

**Municipality/Organization:** Town of Lunenburg

**EPA NPDES Permit Number:** MAR041206

**MaDEP Transmittal Number:** W-040561

**Annual Report Number & Reporting Period:** No. 5: March 07-March 08

P  
6-10-08

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Kerry A. Speidel

Title: Chief Administrative & Financial Officer

Telephone #: (978) 582-4144

Email: kspeidel@lunenburgonline.com

#### 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: \_\_\_\_\_

Printed Name: TOM ALONZO

Title: Chair, Board of Selectmen

Date: June 3, 2008

**Part II. Self-Assessment**

See enclosed report entitled “National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan 2008 Status Report, Lunenburg, Massachusetts,” dated April 2008.

### 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 5 (Reliance on non-municipal partners indicated, if any)
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Lunenburg will present to the public at a public meeting Lunenburg's Comprehensive Stormwater Management Program.	Lunenburg's NPDES Phase II Stormwater program was presented to Chief Administrator, DPW Director and Town Planner on March 1, 2007.  Another meeting will occur once new permit is issued.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Lunenburg 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 Lunenburg's Comprehensive Stormwater Management Program, including public education and outreach.	Lunenburg continued to identify funding opportunities to support its protection of local bodies of water.
3	Address specific groups	Board of Selectmen 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.
Revised				

**1. Public Education and Outreach Cont.**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
4	Target groups likely to impact storm water	Board of Selectmen 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.	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.
5	Identify alternative information sources	Board of Selectmen MIS Department	Lunenburg will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="mailto:www.Lunenburg@net1plus.com">www.Lunenburg@net1plus.com</a>	Links were posted on the town website during the Spring and Fall of Permit Year 5.  <a href="http://www.lunenburg.com">www.lunenburg.com</a>
6	Identify alternative information sources	Board of Selectmen MIS Department	Lunenburg will also post links on its website to the Nashua River Watershed Association @ <a href="http://www.nashuariverwatershed.org">www.nashuariverwatershed.org</a> , and the Lake Shirley Improvements Corporation @ <a href="http://www.lakeshirley.com">www.lakeshirley.com</a>	Lunenburg's website <a href="http://www.lunenburg.com">www.lunenburg.com</a> contains links to the following: the Lake Shirley Improvements Corporation, Friends of Willard Brook and Environmental Education for Kids.
7	Utilize local website	Board of Selectmen	Public meeting notice for the meeting reviewing Lunenburg's Comprehensive Stormwater Management Program will be posted on Lunenburg's website.	Public meeting notices were posted on the website as necessary.  Another meeting will be held once a new permit has been issued.
8	Develop, conduct and document educational programs	Board of Selectmen Liaison	The Town of Lunenburg will appoint a liaison to the Nashua River Watershed Association, and the Lake Shirley Improvements Corporation to disseminate information to the Town on programs and activities.	Lunenburg will finalize a decision on the who the liaison for both the Nashua River Watershed Association and the Lake Shirley Improvements Corporation will be.
Revised				

**1. Public Education and Outreach Cont.**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Lunenburg will work with the Town’s contracted waste hauler and the Board of Health to continue to promote recycling.	Lunenburg has mandatory recycling. Schedule is posted at <a href="http://www.lunenburg.com">www.lunenburg.com</a> .
Revised				

**2. Public Involvement and Participation**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)
10	Storm drain stenciling	Department of Public Works	Lunenburg will work with local lake and Scout groups to develop a stenciling program. Stenciling will target Lunenburg’s subwatersheds.	The Town continued to identify partners in developing and implementing a storm drain stenciling project.
Revised				
11	Community clean-ups	Department of Public Works Lunenburg Conservation Commission	Town of Lunenburg 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.	Hickory Hills Landowners, Inc. perform regular clean-up and maintenance activities around Hickory Hills Lake.  Lunenburg Little League performs spring cleanups of playing fields.
Revised				Local Boy Scouts assist Lunenburg’s Conservation Commission in maintaining and improving town owned conservation lands.

**2. Public Involvement and Participation Cont.**

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

12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Lunenburg Little League organized trash cleanup of town ball-fields. DPW picked up and disposed of collected trash.
----	---------------------	----------------------------	---	---

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
13	Inventory and mapping of storm drain system	Department of Public Works	Lunenburg 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 Lunenburg's Comprehensive Stormwater Management Program, including public education and outreach.	Lunenburg continued to identify funding opportunities to support its protection of local bodies of water.

