

# Town of Lunenburg

## Department of Public Works

John M. Rodriquenz  
Director  
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520 Chase Road  
Lunenburg, MA 01462

April 29, 2011

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

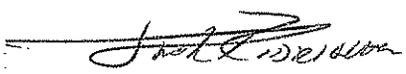
Re: *NPDES General Permit for Storm Water Discharges from Small MS4s*  
*Annual Report for the Town of Lunenburg (Permit Year 8)*  
*Permit Number: MAR041206/MA DEP Transmittal Number: W-040561*

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 8.

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. Speidel, 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 8 April 1, 2010 – March 31, 2011

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

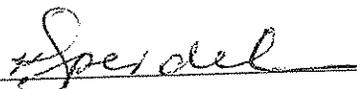
Contact Person: Jack Rodriquenz Title: Director of Public Works

Telephone #: (978) 582-4160 Email: jrodriquenz@lunenburgonline.com

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. Speidel

Title: Town Manager

Date: 4/26/11

**Part II. Self-Assessment**

**The Town of Lunenburg has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions except for the following:**

**See Part III for status of 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 - Permit Year 9 (if applicable)
1 Revised	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.	<b>BMP Completed.</b> Lunenburg's NPDES Phase II Stormwater program was presented to the Chief Administrator, DPW Director and Town Planner on March 1, 2007.	<b>BMP Completed.</b> Another meeting will occur once the new permit is issued.
2 Revised	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.	Lunenburg continued to identify funding opportunities to assist in implementation of its Comprehensive Stormwater Management Program, including the public education component. However, no supplemental funding was obtained during Year 8, with all expenses coming out of the operations budget. With the help of the Nashua River Watershed Association, the Town is currently working on completing a public education workshop with local middle school students on water pollution control.	Lunenburg will continue to identify funding opportunities to support its protection of local bodies of water.
3 Revised	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. Brochures are printed and made available at town buildings.	The Town will continue to make these stormwater-related educational materials provided by EPA available at town buildings.
4 Revised	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.	The Town is in receipt of EPA stormwater educational materials on disc for easy printing and distribution. Brochures are printed and made available at town buildings.	The Town will continue to make these stormwater-related educational materials provided by EPA available at town buildings.
5 Revised	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: <a href="http://www.lunenburg.com">www.lunenburg.com</a> .	Stormwater-related links to useful websites were maintained on the Town's website during Permit Year 8 at <a href="http://www.lunenburgonline.com">www.lunenburgonline.com</a> . These included links to the following websites: EPA, the Nashua River Watershed Association, Stormwater Authority and Stormwater for Kids.	The Town is planning a major overhaul of their website, which is nearly complete. It will be presented at Town Meeting in May. As part of this effort, all DPW links will be updated and stormwater management resources on the Town's website will be added/enhanced.

6	Identify alternative information sources	BOS, MIS	Lunenburg will also post links on its website to the Nashua River Watershed Association @ <a href="http://www.nashuariverwatershed.org">www.nashuariverwatershed.org</a> , and the Lake Shirley Improvements Corporation at <a href="http://www.lakeshirley.com">www.lakeshirley.com</a> .	Lunenburg's website <a href="http://www.lunenburgonline.com">www.lunenburgonline.com</a> contains a link to the Nashua River Watershed Association's website which was maintained during Year 8. In addition, Lunenburg's other website, <a href="http://www.lunenburg.com">www.lunenburg.com</a> contains links to the following: the Lake Shirley Improvements Corporation, Friends of Willard Brook and Environmental Education for Kids.	These stormwater-related links will be maintained to educate the public on proper stormwater management and highlight opportunities for public involvement.
Revised				<b>BMP Completed.</b> Another meeting will occur once the new permit is issued.	
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.	<b>BMP Completed.</b> No public meetings regarding the Town's Stormwater Management Program were planned for Year 8.	
Revised				Laura Williams, Chief Administrative Assistant for the Town, is the designated liaison for the Lake Shirley Improvements Corporation.	Laura Williams, Chief Administrative Assistant for the Town, will continue to be the designated liaison for the Lake Shirley Improvements Corporation.
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.	Lunenburg has mandatory recycling and curbside recycling containers are available at the municipal building. Schedule and recycling information is posted at <a href="http://www.lunenburgonline.com">www.lunenburgonline.com</a> . In addition, flyers are sent to households annually. During Permit Year 8, Lunenburg participated in a Household Hazardous Waste Collection Day in Devens in the spring. Signs and banners were posted to notify residents.	Lunenburg will continue to educate and inform the public regarding its current curbside recycling program but is in the process of revamping its Household Hazardous Waste Collection Program. Lunenburg has teamed up with 11 other communities to offer an expanded Household Hazardous Waste Collection Program that will allow hazardous waste to be collected up to 20 times per year at one central location. The new Regional Household Hazardous Waste Facility is expected to open in Devens in July 2011.
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.	Lunenburg will continue to educate and inform the public regarding its current curbside recycling program but is in the process of revamping its Household Hazardous Waste Collection Program. Lunenburg has teamed up with 11 other communities to offer an expanded Household Hazardous Waste Collection Program that will allow hazardous waste to be collected up to 20 times per year at one central location. The new Regional Household Hazardous Waste Facility is expected to open in Devens in July 2011.	
Revised					

## 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 - Permit Year 9 (if applicable)
10 Revised	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 personnel are in the process of developing and implementing a storm drain stenciling program. The Town has received the stencils and plans to target high profile areas first. The Town also developed an educational flyer for distribution at Town Meeting in the hopes of identifying local groups and/or individuals to assist with stenciling of the storm drains in other areas.	The Town plans to continue with the implementation of their storm drain stenciling program.
11 Revised	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.	In Year 8, the Lunenburg Little League performed spring cleanups of playing fields.  Hickory Hills Landowners, Inc. perform regular clean-up and maintenance activities around Hickory Hills Lake. They currently 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.
12 Revised	Community clean-ups	DPW	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	In Year 8, the Lunenburg Little League organized trash clean-up of town ball fields. The DPW provided a dump truck and a place to dispose of collected brush.	The Town will continue to assist the Lunenburg Little League and other community groups with clean-ups.

