Municipality/Organization: Town of Lancaster Massachusetts

EPA NPDES Permit Number: 1700

MaDEP Transmittal Number: W- 041160

Annual Report Number & Reporting Period: **No. 5: March 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Foster | 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 A Foster II

Printed Name: JOHN A FOSTER II

Title: SUPERINTENDENT PUBLIC WORKS

Date: MAY 1, 2007

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, & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1PE	Develop Educational Resources	Selectmen/Stormwater Management Committee	Develop two topic brochures for residences and business	SWMC selected developed brochure and Town Administrator developed letters for residences. Brochures for developers and other applicable businesses were selected for distribution at Town Facilities.	Provide education information at Planning board meeting and Conservation Commission meetings Combined business and residential brochures printed and will be mail to residences in May, 2007.
Revised					
2PE	Expand Educational Resources	Selectmen/Stormwater Management Committee	Work with schools and provide information through media ,TV	Worked with Conservation Commission representative to develop education resources and determine methods public involvement. Educational resources developed.	Distribute education resources through school programs and community events in 2007. Curriculum is being prepared by conservation agent/
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. Storm drains in regulated areas have been stenciled.	Completed.
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. Increased street sweeping in selected areas and wrote letter to residents and business with identified phone number for citizen concerns regarding storm system.	Monitor run off impact from farm lands and construction projects during existing town inspections and activities.
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 & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1PP	Work with Nashua River Watershed Assoc (NRWA).	Stormwater Management Committee	NRWA and local organizations to map and monitor outfalls	SWMC discussed collaboration effort and NWRA role. Meeting with NWRA. Gathered NWRA research and monitoring data on Nashua River.	Completed.
Revised					
2PP	Establish Public Information Meetings	Stormwater Management Committee	Hold at least two informal meetings to inform public	SWMC presented SWMP progress and needs information at public meeting held by Planning Board and Conservation Commission.	Issue Press release and hold public meeting as part of planning board, conservation commission and Board of Selectmen Meeting targeted for June through September 2007.
Revised					
3PP	Schedule yearly community cleanups	Stormwater Management Committee	Involve two community groups to implement com. cleanup.	Stormwater Management Committee and researched options for community involvement. Conducted a clean up event within town.	Annual cleanup day to be coordinated with community groups and schools is scheduled for May 2007.
Revised					
4PP	Establish Neighborhood Watch	Stormwater Management Committee	Identify key residents, roles, and area	SWMC work with Conservation commission to determine the feasibility of neighborhood watch. Identified call in number for concerns related to Stormwater.	Log calls from residents on storm water issues. And information on Stormwater incidents alerts to Town website.
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, & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1ID	Develop a Sewer System Map	Department of Public Works	Establish a map to note all intake & discharge in system	Evaluated accuracy of existing data and update information. Created a map with storm drain locations. Stormwater data included on other maps used by town.	Include storm drain and outfall information on Auto-Cad Maps used by Town.
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.	Continue to perform inspections of selected lines during regular operations. Outfall inspection During Spring fall of 2007 and 2008.
Revised					
3ID	Storm Water Ordinance	Planning & Conservation Commissions	Review Bylaws, identify & propose necessary changes	SWMC meet with Town committees and provided guidance and model by laws for review. Evaluated bylaws guidance and models. SWMC drafted by-laws to include ID BMPs.	Submit Stormwater Bylaws for Town election by Fall 2007 or Spring 2008
Revised					
4ID	Program for Household Hazardous Waste (HHW)	Board of Health and DPW	Schedule HHW days through existing regional cooperatives	Collected waste oil for recycling. Held a Household Hazardous Waste Collection Day. Continue to support recycling center and hold Household Hazardous Waste collection events	Hold another Household Hazards Waste Day in May 2007.
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 & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1CO	Establish Water Quality Benchmarks	Department of Public Works	Develop score sheets and record one round of samples	Research guidance on water quality benchmarks. SWMC requested input for an action plan from Planning Board, and Conservation Commission for construction site runoff control. Used existing data from NWRA and other resources.	Continue to use bench marks established by NWRA and Town data collection efforts.
