1206

Municipality/Organization: Town of Lunenburg

EPA NPDES Permit Number:

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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: Laura Williams

Printed Name: Laura Williams

Title: Interim CAFO

Date: 5/10/04

Part II. Self-Assessment

The Town of Lunenburg has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of Lunenburg's Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Lunenburg's Comprehensive Stormwater Program.

Despite successful implementation of several programs and projects in this first year of the permit, Lunenburg has not yet organized a government-wide coordination. A vacancy in the position of Town Administrator in the past year has delayed implementation of a multi-department effort to achieve compliance. It is anticipated that the appointment of a permanent full-time town administrator will provide the necessary point of coordination.

Lunenburg is pleased to present the following summary describing its success at implementing the first year of the town's Comprehensive Stormwater Management Program.

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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Lunenburg will present its Comprehensive Stormwater Management Program to the public at a public meeting.	The Town of Lunenburg has completed *Stormwater Management Phase II Assessment* report. Copies are available for review by town departments and the public.	The Town of Lunenburg will schedule a public meeting to review its Comprehensive Stormwater Program.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	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 its Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Lunenburg applied for grant assistance from DEP's 319 Nonpoint Source Pollution Grant Program. Funding was requested to map the storm sewer system within the Lake Shirley watershed, install roadside BMPs, replace existing catchbasins with deep sumps and hooded outlets, develop a highway operations and maintenance plan, perform septic system testing adjacent to the lake, and develop a public education and outreach program.	The Town of Lunenburg will continue to identify funding opportunities to support its protection of local bodies of water.
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town of Lunenburg is in receipt of EPA educational materials on disk for easy printing and distribution	Brochures will be printed and made available at town buildings.

1. Public Education and Outreach (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
4	Target groups likely to impact storm water	Board of Selectmen Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Town of Lunenburg is in receipt of EPA educational materials on disk for easy printing and distribution	Brochures will be printed and made available at town buildings.
5	Identify alternative information sources	Board of Selectmen MIS Department	Lunenburg will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.Lunenburg@net1plus.com	BMP was not scheduled for Permit Year 1.	Links to EPA and DEP will be added to website.
6	Identify alternative information sources	Board of Selectmen MIS Department	Lunenburg will also post links on its website to the Nashua River Watershed Association @ www.nashuariverwatershed.org, and the Lake Shirley Improvements Corporation @ www.lakeshirley.com	The Lake Shirley Improvements Council posts on Lunenburg's website. Additional links include *Environmental Education for Kids.*	Additional links will be reviewed for relevancy.
7	Utilize local website	Board of Selectmen	Public meeting notice for the meeting reviewing Lunenburg's Comprehensive Stormwater Management Program will be posted on Lunenburg's website.	Meeting not yet held – scheduled for Permit Year 2.	Notice of storm water presentation will be posted
8	Develop, conduct and document educational programs	Board of Selectmen Liaison	The Town of Lunenburg will appoint a liaison to the Nashua River Watershed Association, and the Lake Shirley Improvements Corporation to disseminate information to the Town on programs and activities.	BMP was not scheduled for Permit Year 1.	Finalize decision of liaison.

1. Public Education and Outreach (cont'd.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Lunenburg will work with its contracted waste hauler and the Board of Health to continue to promote recycling.	The Town of Lunenburg has contracted with Waste Management through FY05 for roadside waste collection. Waste Management also removes separated products for recycling.	The Town of Lunenburg expects to continue the waste management program.

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
10	Storm drain stenciling	Department of Public Works	Lunenburg will work with local lake and Scout groups to develop a stenciling program. Stenciling will target Lunenburg's subwatersheds.	Town of Lunenburg infrastructure improvements, including sanitary sewer extensions, have delayed stenciling.	Town of Lunenburg will identify partners in developing and implementing a storm drain stenciling project.
11	Community clean-ups	Department of Public Works Lunenburg Conservation Commission	Town of Lunenburg will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Hickory Hills Landowners, Inc. performs regular clean-up and maintenance activities around Hickory Hills Lake.	Hickory Hills and Lake Shirley improvement corporations will continue cleanups. Expansion of cleanups to include scouts, students, and other civic groups will be encouraged.

