Municipality/Organization: Town of Lanesborough

EPA NPDES Permit Number: 1012

MaDEP Transmittal Number: W- 040561

Annual Report Number & Reporting Period: **No. 3: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Boudreau Title: Town Administrator

Telephone #: 413 442-0965 Email: admlav@bcn.net

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: 5/10/06

Part II. Self-Assessment

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

Lanesborough is pleased to present the following summary describing Lanesborough's success at implementing the third 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Lanesborough will present to the public at a public meeting Lanesborough's draft Comprehensive Stormwater Management Program.	Lanesborough has completed *Stormwater Management Phase II Assessment* report. Copies are available for review by town departments and the public. The Town of Lanesborough appropriated $11,000 to support implementation of Lanesborough's Comprehensive Stormwater Management Program in FY06	Lanesborough will continue to publicly review implementation of Lanesborough's Comprehensive Stormwater Program. The Town anticipates Town Meeting approval of additional funds to implement the program in FY07.
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 Lanesborough's Comprehensive Stormwater Management Program, including public education and outreach.	The Town received funding assistance through Berkshire Regional Planning Commission to develop a Watershed Management Plan for Pontoosuc Lake. The Lanesborough Tree and Forest Committee received a $725 grant from the Northeast Utilities Environmental Community Grant Program for plantings on town property. Vegetative growth supports stormwater filtration and reduces runoff from storm events. The Town was approved by DEP for $150,000 in low interest loans from the Department of Environmental Protection's State Revolving Fund to develop a Comprehensive Wastewater Management Plan.	The Town will continue to identify and pursue appropriate funding opportunities.

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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 is in receipt of EPA and MaDEP educational materials on disc for easy printing and distribution. The Friends of Pontoosuc Lake distribute their biannual newsletter to a targeted mailing list and make available copies at various locations throughout Town.	The Town will continue to identify and make available educational materials.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	See BMP 3	See BMP3
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.	Lanesborough has developed a town website: www.lanesborough-ma.gov Meeting minutes are posted. Links to Friends of Pontoosuc Lake and Berkshire Regional Planning Commission are also on the website.	Lanesborough will look at opportunities to post additional stormwater links and make available information on stormwater management and water quality protection.
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 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.
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.	The Town of Lanesborough has a mandatory recycling bylaw. The Board of Selectmen publicly announces dates for Bulky Waste Collection. The Northern Berkshire Solid Waste Management District received a recycling grant from DEP for $3,240.	The public will continue to be informed of waste collection and recycling opportunities.

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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.	The liaison to the Hoosic River Watershed Association meets with the Town Administrator to discuss information relative to programs and activities.	Liaison will continue to update town on watershed activities.
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 Town of Lanesborough has a mandatory recycling bylaw. Bulky Waste Collection Day was held May 14, 2005. Hazardous Waste Collection was held November 11, 2005. The Northern Berkshire Solid Waste Management District received a recycling grant from DEP for $3,240.	Bulky Waste Collection Day is scheduled for May 13, 2006

