

Municipality/Organization: Town of Lunenburg, MA

EPA NPDES Permit Number: MAR041206

MassDEP Transmittal Number: W-040561

Annual Report Number

& Reporting Period: Year 12 April 1, 2014 – March 31, 2015

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jack Rodriquenz

Title: Director of Public Works

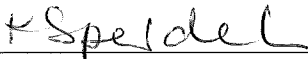
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Certification:

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: Kerry A. Speidel

Title: Town Manager

Date: 04.24.15

Part II. Self-Assessment

The Town of Lunenburg has completed the required self-assessment and has determined that our municipality is in compliance with the conditions of the permit. See Part III for status of BMPs.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
1	Create a Stormwater Program	DPW, Planning Board, ConCom, BOH, BOS	Lunenburg will present to the public Lunenburg's Comprehensive Stormwater Management Program at a public meeting.	BMP Completed. Lunenburg's NPDES Phase II Stormwater program was presented to the Chief Administrator, DPW Director and Town Planner on March 1, 2007.	BMP Completed. Another meeting will occur once the new permit is issued.
Revised					
2	Create a Stormwater Program	BOS, DPW	Lunenburg 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 Lunenburg's Comprehensive Stormwater Management Program, including public education and outreach.	During Year 12, Lunenburg continued to identify funding opportunities to support protection of local water bodies. The Town has secured SRF funding to facilitate the installation of Town sewers to serve a cluster of homes on or in close proximity to Lake Whalom. This work is scheduled to go out for bid in April 2015.	Lunenburg will continue to identify funding opportunities to support its protection of local bodies of water, including public education and outreach.
Revised					
3	Address Specific Groups	BOS, DPW	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall and the Library.	The Town is in receipt of EPA stormwater educational materials on disc for easy printing and distribution. During Year 12, brochures were printed and made available at town buildings and at Town Meeting.	The Town will continue to make these stormwater-related educational materials provided by EPA available at town buildings.
Revised					
4	Target groups likely to impact stormwater	BOS, DPW	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.	The Town is in receipt of EPA stormwater educational materials on disc for easy printing and distribution. During Year 12, brochures were printed and made available at town buildings and at Town Meeting.	The Town will continue to make these stormwater-related educational materials provided by EPA available at town buildings.
Revised					
5	Identify alternative information sources	BOS, MIS	Lunenburg will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.lunenburg.com .	During Year 12, information on stormwater management as well as stormwater-related links to useful websites were maintained on the Town's website located at www.lunenburgma.gov . These included links to the following websites: EPA, the Nashua River Watershed Association, and Stormwater for Kids.	The Town will continue to maintain stormwater-related links on their website.
Revised					

