5/8/06
received

Municipality/Organization: Town of Lancaster Massachusetts

EPA NPDES Permit Number:

MaDEP Transmittal Number: **W-** 041160

Annual Report Number
& Reporting Period: **No. 2: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Sonia Title: Superintendent of Public Works

Telephone #: 978-395-2412 Email: Not Applicable

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: John J. King Jr.

Printed Name: John J. King Jr.

Title: Board of Public Work.

Date: 5-5-06

Part II. Self-Assessment

The Town of Lancaster has assessed the conditions of the MS4 permit and is in compliance with the conditions of the permit. Further assessments will be completed throughout the year by the Town to assure compliance with conditions of the 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 1 2& 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1PE	Develop Educational Resources	Selectmen/Stormwater Management Committee	Develop two topic brochures for residences and business	Met with neighboring town to discuss potential sharing of information. Collected examples for various sources and developed a customized brochure for town residents. Coordinated with Town officials to print and mail brochure to all town residents.	Draft second brochure on Stornwater Management for business
Revised					
2PE	Expand Educational Resources	Selectmen/Stormwater Management Committee	Work with schools and provide information through media ,TV	Met with neighboring town to discuss potential sharing of information. Stormwater Management Committee (SWMC) discussed and identified methods for expanding resources, and invited local school representatives to meeting. Worked with Conservation Commission representative to develop education resources and determine methods public involvement	Continue to coordinate efforts betweens schools and Town Committees
Revised					
3PE	Storm Drain Stenciling	Department of Public Works	Stencil catch basins with "Do not dump"	Department of Public Works researched and gathered information including maps of area storm drains. SWMC met with local organizations to discuss logistics for involvement of community groups. Created and purchased stencils and began stencil program. .	Stormwater Committee & DPW will work with community groups to finalize stenciling program and other methods for public outreach..
Revised					
4PE	Pollution Reduction	Stormwater Management Committee	Identify measures to reduce pollutants to storm system.	SWMC meet with Conservation Commission to discuss ways to reduce pollutants to storm system and waterways.	Research options for reduction of pollutants in high priority areas.
Revised					

Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1, 2, & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1PP	Work with Nashua River Watershed Assoc (NRWA).	Stormwater Management Committee	NRWA and local organizations to map and monitor outfalls	Contacted NWRA and began locating appropriate contacts for Stormwater Issues. SWMC discussed collaboration effort and NWRA role. Schedule meeting with NWRA.	Conservation Commission will coordination with NWRA and will gather available data from the NWRA on Nashua River.
Revised					
2PP	Establish Public Information Meetings	Stormwater Management Committee	Hold at least two informal meetings to inform public	Identified members and resources for Stormwater Management Committee. SWMC presented information at public meeting held by Planning Board and Conservation Commission.	Solicit more input form other committees and determine schedule for public meetings.
Revised					
3PP	Schedule yearly community cleanups	Stormwater Management Committee	Involve two community groups to implement com. cleanup.	Identified members and resources for Stormwater Management Committee Established action plan for Stormwater Management Committee and researched options for community involvement. Conducted a clean up event within town.	Implement plan and programs for annual cleanup to be coordinated with community groups and schools.
Revised					
4PP	Establish Neighborhood Watch	Stormwater Management Committee	Identify key residents, roles, and area	Identified members and resources for Stormwater Management Committee Established action plan for Stormwater Management Committee and research options for community involvement	SWMC work with Conservation commission to determine the feasibility of neighborhood watch. Program
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1, 2& 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1ID	Develop a Sewer System Map	Department of Public Works	Establish a map to note all intake & discharge in system	Gather together existing data and maps on intake and discharge. Evaluated accuracy of existing data and update information. Created a combined map or overlay with storm drain locations.	Finalize map on intake and discharges to system
Revised					
2ID	Identify Illicit Discharges	Department of Public Works	Establish process to identify potential sources	Research methods on identifying and eliminating illicit discharges. Evaluated methods on identifying and eliminating illicit discharges. Performed inspection of selected lines during regular operations	Perform inspections of selected lines during regular operations
Revised					
3ID	Storm Water Ordinance	Planning & Conservation Commissions	Review Bylaws, identify & propose necessary changes	Informational meeting held in Fall of 2003 between DPW and Conservation Commission on Stormwater Management requirements. SWMC meet with Town committees and provided guidance and model by laws for review. Evaluated bylaws guidance and models	Draft bylaws
Revised					
4ID	Program for Household Hazardous Waste (HHW)	Board of Health and DPW	Schedule HHW days through existing regional cooperatives	Met with neighboring town to discuss potential sharing of resources. Collected waste oil for recycling. Requested funding for a Household Hazardous Waste Collection Day. Continues to support recycling center	Based on funding continue to implement options for HHW initiatives.
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1, 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1CO	Establish Water Quality Benchmarks	Department of Public Works	Develop score sheets and record one round of samples	Identified members and resources for Stormwater Management Committee. Research guidance on water quality benchmarks. SWMC requested input for an action plan from Planning Board, and Conservation Commission for construction site runoff control	Schedule water quality testing.
Revised		DPW & Stormwater Management Committee			
2CO	Establish Site Inspection Criteria	Department of Public Works	Standardize & document procedures for site Inspections	Identified members and resources for Stormwater Management Committee. Research guidance on inspection criteria. Scheduled meetings with Planning Board on issues.	Establish action plan for Town on management of construction site runoff control.
Revised		Planning Board			
3CO	Develop Training Program	Department of Public Works	Train staff and other group inspection procedures	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws and town representative for stormwater issues.	Determine inspection criteria, identify appropriate inspection staff
Revised					
4CO	Compliance Evaluation	Department of Public Works	Collect water samples & build program for full compliance	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws. SWMC requested input for an action plan from Planning Board, and Conservation Commission for construction site runoff control	Develop program for appropriate collection of data to determine compliance.
Revised					
5CO	Evaluation & Implement Regulatory Requirements	Board of Selectmen	Develop by-laws for construction site runoff	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws. Gathered information from neighboring communities on by-laws	Draft bylaws based on guidance for town use.
Revised					

