. The Board should review the packet presented and sign the application which needs to be submitted to the State by September 28th. Mr. Goddard collects rain samples and sends them for quality analysis. This is year 5 of the permit. We are going into year 6. The State has yet to update the permit, but the Town will continue to do what we are doing. Mr. Brown talked about continuing public outreach to the homeowners by service announcements, billboards, letters to local landscapers and homeowners.

Mr. Moglin stated we will carry this on old business for the next meeting, we can review it at the office and be ready to sign at the next meeting.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve and sign the 3-year license for 58 Berkshire Avenue with David & Dorothy Booker for use of Town land.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to accept the following donations for the Animal Control Shelter totaling \$1990.00. Alpha Oil-\$50, Lisa A.-\$100, Patricia B.-\$100, Brzoska & Sons Plumbing - \$100, Jacqueline F.-\$50, Susan & Leonard F. \$65, Carrie L. - \$50, Lemonade Stand- \$75, David P.-\$1000, Hannah & James P.-\$50, Linda R.-\$50, Rosewood Consulting-\$100, St. Francis/Mt. Sinai Behavioral Health-\$100, Gary S.-\$100.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

The Board met with the Fire Chief Stefanowicz, who introduced Eric Hayes and Daryl Gagne to the Select Board. Both candidates have applied to be on call firefighters.

- A **MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to appoint Eric Hayes as a on call firefighter to the Southwick Fire Department.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.
- A **MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to appoint Daryl Gagne as a on call firefighter to the Southwick Fire Department.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

NEW BUSINESS:

- The Board received the Board & Committee on-boarding and duty statement discussion from the Goals & Objectives list from Diane. The Board chose to put this under old business and review before the next meeting.
- The Board acknowledged the invite from COA Director, Cindy Sullivan for the annual Flu Clinic on October 5th, from 9-12pm. Signup forms can be obtained at the Council on Aging Center.

Other New Business:

Mr. Stinehart:

Mr. Stinehart and the new Emergency Management Director Mr. Anderson went to the Agawam Regional MEMA office to meet the new Director of MEMA Dawn Brantley. Along with other Town Administrators, EMD and Fire Chiefs.

The FY24 tax rate process and assessor documents are being worked on with their consultant Roy Bishop.

Mrs. Gale:

Mrs. Gale would like to know how or what the process is to advance the Citizens petition at the May Town Meeting regarding Article 16: Changing the Conservation Commission appointed members to an elected board. The Attorney Generals letter stated they would take no action on that bylaw. Would that need a special act, can we get that to Town Counsel. Mr. Stinehart stated he brings that to Town Counsel.

- A **MOTION** was made by Diane Gale. **Seconded by** Jason Perron to bring this to Town Counsel.
Roll Call Vote: Doug Moglin – No, Jason Perron – Yes, Diane Gale – Yes.

Jason Perron:

Mr. Perron said he did some research on the charging stations, and he knows that Mrs. Gale was in charge of the Green Energy assignments, so would you want him to continue the research and then hand it off to Mrs. Gale. Diane Gale stated that would be helpful and then he could submit his findings to the committee.

Celest St. Jacques, in the audience asked if the Board would think about where they are going to place such service stations. You might not want people parking their cars at the school parking lot for hours at a time. Mr. Perron stated that it would be on Municipal property.

Mr. Moglin:

Mr. Moglin stated that the Police & Fire will be hosting a baseball game to support Breast Cancer awareness on October 14, at Whalley Park 12:00pm.

Mr. Moglin reminded the Board that the Rotary will be hosting their Steak Roast at the American Legion Wednesday night at 6 p.m.

OLD BUSINESS:

- Sewer System IMA with City of Westfield – still finalizing with Westfields Attorney
- Marijuana – This went back to the Planning Board and their hearing is September 19, 2023.
- Aggregation for Electricity – Waiting on Town Counsel. Mr. Stinehart stated that the Municipal Light Plant check list came from Town Counsel.
- Review of Land License for American Legion – waiting on copies of what they have. Lisa will email Darcy Rock.
- Mr. Moglin suggested that we need to appoint the LEPC, with a new Emergency Management Director and might need to update members. Mr. Stinehart thought it was already done in June, but the office will check and put on the next agenda if needed. They will have their 1st meeting on September 28th.
- SB Goals & Objectives – Jason needs to get Lisa his additions so she can update the list.
- Noble Steed update – Jason said that the original paperwork did not have time frames for any of the items he needs to complete. Mr. Perron and Jon Goddard walked it with the Contractor, and he will be finishing the sidewalks, where the culvert road is going there will be safe access to the sidewalks, curbs will go in, the form that Conservation approves was the wrong form so that also will be corrected and sent in, and he would like to be able to get the topcoat before winter.
- MGL Ch. 61,61A, 61B, Right of First Refusal – Mr. Moglin asked if this was sent to Town Counsel, Mr. Stinehart informed the Board that it did not go to Counsel yet, because you wanted to talk about it first before sending to Counsel. Mr. Moglin stated that it doesn't look like they will get to it tonight either, so it is tabled till the next meeting on the 25th.
- Search RFP development to assist with Town Administration Recruitment – Nadine sent everyone the documents. Diane was concerned about the interviews in October since it states we meet only three weeks. Mr. Stinehart assured the Board that if you go in November the vendors will come when you schedule it. Diane will give Karl any edits she would like to address.