6	Identify alternative information sources	BOS, MIS	Lunenburg will also post links on its website to the Nashua River Watershed Association @ www.nashuariverwatershed.org , and the Lake Shirley Improvements Corporation at www.lakeshirley.com .	Lunenburg's website www.lunenburgma.gov contains a link to the Nashua River Watershed Association's website which was maintained during Permit Year 12. In addition, Lunenburg's other website, www.lunenburg.com , contains a link to the Lake Shirley Improvements Corporation.	These stormwater-related links will be maintained to educate the public on proper stormwater management and highlight opportunities for public involvement.
Revised					
7	Identify alternative information sources	BOS	Public meeting notice for the meeting reviewing Lunenburg's Comprehensive Stormwater Management Program will be posted on Lunenburg's website.	BMP Completed. No public meetings regarding the Town's Stormwater Management Program were planned for Year 12.	BMP Completed. Another meeting will occur once the new permit is issued.
Revised					
8	Identify alternative information sources	BOS Liaison	The Town of Lunenburg will appoint a liaison to the Nashua River Watershed Association, and the Lake Shirley Improvements Corporation to disseminate information to the Town on programs and activities.	The Town Manager and the DPW Director remain the liaisons for the Lake Shirley Improvements Corporation with assistance from Carl Luck, who is on the Lunenburg Sewer Commission.	The Town Manager and the DPW Director will continue to serve as the temporary liaisons for the Lake Shirley Improvements Corporation until a new liaison is appointed.
Revised					
9	Promote Household Waste Recycling	DPW; BOH	The Town of Lunenburg will work with the Town's contracted waste hauler and the Board of Health to continue to promote recycling.	During Year 12, Lunenburg continued to encourage recycling, providing information at www.lunenburgma.gov . Flyers also continued to be sent to households annually. In Year 12, Lunenburg continued its membership in the North Central Regional Solid Waste Cooperative. This facility, which was established through grant funding from MassDEP, allows hazardous waste to be collected up to 20 times per year at one central location. Flyers are distributed outlining disposal fees and items that can be disposed of at the facility.	Lunenburg will continue to educate and inform the public regarding its current curbside recycling program, and will continue participation in the new regional Household Hazardous Waste Collection Facility located in Devens.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
10	Storm drain stenciling	DPW	Lunenburg will work with local lake and scout groups to develop a stenciling program. Stenciling will target Lunenburg's subwatersheds.	DPW has been trying to develop and implement a storm drain stenciling program. The Town has received the stencils and has tried to garner interest in the program at Town Meetings through distribution of educational flyers. To date, there has only been limited interest, and only stenciling in high profile areas has been completed. Due to limited staffing resources, the Town was unable to complete any additional stenciling during Year 12.	The Town will continue to try to garner public support to assist with implementation of their storm drain stenciling program.
Revised					
11	Community clean-ups	DPW; ConCom	Town of Lunenburg will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Hickory Hills Landowners Inc. continue to sponsor lake clean-ups, and have a Lake Management Group in place to address important issues that may influence the health of the lake including erosion control, sedimentation, weed management and flow monitoring of inlets. During Year 12, the Town of Lunenburg jointly sponsored a Stormwater Advocates Workshop with the Hickory Hills Lake Management Group and Hickory Hills Landowners, Inc. It was conducted by the Massachusetts Watershed Coalition and provided practical guidance to help locate, evaluate and capture sources of polluted runoff.	The Town will continue to encourage and support local community clean-ups such as those held by the Hickory Hills Landowners, Inc.
Revised					
12	Community clean-ups	DPW	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	During Year 12, the Lunenburg Little League continued to organize an annual trash clean-up of town ball fields, and the DPW provided a dump truck and a place to dispose of collected brush. This spring, the DPW is establishing a "1 st Annual Clean-up Day" offering residents trash bags for roadside cleanup to be removed by DPW.	The DPW will continue to hold an Annual Clean-up Day in the spring, offering residents trash bags for roadside cleanup to be removed by DPW. The Town will also continue to assist the Lunenburg Little League and other community groups with clean-ups.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
13	Inventory and mapping of storm drain system	DPW	Lunenburg 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 Lunenburg's Comprehensive Stormwater Management Program, including public education and outreach.	During Year 12, Lunenburg continued to identify funding opportunities to support protection of local water bodies. The Town has secured SRF funding to facilitate the installation of Town sewers to serve a cluster of homes on or in close proximity to Lake Whalom. This work is scheduled to go out for bid in April 2015.	The use of SRF Funds to install Town sewers to serve homes adjacent to Lake Whalom will be voted on at Town Meeting on May 3 rd . Lunenburg will also continue to identify other funding opportunities to support its protection of local bodies of water.
Revised					
14	Mapping and identification of outfalls and receiving waters	DPW; Board of Assessors	Lunenburg will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Lunenburg completed GPS mapping of their stormwater outfalls and receiving waters in urbanized areas in previous permit years. In total, the Town mapped 401 outfalls town-wide. In all, 683 stormwater structures have been mapped, photographed, and dry weather inspected to date. A condition assessment was also performed for each of these structures. The Town did not complete any additional mapping of their drainage system during Year 12.	The Town will continue to map additional drainage structures as funding becomes available, and the Town will map additional outfalls as needed as a result of new construction.
Revised					
15	Identification/Description of problem areas	DPW	Lunenburg will develop and implement an Illicit Discharge Detection and Elimination (IDDE) Plan, contingent on Town Meeting approval of funding.	All drainage structures mapped in previous permit years were inspected for dry weather flow at that time. In instances where dry weather flow was identified, these drainage structures were re-inspected a second time at a later date for the presence of dry weather flow. As part of the follow-up investigation, sampling and analysis of the dry weather flow was conducted. Measures were then taken to identify and eliminate the source of the dry weather flow. No additional outfalls with dry weather flow were identified in Year 12.	The Town will continue to be on the lookout for dry weather flow and investigate these sources as needed.
Revised					
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Counsel, BOH	Lunenburg will review whether local authority is appropriate and able to respond to potential illicit discharges. New bylaws, if necessary, will be proposed at Town Meeting.	The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to incorporate a new bylaw section governing discharges to the municipal storm drain system. The Town continues to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					

