

BERKSHIRE REGIONAL PLANNING COMMISSION
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Executive Director

April 30, 2012

Glenda Velez - CIP
U.S. Environmental Protection Agency – Region 1
5 Post Office Square – OEP06-01
Boston, MA 02109-3912

RE: EPA NPDES Permit Number MA1012

Dear Ms. Velez:

On behalf of the Town of Lanesborough, please find the enclosed the Town of Lanesborough NPDES Phase II Small MS4 General Permit Annual Report. This report has been prepared according to the reporting format available through the U.S. Environmental Protection Agency at www.epa.gov/NE/npdes/stormwater/ms4-annual-rpt.html. A signature page including certification in accordance with Part VI.G of the Permit is enclosed. Signature requirements for the Town of Lanesborough have been met.

The Annual Report has been sent to the Massachusetts Department of Environmental Protection, Division of Watershed Management. If you have any questions, please feel free to contact me at mprovencher@berkshireplanning.org or (413) 442-1521 ext. 22.

Sincerely,



Melissa J. Provencher
Senior Planner

Encl. Annual Report

Cc: Paul Sieloff, Town of Lanesborough

Municipality/Organization: Town of Lanesborough
EPA NPDES Permit Number: 1012
MassDEP Transmittal Number: W-040561

**Annual Report Number
& Reporting Period:** Year 10 April 1, 2012 – March 31, 2013

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Sieloff Title: Town Administrator
Telephone #: (413) 442-0965 Email: admlan@verizon.net
Mailing Address:

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: 
Printed Name: Paul Sieloff

Title: Town Administrator

Date: April 30, 2013

Part II. Self-Assessment

The Town of Lanesborough has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Lanesborough will present to the public at a public meeting Lanesborough's draft Comprehensive Stormwater Management Program.	Lanesborough has publicly reviewed implementation of Lanesborough's Comprehensive Stormwater Program. A public workshop presentation was held in June 2007.	Lanesborough will continue to publicly review implementation of Lanesborough's Comprehensive Stormwater Program.
Revised					
2	Create a Stormwater Program	Department of Public Works	Lanesborough will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Lanesborough's Comprehensive Stormwater Management Program, including public education and outreach.	The Town has sought funding sources; however, no additional funding was received in the permit year.	The Town will continue to seek funding sources; however, no additional funding was received in the permit year.
Revised					

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town is in receipt of EPA educational materials on disc for easy printing and distribution. Brochures have been printed and made available at the Town Hall. The Friends of Pontoosuc Lake distributed their biannual newsletter to a targeted mailing list and make available copies at various locations throughout Town.	Brochures will continue to be made available at the Town Hall. The Friends of Pontoosuc Lake will distribute their biannual newsletter to a targeted mailing list and make available copies at various locations throughout Town.
Revised					
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP 3	See BMP 3
Revised					
5	Identify alternative information sources	Board of Selectmen	Lanesborough will develop a website to post public meetings on water quality issues and links to water quality education sites at DEP and EPA.	Lanesborough has developed a town website: www.lanesborough-ma.gov . Meeting minutes are posted. Links to Friends of Pontoosuc Lake and Berkshire Regional Planning Commission are also on the website, as well as links to recycling programs, the Commonwealth of Massachusetts, and other educational materials.	Lanesborough will continue to update the town website: www.lanesborough-ma.gov .
Revised					

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6	Identify alternative information sources	Board of Selectmen	The Friends of Pontoosuc Lake and the Housatonic Valley Association will be consulted and asked to provide educational data from their studies and educational programs for distribution to the Town residents. Distribution points can include town hall, library, local convenience stores, etc.	The newsletter, "Friends of Pontoosuc Lake" is published each spring and distributed to Town residents. The newsletter includes information about the meetings, lake maintenance, and project descriptions occurring at the lake.	The newsletter, "Friends of Pontoosuc Lake" will be published and distributed to Town residents.
Revised					
7	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Lanesborough, the Board of Health, and the Northern Berkshire Solid Waste Management District will promote recycling and hazardous waste collection opportunities through brochure mailings.	The Town of Lanesborough has a mandatory recycling bylaw. The Board of selectmen publicly announces dates for Bulky and Hazardous Waste Collection at Town Meeting and through physical and online postings. Bulky waste collection was conducted on May 12, 2012. A phone number is provided to residents to call with questions regarding	The Town of Lanesborough will continue to implement a mandatory recycling bylaw. The Board of selectmen will publicly announce dates for Bulky and Hazardous Waste Collection at Town Meeting and through physical and online postings. A phone number will be provided to residents to call with questions regarding disposal of

