

MUNICIPALITY/ORGANIZATION: TOWN OF LEICESTER

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Annual Report Number & Reporting Period: No. 4-5 .. March 2006 to March 2008

NPDES PII Small MS4 GENERAL PERMIT ANNUAL REPORT

Part I General Information

Contact Person: Robert T. Reed

Title: Town Administrator

Telephone: 508 892 7000

Email: reedb@leicesterma.org

Certification:

I certify under penalty of the law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that quality 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: Robert T. Reed, Town Administrator

Date: _____

Part II Self Assessment:

The town of Leicester's long time Highway Superintendent was gravely ill during this reporting period. He died at 54 years old In December 2007. During his illness the Storm Water Management Program progressed but not under the leadership of the DPW but the various town boards cradled the responsibility of creating a Storm Water bylaw Committee, obtaining a grant, and successfully sitting down all together for one common goal. The Bylaw Committee, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health and a Lake Liaison all met for months to thoroughly discuss storm water management in Leicester. A comprehensive bylaw that resulted from this group who in agreement felt that this would be the beginning of finally protecting both our recreational and drinking waters within the town. But all this work would hinge on the successful passage of the bylaw at town meeting. In May 2008 the bylaw passed at town meeting. Going forward after this era of team work, education and acceptance of the importance of storm water management within Leicester. Included in this new era is a new DPW Superintendent who is committed to the forward movement of this plan. The only way that the SWMP within Leicester will work is if everyone is at the table in this the "new" beginning, and on to the completion of the creation of the data base of our storm water systems as well as a true preventative maintenance of the system. The following pages are evident of our truth in working toward this goal. Bringing into our support efforts are the City of Worcester and the Town of Spencer as they have water supply reservoirs within our boundaries; our own 4 legislatively created water and sewer districts representing various boroughs within our boundaries; 3 legislatively created watershed districts for 3 large recreational water bodies within our boundaries; the active river watershed groups representing the 3 watersheds geographically evident within our boundaries; and equally as important, the abutting communities who receive our waters through drainage.

A storm water management committee is formed and will assure our success through public recognition of the need for sound and ongoing storm water management. This includes participation by countless citizen groups, our schools, and our business community. We have work ahead of us and we sincerely hope that those who do not sit in our community take us seriously.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

BMP ID#	BMP Description	Responsible Dept/Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 4	
1	Create a Stormwater Program	Dept. of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Leicester will present its Comprehensive Stormwater Management Program to the public at a public meeting	Completed in one Year	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting.
2	Create a Stormwater Program	Dept. of Public Works and Webmaster	Leicester will identify appropriate sources of funding assistant, and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach.	Leicester will continue to educate the public through its web site, cable access channel and educational brochures.	The Town of Leicester web site has offered stormwater management educational materials (example attached) but during this year will be creating a page on the web site dedicated exclusively to storm water management. Said web site will provide materials that are applicable to children, adults, and seniors in a comprehensive educational plan.

2a	Create a Stormwater Program	Dept. of Public Works and Local Community Access Corporation (LCAC) Board of Directors	Leicester will work with the LCAC to provide educational videos on Stormwater management techniques to viewers	Leicester did this in year 4 by providing video programming made by EPA and others to the viewers We are working with Channel 12 which is the Educational Channel and the staff at Leicester High School to produce a video - "One Drop of Water" which will provide education to all about the one drop of water in Leicester and where it can travel and why we should care.	This program will continue and will be expanded with a goal of providing station "scroll" reminders on stormwater management techniques; requests for reports of stormwater violations viewers may see as well as guest speakers on already running television shows discussing need for stormwater management sound techniques and the value of such.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

