

**Municipality/Organization:** Town of Lancaster Massachusetts

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**EPA NPDES Permit Number:**

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**MaDEP Transmittal Number:** W-041160

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**Annual Report Number**

**& Reporting Period:** [Annual Report – May 2011](#)

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: John Foster

Title: Superintendent of Public Works

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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: *John A. Foster II*

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Printed Name: John A. Foster II

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Title: Superintendent, Lancaster Department of Public Works

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Date: September 1, 2011

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## **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.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

| <b>BMP ID #</b> | <b>BMP Description</b>        | <b>Responsible Dept./Person Name</b>             | <b>Measurable Goal(s)</b>                                       | <b>Progress on Goal(s) – Permit Years 1 through 8</b><br>(Reliance on non-municipal partners indicated, if any)   |
|-----------------|-------------------------------|--|---|---|
| 1PE<br>Revised  | Develop Educational Resources | Selectmen/Stormwater Management Committee (SWMC) | Develop two topic brochures for residences and business.        | SWMC selected developed brochures and Town Administrator developed letters for residences. Brochures for developers and other applicable businesses were distributed in 2008 and are available at Town facilities and the web site.   |
| 2PE<br>Revised  | Expand Educational Resources  | Stormwater Management Committee                  | Work with schools and provide information through media and TV. | Worked with the Conservation Agent and the Nashua River Watershed Association to develop educational resources and determine methods for public involvement. Educational resources and workshops were developed. The Conservation Agent continues to work with schools to educate students. The NRWA delivers on-going workshops to local municipalities and engineers. Additional educational resources for residences are at town facilities and posted on the Town’s web site. |
| 3PE<br>Revised  | 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 are re-stenciled each year.   |
| 4PE<br>Revised  | Pollution Reduction           | Stormwater Management Committee                  | Identify measures to reduce pollutants to storm system.         | SWMC met with the Conservation Commission to discuss ways to reduce pollutants. Town personnel have been trained in good housekeeping procedures and ways to reduce pollutants into storm drains. Bylaws have been established in Stormwater Management, Illicit Discharge and in Water Withdrawal methods.   |
| Revised         |                               |  |   |   |

## 2. Public Involvement and Participation

| <b>BMP ID #</b> | <b>BMP Description</b>                              | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                                    | <b>Progress on Goal(s) – Permit Years 1 through 8</b><br>(Reliance on non-municipal partners indicated, if any)   |
|-----------------|---|--------------------------------------|--|---|
| 1PP<br>Revised  | Work with Nashua River Watershed Association (NRWA) | Stormwater Management Committee      | NRWA and local organizations to map and monitor outfalls.    | The Town and the NRWA are collaborating on gathering and reporting data on the Nashua River. Lancaster DPW has identified all storm drains and outfalls to the rivers in the regulated areas. Analytical data from NRWA is tracked by the Town to identify any problems areas and need for adjustments. |
| 2PP<br>Revised  | Establish Public Information Meetings               | Stormwater Management Committee      | Hold at least two informal meetings to inform public.        | SWMC issued press releases and held public meetings on proposed stormwater bylaws. SWMC provided information at the public meetings held by the Planning Board and the Conservation Commission.   |
| 3PP<br>Revised  | Schedule yearly community cleanups                  | Stormwater Management Committee      | Involve two community groups to implement community cleanup. | SWMC, DPW, Town Administrator and Land Trust researched options for community involvement. The Town of Lancaster works with local groups to coordinate and conducted a clean-up event annually within town, as well as hold regional household hazardous waste days and recycling events.               |
| 4PP<br>Revised  | Establish Neighborhood Watch                        | Stormwater Management Committee      | Identify key residents, roles and area.                      | SWMC worked with the Town Administrator to determine the feasibility of a neighborhood watch. The Town web site and stormwater brochures have information and call numbers for neighborhood concerns related to stormwater.   |
| Revised         |   |                                      |  |   |

