Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

OFFICE OF
SELECTMEN
TELEPHONE (508) 946-8803
FAX (508) 946-0112

2005 OCT 19 A 8:03

October 15, 2004

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

RE: EPA NPDES Permit # MAR041125
MA DEP Transmittal #W040596

Dear Sir or Madam:

Enclosed please find the Town of Lakeville's NPDFES P88 Small MS4 General Permit Annual Report.

Sincerely,

Rita A. Garbitt
Town Administrator

Enclosure

Municipality/Organization: **TOWN OF LAKEVILLE**

EPA NPDES Permit Number: **MAR041125**

2005 OCT 19 A 8:03

MaDEP Transmittal Number: **W040596**

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Rita Garbitt Title: Town Administrator

Telephone #: 508-946-8803 Email: rgarbitt@lakevillema.org

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: Gerald R. White

Printed Name: Gerald R. White

Title: Chairman, Board of Selelctmen

Date: September 27, 2004

Part II. Self-Assessment

In the past the town has relied heavily on citizen volunteers to assist it in implementing and/or administering land development and environmental rules and regulations. In fact, a citizen volunteer prepared the Stormwater Management Plan submitted to the DEP and served as the Stormwater Administrator. (This individual has recently resigned her volunteer positions in Town.) As the town has grow over the past few years and with the reduction in state aid over the last few years, we have come to recognize the difficulty in effectively administering land development and environmental rules and regulations including the preparation of this annual report and completing the BMP Items for the first plan year with our limited citizen volunteer resources. Thus we have employed outside consultants to oversee the implementation of the plan and preparation of the annual reports. We anticipate that we will complete all the first year outstanding BMP Items in the second plan year, and start all and substantially complete all the second year items.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Prepare Press Releases on Phase II Stormwater Program	Phase II Stormwater Coordinator	Publish basic information in 4 local newspapers	none	Issue press release by Winter 05
1.2	Develop local bylaws for illicit discharge elimination, construction site runoff and post-construction runoff for Town meeting	Highway Dept and Planning Board		none	
1.2 Revised	*Delete, Same as 3.2, 4.2 and 5.2*				

1.3	Publicize new requirements pursuant to passage of the local by-laws	Stormwater Coordinator	Publish compliance requirements in 4 local newspapers	No activity planned for this BMP in Permit Year 1.	Issue press releases about proposed changes to Town regulations to control illicit discharges, construction site stormwater runoff control and post construction stormwater management.
1.3 Revised	*General Educational Brochure*		Develop brochure and distribute to all resident and businesses with tax bills by Spring 05		
1.4	Prepare Phase II Annual Reports	Town Boards	Complete Annual Report in a timely manner	Issue Report	Issue Report
1.5	Publicize hazardous waste collection days	Board of Health	Publish basic information in 4 local newspapers	No activity planned for this BMP in Permit Year 1.	Board of Health to develop press release or brochure to the distributed at the Town recycling facility regarding safe disposal of hazardous waste.
1.6	Contact Long Pond landowners	Water Study Board	Mail informational brochure	Held informational meetings with Long Pond landowners to discuss wastewater solutions for Long Pond. Town Meeting approved $150,000 SRF Loan for Planning	Prepare Scope of Services for engineering and further study

1a. Additions

1.7	Water Conservation Practices	Stormwater Coordinator	Develop brochure and distribute to all resident and businesses with tax bills by Spring 05	No activity planned for this BMP in Permit Year 1.	Develop brochure in Permit Year 2 and mail brochure Winter 05

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2

2.1	Establish River Action Focus Team (RAFT)	Open Space Committee	Establish RAFT for Poquoy Brook and Assawompsett Pond/Nemasket Rive Watersheds	No activity planned for this BMP in Permit Year 1.	Activity planned for this BMP delayed. Will pursue when time and financial resources permit. (Open ended goal)
2.2 2.2 Revised	Assist Lakeville Historical Commission to name presently unnamed streams Delete	Open Space Committee. Conservation Commission, Historical Commission	Identify and name at least unnamed 3 streams with perennial flow.	none	Open Space Committee. Conservation Commission, Historical Commission will attempt to named at least 1 stream during Year 2.
2.3 2.3 Revised	Nominate Assonet River Swamp as an ACEC	Open Space Committee	ACEC Status for Assonet Cedar Swamp	none	Activity planned for this BMP delayed. Will pursue when time and financial resources permit. (Open ended goal)
2.4	Organize volunteers for weed control	Water Study Board	Work with State Legislators for funding	none	Pursue funding for bathmetric study and benthic barrier
2.5	Establish Illicit Discharge Hotline	Highway Department			
2.5 Revised	Deleted same as 5.4				
2.6	Conduct hazardous waste collection days	Board of Health	Increase volume of waste collected	No activity planned for this BMP in Permit Year 1.	Board of Health will request funding for hazardous waste collection day at next Town meeting.