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 of Leicester will continue to make educational information available to the public. See calendar for dates for this goal.	<p>A comprehensive distribution plan will be implemented as follows below. The town of Leicester is implementing a variety of programs and procedures to protect the water. One example, the Leicester DPW cleans out catch basins regularly to keep debris out of the water ways. Also, a storm water committee will be formed and information provided by the EPA and local information gathered will be used to educate the local community. Through the Board of Selectmen we will advertise that Community Volunteers Are Needed:</p> <ul style="list-style-type: none"> • To educate the public about storm water and pollution prevention tips • To participate in programs and activities with other water related town groups and the schools • To help monitor illicit discharge sites • To provide ideas and information about activities for preventing storm water pollution • To participate in the Storm Water Committee
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CREATION OF A STORM WATER MANAGEMENT COMMITTEE

- Convening: to talk to all of the parties during a joint meeting
- Opening: with all parties present, lay out each side's statement of the purpose, understanding, and the future of storm water management in Leicester
- Communication: allow the parties to express whatever issues might affect the movement forward
- Negotiation: create an atmosphere in which all parties can be flexible and innovative
- Closure: everyone is aware of all the relevant information and all work to create an outcome both sides can live with.

Suggested Membership:

1. Public water district person
2. Lake and Pond Associations of Leicester Liaison
3. School Department
4. Highway Superintendent or his designee
5. Conservation Commissioner

Initial goals:

- Work toward assistance in keeping Leicester as a town in compliance
- Create and maintain public awareness
 - LCAC
 - Town web site
 - Town businesses
 - Town offices – distribution of literature
 - Town compliance boards/commissions handout
 - Town meeting/lake and pond groups/business association etc
 - Public Water districts (and Moose Hill Commission)
 - Local non profits
- School science curriculum addition of storm water management
- Establish means for citizens to report illegal discharge
 - Hot line
 - Email

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3a	Address specific groups	Dept. of Public Works and the City of Worcester DPW	There are 3 City of Worcester Water Supply Reservoirs within the town of Leicester boundaries. Create an ongoing relationship with the City of Worcester on Stormwater management within the watershed.	Though previous reports did not address this, the town has worked with the City and has always been concerned about their water supply reservoirs within our town boundaries. We will step up this effort more formally in 2008 and coordinate our plans for storm water with their watershed plans.	The Town of Leicester will sit at the table with the City of Worcester in order to assure cohesiveness to the stormwater management within the watershed. This will include education of Leicester's citizens of the need for stormwater management in this area. Cooperative sharing of information for ascertainment of one common goal. In order to address the impacts of stormwater on Leicester's drinking water supplies we need to locate our stormwater outfalls. Once this is done we will be able to assess the situation and determine if there are ways to improve drinking water supply protection. Through this working group we can hopefully ascertain this goal.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3b	Address specific groups	Dept. of Public Works and town of Spencer DPW	The town of Spencer has an off line back up water supply reservoir within the town of Leicester boundaries. Create an ongoing relationship with the Town of Spencer on stormwater management within the watershed	Though previous reports did not address this, the town has worked with the Town and has always been concerned about their water supply reservoir within our town boundaries. We will step up this effort more formally in 2008 and coordinate our plans for storm water with their watershed plans.	The Town of Leicester will sit at the table with the town of Spencer in order to assure cohesiveness to the stormwater management within the watershed. This will include education of Leicester's citizens of the need for stormwater management in this area. Cooperative sharing of information for ascertainment of one common goal. In order to address the impacts of stormwater on Leicester's drinking water supplies we need to locate our stormwater outfalls. Once this is done we will be able to assess the situation and determine if there are ways to improve drinking water supply protection. Through this working group we can hopefully ascertain this goal.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3c	Address specific groups	Dept. of Public Works and Leicester Sewer and Water District	The town of Leicester has independent sewer and water districts created legislatively serving various boroughs within the community. Create an ongoing relationship with the Leicester Sewer and Water District on stormwater management within the District boundaries cooperatively and cohesively.	Though this was not mentioned in previous reports the town has always worked closely with the Leicester Water and Sewer District. When roadway projects occur; the district has always been contacted and project protective measures were discussed. See calendar for meeting dates for this goal.	The Town of Leicester will sit at the table with the Leicester Sewer and Water District in order to assure cohesiveness to the stormwater management within the watershed. This will include education of Leicester's citizens of the need for stormwater management in this area. Cooperative sharing of information for ascertainment of one common goal. In order to address the impacts of stormwater on Leicester's drinking water supplies we need to locate our stormwater outfalls. Once this is done we will be able to assess the situation and determine if there are ways to improve drinking water supply protection. Through this working group we can hopefully ascertain this goal. We will also work with the Water Districts to assure hydrant flushing is done at optimal times to eliminate any unnecessary adversity from storm water hydrant flushing run off.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3d	Address specific groups	Dept. of Public Works and	The town of Leicester has	Though this was not	The Town of Leicester will sit at the
		Cherry Valley and	independent sewer and water	mentioned in previous	table with the Cherry Valley and
		Rochdale Water and	districts created legislatively	reports the town has always	Rochdale Water and Sewer District in
		Sewer District	serving various boroughs within	worked closely with the	order to assure cohesiveness to the
			the community. Create an	Cherry Valley and	stormwater management within the
			ongoing relationship with the	Rochdale Water and Sewer	watershed. This will include education
			Cherry Valley and Rochdale	District. In fact our	of Leicester's citizens of the need for
			Water and Sewer District on	concerns for septic	stormwater management in this area.
			stormwater management within	problems in the Cherry	Cooperative sharing of information for
			the District boundaries	Valley section of our	ascertainment of one common goal. In
			cooperatively and cohesively.	community put resolution to	order to address the impacts of
				this problem of water	stormwater on Leicester's drinking
				quality in the Blackstone	water supplies we need to locate our
				River on the forefront. We	stormwater outfalls. Once this is done
				successfully negotiated	we will be able to assess the situation
				funding as a team and	and determine if there are ways to
				sewers were installed in this	improve drinking water supply
				section of the community to	protection. Through this working group
				the joy of all of the	we can hopefully ascertain this goal.
				participants. The quality of	We will also work with the Water
				the Blackstone River below	Districts to assure hydrant flushing is
				our community has been	done at optimal times to eliminate any
				greatly improved as a	unnecessary adversity from storm
				result. See calendar for	water hydrant flushing run off.
				meeting dates for working	
				toward this goal.	

