

4/28/17
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Municipality/Organization:	Town of Lunenburg, MA
EPA NPDES Permit Number:	MAR041206
MassDEP Transmittal Number:	W-040561
Annual Report Number & Reporting Period:	Year 14 April 1, 2016 – March 31, 2017

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jack Rodriquenz	Title: Director of Public Works
Telephone #: (978) 582-4160	Email: jrodriquenz@lunenburgonline.com
Mailing Address: 520 Chase Road, Lunenburg, MA 01462	

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: Heather Lemieux

Printed Name: Heather Lemieux

Title: Town Manager

Date: 4/26/2017

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.

During Permit Year 14, the Town has taken a proactive approach in preparing for the new MS4 Permit. The Town has reviewed MS4 requirements in order to plan and budget for the new Permit. The Town has also continued its Stormwater Task Force.

The Stormwater Task Force includes members from the Board of Selectmen, the Conservation Commission, the Planning Department, as well as the DPW Director and citizens at large. The Task Force continued to meet up to twice per month to discuss stormwater issues and compliance with the new MS4 Permit. Members of the Task Force are actively involved with the six minimum control measures required by the Permit.

With respect to Public Education and Outreach, the Task Force created a webpage and added stormwater information on the Town's website. The Task Force also supplied stormwater education materials at Town Meeting. In the area of Public Involvement and Participation, a Town clean-up day was held in 2016. The Task Force is also making rain barrels available for purchase by Town residents.

In the areas of Construction Runoff Control and Post-Construction Stormwater Management, the Task Force reviewed existing stormwater bylaws and is considering updates that should be made to assist the Town in complying with the new MS4 Permit.

The Town became a member of the Massachusetts Watershed Coalition, and also joined the Central Mass Regional Stormwater Coalition to share information and resources that will assist with MS4 permit compliance. The Stormwater Task Force will be instrumental in helping the Town to meet the requirements of the new MS4 permit.

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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (if applicable)
1	Create a Stormwater Program	DPW, Planning Board, ConCom, Board of Health, Board of Selectmen	Lunenburg will present to the public Lunenburg's Comprehensive Stormwater Management Program at a public meeting	Lunenburg's NPDES Phase II Stormwater Program was presented at a public Selectmen meeting in 2007. The Town Stormwater Task Force was formed in permit year 13 and held its first meeting in January 2016. The Task Force meets up to two times per month to manage the Town's MS4 requirements.	The Stormwater Task Force will work with consultants to update the Town's Stormwater Management Program for the 2017 MS4 Permit.
Revised					
2	Create a Stormwater Program	Board of Selectmen, DPW	Lunenburg will identify appropriate sources of funding assistance (SRF, 319 Grant Program, Lakes and Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance to implement portions of Lunenburg's Stormwater Management Program including public education and outreach.	Lunenburg continued to identify sources of funding to support protection of local water bodies. The Town secured SRF funding and completed sewers to serve homes near Lake Whalom. The Board of Selectmen voted to apply for the state Community Compact Best Practice Program to implement stormwater management measures.	Lunenburg will seek sources of funding to protect water, including public outreach and education. The Town will use Community Compact program support to promote infiltration, reduce flooding and decrease stormwater pollution.
Revised					
3	Address specific groups	Board of Selectmen, DPW	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall and the Library.	Lunenburg has EPA stormwater educational materials that are printed and made available at municipal buildings and at Town meetings.	The Town will continue to distribute education materials as part of public education and outreach for new MS4 Permit.
Revised					
4	Target groups likely to impact stormwater	Board of Selectmen, DPW	Brochures targeting specific groups and activities will be available. Target groups include homeowner and lawn maintenance activities, disposal of hazardous waste, and pet maintenance.	The Spring 2016 Newsletter of Lake Shirley Improvement Corp. supplied guidance about stormwater, weed controls, septic systems, phosphate free fertilizer, pesticide application, pet waste and other pollution prevention tips.	The Town will partner with local organizations to continue education and outreach to the specific audiences targeted by the 2017 MS4 Permit.
Revised					