Revised		DPW & Stormwater Management Committee			
2CO	Establish Site Inspection Criteria	Department of Public Works	Standardize & document procedures for site Inspections	Research guidance on inspection criteria. Scheduled meetings with Planning Board on issues. Establish action plan for Town on management of construction site runoff control	Finalize site inspection form for town use.
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.	Identify appropriate inspection staff, and conduct training and preliminary inspections.
Revised					
4CO	Compliance Evaluation	Department of Public Works	Collect water samples & build program for full compliance	SWMC requested input for an action plan from Planning Board, and Conservation Commission for construction site runoff control. Evaluate need for appropriate collection of data to determine compliance.	Utilize data collected from various sources on water quality and collect additional sample (if needed) to assess compliance. NWRA samples and construction site stipulations
Revised					
5CO	Evaluation & Implement Regulatory Requirements	Board of Selectmen	Develop by-laws for construction site runoff	Gathered information from neighboring communities on by-laws .Drafted bylaws based on guidance for town use to include erosion control.	Submit Stormwater Bylaws for town election in Fall 2007 or Spring 2008
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 & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1PC	Identify Best Management Practices	Stormwater Management Committee/DPW	Evaluate & determine BMPs for new and re-development	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	Incorporate BMPs into by-laws which will be submitted to Town Voters in Fall 2007 or Spring of 2008..
Revised					
2PC	Codify and Publicize BMPs	Stormwater Management Committee	Codify through local body Publicize through local media	SWMC to work with Town board and Committees for guidance on codifying principles for BMP on new and redevelopment projects.	Train developers and update subdivision regulations as part of Planning and Community Development activities.
Revised					
3PC	Reduce Impervious Areas	Stormwater Management Committee	Analyze data from construction projects & identify area impact	SWMC Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control	Establish site plan guidelines on reduction of impervious areas in subdivision regulations and site plan checklist
Revised					
4PC	Improved Water Quality	Stormwater Management Committee	Collect samples to determine effectiveness of run-off control	Draft Role and responsibility for Stormwater Management within Town and determine methods for determine effectiveness of runoff control.	Establish data collection and inspection requirements for post construction.
Revised					
5PC	Evaluate and Implement Regulatory Requriements	Board of Selectmen	Develop by-laws for post construction site runoff	Stormwater Management Committee and Planning Board, and Conservation Commission meet to determine BMPs for conditions for developing by laws for site runoff. Drafted Bylaws.	Submit Stormwater Bylaws for town election by Fall 2007 or Spring 2008.
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, 3, & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Finalize BMP guideline and implement Good Housekeeping BMPs for Areas of Concern.
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 Developed Training materials on Stormwater Management for DPW employees	Train Department Heads in Summer of 2007.
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 Conservation Commission.	Department Heads to onduct Training on Stormwater Management for all applicable town 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	Implement BMPs based on available funding. Conduct street sweeping and maintain log of area.
Revised					
5GH	Evaluation Prgram Effectiveness	Department of Public Works	Identify controls and document effectiveness & compliance	SWMC continues to identify BMP and controls to determine effective and compliance with SWMP.	SWMC document results of BMPs efforts by town.
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, & 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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.	Town will continue to track regional efforts on establishing TMDLs. Make efforts to identify reduction methods for pollutant of concern.
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	Town will continue to track regional efforts on establishing TMDLs. Make efforts to identify reduction methods for pollutant of concern.
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	Town will continue to track regional efforts on establishing TMDLs. Make efforts to identify reduction methods for pollutant of concern.
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	Town will continue to track regional efforts and water quality data on establishing TMDLs. Make efforts to identify reduction methods for pollutant of concern.
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 compiled a complete report on analytical data collected by the Town and others.

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 BMPs. The SWMC has drafted a Stormwater By-law.