2. Public Involvement and Participation (cont'd.)

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
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Town of Lunenburg Little League organized trash cleanup of town ball-fields, Spring 04. DPW picked up and disposed of collected trash.	Little League performs cleanup every spring.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
13	Inventory and mapping of storm drain system	Department of Public Works	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.	The Town of Lunenburg applied for grant assistance from DEP's 319 Nonpoint Source Pollution Grant Program. Funding was requested to map the storm sewer system within the Lake Shirley watershed, install roadside BMPs, replace existing catchbasins with deep sumps and hooded outlets, develop a highway operations and maintenance plan, perform septic system testing adjacent to the lake, and develop a public education and outreach program.	The Town of Lunenburg will continue to identify funding opportunities to support its protection of local bodies of water.

3. Illicit Discharge Detection and Elimination (cont'd.)

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
14	Mapping and identification of outfalls and receiving waters	Department of Public Works 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.		Funding is requested to begin IDDE program in FY 05
15	Identification/description of problem areas	Department of Public Works	Lunenburg will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.		Funding is requested to begin IDDE program in FY 05
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 by-laws, if necessary, will be proposed to Town Meeting.	BMP was not scheduled for Permit Year 1.	BMP was not scheduled for Permit Year 2.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Lunenburg will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Lunenburg website contains information regarding separation of trash and schedule for collections	The Town of Lunenburg expects to continue to maintain website information. The Town of Lunenburg will develop brochures or handouts.

3. Illicit Discharge Detection and Elimination (cont'd.)

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
18	Initiation of recycling programs	Planning Board Board of Health	Lunenburg will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Lunenburg did not apply for funding assistance in Permit Year 1.	The Town of Lunenburg anticipates the preparation and submission of a recycling program application during Permit Year 2.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Lunenburg will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management'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.	The Town of Lunenburg applied for grant assistance from DEP's 319 Nonpoint Source Pollution Grant Program. Funding was requested to map the storm sewer system within the Lake Shirley watershed, install roadside BMPs, replace exiting catchbasins with deep sumps and hooded outlets, develop a highway operations and maintenance plan, perform septic system testing adjacent to the Lake, and develop a public education and outreach program.	The Town of Lunenburg will continue to identify funding opportunities to support its protection of local bodies of water.

3. Illicit Discharge Detection and Elimination (cont'd)

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
20	Watershed assessments and studies	Department of Public Works 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 Zones II in Lunenburg.	The Water Protection Program was unavailable during Permit Year 1.	The Town of Lunenburg will ascertain the availability of funds from the Water Protection Program 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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Lunenburg sought information regarding the model by-law.	The Board of Selectmen will scheduled a multi-department work session to review requirements of Lunenburg's Comprehensive Stormwater Management Program, including new by-laws and regulations.

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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Lunenburg sought information regarding the model by-law.	The Board of Selectmen will scheduled a multi-department work session to review requirements of Lunenburg's Comprehensive Stormwater Management Program, including new by-laws and regulations.

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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	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, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Town of Lunenburg adopted a Stormwater Pollution Prevention Plan (SWPPP) for its highway facilities. Plan includes BMPs for reference by all public works employees.	The Town of Lunenburg will re-initiate dialogue with DEP and develop a plan for the re-use and disposal of street sweepings and catch basin cleanout.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd.)

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
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Lunenburg will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	No funds or equipment were available to develop an O&M program in Permit Year 1.	Funding has been requested for the purchase of equipment that will support regular catchbasin cleaning by DPW employees. Maintenance records will be maintained.
25	Develop and implement training programs for municipal employees	Department of Public Works	Lunenburg will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Educational literature is available at the Town of Lunenburg Department of Public Works.	Town will attempt to send employees to relevant stormwater prevention seminars and forums.
26	Review storm drainage infrastructure needs	Department of Public Works	Lunenburg will incorporate storm drain infrastructure review in Lunenburg's Chapter 90 project utilizations.	The Town of Lunenburg has secured SRF assistance to support a $12 million sewer extension project and received an additional $1.2 million in PWED grants for roadway and drainage improvements. The sewer project is about 45% complete. Title 5 issues constitute the water quality threat that is driving sewer expansion throughout the community. Chapter 90 roadway improvements funds are used to support resurfacing and drainage improvements within the sewer project area.	The Town of Lunenburg will continue to support roadway drainage improvements as part of an overall infrastructure improvements program.

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

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
				No TMDLs in the Town of Lunenburg	

7a. Additions

7b. WLA Assessment