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				disposal of hazardous waste. The Town also took part in the Household Hazardous Waste collection on October 13, 2012 sponsored by the Northern Berkshire Solid Management District. The Town posted the notice for our residents to participate in the NBSWMD 2012 paint collection.	hazardous waste.
8	Develop, conduct and document educational programs	Board of Selectmen Liaison	The Town of Lanesborough will appoint a liaison to the Hoosic River Watershed Association to disseminate information to the Towns on programs and activities.	The Town has not been able to meet with the appointed liaison for the Hoosic River Watershed Association within Permit Year 10.	The Town plans to meet with the appointed liaison for the Hoosic River Watershed Association.
Revised					
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Lanesborough, the Board of Health, and the Northern Berkshire Solid Waste Management District will promote recycling and hazardous waste collection opportunities through brochures and mailings.	The Town of Lanesborough has a mandatory recycling bylaw. Bulky Waste Collection Day was held on May 12, 2012. The Town also took part in the Household Hazardous Waste collection on October 13, 2012 sponsored by the Northern Berkshire Solid Management District. The Town posted the notice for our residents to participate in the	The Town of Lanesborough will continue to implement a mandatory recycling bylaw. The Board of selectmen will publicly announce dates for Bulky and Hazardous Waste Collection at Town Meeting and through physical and online postings. A phone number will be provided to residents to call with questions regarding disposal of hazardous waste.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				NBSWMD 2012 paint collection. Recycling continued within the past permit year on Saturday mornings. Recycling of tires, fluorescent bulbs, scrap metal, and electronics is available. Recycling information is also posted at the Northern Berkshire Solid Waste Management District's website, www.nbswmd.org. The home page of the Town of Lanesborough website links to www.nbswmd.org.	