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 Town will consider storm drain stenciling or identify other opportunities for young residents to contribute to the stormwater program.
11	Community clean-ups	Department of Public Works Lanesborough Conservation Commission	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 provided trash pick-up service for local lake clean-up.	Town will continue to encourage and support local stream clean-ups.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	During this permit year, more than 40 volunteers assisted in surveying the Pontoosuc Lake watershed and noting areas of concern such as eroded conditions, lack of vegetated buffers, suspicious discharges, 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. Water quality sampling was performed at the Profile Street Stormceptor and at Pontoosuc Lake. Water quality results were recorded in the newsletter, "Pontoosuc Lake News."	Pontoosuc Lake sampling will continue and results included in future newsletters.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 Lanesborough's Comprehensive Stormwater Management Program, including public education and outreach.	The Town received funding assistance through Berkshire Regional Planning Commission to develop a Watershed Management Plan for Pontoosuc Lake. During this permit year, more than 40 volunteers assisted in surveying the watershed and noting areas of concern such as eroded conditions, lack of vegetated buffers, suspicious discharges, etc.	Through this grant, the volunteers, in coordination with Berkshire Regional Planning Commission, will identify appropriate stormwater BMPs and prioritize sites.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Lanesborough will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Lanesborough contracted with a consultant to begin mapping and inspecting outfalls. To date 138 outfalls have been mapped using GPS technology. Outfalls were digitally photographed and conditions assessed. Of those outfalls 54 showed signs of sediment, one had staining, 7 had vegetated growth, and 18 require structural needs follow-up.	Lanesborough will continue to work with the consultant to complete outfall mapping and inspection for illicit discharges.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
15	Identification/description of problem areas	Department of Public Works	Lanesborough will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Lanesborough contracted with a consultant to begin mapping and inspecting outfalls. To date 138 outfalls have been mapped using GPS. Outfalls were digitally photographed and conditions assessed. Of those outfalls 54 showed signs of sediment, one had staining, 7 had vegetated growth, and 18 require structural needs follow-up.	Lanesborough will continue to work with the consultant to complete outfall mapping and inspection for dry illicit discharges. Lanesborough Annual Town Meeting on May 9, 2006 contains a warrant article for the development of a Phase I Needs Analysis component of a Comprehensive Wastewater Management Plan in accordance with the Guidelines of the Massachusetts Department of Environmental Protection.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	Lanesborough has a hazardous material release bylaw.	Annual Town Meeting on May 9, 2006 includes an article to adopt the following Removal of Animal Litter Bylaw: If any animal shall defecate upon any property or area, as hereinafter defined, then the owner, keeper or person then walking or otherwise in charge of said animal shall immediately remove or cause to be removed from said property or area all feces so deposited by said animal. Unless said feces are removed, the owner, keeper or the person then walking or otherwise in charge of said animal (or if owner, keeper or person shall be under the age of 18, then the parent or guardian) shall be deemed to have committed a punishable offense.
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.	A brochure entitled "Waste Disposal Fact Sheet" is available from the Town Hall and includes information regarding landfill banned items, recycleables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station.	Lanesborough will review funding sources to determine the potential for holding a household hazardous waste collection day.
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.	The Northern Berkshire Solid Waste Management District received a recycling grant from DEP for $3,240.	The Town of Lanesborough will continue to identify funding opportunities.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	The Town received funding assistance through Berkshire Regional Planning Commission to develop a Watershed Management Plan for Pontoosuc Lake.	Lanesborough will continue to identify appropriate funding vehicles.
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.	N/A	N/A

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	The Town of Lanesborough is in receipt of proposed language.	Lanesborough boards and commissions will review proposed bylaw to develop final language for town meeting approval.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	The Town of Lanesborough is in receipt of proposed language.	Lanesborough boards and commissions will review proposed bylaw to develop final language for town meeting approval.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	Lanesborough cleans all catch basins with over 1" sediment in September of each year. Town crews measure sediment load prior to cleanout by private contractor. The vendor provides a condition report along with invoice. Lanesborough cleans all streets in May of each year.	This program will continue.
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.	Maintenance on stormwater controls at the municipal garage will continue. Water quality sampling was performed at the Profile Street stormceptor and at Pontoosuc Lake.	Maintenance on stormwater controls at the municipal garage will continue. 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, BayState Roads, and other relevant agencies or vendors.	DPW employees attended various Bay State Roads programs	Town will continue to send employees to training opportunities.
26	Review storm drainage infrastructure needs	Department of Public Works	Lanesborough will incorporate storm drain infrastructure review in Lanesborough's Chapter 90 project utilizations.	Drainage improvements are part of the Route 7 roadway improvements project funded by Massachusetts Highway Department.	The Town of Lanesborough will continue to identify stormwater and drainage improvements as part of the annual roadway maintenance activities funded by Chapter 90.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT APPLICABLE*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
				No TMDLs in the Town of Lanesborough	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Summarize the results of information or data, if any, that was collected and analyzed during Permit Year 1, but was not included elsewhere in the annual report or requires further elaboration. Information and data could include results/trends from any storm or receiving water quality monitoring, assessment of particular BMP performance, or financial impact of program implementation.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	N	
Annual program budget/expenditures	>$11,000	

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	Y	
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		X		
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		

Mapping and Illicit Discharges

Outfall mapping complete	>75%	
Estimated or actual number of outfalls	160	
System-Wide mapping complete	>75	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	>75	
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)	1	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	1	
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)	>1	
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)	