

**Municipality/Organization:** Town of Lunenburg, MA  
**EPA NPDES Permit Number:** MAR041206  
**MassDEP Transmittal Number:** W-040561  
**Annual Report Number & Reporting Period:** Year 15  
April 1, 2017 – March 31, 2018

## 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:** Heather Lemieux

**Title:** Town Manager

**Date:** 4/27/18

## **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 15, 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 and the DPW Director. 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 expanded a stormwater information webpage on the Town's website. The Task Force also supplied stormwater education materials at Town Meetings. In the area of Public Involvement and Participation, the Task Force is 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 will be made to assist the Town in complying with the new MS4 Permit.

The Town became a member the Central Mass Regional Stormwater Coalition (CMRSWC) to share information and resources that will assist with MS4 permit compliance. Task Force members participated in CMRSWC meetings and training sessions, which included development of education and outreach materials for use by CMRSWC member communities. The Lunenburg Stormwater Task Force continues to be instrumental in helping the Town to meet the requirements of the 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 16 (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 2018 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 previously secured SRF funding and completed sewers to serve homes near Lake Whalom. In 2017, the Town received approval from the state Community Compact program for funding assistance to determine stormwater management priorities.	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. Task Force members participated in meetings to prepare education materials for towns in the statewide stormwater coalition.	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 newsletter of the 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 2018 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 <a href="http://www.lunenburgma.gov">www.lunenburgma.gov</a> . 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 @ <a href="http://www.nashuariverwatershed.org">www.nashuariverwatershed.org</a> , and the Lake Shirley Improvement Corp. at <a href="http://www.lakeshirley.com">www.lakeshirley.com</a> .	Town website <a href="http://www.lunenburgma.gov">www.lunenburgma.gov</a> links to Nashua River Watershed Association website. In addition, Lunenburg's other website, <a href="http://www.lunenburg.com">www.lunenburg.com</a> 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. Task Force members attend the meetings and training sessions arranged by the Central MA Regional Stormwater Coalition.	Stormwater Task Force will continue to post public notices on Town website and meet to discuss the requirements of the 2018 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 and 2017, the Lake Shirley Improvement Corp. supplied lake residents with information on how to reduce stormwater pollution that can harm 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 16 (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 15.	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.	The DPW assisted 2016 Town Clean-up Day by offering residents trash bags for roadside cleanups, which were collected by the DPW.	Stormwater Task Force will consider how to assist local 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 16 (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 previously secured SRF funding and completed sewers to serve homes near Lake Whalom. In 2017, the Town received approval from the state Community Compact program for funding assistance to determine stormwater management priorities.	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 done during Year 15.	The Town will map and record additional attribute data for drainage structures in 2018. 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. An additional outfall with dry weather flow was identified in Year 15.	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.	<b>BMP Completed.</b> Lunenburg amended the Zoning Bylaw at the December 2007 Town Meeting with §6.8 governing discharges to the municipal storm drain system. In 2017, the November Town Meeting approved moving Zoning Bylaw §6.8 to the General Bylaw.	The Town will enforce the General 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 was awarded in 2017 and will 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 16 (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.	<p><b>BMP Completed in Year 5.</b> Lunenburg amended the Zoning Bylaw at the December 2007 Town Meeting with §6.7 for Stormwater Management – NPDES Phase II Permits. Section 6.7 requires erosion and sediment controls to prevent impacts from construction activities. Town Subdivision Regulations also require developers to prepare and submit an Erosion Control Plan covering all phases of construction. In 2017, the November Town Meeting approved moving Zoning Bylaw §6.7 to the General Bylaw.</p>	<p>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 2018 MS4 permit.</p>
Revised					
22					
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 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.	<p><b>BMP Completed in Year 5.</b> 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 2017, the November Town Meeting approved moving Zoning Bylaw §6.7 to the General Bylaw.</p>	<p>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 2018 MS4 permit.</p>
Revised					
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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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 16 (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 with new street sweeper and new catch basin cleaner. Catch basins and roads adjacent to water resources were cleaned and swept twice per year. The Town continued to maintain its stormwater system, and identify and repair stormwater structures. Records of repair 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.	Stormwater Task Force members attended stormwater training. Four DPW employees received training at regular staff meetings that reviewed safety procedures, as well as BMPs for road and highway facilities.	Five DPW employees will receive training at regular staff meetings.
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 15, 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
Revised					
Revised					
Revised					

**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.*