- T-Mobile Hometown Grants Application – Jason stated that he went on the site and made himself the designee representative for the Town. We need 5 letters of support for whatever projects we pick. This is done quarterly so we don't have to do it right now, its revolving. One of the things you could use it for is broadband, but we're not shovel ready. The Spray Park and Pickleball court are just a few that might be close. It is a \$50,000k grant. The deadline is November 1st. Mr. Stinehart stated that if Mr. Perron sent him the package, he could send it to all the Boards and Committees to see if any of them have something ready.
- Protocols update – Mr. Moglin said we should bring this to the next meeting for discussion. Mr. Moglin wanted to just point out that it says that Town meeting is the third Tuesday, but it is not our decision it is the law. The Town Code Chapter 20, Section 1 states it shall be held on the third Tuesday and starts at 7pm. We did change the start time, but we did not change the day.
- Mr. Moglin would also like it on record that as of now, he has work travel plans and will not be at the Annual Town Meeting in May.
- Agcom & ConCom vacancies – Mrs. Gale stated that she contacted the prior individuals that applied and didn't get on if they would resubmit their interest and send it to us via the portal. Mr. Moglin stated if we know anyone interested in going to the Planning Board to let us know, we should try and fill that vacancy expeditiously. Mr. Perron said he might have someone interested. We can carry this at the 9/25/23 meeting.

OLD BUSINESS SB:

Diane Gale:

- Green Community work group use PVPC for support role – Mrs. Gale stated that she would like to recommend the agreement that was submitted.
- **A MOTION** was made by Jason Perron. **Seconded** by Doug Moglin (Vote-Unanimous) to authorize the acceptance of the quote from the PVPC for support services to the Green Energy Community Committee.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Doug Moglin:

- Mr. Moglin just wanted to thank representative Boldiga and Senator Marks for presenting the Fire Department with a check for \$25,000.00 earmarked for firefighting equipment.
- Impact update – upcoming review with the planning board to present the draft master plan it is scheduled for October 5th. The committee made a motion to dissolve itself.

There was also something at the end of the meeting Mr. Moglin couldn't let go, the chairman suggested as the appointment of a master plan implementation committee that consisted of seven members. ConCom, AgCom, DPW, Finance Committee, EDC, planning Board and the C.A.O. Mr. Moglin objected to not having a member of the Select Board represent and maybe it should consist of the C.A.O., town planner, ConCom coordinator, keep it small, maybe have COA to represent that community, then Dave MacWilliams suggested that one or two members of the public should have a seat.

Notification from the office of appeals and disputes resolution regarding the Towns withdrawal of an appeal of the chapter 91 license at 141 Congamond Road has been withdrawn and now they can go forward with the issuance of the license.

Thank you Diane Gale for covering the Attorney General review of the Articles. Article 16 we discussed at length and Article 13 needs to go back to the planning board and to town meeting to adjust it.

Mr. Perron stated that he would like to let everyone know on September 19th at 11am we have the director of Rural Affairs Gobi along with Senator Marks and Representative Boldyga.

A MOTION was made by Jason Perron, **Seconded by** Diane Gale (Vote Unanimous) to Adjourn at 8:55 p.m.

Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes.