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
10	Storm drain stenciling	Department of Public Works	Lanesborough will work with the Housatonic Valley Association in continuing its support of storm drain stenciling.	The Town has stenciled catch basins in the downtown area and in the neighborhood of Lanesborough Elementary School.	The Town will continue to identify other opportunities for residents to contribute to the stormwater program.
Revised					
11	Community clean-ups	Department of Public Works, Lanesborough Conservation Commission	Town of Lanesborough will encourage local stream team cleanups through Friends of Pontoosuc Lake. Town will provide notice of event. Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The first weekend in June every year the Town provides trash pick-up service for lake shore clean-up at Pontoosuc Lake. The clean up took place in June 2, 2012. Town wide clean up is held in the spring each year. During this reporting period the cleanup took place on April 21, 2012. The cleanup was advertised on the local access channel. One DPW truck and two private trucks were used to transport waste for proper disposal. The Town continues to encourage and support local stream cleanups.	A cleanup is planned for June 2013. A cleanup is scheduled for spring 2013. The Town continues to encourage and support local stream cleanups. Friends of Pontoosuc Lake intend to collaborate with the Town and the Highway Department to further implement stormwater watershed maintenance programs.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) -- Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
12	Organize Water Quality Monitoring	Board of Selectmen	Town will work with the Friends of Pontoosuc Lake in the collection and dissemination of data from the association's monitoring and sampling program. Data will be made available to the public through newsletters and brochure distribution.	The Friends of Pontoosuc Lake Newsletter is published each spring and distributed to Town residents. The newsletter includes information about the meetings, lake maintenance, and project descriptions occurring at the lake. Water quality monitoring continued at Pontoosuc Lake.	The Friends of Pontoosuc Lake Newsletter will be published and distributed to Town residents. Water quality monitoring will continue at Pontoosuc Lake and results are made available through Friends of Pontoosuc Lake.
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
13	Inventory and mapping of storm drain system	Department of Public Works	Lanesborough will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Lanesborough's Comprehensive Stormwater Management Program, including public education and outreach.	The Town has sought new funding sources; however, no additional funding was obtained in Permit Year 10. The Department of Conservation and Recreation funds employment of two full-time boat ramp monitors at Pontoosuc Lake. Friends of Pontoosuc Lake seek additional funding and volunteers from the district to have the ramp monitored daily from 6am to 6pm.	The Town will continue to seek new funding sources. The employment of full-time boat ramp monitors at Pontoosuc Lake is expected to continue and the Friends of Pontoosuc Lake will seek additional funding and volunteers.
Revised					
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Lanesborough will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Lanesborough completed working with a consultant to map and inspect outfalls in the original 5 year permit period. Outfalls have been mapped using GPS technology, were digitally photographed and conditions were assessed.	Completed
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
15	Identification/description of problem areas	Department of Public Works	Lanesborough will develop and implement an Illicit Discharge Detection and Elimination Plan (IDDE) plan, contingent on Town Meeting approval of funding.	Lanesborough has developed and implemented an IDDE plan. As part of this plan, outfalls were mapped and inspected.	The Town will continue to implement the IDDE plan.
Revised					
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Council, Board of Health	Lanesborough will review whether local authority is appropriate and able to respond to illicit discharges. New bylaws, if necessary, will be proposed to Town Meeting.	Lanesborough has a hazardous material release bylaw. Lanesborough has passed a bylaw regarding Illicit Discharges.	The Town will continue to implement a hazardous material release bylaw. The Town will continue to implement the bylaw regarding Illicit Discharges.
Revised					
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Lanesborough will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	A brochure entitled “Waste Disposal Fact Sheet” is available from the Town Hall and includes information regarding landfill banned items, recyclables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station.	The “Waste Disposal Fact Sheet” brochure will continue to be available from the Town Hall.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				The homepage of Lanesborough's official website links to educational materials regarding recycling and waste disposal. A regional hazardous waste day was conducted in conjunction with the Northern Berkshire Solid Waste Management District.	The Town will continue to update the website.
18	Initiation of recycling programs	Planning Board, Board of Health	Lanesborough will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Northern Berkshire Solid Waste Management District (NBSWMD) applies for recycling grants from DEP annually.	The Town will continue to seek further funding sources.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Lanesborough will identify funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality.	The Town has sought funding sources, however, no further funding was obtained in Permit Year 10.	The Town will continue to seek further funding sources.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
20	Watershed assessments and studies	Department of Public Works	The Town of Lanesborough will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Lanesborough.	See BMP 3-19.	See BMP 3-19.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Counsel, Board of Health, Zoning Board of Appeals	Lanesborough will review model bylaw developed by DEP in consultation with the Attorney General's Office.	A Bylaw for Stormwater management regulations for construction sites 1 acre or larger was adopted by the Town in the original 5 year permit term.	The Town will continue to implement the bylaw for stormwater management regulating construction sites 1 acre or larger.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Counsel, Board of Health, Zoning Board of Appeals	Lanesborough will review model bylaw developed by DEP in consultation with the Attorney General's Office.	A Bylaw for Stormwater management regulations for construction sites runoff controls was adopted by the Town in the original 5 year permit term.	The Town will continue to implement the bylaw for stormwater management regulating construction sites runoff controls.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Lanesborough will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	Lanesborough cleans all catchbasins with more than 2" of sediment in the fall of every year. Any maintenance required on an interim basis is addressed immediately. Lanesborough has an annual spring street sweeping program. The Town cleaned all streets on May 2012.	The Town will continue to clean all catchbasins with more than 2" of sediment in the fall of every year. The Town will continue an annual spring street sweeping program.
Revised					
24	Develop a municipal Operation and Maintenance Plan	Department of Public Works	Lanesborough will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	During the permit period, the Town replaced a 15" culvert on Ore Bed Rd. and a 15" culvert on Silver St. The Town also replaced catch basins on Brodie Mtn. Rd. and 2 on Goodell Rd. The Town made catch basin repairs to 2 on Billings St. and 2 on Brodie Mtn. Rd. MA DOT completed a 1.2 million dollar bridge replacement project for a bridge on Miner Rd.	The Town will continue to conduct maintenance, cleaning, repairs and new catchbasin installation as funding allows.
Revised					

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
25	Develop and implement training programs for municipal employees	Department of Public Works	Lanesborough will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	The Department of Public Works continues to seek training opportunities. Educational materials are available at Town Buildings.	The Department of Public Works will continue to seek training opportunities. Educational materials will continue to be made available at Town Buildings.
Revised					
26	Review storm drainage infrastructure needs	Department of Public Works	Lanesborough will incorporate storm drain infrastructure review in Lanesborough's Chapter 90 project utilizations	During the permit period, the Town replaced a 15" culvert on Ore Bed Rd. and a 15" culvert on Silver St. The Town also replaced catch basins on Brodie Mtn. Rd. and 2 on Goodell Rd. The Town made catch basin repairs to 2 on Billings St. and 2 on Brodie Mtn. Rd. MA DOT completed a 1.2 million dollar bridge replacement project for a bridge on Miner Rd.	The Town will continue to review storm drainage infrastructure needs.
Revised					

6a. Additions

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				No TMDLs in the Town of Lanesborough	No TMDLs in the Town of Lanesborough

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed
Not used

Part V. Program Outputs & Accomplishments (OPTIONAL)