17	Public information program regarding hazardous wastes and dumping	DPW, BOH	Lunenburg will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	During Year 12, Lunenburg continued to encourage recycling providing information at www.lunenburgma.gov . Flyers also continued to be sent to households annually. In Year 12, Lunenburg continued its membership in the North Central Regional Solid Waste Cooperative. This facility, which was established through grant funding from MassDEP, allows hazardous waste to be collected up to 20 times per year at one central location. Flyers are distributed outlining disposal fees and items that can be disposed of at the facility.	Lunenburg will continue to educate and inform the public regarding the Town's existing curbside recycling program and will continue participation in the regional Household Hazardous Waste Collection Facility located in Devens.
Revised					
18	Initiation of recycling programs	Planning Board, BOH	Lunenburg will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The North Central Regional Solid Waste Cooperative, which Lunenburg is a member of, was established through grant funding from MassDEP. The center, which is located in Devens, is open to residents and pre-qualified businesses within the nine member communities. It allows hazardous waste to be collected up to 20 times per year at one central location.	The Town will continue to explore and apply for grants to assist with their recycling program.
Revised					
19	Watershed assessments and studies	DPW, ConCom, BOH	Lunenburg will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the DCR'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.	Lunenburg continued to identify funding opportunities to support its protection of local bodies of water. Since 2005, the Town has been involved in the reconstruction of Summer Street. A major component of this project includes the replacement/enhancement of the Town's existing drainage system, including where it outfalls to Baker Brook. The design is 25% complete. In Year 12, the Town appropriated an additional \$300,000 towards advancing the next phase of the design, which will most likely proceed using TIP Funding.	The Town will continue to move forward with the design of the Summer Street roadway reconstruction project.
Revised					
20	Watershed assessments and studies	DPW, Water Department	The Town of Lunenburg 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 Zone II in Lunenburg.	Lunenburg continued to explore funding opportunities but did not apply for any funding assistance from DEP's Source Water Protection Program during Permit Year 12.	The Town will continue to explore and apply for different funding opportunities, as appropriate.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
21	Bylaw: Stormwater management regulations for construction sites 1 acre or larger	Planning Board, ConCom, Town Counsel, BOH, ZBA	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	BMP Completed in Year 5. The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to include Section 6.7, which regulates stormwater management for any construction activity that results in a land disturbance equal to or greater than one acre of land. It requires the implementation of erosion and sediment controls to prevent impacts during disturbance and construction activities. The Town continues to enforce this new section of their Zoning Bylaw that they adopted. The Town's Subdivision Regulations also require developers to prepare and submit an Erosion Control Plan covering all phases of construction.	BMP Completed. The Town will continue to enforce the bylaw that they adopted.
Revised					
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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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
22	Bylaw: Require post-construction runoff controls	Planning Board, ConCom, Town Counsel, BOH, ZBA	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	BMP Completed in Year 5. The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to include Section 6.7, which regulates stormwater management for all development and redevelopment projects that disturb one (1) acre or more. In Year 12, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed. The Town will continue to enforce the bylaw that they adopted.
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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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
23	Develop a Municipal Operations and Maintenance Plan	DPW	Using regulations and recommendations from DEP and EPA, Lunenburg will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catch basin cleanout, snow disposal, roadway de-icing procedures, vehicle washing and outside storage of materials.	During Year 12, the Town continued to follow the Stormwater Pollution Prevention Plan (SWPPP) that it has in place for its highway facilities. The SWPPP includes BMPs for reference by all public works employees.	The Town will continue to follow the BMPs outlined in their SWPPP for their highway facilities.
Revised					
24	Develop a Municipal Operations and Maintenance Plan	DPW	Lunenburg will implement a formal inspection program, including maintenance logs and scheduling, for catch basin cleaning, repairs and new installation.	In Year 12, the Town cleaned all catch basins and swept all streets once per year. Catch basins and roadways adjacent to water resources were cleaned and swept twice per year. The Town continued to maintain their stormwater system, and identify and repair stormwater structures as needed. In Year 12, maintenance logs, as well as records of repair/rehab, continued to be kept for all catch basins.	The Town will continue to maintain their drainage system by keeping detailed records and repairing drainage structures on a continual basis.
Revised					
25	Develop and implement training programs for municipal employees	DPW	Lunenburg will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, Bay State Roads, and other relevant agencies or vendors.	Due to lack of funding, most training opportunities for employees have been eliminated. The only training for Year 12 consisted of a safety training program for public works employees.	If funds become available, additional training opportunities will be explored.
Revised					
26	Review storm drainage infrastructure needs	DPW	Lunenburg will incorporate storm drain infrastructure review in Lunenburg's Chapter 90 project utilizations.	Past stormwater funding has allowed for stormwater infrastructure to be inspected and a condition assessment made for each inspected structure (manholes, catch basins, culverts, etc.). During Year 12, the Town continued to maintain their stormwater system, and repair stormwater infrastructure as needed. All drainage deficiencies are addressed through repair or rehab of existing drainage or the addition of supplemental drainage. All work is coordinated with any proposed roadway improvements.	Lunenburg will continue to assess drainage infrastructure needs and prioritize improvements in accordance with proposed roadway improvement projects.
Revised					

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

In Lunenburg, there are no approved TMDLs for water bodies that the MS4 discharges into where the pollutant is likely to be found in stormwater discharges from the MS4. There are impaired waters in Lunenburg that the MS4 discharges into that require the development of a TMDL, as listed on the Final 2012 (and the Draft 2014) Integrated List of Waters, including Lake Shirley and Mulpus Brook. Once TMDLs for these waters are approved, further evaluation is required to determine whether the pollutant of concern is likely to be found in stormwater discharges from the MS4.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 13 (if applicable)
Revised					
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7a. Additions

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7b. WLA Assessment

Not applicable.

Part IV. Summary of Information Collected and Analyzed

No additional information has been collected outside of what was listed in Part III, above.