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Municipality/Organization: Town of Lancaster Massachusetts

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-041160

Annual Report Number

& Reporting Period: Final Report – April 2011

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Foster

Title: Superintendent of Public Works

Telephone #: 978-395-2412

Email: Not Applicable

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: John A Foster II

Printed Name: John A Foster II

Title: Supt. Public Works

Date: April 27, 2012

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 through 8 (Reliance on non-municipal partners indicated, if any)
1PE Revised	Develop Educational Resources	Selectmen/Stormwater Management Committee	Develop two topic brochures for residences and business	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.
2PE Revised	Expand Educational Resources	Selectmen/Stormwater Management Committee	Work with schools and provide information through media, TV	Worked with Conservation Commission representative to develop education resources and determine methods public involvement. Educational resources developed. Conservation Agent continues to work with schools to educate students. Additional educational resources for residences are available at Town Facilities and posted on the Town's Websites.
3PE Revised	Storm Drain Stenciling	Department of Public Works	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 have been stenciled.
4PE Revised	Pollution Reduction	Stormwater Management Committee	Identify measures to reduce pollutants to storm system.	SWMC met with Conservation Commission to discuss ways to reduce pollutants. Increased street sweeping in selected areas and wrote letter to residents and business with identified phone number for citizen concerns regarding storm system. Town personnel have been training in good housekeeping procedures and ways to reduce pollutants to drain. By laws have been established to identify a stormwater authority and periodic inspection of stormwater runoff
Revised				

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 through 8 (Reliance on non-municipal partners indicated, if any)
1PP Revised	Work with Nashua River Watershed Assoc (NRWA).	Stormwater Management Committee	NRWA and local organizations to map and monitor outfalls	Town of Lancaster and NWRA are collaborating on gathering and reporting data on Nashua River. Lancaster DPW has identified all storm drains and outfalls to the rivers in the regulated areas. Analytical data from NWRA is tracked by the Town of Lancaster to identify any problems areas and need for adjustments.
2PP Revised	Establish Public Information Meetings	Stormwater Management Committee	Hold at least two informal meetings to inform public	SWMC issued press releases and held public meetings in 2008 on stormwater proposed bylaws. SWMC provided information at public meeting held by Planning Board and Conservation Commission.
3PP Revised	Schedule yearly community cleanups	Stormwater Management Committee	Involve two community groups to implement com. cleanup.	Stormwater Management Committee researched options for community involvement. The Town of Lancaster works with local groups to coordinate and conducted a clean up events annually within town, as well as, hold regional household hazardous waste days and recycling events.
4PP Revised	Establish Neighborhood Watch	Stormwater Management Committee	Identify key residents, roles, and area	SWMC worked with Conservation commission to determine the feasibility of neighborhood watch. Town website and stormwater brochures have information and call numbers for neighborhood concerns related to Stormwater.
Revised				

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 through 8 (Reliance on non-municipal partners indicated, if any)
1ID Revised	Develop a Sewer System Map	Department of Public Works	Establish a map to note all intake & discharge in system	All stormdrains and catch basins in the town were identified and will be incorporated on the Lancaster Map GIS map.
2ID Revised	Identify Illicit Discharges	Department of Public Works	Establish process to identify potential sources	All stormdrains and catch basins were inspected for illicit discharges. Illicit discharges were eliminated or permitted based on bylaws.
3ID Revised	Storm Water Ordinance	Planning & Conservation Commissions	Review Bylaws, identify & propose necessary changes	Stormwater bylaws were passed at the Annual Town Meeting in Spring of 2008.
4ID Revised	Program for Household Hazardous Waste (HHW)	Board of Health and DPW	Schedule HHW days through existing regional cooperatives	Town Recycling Center collects waste oil for recycling and has held a Household Hazardous Waste Collection Day annually with other communities
Revised				

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 through 8 (Reliance on non-municipal partners indicated, if any)
1CO Revised	Establish Water Quality Benchmarks	Department of Public Works DPW & Stormwater Management Committee	Develop score sheets and record one round of samples	SWMC, Planning Board, and Conservation Commission is utilizing bench marks establish by NWRA and Town data collection for site runoff control.
2CO Revised	Establish Site Inspection Criteria	Department of Public Works Planning Board	Standardize & document procedures for site Inspections	The Town has established guidance on inspection criteria and issued authority for inspection through the Storm water bylaws.
3CO Revised	Develop Training Program	Department of Public Works	Train staff and other group inspection procedures	Provided training to municipal employees of Stormwater Management, by-laws and stormwater issues.
4CO Revised	Compliance Evaluation	Department of Public Works	Collect water samples & build program for full compliance	Utilizing data collected from various sources on water quality including NWRA 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	Board of Selectmen	Develop by-laws for construction site runoff	Stormwater bylaws were passed by the Town at the Annual town meeting in the Spring of 2008.

