

Town of Lunenburg

Department of Public Works

John M. Rodriquenz
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520 Chase Road
Lunenburg, MA 01462

May 5, 2016

Glenda Velez
United States Environmental Protection Agency
5 Post Office Square – OEP06-01
Boston, Massachusetts 02109-3912

Re: *NPDES General Permit for Storm Water Discharges from Small MS4s
Annual Report for the Town of Lunenburg (Permit Year 13)
Permit Number: MAR041206/MA DEP Transmittal Number: W-040561*

Dear Ms. Velez:

Pursuant to the requirements of EPA's "National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) issued May 1, 2003, the Town of Lunenburg is submitting the enclosed Annual Report for Permit Year 13.

If you have any questions regarding our annual report, please feel free to contact me at (978) 582-4160.

Very truly yours,

Jack Rodriquenz
Director of Public Works

cc: Kerry A. Lafleur, Town Manager
Steven K. Pedersen, P.E., Weston & Sampson

Municipality/Organization: Town of Lunenburg, MA

EPA NPDES Permit Number: MAR041206

MassDEP Transmittal Number: W-040561

Annual Report Number

& Reporting Period: Year 13 April 1, 2015 – March 31, 2016

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jack Rodriquenz

Title: Director of Public Works

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Mailing Address: 520 Chase Road, Lunenburg, MA 01462

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: Kerry A. Lafleur

Title: Town Manager

Date:

05.05.16

Part II. Self-Assessment

The Town of Lunenburg has completed the required self-assessment and has determined that our municipality is in compliance with the conditions of the permit. See Part III for status of BMPs.

During Permit Year 13, the Town has taken a proactive approach in preparing for the new MS4 Permit. The Town has reviewed the permit requirements in an effort to plan and budget for the new permit. The Town has also developed a Stormwater Task Force.

The Stormwater Task Force includes members from the Board of Selectmen, Board of Health, the Conservation Commission, the Planning Department, as well as the DPW Director and two citizens at large. The Task Force held their first meeting in January where Fred Civian from DEP came to speak to the group about the MS4 permit requirements. The Task Force has been meeting up to twice per month to discuss stormwater issues and compliance with the new MS4 Permit. Members of the Task Force are each focusing on one of the six minimum control measures. With respect to Public Education and Outreach, the Task Force is working to include additional stormwater information on the Town's website, and also to create a separate website for the Stormwater Task Force that links to the Town's website. The Task Force also plans to create a display at Town Meeting with informational materials on stormwater. In the area of Public Involvement and Participation, the Town has a Town clean-up day scheduled for this spring. The Town is also working to purchase rain barrels and make them available to residents for purchase.

In the areas of Construction Runoff Control and Post-Construction Stormwater Management, the Stormwater Task Force has been revisiting the Town's existing stormwater bylaws and looking at what changes should be made to assist the Town in complying with the new MS4 Permit.

The Task Force has been researching available grant opportunities to improve the water quality of Mulpus Brook and Lake Shirley, which are both impaired. The Town has also recently joined the Massachusetts Stormwater Coalition, and is looking to potentially join the Central Mass Regional Stormwater Coalition to share resources to assist with MS4 permit compliance going forward.

The Stormwater Task Force will be instrumental going forward in helping the Town to meet the requirements of the newly re-issued MS4 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
1	Create a Stormwater Program	DPW, Planning Board, ConCom, BOH, BOS	Lunenburg will present to the public Lunenburg's Comprehensive Stormwater Management Program at a public meeting.	Under the 2003 Permit, Lunenburg's NPDES Phase II Stormwater program was presented to the Chief Administrator, DPW Director and Town Planner on March 1, 2007. During Permit Year 13, the Town developed a Stormwater Task Force, which includes members from the Board of Selectmen, Board of Health, the Conservation Commission, the Planning Department, as well as the DPW Director and two citizens at large. The Task Force held their first meeting in January and meets up to two times per month.	The Stormwater Task Force will continue to meet regularly and will be instrumental in helping the Town to meet the requirements of the newly re-issued MS4 permit.
Revised					
2	Create a Stormwater Program	BOS, DPW	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.	During Year 13, Lunenburg continued to identify funding opportunities to support protection of local water bodies. The Town previously secured SRF funding to install sewers to serve a cluster of homes near Lake Whalom, and this work was completed during Year 13. In addition, the Town reviewed the draft MS4 permit in detail to prepare and budget for the cost of the new permit. The Town also established a dedicated line item in their budget to address stormwater needs.	Lunenburg will continue to identify funding opportunities to support its protection of local water bodies, including public education and outreach. The Town is looking to potentially apply for a 319 grant with a focus on Lake Shirley or Mulpus Brook. The Town is working to hold additional public education workshops with local students in the future with help from the Nashua River Watershed Association.
Revised					
3	Address Specific Groups	BOS, DPW	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall and the Library.	The Town is in receipt of EPA stormwater educational materials on disc for easy printing and distribution. During Year 13, brochures were printed and made available at town buildings and at Town Meeting.	The Town will continue to make these stormwater-related educational materials provided by EPA available at town buildings.
Revised					
4	Target groups likely to impact stormwater	BOS, DPW	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.	In their Spring 2015 newsletter, Lake Shirley Improvement Corp. provided information to residents on how to decrease nutrient loadings to Lake Shirley through proper care and maintenance of septic systems, by	The Town will continue to work with local watershed associations to educate the public on what they can do to protect local water resources.

