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**Municipality/Organization:** Town of Lanesborough

**EPA NPDES Permit Number:** 1012

**MaDEP Transmittal Number:** W-040561

**Annual Report Number  
& Reporting Period:** No. 8: April 10-March 11

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Paul Boudreau **Title:** Town Administrator

**Telephone #:** (413) 442-0965 **Email:** admian@verizon.net

### 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:** Paul Boudreau

**Title:** Town Administrator

**Date:** 9/29/11

## **Part II. Self-Assessment**

The Town of Lanesborough has continued implementing the Measurable Goals noted in Lanesborough's Notice of Intent for coverage under the 2003 NPDES Small MS4 General Permit. Lanesborough is pleased to present the following summary describing its success at implementing the eighth year of the Town's Comprehensive Stormwater Management Program.

The Town continues to promote recycling and proper waste disposal through Town-wide events and weekly recycling programs in conjuncture with the Northern Berkshire Solid Waste Management District. Lanesborough also works closely with Friends of Pontoosuc Lake in protecting the local watershed.

The Town continues to monitor the websites of regulatory agencies for the issuance of the 2011 Small MS4 General Permit. When this 2011 General Permit is issued, the Town will evaluate the new requirements and identify the highest priority compliance issues. The Town intends to prepare a Notice of Intent for coverage under the 2011 General 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 8 (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	Lanesborough will present to the public at a public meeting Lanesborough's draft Comprehensive Stormwater Management Program.	Lanesborough continued to publicly review implementation of Lanesborough's Comprehensive Stormwater Program.  A public workshop presentation was held in June 2007.
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 continues to seek funding sources; however, no additional funding was received in the permit year.  The Town applied for a FEMA grant for an improvement project to prevent repetitive flooding from storm events and reduce erosion, scouring and sedimentation. However, the application was not approved. See Attachment A.

**1. Public Education and Outreach (cont.)**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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 have been printed and made available at the Town hall. See Attachment B.  The Friends of Pontoosuc Lake distribute their biannual newsletter to a targeted mailing list and make available copies at various locations throughout Town. The newsletter is included as Attachment C.
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
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: <a href="http://www.lanesborough-ma.gov">www.lanesborough-ma.gov</a> . Meeting minutes are posted. Links to Friends of Pontoosuc Lake and Berkshire Regional Planning Commission are also on the website, as well as links to local recycling programs, the Commonwealth of Massachusetts, and other educational materials.

**1. Public Education and Outreach (cont.)**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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, “Friends of Pontoosuc Lake” is published each spring and distributed to Town residents. The newsletter includes information about the meetings, lake maintenance, and project descriptions occurring at the lake. A copy of the 2011 Newsletter is attached to this report. See Attachment C.
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.	<p>The Town of Lanesborough has a mandatory recycling bylaw.</p> <p>The Board of Selectmen publicly announces dates for Bulky and hazardous Waste Collection at town meeting and through physical and online postings. Paint collection is scheduled for September 24, October 8 and October 22 of 2011. The flier for the event is attached to this report, as well as the Town’s homepage which advertises a link to the recycling program. See Attachment D. A phone number is provided for residents to call with questions regarding disposal of hazardous waste.</p> <p>The Northern Berkshire Solid Waste Management District advertised on their website the opportunity to order compost bins and rain barrels at a discounted price. Compost bins are given to the schools at no charge, and composting and recycling classes are offered for pre-K through Grade 8 kids in the district.</p>
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 Town has not been able to meet with the appointed liaison for the Hoosic River Watershed Association within Permit Year 8.

**1. Public Education and Outreach (cont.)**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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.	<p>The Town of Lanesborough has a mandatory recycling bylaw. Bulky Waste Collection Day is held annually. See Attachment D.</p> <p>Lanesborough citizens participated in 2011 District Paint Collections held at Cheshire, Williamstown and Hinsdale Transfer Stations. Hazardous Waste Collection is planned for September and October 2011. See Attachment D.</p> <p>Recycling continued within the past permit year on Saturday mornings. Recycling of tires, fluorescent bulbs, scrap metal, and electronics is available. See Attachment D.</p> <p>In Permit Year 8 the Northern Berkshire Solid Waste Management District published their annual report, including updates on recycling programs and district events. A copy of the 2010 report is included with this report as Attachment E.</p> <p>The Town posts these events on the Town calendar posted on its website, <a href="http://www.lanesborough-ma.gov">www.lanesborough-ma.gov</a>.</p> <p>Recycling information is also posted at the Northern Berkshire Solid Waste Management District's website, <a href="http://www.nbswmd.org">www.nbswmd.org</a>. The home page of the Town of Lanesborough website links to <a href="http://www.nbswmd.org">www.nbswmd.org</a>.</p> <p>The Town of Lanesborough will continue to promote recycling.</p>

