Municipality/Organization: Town of Lanesborough

EPA NPDES Permit Number: 1012

MaDEP Transmittal Number: W-040561

Annual Report Number & Reporting Period: **No. 1: March 06-March 07**

JUN 5 2007

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: [signature]

Printed Name: Paul A. Boudreau

Title: Town Administrator

Date: 6/4/07

Part II. Self-Assessment

See enclosed report entitled "National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan 2007 Status Report, Lanesborough, Massachusetts" dated May 2007.

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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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 $25,000 to support implementation of Lanesborough's Comprehensive Stormwater Management Program in FY07	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. A public workshop presentation is planned for June 2007.

1. Public Education and Outreach Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
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. This plan is in progress. The Lanesborough Tree and Forest Committee received a $555 grant from the Lenox Garden Club for funding trees for Arbor Day. Trees will be planted at the Elementary School and Memorial Park on Route 7. Vegetative growth supports stormwater filtration and reduces runoff from storm events. The Lanesborough Tree and Forest Committee also received a $2625 grant to fund planting shade trees and other plantings along Route 7. The Town was approved by DEP for $150,000 in low interest loans from the DEP's State Revolving Fund to develop a Comprehensive Wastewater Management Plan. The Town failed to secure the SRF loan, but funded $42,000 to implement Phase I of the CWMP/EIR process in accordance with the Guidelines of the Massachusetts Department of Environmental Protection. The Phase I analysis identifies areas that contribute to water quality degradation due to septic systems.	The Town will continue to identify and pursue appropriate funding opportunities.

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 educational materials on disc for easy printing and distribution. Brochures are printed and made available at town buildings. 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 at town buildings.
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.

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 public will continue to be informed of waste collection and recycling opportunities.
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.

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 is held annually and was held in May 2006. Hazardous Waste Collection was held in the Fall of 2006. The Town posts these event's on the Town calendar posted on its website, www.lanesborough-ma.gov.	The Town of Lanesborough will continue to promote recycling. Bulky Waste Collection Day is scheduled for May 12, 2007

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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.

3. Public Involvement and Participation (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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.
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 55 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 monitoring continued at Pontoosuc Lake.	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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 55 volunteers assisted in surveying the watershed and noting areas of concern such as eroded conditions, lack of vegetated buffers, suspicious discharges, etc. Lanesborough continued to identify funding opportunities to support its protection of local bodies of water.	Through this grant, the volunteers, in coordination with Berkshire Regional Planning Commission, will identify appropriate stormwater BMPs and prioritize sites. Lanesborough will continue to identify funding opportunities to support its protection of local bodies of water.
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 140 outfalls have been mapped using GPS technology. Outfalls were digitally photographed and conditions assessed. Of those outfalls 34 outfalls had dry weather flow, 55 showed signs of sediment, one had staining, 7 had vegetated growth, and 54 require structural needs follow-up. In addition, the consultant mapped and inspected 21 manholes, 60 drop inlets, 22 culverts and 155 catch basins.	Lanesborough will continue to work with the consultant to complete outfall mapping and inspection for illicit discharges. May 07 Town Meeting approved funding to continue Lanesborough's stormwater management program for Permit Year 5.

3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 140 outfalls have been mapped using GPS technology. Outfalls were digitally photographed and conditions assessed. Of those outfalls 34 outfalls had dry weather flow, 55 showed signs of sediment, one had staining, 7 had vegetated growth, and 54 require structural needs follow-up. In addition, the consultant mapped and inspected 21 manholes, 60 drop inlets, 22 culverts and 155 catch basins.	May 07 Town Meeting approved funding for Permit Year 5 to investigate suspected sources of illicit discharges and to follow-up on suspected problems identified in Permit Year 4.

3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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. Lanesborough proposed 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. This bylaw failed to pass ATM. Lanesborough established an Agricultural Commission to represent the Lanesborough farming community. The Town has developed Draft Bylaw language. The Town plans to adopt the Bylaw at a future Town Meeting	A public meeting is scheduled for June 4, 2007 to present an illicit discharge bylaw to the public. It is anticipated that the bylaw will be adopted at a Special Town Meeting.

3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 applies for recycling grants from DEP annually.	The Town of Lanesborough will continue to identify funding opportunities.

3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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. The Town funded $42,000 to implement Phase I of the CWMP/EIR process in accordance with the Guidelines of the Massachusetts Department of Environmental Protection. The Phase I analysis identifies areas that contribute to water quality degradation due to septic systems.	Lanesborough will continue to identify appropriate funding opportunities to support its protection of local bodies of water.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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. The proposed language was reviewed with the Town Administrator on March 15, 2007.	Lanesborough boards and commissions will review proposed bylaw to develop final language for town meeting approval. A public meeting is scheduled for June 4, 2007 to review the bylaw language. New Bylaws will be proposed to Town Meeting.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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. The proposed language was reviewed with the Town Administrator on March 15, 2007.	Lanesborough boards and commissions will review proposed bylaw to develop final language for town meeting approval. A public meeting is scheduled for June 4, 2007 to review the bylaw language. New Bylaws will be proposed to Town Meeting.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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. Education materials are available st town buildings.	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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
				No TMDLs in the Town of Lanesborough	

7a. Additions

7b. WLA Assessment