MAY 10 2005

Municipality/Organization: Town of Lanesborough

EPA NPDES Permit Number: 1012

MaDEP Transmittal Number: W- 40556

Annual Report Number & Reporting Period: **No. 2: April 04-April 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Boudreau Title: Town Administrator

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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: Paul A Boudreau

Printed Name: Paul A. Boudreau

Title: Town Administrator

Date: 5/4/05

Part II. Self-Assessment

The Town of Lanesborough has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of its 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 Lanesborough's Comprehensive Stormwater Program.

The Town of Lanesborough currently has its website up and running. In accordance with Lanesborough's Comprehensive Stormwater Management Program the Town began development of an Illicit Discharge Detection and Elimination (IDDE) Program in Permit Year 2. Included in this submission is Section 6 from Lanesborough's IDDE Plan that describes proposed IDDE tasks and schedule.

Lanesborough is pleased to present the following summary describing its success at implementing the second year's Comprehensive Stormwater Management Program.

Part III. Summary of Minimum Control Measures

1. Public Outreach and Education

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 3
1	Create a Stormwater Program	Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Lanesborough will present meeting its draft Comprehensive Stormwater Management Program to the public at a public.	The Town of Lanesborough has continued to publicly review implementation of the Comprehensive Stormwater Program.	The Town of Lanesborough will continue to publicly review implementation of the Comprehensive Stormwater Program.

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2	Create a Stormwater Program	Department of Public Works	Lanesborough 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 applied for a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. The Town did not receive any funding from this source. The remaining funds from a 319 grant are being used to install an erosion control system on E Street. Bids were put out for this work, however the Town felt that they came in too high. Friends of the Pontoosuc worked with the Berkshire Regional Planning Commission to apply for and obtain a $100,000 Watershed Planning Grant from MassDEP. The Housatonic Valley Association applied for a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. They received funding to produce storm drain pamplets to distribute to Towns within the watershed.	The Town is requesting funds at Town Meeting to supplement the 319 grant to complete the erosion control system for E Street. The Town of Lanesborough has requested funding for Town Meeting approval to support the implementation of the IDDE Plan. The Watershed Planning Grant from MassDEP will be used to develop a watershed management plan. Volunteers will support the plan by conducting a watershed survey. The Friends of Pontoosuc plans to include students from Mt. Greylock School as part of the survey team, and to integrate this work into the environmental studies program at the school. Additionally Lakeshore property owners have volunteered to install vegetated buffers on the lake shore.

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3	Address specific groups	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 Lanesborough has a disk containing EPA educational materials that can be printed and distributed.	Brochures will be printed and made available at town buildings. The Housatonic Valley Association will use funding from the Berkshire Environmental Fund to produce storm drain pamphlets to distribute to Towns within the watershed.
4	Target groups likely to impact storm water	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 Lanesborough has a disk containing EPA educational materials that can be printed and distributed.	Brochures will be printed and made available at town buildings. The Housatonic Valley Association will use funding from the Berkshire Environmental Fund to produce storm drain pamphlets to distribute to Towns within the watershed.
5	Identify alternative information sources	Board of Selectmen	Lanesborough will develop a website to post public meetings on water quality issues and links to water quality education sites at DEP and EPA.	The Town of Lanesborough has developed a website - http://www.lanesborough-ma.gov/. The following water quality issues and links have been included on the Town's website: Annual Report, Water Commissioner's Report, Water Quality report, Friends of Pontoosuc Lake	The Town of Lanesborough will post links to water quality education sites at DEP and EPA on the Town's website.

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6	Identify alternative information sources	Board of Selectmen	The Friends of Pontoosuc Lake and the Housatonic Valley Association will be consulted and asked to provide educational data from their studies and educational programs for distribution to the Town residents. Distribution points can include town hall, library, local convenience stores, etc.	The newsletter, Pontoosuc Lake News, is published and distributed to Town residents. The newsletter includes BMPs, water quality information, and project descriptions occurring at the lake. The Town of Lanesborough has a link to the Friend's of Pontoosuc Lake website on its website. The Friends of Pontoosuc currently coordinate efforts between the Housatonic Valley Association and the Town of Lanesborough. The Housatonic Valley Association has an educational program that they presented to two fourth grade classes in the Town of Lanesborough.	The newsletter will continue to be distributed/posted. A copy of the Spring and Fall 2004 newsletter is included with this submission. The Town of Lanesborough will continue to work with the Friends of Pontoosuc Lake to distribute educational data from their studies and educational programs for distribution to Town residents. The Housatonic Valley Association has an educational program that they will continue to present to two fourth grade classes in the Town of Lanesborough.. The Housatonic Valley association will use funding from the Berkshire Environmental Fund to produce storm drain pamphlets to distribute to Towns within the watershed.