5	Identify alternative information sources	Board of Selectmen, MIS	Lunenburg will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website.	Stormwater information and links to useful websites are maintained on the Town website at www.lunenburgma.gov . The website links included the EPA, Nashua River Watershed Association, and Stormwater for Kids. Other information prepared by the Stormwater Task Force was also posted on Town website.	Town website will continue to maintain stormwater-related links, along with information about the Stormwater Task Force and the Stormwater Management Program.
Revised					
6	Identify alternative information sources	Board of Selectmen, MIS	Lunenburg will also post links on its website to the Nashua River Watershed Association @ www.nashuariverwatershed.org , and the Lake Shirley Improvement Corp. at www.lakeshirley.com .	Town website www.lunenburgma.gov links to Nashua River Watershed Association website. In addition, Lunenburg's other website, www.lunenburg.com has link to the Lake Shirley Improvement Corporation.	Lunenburg website links will continue to inform and involve people in Town's Stormwater Management Program.
Revised					
7	Identify alternative information sources	Board of Selectmen	Public meeting notice for the meeting reviewing Lunenburg's Comprehensive Stormwater Management Program will be posted on Lunenburg's website	Lunenburg's Stormwater Task Force includes Town officials and residents, and has posted notices on Town website for public meetings that discussed the MS4 permit requirements.	Stormwater Task Force will continue to post public notices on Town website and meet to discuss the requirements of the 2017 MS4 permit.
Revised					
8	Identify alternative information sources	Board of Selectmen liaison	The Town of Lunenburg will appoint a liaison to the Nashua River Watershed Association, and the Lake Shirley Improvement Corporation to disseminate information to the Town on programs and activities	Town Stormwater Task Force is the liaison to the Nashua River Watershed Association and to Lake Shirley Improvement Corporation. In 2016, the Lake Shirley Improvement Corp. supplied lake residents with information on how to reduce stormwater pollutant discharges to Lake Shirley.	The Stormwater Task Force will continue to be liaison to the Nashua River Watershed Association and to the Lake Shirley Improvement Corporation.
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.	Lunenburg continued to encourage recycling, and continued its membership in the North Central Regional Solid Waste Cooperative. This facility was established through grant funding from MassDEP, and allows disposal of toxic household and small business waste. Flyers posted on the Town website describe the disposal fees and items that can be accepted at the Devens Collection Center.	Lunenburg will continue to educate the public regarding its current curbside recycling program, and will continue to participate in the Regional Household Hazardous Waste Collection Center 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (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 sub-watersheds.	The DPW has promoted storm drain stenciling through educational flyers at Town Meetings. There has been limited interest, and stenciling in high profile areas has been completed. Due to limited staffing, the Town did not complete any additional stenciling during Year 14.	The Town may try to involve local groups in helping with storm drain stenciling.
Revised					
11	Community clean-ups	DPW, ConCom	Lunenburg will encourage local stream team cleanups with 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. continued lake clean-up day with help by the DPW. Their Lake Management Group addresses issues that affect lake health including erosion control, sedimentation, weed management and flow monitoring of inlets.	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.	Last spring, the DPW assisted Town Clean-up Day offering residents trash bags for roadside cleanup to be removed by DPW.	Stormwater Task Force will consider a 2017 clean-up day, and the Town will assist 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (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.	Lunenburg continued to identify sources of funding to support protection of local water bodies. The Town secured SRF funding and completed sewers to serve homes near Lake Whalom. The Board of Selectmen voted to apply for the state Community Compact Best Practice Program to implement stormwater management measures.	Lunenburg will seek sources of funding to protect water, including public outreach and education. The Town will use Community Compact program support to promote infiltration, reduce flooding and decrease stormwater pollution.
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 produced GPS map of outfalls and receiving waters in previous permit years. A total of 683 stormwater structures including 401 outfalls have been mapped, photographed, and dry weather inspected. Assessment of the condition of each of these structures was also performed. Additional mapping of the storm sewer system was not done during Year 14.	The Town will map and record additional attribute data for drainage structures in 2017. The Towns will also require as-built plans for stormwater structures that are added 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. In instances where dry weather flow was identified, these structures were inspected again for the presence of dry weather flow. As part of 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 14.	The Town will continue to identify structures with dry weather flow, investigate the cause and eliminate the source of the dry weather flow.
Revised					