Revised				picking up pet waste, using phosphate free detergents, limiting the application of fertilizers and pesticides, not feeding ducks and geese, and washing cars away from the storm drain or at a car wash.	
5	Identify alternative information sources	BOS, MIS	Lunenburg will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.lunenburg.com .	During Year 13, information on stormwater management and stormwater-related links to useful websites were maintained on the Town's website located at www.lunenburgma.gov . These included links to the following websites: EPA, the Nashua River Watershed Association, and Stormwater for Kids. The Town also included information on their website regarding their newly formed Stormwater Task Force.	The Town will continue to maintain stormwater-related links, and provide updated information regarding the Town's Stormwater Task Force on the Town website. The Stormwater Task Force is also working to potentially create a separate website for the Stormwater Task Force that links to the Town's website.
Revised					
6	Identify alternative information sources	BOS, MIS	Lunenburg will also post links on its website to the Nashua River Watershed Association @ www.nashuariverwatershed.org , and the Lake Shirley Improvements Corporation at www.lakeshirley.com .	Lunenburg's website www.lunenburgma.gov contains a link to the Nashua River Watershed Association's website which was maintained during Permit Year 13. In addition, Lunenburg's other website, www.lunenburg.com , contains a link to the Lake Shirley Improvements Corporation.	These stormwater-related links will be maintained to educate the public on proper stormwater management and highlight opportunities for public involvement.
Revised					
7	Identify alternative information sources	BOS	Public meeting notice for the meeting reviewing Lunenburg's Comprehensive Stormwater Management Program will be posted on Lunenburg's website.	The Town's newly formed Stormwater Task Force, which is comprised of Town officials and residents, held their first meeting in January 2016, and meets up to two times per month. Fred Civian attended the initial meeting with the Task Force in January to discuss the MS4 permit requirements.	The Stormwater Task Force will continue to meet up to two times per month throughout Permit Year 14 as the Town works to meet the requirements of the new MS4 permit.
Revised					
8	Identify alternative information sources	BOS 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.	The newly formed Stormwater Task Force is the liaison to the Nashua River Watershed Association and to the Lake Shirley Improvements Corporation. In their Spring 2015 newsletter, Lake Shirley Improvement Corp. disseminated information to residents on how to decrease nutrient loadings to Lake Shirley through proper care and maintenance of septic systems, picking up pet waste, using phosphate free detergents, limiting the application of fertilizers and pesticides, not feeding ducks and geese, and washing cars away from the storm drain or at a car wash.	The Stormwater Task Force will continue to serve as the liaison to the Nashua River Watershed Association and to the Lake Shirley Improvements Corporation.
Revised					
9	Promote Household Waste Recycling	DPW; BOH	The Town of Lunenburg will work with the Town's contracted waste hauler and the Board of Health to continue to promote recycling.	During Year 13, Lunenburg continued to encourage recycling, providing information at www.lunenburgma.gov . Flyers also continued to be sent to households annually.	Lunenburg will continue to educate and inform the public regarding its current curbside recycling program, and will