### 3. Illicit Discharge Detection and Elimination

| <b>BMP ID #</b> | <b>BMP Description</b>                      | <b>Responsible Dept./Person Name</b>    | <b>Measurable Goal(s)</b>                                     | <b>Progress on Goal(s) – Permit Years 1 through 8</b><br>(Reliance on non-municipal partners indicated, if any)  |
|-----------------|---|---|---|--|
| 1ID<br>Revised  | Develop a Sewer System Map                  | Department of Public Works              | Establish a map to note all intake and discharge into system. | All stormdrains and catch basins in the Town were identified and have been incorporated onto a GIS map.  |
| 2ID<br>Revised  | Identify Illicit Discharges                 | Department of Public Works              | Establish process to identify potential sources.              | All stormdrains and catch basins were inspected for illicit discharges. Illicit discharges were eliminated or permitted based on bylaws. The Illicit Discharge bylaw was adopted in 2008.  |
| 3ID<br>Revised  | Storm Water Ordinance                       | Planning Board, Conservation Commission | Review bylaws to identify and propose necessary changes.      | A Stormwater Management bylaw and regulations were passed at the Annual Town Meeting in Spring of 2008. An Illicit Discharge bylaw and regulations were also passed at ATM in 2008. A Water Withdrawal bylaw was passed in 2010. The local Zoning bylaws and Subdivision Regulations also made significant changes to incorporate stormwater management guidelines and LID techniques. |
| 4ID<br>Revised  | Program for Household Hazardous Waste (HHW) | Board of Health, DPW                    | Schedule HHW days through existing regional cooperatives.     | The Town Recycling Center collects waste oil for recycling and has held a regional Household Hazardous Waste Collection Day each year.   |
| Revised         |   |   |   |  |

#### 4. Construction Site Stormwater Runoff Control

| <b>BMP ID #</b> | <b>BMP Description</b>                         | <b>Responsible Dept./Person Name</b>            | <b>Measurable Goal(s)</b>                                    | <b>Progress on Goal(s) – Permit Years 1 through 8</b><br>(Reliance on non-municipal partners indicated, if any)  |
|-----------------|--|---|--|--|
| 1CO             | Establish Water Quality Benchmarks             | Department of Public Works                      | Develop score sheets and record one round of samples.        | The SWMC, Planning Board and Conservation Commission are utilizing bench marks established by the NRWA and Town data collection for establishing site run-off controls.  |
| Revised         |  | Stormwater Management Committee                 |  |  |
| 2CO             | Establish Site Inspection Criteria             | Department of Public Works                      | Standardize and document procedures for site inspections.    | The Town has established guidance on inspection criteria and issued authority for inspection through the Stormwater Management bylaws.   |
| Revised         |  | Stormwater Management Committee, Planning Board |  |  |
| 3CO             | Develop Training Program                       | Department of Public Works                      | Train staff and other group inspection procedures.           | Provided training to municipal employees on stormwater management guidelines and good housekeeping measures.   |
| Revised         |  | Stormwater Management Committee                 |  |  |
| 4CO             | Compliance Evaluation                          | Department of Public Works                      | Collect water samples and build program for full compliance. | Utilizing data collected from various sources on water quality, including NRWA sampling of the Nashua River in Lancaster. The Town will collect additional samples at various events as needed to assess compliance. |
| Revised         |  | Stormwater Management Committee                 |  |  |
| 5CO             | Evaluation & Implement Regulatory Requirements | Board of Selectmen                              | Develop bylaws for construction site runoff.                 | Stormwater Management bylaws and regulations were passed in 2008. Also passed were an Illicit Discharge bylaw and regulations in 2008 and a Water Withdrawal bylaw in 2010.  |
| Revised         |  | Planning Board, Conservation Commission         |  |  |

## 5. Post-Construction Stormwater Management in New Development and Redevelopment

| <b>BMP ID #</b> | <b>BMP Description</b>                         | <b>Responsible Dept./Person Name</b>    | <b>Measurable Goal(s)</b>   | <b>Progress on Goal(s) – Permit Years 1 through 8<br/>(Reliance on non-municipal partners indicated, if any)</b>   |
|-----------------|--|---|---|--|
| 1PC             | Identify Best Management Practices             | Stormwater Management Committee         | Evaluate and determine BMPs for new and re-development.           | Identified BMPs for post-construction and re-development site runoff controls. These BMPs are incorporated into the Stormwater Management bylaw and regulations, the Zoning bylaws under site planning, and the Subdivision Regulations. |
| Revised         |  | Planning Board                          |   |  |
| 2PC             | Codify and Publicize BMPs                      | Stormwater Management Committee         | Codify through local body and publicize through local media.      | Identified BMPs for post-construction and re-development site runoff controls. These BMPs are incorporated into the Stormwater Management bylaw and regulations, the Zoning bylaws under site planning, and the Subdivision Regulations. |
| Revised         |  | Planning Board                          |   |  |
| 3PC             | Reduce Impervious Areas                        | Stormwater Management Committee         | Analyze data from construction projects and identify area impact. | Low-Impact Development techniques and guidelines have been incorporated into the Stormwater Management bylaw, the Zoning bylaws under site planning, and the Subdivision Regulations.  |
| Revised         |  | Planning Board                          |   |  |
| 4PC             | Improve Water Quality                          | Stormwater Management Committee         | Collect samples to determine effectiveness of run-off control.    | The SWMC, Planning Board and Conservation Commission are utilizing benchmarks established by the NRWA and Town data collection for establishing site run-off controls.   |
| Revised         |  | Planning Board, Conservation Commission |   |  |
| 5PC             | Evaluate and Implement Regulatory Requirements | Board of Selectmen                      | Develop bylaws for post-construction site run-off.                | Stormwater Management bylaws and regulations were passed in 2008. Also passed were an Illicit Discharge bylaw and regulations in 2008 and a Water Withdrawal bylaw in 2010.  |
| Revised         |  | Planning Board, Conservation Commission |   |  |