4a. Additions

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 , 2 & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1PC	Identify Best Management Practices	Stormwater Management Committee/DPW	Evaluate & determine BMPs for new and re-development	Identified members and resources for SWMC. SWMC requested input on establishing an action plan and for Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control	SWMC to work with Town board and Committees for guidance on BMP for new and redevelopment
Revised					
2PC	Codify and Publicize BMPs	Stormwater Management Committee	Codify through local body Publicize through local media	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs Stormwater Management Committee and Planning Board, and Conservation Commission to meet to discuss SWMP and determine ideas for BMPs for post construction and redevelopment site runoff control	SWMC to work with Town board and Committees for guidance on codifying principles for BMP on new and redevelopment projects.
Revised					
3PC	Reduce Impervious Areas	Stormwater Management Committee	Analyze data from construction projects & identify area impact	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs	SWMC Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control
Revised					
4PC	Improved Water Quality	Stormwater Management Committee	Collect samples to determine effectiveness of run-off control	Identified members and resources for SWMC. Research guidance on BMPs and sample collection. SWMC discussed with town methods to determine BMPs for post construction and redevelopment site runoff control	Draft Role and responsibility for Stormwater Management within Town and determine methods for determine effectiveness of runoff control.
Revised					
5PC	Evaluate and Implement Regulatory Requriements	Board of Selectmen	Develop by-laws for post construction site runoff	Identified members and resources for Stormwater Management Committee. SWMC discussed with town the need to develop by laws for post construction and redevelopment run.	Stormwater Management Committee and Planning Board, and Conservation Commission meet to determine BMPs for conditions for developing by laws for site runoff .
Revised					

5a. Additions

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 & 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1GH	Develop Pollution Prevention Plan	Stormwater Management Committee	Develop plan related to BMPs for areas of concern	Identified members and resources for Stormwater Management Committee SWMC and Planning Board, and Conservation Commission to meet to discuss the need for BMPs. Draft BMPs for areas of concerns	Develop BMPs for areas of concerns
Revised					
2GH	Develop Employee Training Materials	Stormwater Management Committee	Develop training materials for Town employees	DPW staff attended awareness level training sessions on stormwater management. Revised SWMP training materials	Conduct Training on Stormwater Management for applicable Town employees
Revised					
3GH	Train Town Employees	Department of Public Works	Train Staff on P2 measures and Good Housekeeping	DPW staff attended awareness level training sessions on stormwater management. SWMC provide an introduction of SWMP requirements to Board of Health, Planning and ConsCom	Draft plan for training employees.
Revised					
4GH	Maintenance Schedule	Department of Public Works	Finalize plan and schedule to implement BMPs	Performed routine maintenance including street sweeping & catch basin cleanings Spring of 2005. Request funding in annual budget for additional street sweeping and catch basin cleanings. Conducted street sweeping and catch basin Cleanings	Implementing BMPs based on available funding
Revised					
5GH	Evaluation Prgram Effectiveness	Department of Public Works	Identify controls and document effectiveness & compliance	Stormwater Management Committee and DPW to meet to begin to develop plan for BMPs	SWMC continue to identify BMP and controls to determine effective and compliance with SWMP. SWMC and Planning Board, and Conservation Commission to meet to discuss the need for BMPs
Revised					

6a. Additions

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, 2, & 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1TM	Establish Methods for Evaluation	Stormwater Management Committee	Work with NRWA and others to detemine TMDLs	Identified members and resources for Stormwater Management Committee SWMC met with other town boards and committees to gather input to establish evaluation methods.	Stormwater Management Committee will continue to work on developing an action plan to determine methods for evaluating TMDLs
Revised					
2TM	Identify BMPs for TMDLs	Stormwater Management Committee	Determine effective BMPs for TMDLs	Identified members and resources for Stormwater Management Committee SWMC met with other town boards and committees to gather input on BMPs	Stormwater Management Committee will continue to develop action plan to determine methods for evaluating BMPs..
Revised					
3TM	Implement BMPs	Stormwater Management Committee/DPW	Implement BMPs in identified areas	Identified members and resources for SWMC met with other town boards and committees to gather input on BMPs Stormwater Management Committee	Stormwater Management Committee will continue to develop action plan to determine methods for evaluating TMDLs and Town Board & committee assistance.
Revised					
4TM	Detemine Effectiveness	Stormwater Management Committee	Collect samples and determine effective for meeting TMDLs	Identified members and resources for Stormwater Management Committee SWMC met with other town boards and committees to gather input on collection of samples	Stormwater Management Committee will continue to develop action plan to determine methods for evaluating the effective for meeting TMDLs..
Revised					

7a. Additions

7b. WLA Assessment

The Town of Lancaster has selected its best management practices for waste load allocation based on consultation with, and information provided by: regulatory agencies, neighboring municipalities, local community group, and accepted engineering practices. The Town of Lancaster will continue to seek and evaluate information and will update practices based on the information as determined appropriate for the Town.

Part IV. Summary of Information Collected and Analyzed

At this time, we have not completed an analysis of stormwater outfalls nor compiled analytical data collected by the Town.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Town of Lancaster has formed a Stormwater Management Committee and has requested funding part of the annual town budget to provide consulting assistance to the Committee and implement some the BMPs