Revised				In Year 13, Lunenburg continued its membership in the North Central Regional Solid Waste Cooperative. This facility, which was established through grant funding from MassDEP, allows hazardous waste to be collected up to 20 times per year at one central location. Flyers are distributed outlining disposal fees and items that can be disposed of at the facility.	continue participation in the regional Household Hazardous Waste Collection Facility located in Devens.
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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
10	Storm drain stenciling	DPW	Lunenburg will work with local lake and scout groups to develop a stenciling program. Stenciling will target Lunenburg's subwatersheds.	DPW has been trying to develop and implement a storm drain stenciling program. The Town has received the stencils and has tried to garner interest in the program at Town Meetings through distribution of educational flyers. To date, there has only been limited interest, and only stenciling in high profile areas has been completed. Due to limited staffing resources, the Town was unable to complete any additional stenciling during Year 13.	The Town will continue to try to garner public support to assist with implementation of their storm drain stenciling program.
Revised					
11	Community clean-ups	DPW; ConCom	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.	The Hickory Hills Landowners Inc. continue to have a lake clean-up day that is supported by the DPW. They also have a Lake Management Group in place to address important issues that may influence the health of the lake including erosion control, sedimentation, weed management and flow monitoring of inlets.	The Town will continue to encourage and support local community clean-ups such as those held by the Hickory Hills Landowners, Inc.
Revised					
12	Community clean-ups	DPW	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Last spring, the DPW established their "1 st Annual Clean-up Day" offering residents trash bags for roadside cleanup to be removed by DPW.	The Stormwater Task Force is currently working to schedule a clean-up day for Spring 2016. The Town will also continue to assist other community groups with clean-ups.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
13	Inventory and mapping of storm drain system	DPW	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.	During Year 13, Lunenburg continued to identify funding opportunities to support protection of local water bodies. The Town had previously secured SRF funding to install sewers to serve a cluster of homes near Lake Whalom, and this work was completed during Year 13.	Lunenburg will continue to identify other funding opportunities to support its protection of local bodies of water. The Town is looking to potentially apply for a 319 grant with a focus on Lake Shirley or Mulpus Brook.
Revised					
14	Mapping and identification of outfalls and receiving waters	DPW; 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 completed GPS mapping of their stormwater outfalls and receiving waters in urbanized areas in previous permit years. In total, the Town mapped 401 outfalls town-wide. In all, 683 stormwater structures have been mapped, photographed, and dry weather inspected to date. A condition assessment was also performed for each of these structures. The Town did not complete any additional mapping of their drainage system during Year 13.	The Town will continue to map additional drainage structures as funding becomes available, and the Town will map additional outfalls as needed as a result of new construction.
Revised					
15	Identification/Description of problem areas	DPW	Lunenburg will develop and implement an Illicit Discharge Detection and Elimination (IDDE) Plan, contingent on Town Meeting approval of funding.	All drainage structures mapped in previous permit years were inspected for dry weather flow at that time. In instances where dry weather flow was identified, these drainage structures were re-inspected a second time at a later date for the presence of dry weather flow. As part of the follow-up investigation, sampling and analysis of the dry weather flow was conducted. Measures were then taken to identify and eliminate the source of the dry weather flow. No additional outfalls with dry weather flow were identified in Year 13.	The Town will continue to be on the lookout for dry weather flow and investigate these sources as needed.
Revised					
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Counsel, BOH	Lunenburg will review whether local authority is appropriate and able to respond to potential illicit discharges. New bylaws, if necessary, will be proposed at Town Meeting.	The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to incorporate a new bylaw section governing discharges to the municipal storm drain system. The Town continues to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					

