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**Municipality/Organization:** Town of Leicester, MA

**EPA NPDES Permit Number:** MAR041202

**MassDEP Transmittal Number:** X238181

**Annual Report Number & Reporting Period:** Year 8  
April 1, 2010 – March 31, 2011

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

**Part I. General Information**

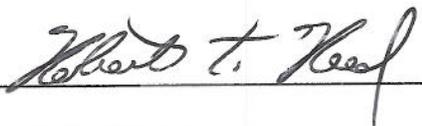
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Certification:

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:** 

**Printed Name:** Robert Reed

**Title:** Town Administrator

**Date:** April 28, 2011

## Part II. Self-Assessment

The Town of Leicester's Highway Department continues to take the lead on compliance with the Town's MS4 Permit. In Permit Year 8, major activities included mapping and inspection of 55 stormwater outfalls in high-priority areas of the Town. The Town completed additional cleanup and maintenance activities based on the results of these inspections. No illicit discharges were suspected based on the results of the inspection.

The Town hosted a road cleanup for Earth Day 2010 that cleaned up 26 streets, the Town Common, a cemetery, three veteran's squares, and three Town parks. 98 volunteers participated in the cleanup, including High School environmental club members, middle school students, the school's tennis team, Girl Scouts, and residents. 85% of the collected trash was recycled.

Leicester's public education and outreach remained strong during the Year 8 permit term, including a stormwater survey hosted by the Town Recycling Center. This survey reached 238 members of the community.

Leicester has designed a demonstration rain garden, which will be located on land donated by the Common Ground Land Trust. The rain garden will be constructed in 2011 (Permit Year 9). This rain garden has been championed by the Stormwater Committee's representative to the Town of Leicester's School department.

Operations and Maintenance activities completed by the Town's Highway Department continue to reduce potential for pollution from stormwater. During this period, 1,299 catch basins were cleaned, and all Town streets were swept. No illicit discharges were suspected based on the results of the catch inspection and cleaning. The Highway Department also cleaned all sidewalks in the Town, including those along Route 9, which is a State Highway. A Stormwater Pollution Prevention Plan (SWPPP) was developed for the Town's Highway Facility, and will be finalized in 2011 (Permit Year 9). Most components of the SWPPP have already been implemented at the facility.

The Town of Leicester was awarded a \$30,000 grant from the Massachusetts Department of Agricultural Resources, aimed at mitigation and reducing harm to natural resources from agricultural practices.

Leicester submitted comments to USEPA based on the Draft Interstate, Merrimack, and Southern Watershed (IMS) MS4 Permit, and continues to wait for finalization of that Permit.

Leicester has submitted its traditional Annual Report table, attached to this USEPA format. This tabular format includes substantial detail on each of the items listed above and all Best Management Practices (BMPs).

**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)	Planned Activities
1	Create a stormwater program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Leicester will present its Comprehensive Stormwater Management Program to the public at a public meeting.	Refer to attached spreadsheet for details related to all BMPS.	
2	Create a stormwater program	Department of Public Works	Leicester will identify appropriate sources of funding assistance (SRF, 319 Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	Refer to attached spreadsheet for details related to all BMPS.	
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.	Refer to attached spreadsheet for details related to all BMPS.	
4	Target groups likely to impact stormwater	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.	Refer to attached spreadsheet for details related to all BMPS.	

5	Identify alternative information sources	Board of Selectmen MIS Department	Leicester will port links to stormwater BMPS and other water quality education resources, including EPA and DEP, on its website. <a href="http://www.ci.leicester.ma.us/">http://www.ci.leicester.ma.us/</a>	Refer to attached spreadsheet for details related to all BMPS.	
6	Identify alternative information sources	Department of Public Works	Leicester will also post links on its website to the Blackstone River Watershed Association at <a href="http://www.thebrwa.org">www.thebrwa.org</a> , the Blackstone River Watershed Council at <a href="http://www.BVTourism.com">www.BVTourism.com</a> , the Nashua River Watershed Association at <a href="http://www.nashuariverwatershed.org">http://www.nashuariverwatershed.org</a> , the French River Watershed Basin Team at <a href="http://www.state.ma.us/envir/water/frenchquenebaug/frenchquenebaug.htm">http://www.state.ma.us/envir/water/frenchquenebaug/frenchquenebaug.htm</a> and the Chicopee River Watershed at <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a>	Refer to attached spreadsheet for details related to all BMPS.	
7	Utilize local website	Department of Public Works	Public meeting notice and the meeting reviewing Leicester's Comprehensive Stormwater Management Program will be posted on Leicester's local access channel.	Refer to attached spreadsheet for details related to all BMPS.	
8	Develop, conduct and document educational programs.	Department of Public Works Liaison	The Town of Leicester will appoint a liaison to the Blackstone River Watershed Association and the Nashua River Watershed Association to disseminate information to the Town on programs and activities.	Refer to attached spreadsheet for details related to all BMPS.	
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Leicester will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	Refer to attached spreadsheet for details related to all BMPS.	