### 3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Lunenburg will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Lunenburg GPS mapped 556 outfalls and culverts prior to Year 5.  A total of 683 stormwater structures have been mapped, photographed, dry weather inspected and condition assessments completed prior to Year 5.
15	Identification/description of problem areas	Department of Public Works	Lunenburg will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Of the 683 stormwater structures, 32 outfalls, 9 manholes, 53 culverts and 8 catch basins were found to have dry weather flow.  262 structures were noted to have sediments, seven structures were noted to have stains, one structure had a sheen present, 14 structures had vegetative growth, and 142 structures were identified to need follow-up inspection.  Investigations of storm sewer outfalls, particularly those outfalls noted to have dry weather flow, continued in Year 5. Only 5 of the 32 outfalls that had previously been recorded to have dry weather flow were found to have flow during re-inspection. The 5 outfalls were inspected and sampled for further analysis.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Lunenburg 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.	This requirement was reviewed at a Lunenburg Stormwater Workshop held on March 6, 2006 and also several Town officials (Chief Administrative Financial Officer, Town Planner and DPW Director) on March 1, 2007. The Town plans to adopt the By-law at a future 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 5 (Reliance on non-municipal partners indicated, if any)
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Lunenburg will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	Lunenburg's website contains information regarding separation of trash and schedule for collections.  Brochures on recycling and hazardous waste collection days are available at Town Hall.
Revised				
18	Initiation of recycling programs	Planning Board Board of Health	Lunenburg will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	In 2006, the Town received consumer education materials for mailing for a value of \$1,026.  In 2007, the Town received consumer education materials and school chemical management clean-out grant for a total value of \$5,341.

### 3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Lunenburg 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.	Lunenburg continued to identify funding opportunities to support its protection of local bodies of water.

### 3. Illicit Discharge Detection and Elimination Cont.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)
20	Watershed assessments and studies	Department of Public Works Water Department	The Town of Lunenburg 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 Lunenburg.	Lunenburg continued to identify funding opportunities in Permit Year 5.

### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)
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	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town adopted a Stormwater management regulation for construction sites greater than 1 acre at the 2007 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 5 (Reliance on non-municipal partners indicated, if any)
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town adopted a post-construction runoff bylaw at the 2007 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 5 (Reliance on non-municipal partners indicated, if any)
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Lunenburg 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.	<p>Lunenburg has adopted a Stormwater Pollution Prevention Plan (SWPPP) for its highway facilities. Plan includes BMPs for reference by all public works employees.</p> <p>The Town began investigating and mapping connectivity between stormwater structures. This connectivity mapping will assist the Town in identification and removal of any confirmed sources of illicit discharges. The 2007 Status Report provides more details regarding the outfall mapping and inspections performed.</p> <p>Through dry weather follow up inspections performed late summer 2007, the Town identified a significant water main break that was corrected. This was a direct result of the IDDE inspections performed by the Town's consultants.</p>
Revised				

### 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 5 (Reliance on non-municipal partners indicated, if any)
24	Develop a Municipal Operations and Maintenance Plan	Department of Public Works	Lunenburg will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Lunenburg DPW has purchased a truck to perform catch basin cleanouts.  The Town maintains their stormwater system and continues to identify and repair stormwater structures found to be in need of repair.
25	Develop and implement training programs for municipal employees	Department of Public Works	Lunenburg will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Educational literature available at DPW headquarters.
26	Review storm drainage infrastructure needs	Department of Public Works	Lunenburg will incorporate storm drain infrastructure review in Lunenburg's Chapter 90 project utilizations.	Stormwater funding allowed for stormwater infrastructure to be inspected and a condition assessment made for each inspected structure (manholes, catch basins, culverts, etc.).
Revised				

**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 5 (Reliance on non-municipal partners indicated, if any)
Revised				No TMDLs in the Town of Lunenburg

**7a. Additions**


**7b. WLA Assessment**

#### **Part IV. Summary of Information Collected and Analyzed**

See report entitled “National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan 2008 Status Report, Lunenburg, Massachusetts,” dated April 2008, included herein under Part II, Self-Assessment.