Respectfully submitted,

Lisa A. Anderson

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	-	-	-	-

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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	<i>Data Pending</i>	-	-
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	<i>Data Pending</i>	-	-
		Pine Knoll III	Subsurface Infiltration					Yes	Infiltration Basin	<i>Data Pending</i>	-	-
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	<i>Data Pending</i>	-	-
	93	Point Grove Road	Grassed infiltration area serving public parking area & boat ramp parking	8,333	100,000	37,000	Yes	Yes	<i>Data Pending</i>	-	-	-
	37	Pineywood Road	Deep sump catch basins with underground infiltrators					Yes	Infiltration Basin	<i>Data Pending</i>	-	-
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	<i>Data Pending</i>	-	-
		Woodland Ridge Subdivision*	(Existing Subdivision - Data Pending)					Yes	-	<i>Data Pending</i>	-	-
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 6**

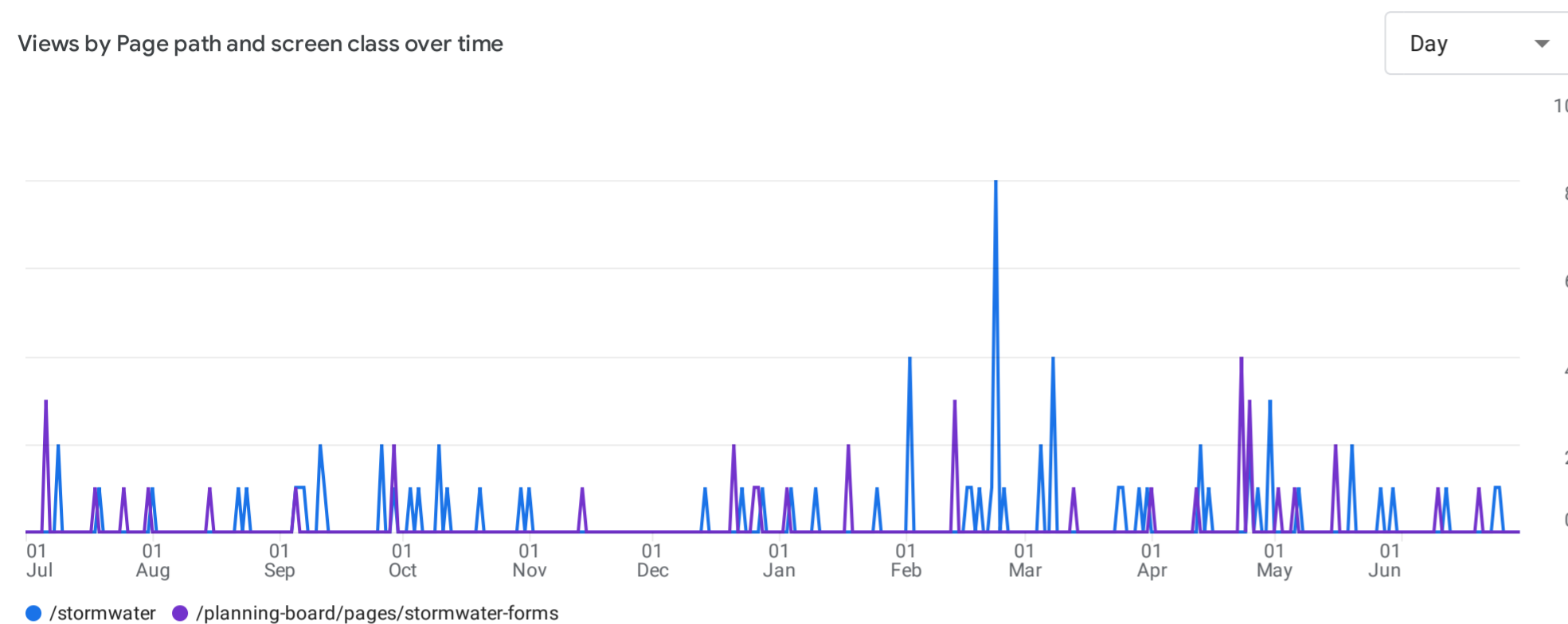
All Users Add comparison +

Custom Jul 1, 2023 - Jun 30, 2024

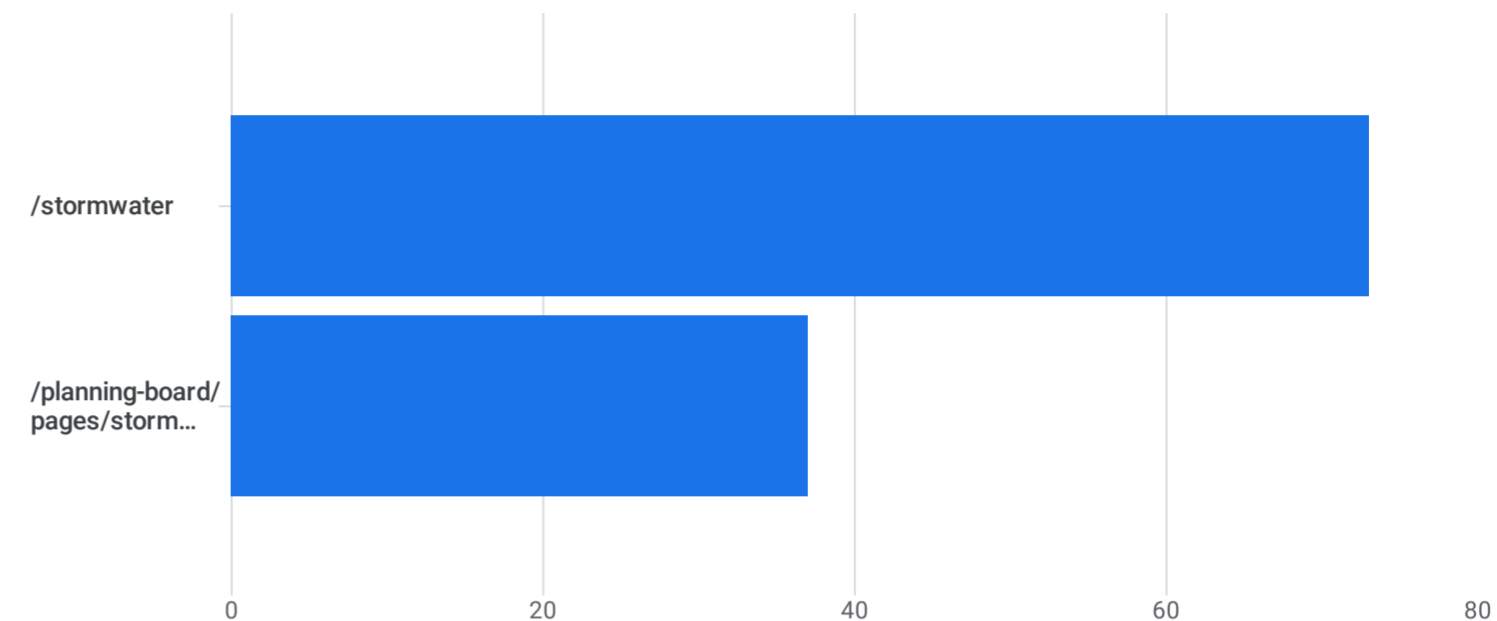
Pages and screens: Page path and screen class

Add filter +

Views by Page path and screen class over time



Views by Page path and screen class



stormwater

Rows per page: 10 1-2 of 2

Page path and screen class	Views	Users	Views per user	Average engagement time	Event count	Key events	Total revenue
	110 0.04% of total	60 0.09% of total	1.83 Avg -56.46%	0s Avg 0%	159 0.03% of total	0.00	\$0.00