2a. Additions

2.7	Catch Basin Stenciling	Highway Department	Coordinate stenciling with Boy Scot Troop with completion by Spring 07	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1	Map outfalls	Highway Department	Outfall Map by Spring of 05	No activity planned for this BMP in Permit Year 1.	Highway Department to identify and map outfalls.
3.2	Draft Illicit Discharge By-law	Highway Department, Planning Board, Stormwater Coordinator	Prepare by-law for submission to 2005 Annual Town Meeting	No activity planned for this BMP in Permit Year 1.	Determine what existing mechanisms there are for the Town to regulate illicit discharges. Develop set of revised by-laws and regulations to eliminate illicit discharges.
3.3	Enact and implement Illicit Discharge By-law	Town Meeting, Planning Board, Highway Department	By-law is passed by Town Meeting on Spring 2005	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.
3.4	Develop and Implement system to identify and eliminate illicit discharges	Highway Department, Stormwater Coordinator	Develop system of the appropriated cost and size	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.
3.5	Establish illicit discharge hotline	Highway Department	Establish hotline	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

3a. Additions

3.6	Survey mapped outfalls for illicit discharges	Highway Department	Complete survey by Spring 07 and have discharges removed by Spring 09	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2

4.1	Draft Construction Site Runoff Control By-law	Highway Department, Planning Board, Stormwater Coordinator	Prepare by-law for submission to 2005 Annual Town Meeting	No activity planned for this BMP in Permit Year 1.	Review existing Town By-Law and Planning Board Rule and Regulations to determine extent to which Town can regulate construction site stormwater runoff. Prepare changes to local regulations for consideration at Spring Town meeting
4.2	Enact Construction Site Runoff Control By-law	Town Meeting	By-law is passed by Town meeting	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.
4.3	Implement Construction Site Runoff Control By-Law	Planning Board, Conservation Commission	Revise by-law, and Conservation Commission and Planning Board's Rules & Regulations	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

4a. Additions

4.4	Site Inspections	Conservation Commission	Implement a site inspection program by Spring 07	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

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 1** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 2**
5.1	Draft Post-Construction Site Runoff Control By-law	Highway Department, Planning Board, Stormwater Coordinator	Prepare by-law for submission to 2005 Annual Town Meeting	No activity planned for this BMP in Permit Year 1.	Review existing Town By-Law and Planning Board Rule and Regulations to determine extent to which Town can regulate post-construction stormwater management. Prepare changes to local regulations for consideration at Spring Town meeting.
5.2	Enact Post - Construction Site Runoff Control By-law	Town Meeting	By-law is passed by Town meeting	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

5.3	Implement Post-Construction Site Runoff Control By-Law	Planning Board, Conservation Commission	Revise by-law, and Conservation Commission and Planning Board's Rules & Regulations	No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1	Review town property stormwater management	Stormwater Coordinator		No activity planned for this BMP in Permit Year 1	Activity planned for this BMP in Permit Year 2.
6.1 Revised	Review stormwater management at town facilities for compliance with bylaw and stormwater management goals		Conduct review and issue report with recommendations to address deficiencies by Spring 06		
6.2	Review town operations for compliance with stormwater management goals				
6.2 Revised	*Delete, combined with 6.1*				
6.3	Develop SWPPP for Highway Department facility	Highway Department	Develop SWPP Plan	No activity planned for this BMP in Permit Year 1.	Activity planned for this BMP delayed to Plan Year 3.
6.4	Employee Training	Highway Department	Develop biannual training program	Delay until Years 2 and 3.	Develop training program
6.5	Complete Emergency Response Plan			No activity planned for this BMP in Permit Year 1.	No activity planned for this BMP in Permit Year 2.
6.5 Revised	O&M Program for town-owned Structural Stormwater BMP	Highway Department	Implement O&M program by Spring 07		

6.6	Complete Pre-Disaster Mitigation Plan				
Revised	*Deleted*				

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

NOT APPLICABLE FOR TOWN OF LAKEVILLE

Part IV. Summary of Information Collected and Analyzed **CHECK WITH NICK LANNEY ON THIS SECTION**

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	