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| <b>BMP ID #</b> | <b>BMP Description</b>              | <b>Responsible Dept./Person Name</b>  | <b>Measurable Goal(s)</b>   | <b>Progress on Goal(s) – Permit Years 1 through 8</b><br>(Reliance on non-municipal partners indicated, if any)  |
|-----------------|-------------------------------------|---|---|--|
| 1GH<br>Revised  | Develop Pollution Prevention Plan   | Stormwater Management Committee<br>-----<br>Planning Board, Conservation Commission | Develop plan related to BMPs for areas of concern.<br>-----           | Identified BMPs for post-construction and re-development site runoff controls. These BMPs are incorporated into the Stormwater Management bylaw and regulations, the Zoning bylaws under site planning, and the Subdivision Regulations. |
| 2GH<br>Revised  | Develop Employee Training Materials | Stormwater Management Committee   | Develop training materials for Town employees.<br>-----               | Several Town departments attended awareness level training sessions on stormwater management, including the DPW, Police, Fire, Building, Board of Health, and Maintenance staffs.  |
| 3GH<br>Revised  | Train Town Employees                | Department of Public Works<br>-----<br>Stormwater Management Committee              | Train Staff on P2 measures and good housekeeping.<br>-----            | Several Town departments attended awareness level training sessions on stormwater management, including the DPW, Police, Fire, Building, Board of Health, and Maintenance staffs.  |
| 4GH<br>Revised  | Maintenance Schedule                | Department of Public Works  | Finalize plan and schedule to implement BMPs.<br>-----                | Performed routine maintenance, including annual street sweeping and catch basin cleaning. A contractor is hired for catch basin cleaning and is required to note any concerns related to specific catch basins.                          |
| 5GH<br>Revised  | Evaluation Program Effectiveness    | Department of Public Works  | Identify controls and document effectiveness and compliance.<br>----- | A complete inventory of all catch basins and storm drains has been compiled and mapped. The outfalls of the storm drains have water periodically sampled for contaminants.   |



**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <TMDLs are not applicable>**

| <b>BMP ID #</b> | <b>BMP Description</b>           | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                                  | <b>Progress on Goal(s) – Permit Years 1 through 8<br/>(Reliance on non-municipal partners indicated, if any)</b>  |
|-----------------|----------------------------------|--------------------------------------|--|---|
| 1TM<br>Revised  | Establish Methods for Evaluation | Stormwater Management Committee      | Work with NRWA and others to determine TMDLs.              | Currently there are no TMDLs established for the regulated areas in Lancaster. The Town will continue to track regional efforts on establishing TMDLs. The EPA and DEP published a report entitled “ Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods for pollutants of concern identified in this report..         |
| 2TM<br>Revised  | Identify BMPs for TMDLs          | Stormwater Management Committee      | Determine effective BMPs for TMDLs.                        | Currently there are no TMDLs established for the regulated areas in Lancaster. The Town will continue to track regional efforts on establishing TMDLs. The EPA and DEP published a report entitled “ Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods and BMPs for pollutants of concern identified in this report. |
| 3TM<br>Revised  | Implement BMPs                   | Stormwater Management Committee, DPW | Implement BMPs in identified areas.                        | Currently there are no TMDLs established for the regulated areas in Lancaster. The Town will continue to track regional efforts on establishing TMDLs. The EPA and DEP published a report entitled “ Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods and BMPs for pollutants of concern identified in this report. |
| 4TM             | Detemine Effectiveness           | Stormwater Management Committee      | Collect samples and determine effective for meeting TMDLs. | Currently there are no TMDLs established for the regulated areas in Lancaster. The Town will continue to track regional efforts on establishing TMDLs. The EPA and DEP published a report entitled “ Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods for pollutants of concern identified in this report.          |
| Revised         |                                  |                                      |  |   |

## **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 groups, 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**

*The data collected is available through the Nashua River Watershed Association website at [www.nashuariverwatershed.org](http://www.nashuariverwatershed.org).*

## **Part V. Program Outputs & Accomplishments (OPTIONAL)**

*The Town of Lancaster has formed a Stormwater Management Committee and has requested funding as part of the annual town budget to provide consulting assistance to the Committee and implement BMPs. The town has passed and codified a Stormwater Management bylaw and regulations, an Illicit Discharge bylaw and regulations, and a Water Withdrawal bylaw. The Planning Board has issued four (4) Stormwater Management permits since 2008.*