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7	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Lanesborough, the Board of Health, and the Northern Berkshire Solid Waste Management District will promote recycling and hazardous waste collection opportunities through brochures and mailings.	A brochure titled "Waste Disposal Fact Sheet" is available from the Town Hall and includes information regarding landfill banned items, recyclables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station. The "First Annual Spring Clean-Up Bulky Waste Collection" occurred on May 15 and May 22, 2004. Lanesborough advertised the event in fliers and the newspaper.	Another Bulky Waste Collection is planned for May 14, 2005. Lanesborough will advertise the event in fliers and the newspaper.
8	Develop, conduct and document educational programs	Board of Selectmen, Liaison	The Town of Lanesborough will appoint a liaison to the Hoosic River Watershed Association to disseminate information to the Town on programs and activities.	No activity Permit year 2.	The Town of Lanesborough will appoint a liaison to the Hoosic River Watershed Association to meet regularly with the Lanesborough Town Administrator to discuss information relative to programs and activities.

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9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Lanesborough, the Board of Health, and the Northern Berkshire Solid Waste Management District will promote recycling and hazardous waste collection opportunities through brochures and mailings.	The Northern Berkshire Solid Waste Management District held two Hazardous Waste Collection days in Permit Year 2. Events were promoted through local newspapers and brochures. A brochure titled "Waste Disposal Fact Sheet" is available from the Town Hall and includes information regarding landfill banned items, recyclables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station.	The Town of Lanesborough expects to continue the Hazardous Waste Collection days through the Northern Berkshire Solid Waste Management District. Events will be promoted through local newspapers and brochures.

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2. Public Involvement and Participation					
10	Storm drain stenciling	Department of Public Works	Lanesborough will work with the Housatonic Valley Association in continuing its support of storm drain stenciling.	The Housatonic Valley Association installed decals around the Pontoosuc Lake in lieu of stenciling.	The Housatonic Valley Association will continue to install decals around Lake Pontoosuc.
11	Community clean-ups	Department of Public Works, Board of Health	Town of Lanesborough will encourage local stream team cleanups through Friends of Pontoosuc Lake. Town will provide notice of event. Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Lanesborough provided trash pick-up service for local lake clean up efforts.	Town will continue to encourage and support local stream clean up.

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12	Organize Water Quality Monitoring	Board of Selectmen	Town will work with the Friends of Pontoosuc Lake in the collection and dissemination of data from the association's monitoring and sampling program. Data will be made available to the public through newsletters and brochure distribution.	The newsletter, *Pontoosuc Lake News*, is published and distributed to Friends of Pontoosuc Lake members. The newsletter includes BMPs, water quality information, and description of projects at the lake. The Town of Lanesborough has a link to the Friend's of Pontoosuc Lake website on its website. The Friends of Pontoosuc currently coordinate efforts between the Housatonic Valley Association and the Town of Lanesborough.	The Town of Lanesborough will continue to work with the Friends of Pontoosuc Lake to distribute educational data from their studies and educational programs for distribution to Town residents.

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3. Illicit Discharge Detection and Elimination					
13	Inventory and mapping of storm drain system	Department of Public Works	Lanesborough 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.	Friends of the Pontoosuc worked with the Berkshire Regional Planning Commission to apply for and obtain a $100,000 Watershed Planning Grant from MassDEP. The Town of Lanesborough has completed an Illicit Discharge Detection and Elimination (IDDE) Program as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town reviewed and inventoried all available plan data to support mapping of the storm drain system. The Town applied for but was denied a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. The remaining funds from a 319 grant are being used to install an erosion control system on E Street. Bids were put out for this work, however the Town felt that they came in too high. The Housatonic Valley Association applied for a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. They received funding to produce storm drain pamplets to distribute to Towns within the watershed.	The Town of Lanesborough has requested funding for Town Meeting approval to support the implementation of the IDDE Plan. The Town is requesting funds at Town Meeting to supplement the 319 Grant to complete the erosion control system for E Street.

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14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Health	Lanesborough will develop and implement a plan to map all outfalls and receiving bodies of water, contingent upon Town Meeting approval of funding.	The Town of Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town created a GIS base map. Utilizing existing plan data and information gathered in field survey the process of mapping existing outfalls on the GIS base map has begun. Additionally the Town created a database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls. The database of existing outfalls is included in this submission. Outfalls identified during field survey were digitally photographed. The Town of Lanesborough has inventoried 95% of all catchbasins and outfalls to support the GASB requirements.	As part of the IDDE Program, the Town of Lanesborough will GPS survey outfalls and identify potential sources of illicit discharges.