1 /stormwater	73	46	1.59	0s	120	0.00	\$0.00
2 /planning-board/pages/stormwater-forms	37	17	2.18	0s	39	0.00	\$0.00

Attachment D:

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

Attachment E:

Stormwater Permit Plan Review, Site Inspection, & Enforcement Log

Town of Southwick, MA
 Summary of Construction Site Stormwater Runoff Control
 From July 1, 2023 to June 30, 2024

Project Location	Project Description	Site Plans Reviewed (Y/N)	Site Inspections (Y/N)	Enforcement Action Taken (Y/N)	Notes
<i>MS4 Permit Year 6 - Plan reviews through Planning Board filings</i>					
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	Yes	No	No	Site Permit Issued in Permit Year 6
18 Hudson Drive/ 1 Whalley Way	Commercial Warehouse/Office Building	No	Yes(2)	No	In Construction; Permit Issued August 2022
159 Berkshire Avenue	Corrective Action Project for Stormwater Bylaw Violation	Yes	No	Yes (see below)	Multiple Plan Reviews; Approved in Permit Year 6
662A College Highway	Self-Storage Facility	Yes	No	No	Application Remains Under Review (through end of Permit Year 6)
771 College Highway	Proposed Dollar General Store	Yes	No	No	Project Denied by Planning Board 7/2024
Laurel Ridge	Detention Basin Repair Inspection	No	Yes (1)	No	Basin Maintenance Project
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 (5)	No	Ongoing Construction Project
Oak Ridge Estates	27-Lot Residential Subdivision	Yes	Yes (See Below)	Yes (see below)	Permit Year 6 Planning Board Application (Under Review)

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.