### 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 - Permit Year 9 (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.	Lunenburg continued to identify funding opportunities to assist in implementation of its Comprehensive Stormwater Management Program, including the public education component. However, no supplemental funding was obtained during Year 8, with all expenses coming out of the operations budget. With the help of the Nashua River Watershed Association, the Town is currently working on completing a public education workshop with local middle school students on water pollution control.	Lunenburg continued to identify funding opportunities to support its protection of local bodies of water.
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 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.	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.	<b>BMP Completed.</b> 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.	Lunenburg has mandatory recycling and curbside recycling containers are available at the municipal building. Schedule and recycling information is posted at <a href="http://www.lunenburgonline.com">www.lunenburgonline.com</a> . In addition, flyers are sent to households annually. During Permit Year 8, Lunenburg participated in a Household Hazardous Waste Collection Day held in Devens in the spring. Signs and banners were posted to notify residents.	Lunenburg will continue to educate and inform the public regarding the Town's existing curbside recycling program and their household hazardous waste program. When the new Regional Household Hazardous Waste Facility opens in Devens in July 2011, it will allow residents to dispose of hazardous waste up to 20 times per year.
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.	During the previous permit year, the Town, in conjunction with 11 other communities, received a \$100,000 grant to set up a Regional Household Hazardous Waste Facility. This expanded Household Hazardous Waste Collection Program will allow residents to dispose of hazardous waste up to 20 times per year on both weekdays and weekends at one central location.	The Regional Household Hazardous Waste Facility is expected to open in July. The Town will continue to explore and apply for grants to assist with their recycling program.
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. At the last Town Meeting, Lunenburg residents voted to allocate \$56,000 to advance the Summer Street project. In addition, funding in the amount of \$50,000 was received from Mass Development in January 2011 in support of the project. The Massachusetts Regional Planning Commission has also offered their services and resources to support this project.	The Town has a consultant on board to complete an analysis of various layout alternatives as well as perform the survey for the Summer Street reconstruction project. This work is expected to be completed this spring. The Town will continue to explore and apply for funding opportunities to enhance the Town's drainage system.
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 8.	The Town will continue to explore and apply for different funding opportunities, as appropriate.

#### 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 - Permit Year 9 (if applicable)
21 Revised	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.	BMP Completed. The Town will continue to enforce the bylaw that they adopted.
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 - Permit Year 9 (if applicable)
22 Revised	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.	BMP Completed. The Town will continue to enforce the bylaw that they adopted.
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 - Permit Year 9 (if applicable)
23 <small>Revised</small>	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 8, the Town completed a design to renovate/expand the current DPW Facility. As part of this effort, interior and exterior drainage will be addressed. The project was bid in April 2011, but the bids were high so the Town needs to reduce the scope of the project and re-bid it to stay within the budget. The Town does have a Stormwater Pollution Prevention Plan (SWPPP) in place for its highway facilities. The SWPPP includes BMPs for reference by all public works employees.	The Town will re-bid the DPW Facility renovation/expansion project with hopes of starting construction in late spring 2011. The Town will continue to follow the BMPs outlined in their SWPPP for their highway facilities.
24 <small>Revised</small>	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.	During Year 8, the Town swept nearly all of the 90 miles of roadway within Town and cleaned all catch basins at least once. Drainage structures adjacent to water resources are given highest priority. Structures in these areas are cleaned twice per year in the spring and again in the summer. Streets adjacent to water resources are also swept twice per year. The Town continued to maintain their stormwater system, and identify and repair stormwater structures as needed. Maintenance logs as well as records of repair/rehab are kept for all catch basins.	The Town will continue to maintain their drainage system by keeping detailed records and repairing drainage structures on a continual basis. The Town will also continue to clean catch basins and sweep streets adjacent to water resources twice per year.
25 <small>Revised</small>	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.	Due to lack of funding, most training opportunities for employees have been eliminated. The only training for Year 8 consisted of a safety training program for public works employees.	If funds become available, training opportunities will be explored in Year 9.
26 <small>Revised</small>	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 8, the Town continued to maintain their stormwater system, and identify and repair stormwater infrastructure as needed while keeping logs of all work completed. As part of the Town's comprehensive pavement management plan, drainage structures are accounted for and existing drainage is evaluated. All drainage deficiencies are addressed through repair or rehab of existing drainage or the addition of supplemental drainage. All work is coordinated with any proposed roadway improvements.	Lunenburg will continue to assess drainage infrastructure needs and prioritize improvements in accordance with proposed roadway improvement projects.

**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 - Permit Year 9 (if applicable)
Revised					

**7a. Additions**


**7b. WLA Assessment**

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