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15	Identification/description of problem areas	Department of Public Works	Lanesborough will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent upon Town Meeting approval of funding.	The Town of Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town prioritized areas of town for potential sources of Illicit Discharges Based upon the following "hot spots" presented in the NEIWPC's *Illicit Discharge Detection and Elimination Manual*: Commercial/Industrial areas, Older areas of Town, Areas where there have been repeated complaints, Locations identified from ambient water quality sampling.	The Town of Lanesborough has requested funding for Town Meeting approval to support the implementation of the IDDE Plan. As part of the IDDE Program, the Town of Lanesborough will GPS survey outfalls and identify potential sources of illicit discharges beginning with prioritized areas identified in the IDDE Plan.
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Counsel, Board of Health	Lanesborough 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.	The Town of Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	The Town of Lanesborough will review model by-laws. The Town will determine whether local authority is appropriate and able to respond to potential illicit discharges. The Town expects to hold a special town meeting in the fall to propose a new by-laws.

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17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Lanesborough will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The District held two Hazardous Waste Collection days in Permit Year 2. Events were promoted through local newspapers and brochures. A brochure titled "Waste Disposal Fact Sheet" is available from the Town Hall and includes information regarding landfill banned items, recyclables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station.	The Town of Lanesborough is having its second annual Harazdous waste collection day on May 14, 2005. The Town of Lanesborough expects to continue the Hazardous Waste Collection days.
18	Initiation of recycling programs	Planning Board, Board of Health	Lanesborough will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	No activity in Permit Year 2.	The Town of Lanesborough will apply for funding assistance from DEP's Recycling Grant Program in Permit Year 3.

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19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Lanesborough 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 impacting water quality.	Friends of the Pontoosuc worked with the Berkshire Regional Planning Commission to apply for and obtain a $100,000 Watershed Planning Grant from MassDEP. The Town of Lanesborough has completed an Illicit Discharge Detection and Elimination (IDDE) Program as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town reviewed and inventoried all available plan data to support mapping of the storm drain system. The Town applied for a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. The Town did not receive any funding from this source. The remaining funds from a 319 grant are being used to install an erosion control system on E Street. Bids were put out for this work, however the Town felt that they came in too high. The Housatonic Valley Association applied for a grant from the Berkshire Environmental Fund to enhance the Stormwater Management Program. They received funding to produce storm drain pamphlets to Town's within the watershed.	Lanesborough will continue to look for an appropriate funding vehicle.

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20	Watershed assessments and studies	Department of Public Works	The Town of Lanesborough 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 Lanesborough.	No activity in permit Year 2.	The Town of Lanesborough will ascertain the availability of funds from the Water Protection Program in Permit Year 2.

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4. Construction Site Stormwater Runoff Control					
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	Lanesborough will review model by-law developed by DEP in consultation with the Attorney General's Office.	Town of Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	Lanesborough will review whether local authority is appropriate. New by-laws, if necessary, will be proposed to Town Meeting.

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5. Post Construction Stormwater Management in Bew Development and Redevelopment					
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Counsel, Board of Health, Zoning Board of Appeals	Lanesborough will review model by-law developed by DEP in consultation with the Attorney General's Office.	Town of Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	Lanesborough will review whether local authority is appropriate. New by-laws, if necessary, will be proposed to Town Meeting.

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6. Pollution Prevention and Good Housekeeping in Municipal Operations					
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Lanesborough 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 Lanesborough has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has a summary of recommendations developed as water quality-friendly maintenance practices, EPA and DEP Fact Sheets pertaining to Municipal Operations and Maintenance. The Town of Lanesborough DPW cleans all catch basins with over 1-inch sediment in the fall of each year. Town crews measure sediment load prior to cleanout by private contractor. The vendor provides a condition report along with the invoice. The Town performs street sweeping in May of each year.	The Town of Lanesborough expects to continue these municipal O&M (operations and maintenance) practices.

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24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Lanesborough will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	See BMP #23. The Town of Lanesborough DPW cleans all catch basins with over 1-inch sediment in the fall of each year. Town crews measure sediment load prior to cleanout by private contractor. The vendor provides a condition report along with the invoice. The Town performs street sweeping in May of each year. The DPW performs required maintenance on the new stormwater BMPs installed on Profile and National Streets including cleaning silt and changing filter fabric on the three infiltration tanks.	The Town of Lanesborough expects to continue the municipal O&M (operations and maintenance) practices. The Town will perform required maintenance on new stormwater BMPs installed on Profile and National Streets. Water quality sampling will continue after storm events.
25	Develop and implement training programs for municipal employees	Department of Public Works	Lanesborough will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, Bay State Roads, and other relevant agencies or vendors.	No DPW employees attended training in Permit Year 2.	The Town of Lanesborough will send employees to training opportunities.

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26	Review storm drainage infrastructure needs	Department of Public Works	Lanesborough will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	The Town of Lanesborough DPW installed a new catch basin and culvert pipe on Bailey Road. The DPW replaced catch basins on Goodell Road, Brodie Mountain Road and Bailey Road. The DPW repaired catch basins on Bull Hill Road, Potter Mountain Road, Brodie Mountain Road, Partridge Road Stormview Road and Prospect Street. The DPW replaced culverts on north Main street, Putnam Road and Brodie Mountain Road.	An erosion control system will be installed at E Street.