

Year 3 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2020-June 30, 2021

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

| | | | |
|--|--|------------------------------------|-------------------------------------|
| Impairment(s) | | | |
| <input type="checkbox"/> | Bacteria/Pathogens | <input type="checkbox"/> | Chloride |
| <input type="checkbox"/> | Solids/ Oil/ Grease (Hydrocarbons)/ Metals | <input type="checkbox"/> | Nitrogen |
| <input type="checkbox"/> | | <input type="checkbox"/> | Phosphorus |
| TMDL(s) | | | |
| <i>In State:</i> | <input type="checkbox"/> | Assabet River Phosphorus | <input type="checkbox"/> |
| | <input type="checkbox"/> | Charles River Watershed Phosphorus | <input type="checkbox"/> |
| | <input type="checkbox"/> | Bacteria and Pathogen | <input type="checkbox"/> |
| | <input type="checkbox"/> | Lake and Pond Phosphorus | <input type="checkbox"/> |
| <i>Out of State:</i> | <input type="checkbox"/> | Bacteria/Pathogens | <input type="checkbox"/> |
| | <input type="checkbox"/> | Metals | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> | Nitrogen | <input type="checkbox"/> |
| | <input type="checkbox"/> | | Phosphorus |
| <input type="button" value="Clear Impairments and TMDLs"/> | | | |

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

A combination of COVID-19 restrictions, and the rise of the Delta variant, paired with the unusual amount of rain delayed efforts to complete outfall screening and dry weather flow testing. Lanesborough is in the process of contracting services to complete this work and should have an updated inventory and priority ranking this fall.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - This is not applicable because we do not have sanitary sewer

- This is not applicable because we did not find any new SSOs
- The updated SSO inventory is attached to the email submission
- The updated SSO inventory can be found at the following website:

- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

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

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Due to COVID-19 Restrictions, annual outreach was completed primarily online through the SWMP Stormwater Brochures page at www.lanesborough-ma.gov/building-department/pages/stormwater-management-brochures. Additional outreach was provided by directing people to the Think Blue Massachusetts website. Mailings were sent as outlined in the Outreach Section below.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes
- No

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: River Smart - What is Stormwater

Message Description and Distribution Method:

Sent River Smart brochure via USPS Zip-and-Sort to residents within the regulated area.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduce pollution through improved behaviors.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP: Stop Erosion in its Tracks

Message Description and Distribution Method:

"Think Blue Massachusetts" Stop Erosion in its Tracks flyer posted on Town website and made available through the Building Inspector and conservation commission

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduce pollution from erosion through improved construction practices

Message Date(s): August 2020 - Present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This was not available in Town Hall or as available through the Building Inspector due to closure and limited hours from COVID-19 restrictions.

BMP: Put Waste in its Place

Message Description and Distribution Method:

"Think Blue Massachusetts" Put Waste in its Place flyer posted on town website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Increase awareness

Message Date(s): August 2020 - Present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This was not available in Town Hall due to closure and limited hours from COVID-19 restrictions.

BMP: Pollution Prevention for Business

Message Description and Distribution Method:

Mass DEP factsheet posted on town website

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Increase awareness

Message Date(s): August 2020 - Present

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This was not available in Town Hall due to closure and limited hours from COVID-19 restrictions.

BMP: Gas, Oil, and Grease...Oh My!

Message Description and Distribution Method:

Posted "Think Blue Massachusetts" Spills and Leaks factsheet on town website and mailed to all industrial businesses.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Reduce pollution through improved industrial practices

Message Date(s): January 14, 2021

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

In addition to a mailing, flyer was posted on the town website.