17	Public information program regarding hazardous wastes and dumping	DPW, BOH	Lunenburg will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	During Year 13, Lunenburg continued to encourage recycling providing information at www.lunenburgma.gov . Flyers also continued to be sent to households annually. In Year 13, Lunenburg continued its membership in the North Central Regional Solid Waste Cooperative. This facility, which was established through grant funding from MassDEP, allows hazardous waste to be collected up to 20 times per year at one central location. Flyers are distributed outlining disposal fees and items that can be disposed of at the facility.	Lunenburg will continue to educate and inform the public regarding the Town's existing curbside recycling program and will continue participation in the regional Household Hazardous Waste Collection Facility located in Devens.
Revised					
18	Initiation of recycling programs	Planning Board, BOH	Lunenburg will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The North Central Regional Solid Waste Cooperative, which Lunenburg is a member of, was established through grant funding from MassDEP. The center, which is located in Devens, is open to residents and pre-qualified businesses within the nine member communities. It allows hazardous waste to be collected up to 20 times per year at one central location.	The Town will continue to explore and apply for grants to assist with their recycling program.
Revised					
19	Watershed assessments and studies	DPW, ConCom, BOH	Lunenburg will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the DCR'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. Since 2005, the Town has been involved in the reconstruction of Summer Street. A major component of this project includes the replacement/enhancement of the Town's existing drainage system, including where it outfalls to Baker Brook. As of Permit Year 13, the design is now 75% complete, and an additional \$2 million dollars in drainage improvements was incorporated as part of the design.	The Town will continue to move forward with the design of the Summer Street roadway reconstruction project.
Revised					
20	Watershed assessments and studies	DPW, 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 Zone II in Lunenburg.	Lunenburg continued to explore funding opportunities but did not apply for any funding assistance from DEP's Source Water Protection Program during Permit Year 13.	The Town will continue to explore and apply for different funding opportunities, as appropriate.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
21	Bylaw: Stormwater management regulations for construction sites 1 acre or larger	Planning Board, ConCom, Town Counsel, BOH, ZBA	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General’s Office.	BMP Completed in Year 5. The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to include Section 6.7, which regulates stormwater management for any construction activity that results in a land disturbance equal to or greater than one acre of land. It requires the implementation of erosion and sediment controls to prevent impacts during disturbance and construction activities. The Town continues to enforce this new section of their Zoning Bylaw that they adopted. The Town's Subdivision Regulations also require developers to prepare and submit an Erosion Control Plan covering all phases of construction.	The Town will continue to enforce the bylaw that they adopted. The Stormwater Task Force is also looking at what other changes will need to be made to the Town’s existing bylaws to meet the requirements of the new MS4 permit.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
22	Bylaw: Require post-construction runoff controls	Planning Board, ConCom, Town Counsel, BOH, ZBA	Lunenburg will review model by-law developed by DEP in consultation with the Attorney General’s Office.	BMP Completed in Year 5. The Town voted to amend their existing Zoning Bylaws at the December 5, 2007 Town Meeting to include Section 6.7, which regulates stormwater management for all development and redevelopment projects that disturb one (1) acre or more. In Year 13, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	The Town will continue to enforce the bylaw that they adopted. The Stormwater Task Force is also looking at what other changes will need to be made to the Town’s existing bylaws to meet the requirements of the new MS4 permit.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
23	Develop a Municipal Operations and Maintenance Plan	DPW	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, catch basin cleanout, snow disposal, roadway de-icing procedures, vehicle washing and outside storage of materials.	During Permit Year 13, the Town continued to follow the Stormwater Pollution Prevention Plan (SWPPP) that it has in place for its highway facilities. The SWPPP includes BMPs for reference by all public works employees.	The Town will continue to follow the BMPs outlined in their SWPPP for their highway facilities.
Revised					
24	Develop a Municipal Operations and Maintenance Plan	DPW	Lunenburg will implement a formal inspection program, including maintenance logs and scheduling, for catch basin cleaning, repairs and new installation.	In Permit Year 13, the Town cleaned between 300 and 500 catch basins, and swept 180 lane miles. Catch basins and roadways adjacent to water resources were cleaned and swept twice per year. The Town also supported the purchase of a new street sweeper. The Town continued to maintain their stormwater system, and identify and repair stormwater structures as needed. In Year 13, maintenance logs, as well as records of repair/rehab, continued to be kept for all catch basins.	During Permit Year 14, the Town has plans to purchase a new catch basin cleaner. The Town will continue to maintain their drainage system by keeping detailed records and repairing drainage structures on a continual basis.
Revised					
25	Develop and implement training programs for municipal employees	DPW	Lunenburg will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, Bay State Roads, and other relevant agencies or vendors.	During Permit Year 13, the newly formed Stormwater Task Force, comprised of Town officials and local citizens, attended various stormwater-related seminars. Fred Civian from DEP also attended the first meeting of the newly formed Stormwater Task Force to discuss the MS4 permit requirements.	If funds become available, additional training opportunities will be explored.
Revised					
26	Review storm drainage infrastructure needs	DPW	Lunenburg will incorporate storm drain infrastructure review in Lunenburg's Chapter 90 project utilizations.	Past stormwater funding has allowed for stormwater infrastructure to be inspected and a condition assessment made for each inspected structure (manholes, catch basins, culverts, etc.). During Year 13, the Town continued to maintain their stormwater system, and repair stormwater infrastructure as needed. All drainage deficiencies are addressed through repair or rehab of existing drainage or the addition of supplemental drainage. During Year 13, all work continued to be coordinated with any proposed roadway improvements.	Lunenburg will continue to assess drainage infrastructure needs and prioritize improvements in accordance with proposed roadway improvement projects.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

In Lunenburg, there are no approved TMDLs for water bodies that the MS4 discharges into where the pollutant is likely to be found in stormwater discharges from the MS4. There are impaired waters in Lunenburg that the MS4 discharges into that require the development of a TMDL, as listed on the Final 2014 Integrated List of Waters, including Lake Shirley and Mulpus Brook. Once TMDLs for these waters are approved, further evaluation is required to determine whether the pollutant of concern is likely to be found in stormwater discharges from the MS4.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 14 (if applicable)
Revised					

7a. Additions

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7b. WLA Assessment

Not applicable.

Part IV. Summary of Information Collected and Analyzed

No additional information has been collected outside of what was listed in Part III, above.