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Municipality/Organization: Town of Leicester

EPA NPDES Permit Number: MAR041202

MaDEP Transmittal Number: W- 041074

Annual Report Number & Reporting Period: **No. 3: March 2005-March 2006**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert T. Reed **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: Robert T. Reed

Printed Name: Robert T. Reed

Title: Town Administrator

Date: January 18, 2007

Part II. Self-Assessment

The Town of Leicester has successfully implemented or begun implementation of several Measurable Goals noted in its Notice-of-Intent. Prior to the development of Leicester's Comprehensive Storm Water Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Storm Water 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 Leicester's Comprehensive Storm Water Program.

Leicester is pleased to present the following summary describing its success at implementing the third year of the Town's Comprehensive Storm Water 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	Leicester will present its Comprehensive Stormwater Management Program to the public at a public meeting.	Complaint in year one	Complete in year one
2	Create a Stormwater Program	Department of Public Works	Leicester 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 Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	Leicester has continued to implement public education. A grant has been issued to Leicester through the Smart Growth Technical Assistance program.	Leicester will continue to educate the public through its web site, cable access channel and educational brochures

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

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
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 Leicester has education materials for distribution at the Town Hall	The Town of Leicester will continue to make educational information available to the public
				Educational material is available on the Town's web site including hazardous waste collection, recycling, etc.	

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

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.	Brochures are available to the public at the Town Hall	Leicester will continue to make available all information concerning storm water quality.
5	Identify alternative information sources	Board of Selectmen MIS Department	Leicester will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.ci.leicester.ma.us/	Leicester has made web site to include link to D.E.P and E.P.A.	Leicester will continue to have these sites posted
6	Identify alternative information sources	Department of Public Works MIS Department	Leicester will also post links on its website to the Blackstone River Watershed Association at www.thebrwa.org, the Blackstone River Watershed Council at www.BVTourism.com, the Nashua River Watershed Association @ http://www.nashuariverwatershed.org/ the French River Watershed Basin Team @ http://www.state.ma.us/envir/water/frenchquinebaug/frenchquinebaug.htm and the Chicopee River Watershed Council @ www.chicopeeriver.org	Leicester has made these web sites available on its website	Leicester will continue to post these sites
7	Utilize local website	Department of Public Works	Public meeting notice and the meeting reviewing Leicester's Comprehensive Stormwater Management Program will be posted on Leicester's local access channel.	Planned for year 4	Public meeting will be held per storm water by-laws
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Leicester will appoint a liaison to the Blackstone River Watershed Association and the Nashua River Watershed Association to disseminate information to the Town on programs and activities.	The Town has appointed a liaison to the Blackstone River Watershed Association	Leicester will continue to have a liaison to the Blackstone River Watershed Association

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

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
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Leicester will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	Leicester's recycling program and hazardous waste collection is doing very well	The Town will continue its hazardous waste collection and recycling programs

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	Leicester will work with local Scout groups to develop a stenciling program. Stenciling will target Leicester's sub watersheds.	Due to illness of Highway Superintendent, this was not done this year	To contact all scout groups available to develope storm drain stenciling program
11	Community clean-ups	Department of Public Works Leicester Conservation Commission	Town of Leicester 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.	Community clean-ups have been more active this year with residents due to public notice of clean-up events on local cable and web site	Leicester will continue to place clean-up events on their local cable channel and web site
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Leicester DPW has been available for trucks, rubbish bags, rakes and manpower for all planned clean-up events	Leicester DPW will continue to participate in all clean-up activities in Town

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	Leicester 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 Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	The Town has a committee formed from DPW, Planning, Conservation, and a member of the Board of Selectmen to find funds for inventory and mapping of storm drain system and for storm water by-laws	The Town will continue to persue storm water by-laws and mapping of storm drain system

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
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Leicester will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Because of lack of funding GIS mapping will not be done	With the forming of the Storm Water Committee, Leicester will continue to complete
					the mapping and identification of outfalls and receiving waters

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
15	Identification/description of problem areas	Department of Public Works	Leicester will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	IDDE Plan should be available for funding at the next Town Meeting	Once funding is approved, Leicester will move forward with IDDE Plan
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Leicester 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.	Storm Water Committee will have new by-laws for next annual Town Meeting	Leicester will enforce any illicit discharges with approval of new by-laws

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
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Leicester will provide educational brochures to residents promoting proper disposal of household hazardous wastes.	Leicester's Recyling Program and hazardous waste collection continues to be very well advertized and did very well this year	The Town of Leicester will continue to hold hazardous waste collections and their recycling program

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
18	Initiation of recycling programs	Planning Board Board of Health	Leicester will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	Leicester's recycling program continues to be recognized by many other towns as one of the best. Updates on recycling policies are posted on its web site and local cable	Leicester will continue to improve recycling and to keep the public updated
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Leicester 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 in Smiths Pond, Southwick Pond, Bouchard Pond, Cedar Meadow Pond, Dutton Pond, Greenville Pond West, Rochdale Pond, and Greenville Pond. These water bodies have been identified as impaired and are on DEP's 303d list.	No funding has been approved this year	

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
20	Watershed assessments and studies	Department of Public Works Leicester Water Supply Districts	The Town of Leicester will encourage cooperation with Leicester's Public Drinking Water Supply Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Leicester's Zones II in Leicester.	This goal has not been completed this year	Leicester is continuing to seek funding for this goal

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)		
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	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Leicester Planning Board is overseeing all construction site of one acre and projects of this size or larger. Contractors are made aware to follow Storm Water regulations	Leicester is in the process of developing storm water by-laws with the grant the Town received through the Smart Growth Technical Assistance grant.

5. Post-Construction Stormwater Management in New Develo

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	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	Leicester received a grant through the Smart Growth Technical Assistance Program.	Leicester will adapt a by-law for post construction run off

6. Pollution Prevention and Good Housekeeping in Municipal

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)		
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Leicester 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.	All washing of vehicles at the DPW garage are collected in holding tanks. All catch basins were cleaned and all streets swept	Leicester Highway Department will continue with its maintenance plan

6. Pollution Prevention and Good Housekeeping in Municipal

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**
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Leicester will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Any catch basins that had repairs needed were repaired. Maintenance logs are on file for cleaning and repairs of catch basins and street sweeping	Leicester will continue with its maintenance program
25	Develop and implement training programs for municipal employees	Department of Public Works	Leicester will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	The Leicester Highway Department has sent some employees to training seminars sponsored by Bay State Roads	Leicester DPW will continue to send employees to training programs for municipal employees
26	Review storm drainage infrastructure needs	Department of Public Works	Leicester will incorporate storm drain infrastructure review in Leicester's Chapter 90 project utilizations.	Leicester DPW has reviewed drainage needs in all roads before paving or reconstruction	Leicester DPW will continue this practice

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Wa

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 TMDL in the Town of Leicester	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Sampling and analysis has not been performed.

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)	