16	Enforcement procedures addressing illicit discharges	Planning Board, Town Counsel, Board of Health	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.	BMP Completed. Lunenburg amended the Zoning Bylaws at the December 2007 Town Meeting with section governing discharges to the municipal storm drain system.	The Town will continue to enforce this section of Zoning Bylaw that regulates illicit discharges to the storm sewer system.
Revised					
17	Public information program regarding hazardous wastes and dumping	DPW, Board of Health	Lunenburg will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	Lunenburg is member community of North Central Regional Solid Waste Cooperative. This facility was established through grant funding from MassDEP, and allows disposal of toxic household and small business waste. Flyers posted on the Town website describe the disposal fees and items that are accepted at the Devens Collection Center.	Lunenburg will continue its membership in the Regional Household Hazardous Products Collection Center located in Devens.
Revised					
18	Initiation of recycling programs	Planning Board, Board of Health	Lunenburg will apply for assistance from DEP's Recycling Grant Program for funding assistance in public education and the purchase of recycling materials.	Lunenburg provided free curbside recycling of bottles, cans, plastics, and paper. Curbside pickup of bulky items is provided for a fee. Hazardous waste disposal is provided for a fee at the Devens Regional Household Hazardous Products Collection Center.	Lunenburg will continue to identify and apply for grants to assist the Town's recycling program.
Revised					
19	Watershed assessments and studies	DPW, ConCom, Board of Health	Lunenburg will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs, and 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 identified sources of funding to protect local waters. The Town is involved with the Summer Street reconstruction project that includes storm sewer outfalls to Baker Brook. This \$10 million project will go out to bid in 2017 and will likely extend through two full construction seasons.	The Town will improve storm sewer outfalls to Baker Brook and also continue to seek additional funding sources for watershed assessments and for remediation of stormwater related problems.
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 sources but did not apply for grant assistance from the DEP Source Water Protection Program.	The Town will identify funding sources and seek assistance for watershed assessments and wellhead protection.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (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 bylaw 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. Section 6.7 requires erosion and sediment controls to prevent impacts during disturbance and construction activities. The Town enforces this section of the Zoning Bylaw. The Town's Subdivision Regulations also require developers to prepare and submit an Erosion Control Plan covering all phases of construction.	Lunenburg will continue to enforce regulations for erosion and sediment controls. The Stormwater Task Force will also initiate updates for the existing bylaw as required by the 2017 MS4 permit.
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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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (if applicable)
22	Bylaw: Require post-construction runoff controls	Planning Board, ConCom, Town Counsel, BOH, ZBA	Lunenburg will review model bylaw developed by DEP in consultation with the Attorney General's Office.	BMP Completed in Year 5. The Town voted to amend 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 14, the Town continued to enforce Section 6.7 of the Zoning Bylaw as adopted.	Lunenburg will continue to enforce the Bylaw regulations for new development and redevelopment. The Stormwater Task Force will also initiate updates to the existing bylaw as required by the 2017 MS4 permit.
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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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 15 (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 deicing procedures, vehicle washing and outside storage of materials.	The Town continued to follow its operations and maintenance procedures for its highway facilities. These procedures include BMPs for reference by all public works employees.	Lunenburg will continue to follow the BMPs for the Town 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.	Lunenburg DPW cleaned 500 catch basins and swept 200 lane miles. Catch basins and roads adjacent to water resources were cleaned and swept twice per year. The Town supported purchase of a new street sweeper and a new catch basin cleaner. The Town continued to maintain their stormwater system, and identify and repair stormwater structures as needed. Records of repair or rehab and maintenance logs were kept by the DPW.	The Town will inspect and maintain the drainage system, keep detailed records and repair 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 Mass Highway, Bay State Roads, and other relevant agencies or vendors.	The Stormwater Task Force, comprised of Town officials and local citizens, attended stormwater seminars. Fred Civian from DEP met with the Task Force to discuss the MS4 permit requirements. Regular DPW staff meetings reviewed safety procedures, as well as BMPs on the road and highway facilities.	As funds become available, additional training programs will be provided.
Revised					
26	Review storm drainage infrastructure needs	DPW	Lunenburg will incorporate storm drain infrastructure review in Lunenburg's Chapter 90 project utilizations.	The Town maintained the stormwater system infrastructure as needed through the repair or rehab of existing drainage, or the addition of supplemental drainage. During Year 14, all maintenance continued to be coordinated with any proposed roadway improvements.	Lunenburg will continue to assess drainage infrastructure needs and improvements in accordance with any proposed road 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 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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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.