<i>Enforcement Action Outside Stormwater Permits</i>					
159 Berkshire Avenue	Baldarelli	n/a	No (previous years under enforcement; see permitting list above)	Yes	Enforcement Still in Effect Restoration Plan Approved by Planning Board in Permit Year 6
Oak Ridge Estates	27-Lot Residential Subdivision	Yes	Yes (4)	Yes	Land Clearing without a Stormwater Permit

<i>Status of Enforcement Actions from Prior Years</i>					
61/63 College Highway	Common Driveway; Stormwater Management Permit	No (previous year item)	Yes	Yes	Enforcement Action Still in Effect

Total Actions		5	35	2 (+2 Historic)	
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Attachment F:
Street Sweeping Log

Street Sweeping Log

	Date	# of Sweepers	Sweeper Hrs	Total YDS	Operator	Roads Swept	
1	3/25	2	total hrs 16	104	RRD	Feeding hills Rd, N. Longyard, Laro Hullwood, Mathews Rd, Bickney Lane, Longwood, Hudson & side streets	
2						Powdermill, Plywood Alley & sides Woodland Ridge, Woodcrest, S. Longyard & side	
3	3/26	2	total hrs 16	76	RRD	S. Longyard, Rising Corners, Foster, Patrick Way Lexington, Deer Run & Side, Depot, Sheep Path	
4						Point Grove, Country Club, Grove	
5							
6	3/27	2	total hrs. 16	94	RRD	Point Grove & side streets, 25 states Bobb Rd to Chapman (Oak & Keg neighborhood, Berkshire, Tobacco, Fields, Pauline, Grandville, White St, Harvest, Crystal	
7		Rain Day					
8	3/28	RRD					Pine, Brayton, Joyce, Echo, Evergreen terrace Island, Paul Wood St, Boyce, Wood St. Berkshire and sides all done
9							
10	3/29	2	16	84	RRD	Town Hall, P.D., P.D. Library Carrington Rd, Miller & Sides, Barbara Cottage, side streets in their neighborhood	
11						Review and all other roads Tannery, Sam West, Selva	
12						Sumpside & New neighborhood Jerry Dr.	
13							
14	4/1	2	11	52	RRD	Hillside Rd, Will Palmer, Rest Wood Larvel Ridge neighborhoods, Hastings Coast Hill, Steven, Nathan road Crescent Circle, South Hill	
15							
16	4/2	2	15	98	RRD	Banner View, Park Lane, Cedar, Juniper, N. Loomis Granville Rd, Arcadia, Amberleaf, S. Loomis, W Lindsay, Gordon, George Loomis, Bug Tree, Maple Evergreen, Fred Jackson, (P.O.)	
17							
18	4/5	2	16		RRD	Klaus Anderson, Kline, Lopez, S. Loomis Sealed Ridge, R. O'Brien, Nicholson Jared	
19							
20	4/8	2	8	60	RRD	Mort Vining, Farrow, Ridge Crest Stonebroom Industrial Rd. Transfer Station parking lot D.P.W. Parking Lot	
21						Touch up	
22						The corner of Vining Hill	
23						& S. Loomis, the corner of Klaus Anderson & S. Loomis	
24						S. Loomis from Klaus Anderson to Kline	

8:00 Start
Blow Hydraulic Line

Attachment G:

Stormwater Personnel Training Log

2016 Massachusetts Small MS4 General Permit: Year 6 Training Record

Town of Southwick, Massachusetts

Session: *"Stump the Instructor - Amazing New Technology Offers Solutions to Infrastructure Mapping and Inspections"*

Date of Training: January 16, 2024

Training By: UMTC/Baystate Roads

Attendees:

Name	Department
Jonathan Goddard, Stormwater Coordinator	Public Works

Session: CSI Network "Hydrology of Stormwater"

Date of Training: January 17, 2024

Training By: National Stormwater Center

Attendees:

Name	Department
Jonathan Goddard, Stormwater Coordinator	Public Works

Session: *"Illicit Discharge Detection & Elimination (IDDE) training for MS4 permitting - Virtual Classroom"*

Date of Training: February 29, 2024

Training By: UMTC/Baystate Roads

Attendees:

Name	Department
Jonathan Goddard, Stormwater Coordinator	Public Works

Attachment H:
Illicit Discharge Removal Report

**Town of Southwick: Illicit Discharge Removal Report
Year 5 (July 1, 2022 - June 30, 2023)**

Illicit Identified in MS4 Permit Year#	Location	Discharge Description	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 6

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
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
6	Sawgrass Lane	4000	Outside Receiving Waterbody	Yes	Yes	No	No	Recent Constr; to Infiltrate

Attachment J:

Retrofit Properties Inventory & Priority Ranking – Year 6

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