

**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:**

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**Annual Report – May 2017**

## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

Contact Person: Kevin Bartlett

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: *Kevin Bartlett*

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Printed Name: Kevin Bartlett

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Title: Superintendent, Lancaster Department of Public Works

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Date: April 27, 2017

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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 14</b> (Reliance on non-municipal partners indicated, if any)
1PE Revised	Develop Educational Resources	Selectmen/Stormwater Management Committee (SWMC)	Develop two topic brochures for residences and businesses.	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 Revised	Expand Educational Resources	SWMC/Conservation Commission/NRWA	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 Revised	Storm Drain Stenciling	DPW	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 periodically re-stenciled.
4PE Revised	Pollution Reduction	SWMC	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.

## 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 14</b> (Reliance on non-municipal partners indicated, if any)
1PP Revised	Work with Nashua River Watershed Association (NRWA)	SWMC/NRWA/DPW	NRWA and local organizations to map and monitor outfalls.	The Town and the NRWA collaborate 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 Revised	Establish Public Information Meetings	SWMC	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 Revised	Schedule yearly community cleanups	SWMC/BOS/Land Trust	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 conduct a clean-up event annually within town, as well as hold regional household hazardous waste days and recycling events.
4PP Revised	Establish Neighborhood Watch	SWMC	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.

### 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 14</b> (Reliance on non-municipal partners indicated, if any)
1ID Revised	Develop Sewer System Map	DPW/Sewer District Commission	Establish a map to note all intake and discharge into system.	All storm drains and catch basins in the Town were identified and cataloged and then incorporated onto a GIS map. Additionally, the Lancaster Sewer District Commission has mapped the complete sewer distribution system within the Town of Lancaster, and is available on their web site.
2ID Revised	Identify Illicit Discharges	DPW	Establish process to identify potential sources.	All storm drains 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 Revised	Stormwater Bylaw	Planning Board/Conservation Commission	Review bylaws to identify and propose necessary changes.	A Stormwater Management bylaw and regulations were passed at the 2008 Annual Town Meeting. 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. A LID manual is also in progress.
4ID 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. A new regional Household Hazardous Waste facility was opened at Devens in 2011.

#### 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 14</b> (Reliance on non-municipal partners indicated, if any)
1CO Revised	Establish Water Quality Benchmarks	SWMC/DPW	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.
2CO Revised	Establish Site Inspection Criteria	SWMC/DPW/Planning Board	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.
3CO Revised	Develop Training Program	SWMC/DPW	Train staff and other group inspection procedures.	Provided training to municipal employees on stormwater management guidelines and good housekeeping measures.
4CO Revised	Compliance Evaluation	SWMC/DPW	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.
5CO Revised	Evaluation & Implement Regulatory Requirements	Planning Board/Conservation Commission	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.

## 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 14</b> (Reliance on non-municipal partners indicated, if any)
1PC Revised	Identify Best Management Practices	SWMC/Planning Board	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. A LID manual is also in progress.
2PC Revised	Codify and Publicize BMPs	SWMC/Planning Board	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. A LID manual is also in progress.
3PC Revised	Reduce Impervious Areas	SWMC/Planning Board	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. A LID manual is also in progress.
4PC Revised	Improve Water Quality	SWMC/Planning Board/Conservation Commission	Collect samples to determine effectiveness of run-off control.	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.
5PC Revised	Evaluate and Implement Regulatory Requirements	BOS/Planning Board/Conservation Commission	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.

## 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 14</b> (Reliance on non-municipal partners indicated, if any)
1GH Revised	Develop Pollution Prevention Plan	SWMC/Planning Board/Conservation Commission	Develop plan related to BMPs for areas of concern.	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 Revised	Develop Employee Training Materials	SWMC	Develop training materials for Town employees.	Several Town departments attended awareness level training sessions on stormwater management, including the DPW, Police, Fire, Building, Board of Health and Maintenance staffs.
3GH Revised	Train Town Employees	SWMC/DPW	Train Staff on P2 measures and good housekeeping.	Several Town departments attended awareness level training sessions on stormwater management, including the DPW, Police, Fire, Building, Board of Health and Maintenance staffs.
4GH Revised	Maintenance Schedule	DPW	Finalize plan and schedule to implement BMPs.	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 Revised	Evaluation Program Effectiveness	DPW	Identify controls and document effectiveness and compliance.	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 14 (Reliance on non-municipal partners indicated, if any)</b>
1TM	Establish Methods for Evaluation	SWMC/NRWA	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.
Revised				
2TM	Identify BMPs for TMDLs	SWMC	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.
Revised				
3TM	Implement BMPs	SWMC/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.
Revised				
4TM	Determine Effectiveness	SWMC	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 eleven (11) Stormwater Management permits since 2008.*