## 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)	Planned Activities
10	Storm drain stenciling	Department of Public Works	Leicester will work with local Scout groups to develop a stenciling program. Stenciling will target Leicester's sub-watersheds.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
11	Community clean-ups	Department of Public Works Leicester Conservation Commission	Town of Leicester 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.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					

## 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)	Planned Activities
13	Inventory and mapping of storm drain system	Department of Public Works	Leicester will identify appropriate sources of funding assistance (SRF, 319 Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					

14	Mapping and identification of outfalls and receiving waters.	Department of Public Works	Leicester will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
15	Identification/description of problem areas	Department of Public Works	Leicester will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
16	Enforcement procedures addressing illicit discharges.	Planning Board Town Counsel Board of Health	Leicester 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.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
17	Public information program regarding hazardous wastes and dumping.	Department of Public Works Board of Health	Leicester will provide educational brochures to residents promoting proper disposal of household hazardous wastes.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
18	Initiation of recycling programs	Planning Board Board of Health	Leicester will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Leicester 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 in Smiths Pond, Southwick Meadow, Bouchard Pond, Greenville Pond West, Rochdale Pond, and Greenville Pond. These water bodies have been identified as impaired and are on DEP's 303d list.	The DEM and Parks and recreation merged to become the Department of Conservation and Recreation.  Refer to attached spreadsheet for details related to all BMPS.	
Revised					

20	Watershed assessments and studies	Department of Public Works Leicester Water Supply Districts	The Town of Leicester will encourage cooperation with Leicester's Public Drinking Water Supply Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Leicester's Zones II in Leicester.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					

#### 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)	Planned Activities
21	Bylaw: Stormwater management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					

#### 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)	Planned Activities
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Leicester will review model by-law developed by DEP in consultation with the Attorney General's Office.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					

**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)	Planned Activities
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendation from DEP and EPA, Leicester will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catch basin cleanout, snow disposal, roadway deicing procedures, vehicle washing, and outside storage of materials.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Leicester will implement a formal inspection program, including maintenance logs and scheduling, for catch basin cleaning, repairs, and new installation.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
25	Develop and implement training programs for municipal employees.	Department of Public Works	Leicester will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Refer to attached spreadsheet for details related to all BMPS.	
Revised					
26	Review storm drainage infrastructure needs.	Department of Public Works	Leicester will incorporate storm drain infrastructure review in Leicester's Chapter 90 project utilizations.	Refer to attached spreadsheet for details related to all BMPS.	
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					

**7a. Additions**


**7b. WLA Assessment**

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

**Part V. Program Outputs & Accomplishments (OPTIONAL)**  
 (Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering April 1, 2010 through March 31, 2011)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> <li>▪ days sponsored **</li> <li>▪ community participation **</li> <li>▪ material collected **</li> </ul>	(#) (# or %) (tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> </ul>					

<ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control</li> <li>▪ Post-Development Stormwater Management</li> </ul>							
Accompanying Regulation Status (indicate with "X")							
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> <li>▪ Erosion &amp; Sediment Control</li> <li>▪ Post-Development Stormwater Management</li> </ul>							

**Mapping and Illicit Discharges**

	(Preferred Units) Response	
Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	55
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
<ul style="list-style-type: none"> <li>▪ Paper/Mylar</li> <li>▪ CADD</li> <li>▪ GIS</li> </ul>	(%)	
	(%)	
	(%)	
Outfalls inspected/screened **	(# or %)	55
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

**Construction**

	(Preferred Units) Response	
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	
Site inspections completed **	(# or %)	
Tickets/Stop work orders issued **	(# or %)	

Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

**Post-Development Stormwater Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	2
Qty. of structures cleaned **	(#)	1299
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

**Basin Cleaning Costs**

<ul style="list-style-type: none"> <li>Annual budget/expenditure (labor &amp; equipment)**</li> <li>Hourly or per basin contract rate **</li> <li>Disposal cost**</li> </ul>	(\$)	
	(\$/hr or \$ per basin)	
	(\$)	

Cleaning Equipment			
• Clam shell truck(s) owned/leased	(#)		
• Vacuum truck(s) owned/leased	(#)		
• Vacuum trucks specified in contracts	(y/n)		
• % Structures cleaned with clam shells **	(%)		
• % Structures cleaned with vactor **	(%)		

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)			
▪ Fertilizers	(lbs. or %)		
▪ Herbicides	(lbs. or %)		
▪ Pesticides	(lbs. or %)		
Integrated Pest Management (IPM) Practices Implemented	(y/n)		

