

**Municipality/Organization:** Town of Lanesborough

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**EPA NPDES Permit Number:** 1012

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**MassDEP Transmittal Number:** W-040561

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**Annual Report Number  
& Reporting Period:** Year 14 April 1, 2016 – March 31, 2017

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

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

Contact Person: Paul Sieloff Title: Town Manager

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Telephone #: (413) 442-1167 Email: town.manager@lanesborough-ma.gov

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Mailing Address: Town Hall – 83 North Main Street, Lanesborough, MA 01237

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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: 

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Printed Name: Paul Sieloff

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Title: Town Manager

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Date: June 21, 2017

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

*The Town of Lanesborough has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.*

## 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 14 (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	Lanesborough will present to the public at a public meeting Lanesborough's draft Comprehensive Stormwater Management Program.	Lanesborough publicly reviewed implementation of its Comprehensive Stormwater Program in prior years.  A public workshop presentation was held in June 2007.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
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 has signed on as a partner to a MADEP 604b Water Quality Management Planning Program grant for Regional NPDES Phase II and is working with the Berkshire Regional Planning Commission (BRPC) as well as participating on the Working Group.	
Revised					

## 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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.  The Friends of Pontoosuc Lake distributed their biannual newsletter to a targeted mailing list and make available copies at various locations throughout Town.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
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	
Revised					
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 recycling programs, the Commonwealth of Massachusetts, and other educational materials.	
Revised					

## 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
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 brochure mailings.	<p>The Town of Lanesborough has a mandatory recycling bylaw.</p> <p>Bulky and Hazardous Waste Collection was held on September 24, 2016.</p> <p>Numerous Paint Collection days were held through the Northern Berkshire Solid Waste District.</p>	
Revised			Promoted through various websites and Town Hall.		

## 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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 Towns on programs and activities.	The Town has not been able to appoint a liaison for the Hoosic River Watershed Association within Permit Year 14.  Appointment is expected to be made within first two weeks of June.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
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.	The Town of Lanesborough has a mandatory recycling bylaw.  Bulky and Hazardous Waste Collection was held on September 24, 2016.  Numerous Paint Collection days were held through the Northern Berkshire Solid Waste District.  Recycling continued within the past permit year on Saturday mornings. Recycling of tires, fluorescent bulbs, scrap metal and electronics is available.	
Revised			Promoted through various websites and Town Hall.	Recycling information is also posted at the NBSWMD website <a href="http://www.nbswmd.org">www.nbswmd.org</a> . The homepage of the Town of Lanesborough website links to <a href="http://www.nbswmd.org">www.nbswmd.org</a> .	

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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 worked to identify opportunities for residents to contribute to the stormwater program, including working with the Friends of Pontoosuc Watershed Association.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
11	Community clean-ups	Department of Public Works, Lanesborough Conservation Commission	<p>Town of Lanesborough will encourage local stream team cleanups through Friends of Pontoosuc Lake. Town will provide notice of event.</p> <p>Town will provide trucks and other material to support cleanup efforts and disposal of materials.</p>	<p>The Town provides trash pick-up service for the annual lake shore clean-up at Pontoosuc Lake.</p> <p>Town wide clean up is held in the spring each year. During this reporting period the cleanup was held on April 23, 2016 and 2 town trucks and 1 private truck were used to haul the waste.</p> <p>The Town continues to encourage and support local stream cleanups.</p>	
Revised					

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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.  Water quality monitoring continued at Pontoosuc Lake.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					

### 2a. Additions




### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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 has signed on as a partner to a Regional NPDES Phase II application to MADEP 604b Water Quality Management Planning Program submitted BRPC.</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.</p>	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
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.	
Revised					

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
15	Identification/description of problem areas	Department of Public Works	Lanesborough will develop and implement an Illicit Discharge Detection and Elimination Plan (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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
16	Enforcement procedures addressing illicit discharges	Planning Board, Board of Health	Lanesborough will review whether local authority is appropriate and able to respond to illicit discharges. New bylaws, if necessary, will be proposed to Town Meeting.	<p>Lanesborough has a hazardous material release bylaw.</p> <p>Lanesborough has passed a bylaw regarding Illicit Discharges.</p>	
Revised					
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, backyard composting, and items accepted at the Lanesborough transfer station.	
Revised				<p>The homepage of Lanesborough’s official website links to educational materials regarding recycling and waste disposal.</p> <p>Bulky and Hazardous Waste Collection was held on September 24, 2016.</p>	

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Lanesborough will identify 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.	The Town has signed on as a partner to a MADEP 604b Water Quality Management Planning Program grant for Regional NPDES Phase II and is working with the Berkshire Regional Planning Commission (BRPC) as well as participating on the Working Group.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					

### 3. Illicit Discharge Detection and Elimination

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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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					

#### 3a. Additions


#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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 bylaw 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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					

##### 4a. Additions


## 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 14 (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	Lanesborough will review model bylaw 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.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					

### 5a. Additions


## 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 14 (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 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 catchbasins with more than 2” of sediment in the fall of every year. Any maintenance required on an interim basis is addressed as soon as time and funds allow.  Lanesborough has an annual spring street sweeping program. The Town cleaned all streets May 2016.	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
24	Develop a municipal Operation 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.	<p>The Town repaired 3 catch basins on Brodie Mtn Rd.</p> <p>The Town installed new catch basins on Bailey Rd. and Summer St.</p> <p>The Town repaired 3 catch basins on Stormview Rd.</p>	

## 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				<p>The Town installed 500' of rip rap in drainage ditches on Stormview Rd.</p> <p>The Town repaired 1 catch basin on Prospect St.</p> <p>The Town installed one new catch basin on Church St.</p> <p>The Town replaced one culvert on Silver St.</p>	
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.	<p>The Department of Public Works continues to seek training opportunities.</p> <p>Educational materials are available at Town Buildings.</p>	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>
Revised					
26	Review storm drainage infrastructure needs	Department of Public Works	Lanesborough will incorporate storm drain infrastructure review in Lanesborough's Chapter 90 project utilizations	<p>The Town repaired 3 catch basins on Brodie Mtn Rd.</p> <p>The Town installed new catch basins on Bailey Rd. and Summer St.</p> <p>The Town repaired 3 catch basins on</p>	



## 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				<p>Stormview Rd. The Town installed 500' of rip rap in drainage ditches on Stormview Rd.</p> <p>The Town repaired 1 catch basin on Prospect St.</p> <p>The Town installed one new catch basin on Church St.</p> <p>The Town replaced one culvert on Silver St.</p> <p>The Town has continued work with Berkshire Engineering to address drainage issues on Sunrise St. and Sunset St.</p>	

### 6a. Additions

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**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if 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 Year 14</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
Revised				No TMDLs in the Town of Lanesborough	<ul style="list-style-type: none"> <li>• Submit Notice of Intent for coverage under the 2016 Final MA Small MS4 Permit</li> <li>• Develop a written Stormwater Management Plan in compliance with the 2016 Final MA Small MS4 Permit</li> <li>• Comply with requirements of Year 1 of the 2016 Final MA Small MS4 Permit</li> </ul>

**7a. Additions**