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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 has stenciled catch basins in the downtown area and in the neighborhood of Lanesborough Elementary School and will continue to identify other opportunities for residents to contribute to the stormwater program.
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 first weekend in June every year the Town provides trash pick-up service for lake shore clean-up at Pontoosuc Lake. The clean up took place in June 2011 and is planned for June 2012 as well; see the Friends of Pontoosuc Lake Newsletter (Attachment C).  Town wide clean up is held in the spring each year. During this reporting period the cleanup took place on May 7. The cleanup was advertised on the local access channel. Three DPW dump trucks were used to transport waste for proper disposal.  Friends of Pontoosuc Lake intend to collaborate with the Town and the Highway Department to further implement stormwater watershed maintenance programs.  The Town continues 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.	The Friends of Pontoosuc Lake Newsletter is published each spring and distributed to Town residents. The newsletter includes information about the meetings, lake maintenance, and project descriptions occurring at the lake. See Attachment C.  Water quality monitoring continued at Pontoosuc Lake. Pontoosuc Lake sampling will continue and results are made available through Friends of Pontoosuc Lake. A copy of water quality testing results is included with this report. See Attachment F.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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.	<p>The Town continues to seek new funding sources; however, no additional funding was obtained in Permit Year 8.</p> <p>The Department of Conservation and Recreation funds employment of two full time boat ramp monitors at Pontoosuc Lake. Friends of Pontoosuc Lake seek additional funding and volunteers from the district to have the ramp monitored daily from 6am to 6pm. See page 2 of Attachment C.</p>
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 completed working with a consultant to map and inspect outfalls in the original 5 year permit period. Outfalls have been mapped using GPS technology, were digitally photographed and conditions were assessed.



### 3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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 has developed and implemented an IDDE plan. As part of this plan, outfalls were mapped and inspected.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Council 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 has passed a by-law regarding Illicit Discharges.
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, recyclables taken at the Springfield MRF, backyard composting, and items accepted at the Lanesborough transfer station. Other educational brochures are available at the Town buildings, see Attachment B.  The homepage of Lanesborough’s official website links to educational materials regarding recycling and waste disposal. See Attachment D.  A regional hazardous waste day was conducted in conjunction with the Northern Berkshire Solid Waste Management District. See Attachment D.
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 (NBSWMD) applies for recycling grants from DEP annually.  The NBSWMD applied for a MassDEP Sustainable Materials Recovery Program Grant in June of 2010. However, the grant was not approved.  The Town continues to seek further funding sources.

### 3. Illicit Discharge Detection and Elimination (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)
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.	<p>The Town continues to seek funding sources, however, no further funding was obtained in Permit Year 8.</p> <p>The Town applied for a FEMA grant for an improvement project to prevent repetitive flooding from storm events and reduce erosion, scouring and sedimentation. However, the application was not approved. See Attachment A.</p>
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.	See BMP 3-19.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (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	Lanesborough will review model by-law developed by DEP in consultation with the Attorney General's Office.	A Bylaw for Stormwater management regulations for construction sites 1 acre or larger was adopted by the Town in the original 5 year permit term.

#### 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 8 (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	Lanesborough will review model by-law developed by DEP in consultation with the Attorney General's Office.	A Bylaw for Stormwater management regulations for construction sites runoff controls was adopted by the Town in the original 5 year permit term.

## 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 8 (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, 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 more than 2" of sediment in the fall of every year. Any maintenance required on an interim basis is addressed immediately.  Lanesborough has an annual spring street sweeping program; The Town cleaned all streets in May of Permit Year 8.  Copies of the invoices for catch basin cleaning and street sweeping are included with this report. See Attachment G.
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 continued in Permit Year 8.  During the permit period, the Town replaced 4 catch basins and 520 feet of drainage pipe on old Cheshire road. Culverts were replaced on Gulf Road, Ore Bed Road, Potter Mountain Road and North Main Street as well. Catch Basins were repaired on Imperial Street, Profile Street and Bull Hill Road.

**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 8 (Reliance on non-municipal partners indicated, if any)
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.	The Department of Public Works continues to seek training opportunities. Educational materials are available at Town buildings.
26	Review storm drainage infrastructure needs	Department of Public Works	Lanesborough will incorporate storm drain infrastructure review in Lanesborough's Chapter 90 project utilizations.	The drainage projects discussed in this space last year on Churchill Street and Old State Road have been completed. Churchill St. Engineering was \$10,514.82 and construction was \$119,698.85. Old State Rd. Engineering was \$7,722.83 and construction was \$39,785.00

**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 8 (Reliance on non-municipal partners indicated, if any)
				No TMDLs in the Town of Lanesborough

**7a. Additions**

**7b. WLA Assessment**

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

Not used