BMP: Bulky, Electronic and Hazardous Waste Collection

Message Description and Distribution Method:

Flyers were made available in Town Hall and posted in public places making residents aware of days where hazardous waste, electronics and bulky waste can be disposed of. Date of collection was posted on teh Town Event calendar

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reduce pollution through proper disposal

Message Date(s): June 2021 - August 2021

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The SWMP is posted on the Town's website for public review and comment, with contact information to provide input.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

As stated in Lanesborough NOI, Household hazardous waste including used oils, bulky waste, and electronics were are to be collected August 2021 by the Northern Berkshire Solid Waste District. The goal is to reduce pollution through proper disposal. Flyers were posted in public places, sent to residents, and the date for collection was posted to the town calendar.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

This SSO section is NOT applicable because we DO NOT have sanitary sewer

Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.**

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

This year Lanesborough added a mapped layer for the sanitary sewage system in our MS4 areas. The Town is working on mapping catch basins and pipe connections to aid in catchment investigations in the coming year.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

<https://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=ded45f5daaee412db24afc34500cd0c6>

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

Optional: Provide additional information regarding your outfall/interconnection screening:

Due to excessive rain, COVID-19 precautions, and scheduling conflicts, outfalls screenings were delayed. Outfalls were inspected in previous years, but have yet to be tested in dry weather. The Town is in the process of contracting and should have dry weather testing and reprioritization complete Fall 2021.

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

<https://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=ded45f5daaee412db24afc34500cd0c6>

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

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

Outfalls will be re-prioritized pending water quality data from dry weather screening. A sanitary sewer layer was added to Lanesborough MS4 mapping. Looking at a combination of these two elements, the Town will work with Berkshire Regional Planning Commission and Housatonic Valley Association to start catchment investigations in 2022 consistent with Lanesborough's NOI.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

The Town developed the IDDE Plan in 2006, which the Town plans to update. As stated within the NOI, implementation of the IDDE Plan is scheduled to begin in 2022.

To date only one instance of illicit discharge was identified and found to be the result of Pittsfield sewage backup found in Mass DOT MS4 System. The City of Pittsfield addressed the problem and removed illicit discharge.

Employee Training

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

There have been very limited opportunities for outside training as many of trainings were canceled due to COVID. In addition, the Town of Lanesborough DPW crew has a small staff responsible for parks, cemeteries, flood control chutes, roads and much more. There isn't enough capacity to get the work done, travel to, and participate in outside training on a regular basis. That being said, ongoing training is provided by

the DPW Director on how to identify illicit discharge, and proper O&M maintenance and staff participate in Bay State trainings when available.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The Town of Lanesborough adopted a Land Disturbance Bylaw on 1/22/08. The bylaw was amended at the 2019 Annual Town Meeting to name the Planning Board as the permitting authority. During the reporting permit the bylaws were amended again to according to the model Bylaws provided by Mass DEP. The amendments were approved at Annual Town Meeting on June 8, 2021. No land disturbance permits were issued during the reporting period.

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

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

No as-built drawings were submitted during the reporting period.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The street design and parking lots assessment is on schedule for year 4 of the permit term. As stated in the NOI, work is scheduled to begin in 2021 and will be initiated in the fall.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The green infrastructure report is on schedule for year 4 of the permit term. As stated within the NOI, work began in 2020 through initial conversations with outside contractors to complete the work.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The inventory, due in year 4 of the permit term, is on schedule and the DPW began process as scheduled in late 2019. A contractor has been secured to complete this inventory in 2021.

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Catch basins throughout Town are cleaned annually in the fall and anytime in between as needed. Only a portion of the Town's catch basins are located within the regulated area. No catch basins have been found to be more than 50% full, but if they were DPW staff would work to locate the source and address the issue.

Street Sweeping

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

- Number of miles cleaned:
- Volume of material removed: [Select Units]
- Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period.***

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

A SWPPP for the maintenance garage/public works was developed in 2004 and reviewed in 2020.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

There was a SSO located on Route 7 in the stormwater system owned by Mass DOT and covered under Mass DOT MS4 Permit. Lanesborough reported the problem immediately to City of Pittsfield who addressed the source of the problem.

COVID-19 Impacts

Optional: If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

As mentioned before, outfall screening was delayed in part due to COVID-19. As restrictions have eased, the Town is in the process of contracting with a consultant to complete outfall screening and dry weather testing, slated for completion this fall.

Additionally some outreach which would have taken place through Town hall were moved online and through direct mailers.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

Part V: Certification of Small MS4 Annual Report 2021

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Robert T. Markel

Title:

Town Administrator

Signature:



Date:

0-28-2021

[Signatory may be a duly authorized representative]