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 1 through 8 (Reliance on non-municipal partners indicated, if any)
1PC Revised	Identify Best Management Practices	Stormwater Management Committee/DPW	Evaluate & determine BMPs for new and re-development	Identified BMPs for post construction and redevelopment site runoff control were distributed and evaluated by Planning Department Site.
2PC Revised	Codify and Publicize BMPs	Stormwater Management Committee	Codify through local body Publicize through local media	Established Community Development and Planning as the authority for codifying principles for BMP on new and redevelopment projects.
3PC Revised	Reduce Impervious Areas	Stormwater Management Committee	Analyze data from construction projects & identify area impact	Established Community Developing and Planning as the authority for requiring necessary data on new and redevelopment projects.
4PC Revised	Improved Water Quality	Stormwater Management Committee	Collect samples to determine effectiveness of runoff control	Planning Department has authority through bylaws to determine methods for determine effectiveness of runoff control.
5PC Revised	Evaluate and Implement Regulatory Requirements	Board of Selectmen	Develop by-laws for post construction site runoff	Stormwater Bylaws were passed at the Annual Town Meeting in the Spring of 2008

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 1 through 8 (Reliance on non-municipal partners indicated, if any)
1GH Revised	Develop Pollution Prevention Plan	Stormwater Management Committee	Develop plan related to BMPs for areas of concern	Identified BMPs Guidance Documents as part of overall Stormwater ByLaws and Pollution Prevention Guidelines for Homeowners, Businesses and Town Facilities. . Information is available at Town Facilities.
2GH Revised	Develop Employee Training Materials	Stormwater Management Committee	Develop training materials for Town employees	DPW staff attended awareness level training sessions on stormwater management. Provided SWMP training and general guidelines for Department heads and employees throughout Town. Training conducted in summer 2008
3GH Revised	Train Town Employees	Department of Public Works	Train Staff on P2 measures and Good Housekeeping	The Town provided SWMP training and general guidelines for Department heads and employees throughout Town. Training conducted in summer 2008. DPW superintendent conducts routine housing checks at Town Public Works Facilities.
4GH Revised	Maintenance Schedule	Department of Public Works	Finalize plan and schedule to implement BMPs	Performed routine maintenance including street sweeping & catch basin cleanings on a routine basis. Catch basin cleaning is proposed by the DPW as part of the annual budget. A contractor is hired for catch basin cleaning and is required to note any concerns related specific catch basins . Repairs are done based on priorities, need and budgets. Catch basin cleaning was conducted in 2011 and catch basin were repaired or replaced during the year.
5GH Revised	Evaluation Program Effectiveness	Department of Public Works	Identify controls and document effectiveness & compliance	Town established condition baseline for catch basins and continues to identify BMP and controls to determine effective and compliance with SWMP.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <TMDLs are not applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 through 8 (Reliance on non-municipal partners indicated, if any)
1TM Revised	Establish Methods for Evaluation	Stormwater Management Committee	Work with NRWA and others to determine TMDLs	Currently there are no TMDLs established for the regulated areas in Lancaster. Town will continue to track regional efforts on establishing TMDLs. EPA and DEP published a report titled “Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods for pollutant of concerns (nutrients & phosphorus) identified in this report.
2TM Revised	Identify BMPs for TMDLs	Stormwater Management Committee	Determine effective BMPs for TMDLs	Currently there are no TMDLs established for the regulated areas in Lancaster. Town will continue to track regional efforts on establishing TMDLs. EPA and DEP published a report titled “Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods and BMPs for pollutant of concerns identified in this report.
3TM Revised	Implement BMPs	Stormwater Management Committee/DPW	Implement BMPs in identified areas	Currently there are no TMDLs established for the regulated areas in Lancaster. Town will continue to track regional efforts on establishing TMDLs. EPA and DEP published a report titled “Draft Pathogen TMDL for the Nashua River Watershed “. The Town will make efforts to identify reduction methods and BMPs for pollutant of concerns identified in this report.
4TM	Determine Effectiveness	Stormwater Management Committee	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 data and NWRRA sampling results to determine needs to maintain appropriate levels for water quality.
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 group, 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.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Town of Lancaster has formed a Stormwater Management Committee and has requested funding part of the annual town budget to provide consulting assistance to the Committee and implement BMPs. The town has passed and codified Stormwater By-laws.