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3e	Address specific groups	Dept. of Public Works and the Hillcrest Water and Sewer District	The town of Leicester has independent sewer and water districts created legislatively serving various boroughs within the community. Create an ongoing relationship with the Hillcrest Water and Sewer District on stormwater management within the District boundaries cooperatively and cohesively.	Though this was not mentioned in previous reports the town has always worked closely with the Hillcrest Water and Sewer District. The town recently purchased a 300 acre parcel in this area in order to protect from development in the future, a surface water supply during this reporting period. See calendar for meeting dates for working toward this goal.	The Town of Leicester will sit at the table with the Hillcrest Water and Sewer District in order to assure cohesiveness to the stormwater management within the watershed. This will include education of Leicester's citizens of the need for stormwater management in this area. Cooperative sharing of information for ascertainment of one common goal. In order to address the impacts of stormwater on Leicester's drinking water supplies we need to locate our stormwater outfalls. Once this is done we will be able to assess the situation and determine if there are ways to improve drinking water supply protection. Through this working group we can hopefully ascertain this goal. We will also work with the Water Districts to assure hydrant flushing is done at optimal times to eliminate any unnecessary adversity from storm water hydrant flushing run off.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3f	Address specific groups	Dept. of Public Works and the Burncoat Pond Watershed District and the town lake and pond liaison	The town of Leicester has independent Watershed Districts legislatively created for 3 recreational surface water bodies. These districts actively pursue the protection of the recreational value of their water body.	Though this was not mentioned in previous reports our 3 watershed districts governing large recreational bodies of water in our community have worked closely with our town departments to assure continued water quality. Members of the lake groups and whatever else collectively were part of the planning leading up to the creation of our storm water bylaw and the revision of the wetland bylaw during this reporting period. See calendar for meeting dates for working toward this goal.	The Town of Leicester will sit at the table with the Burncoat Pond Watershed District board of Directors in order to create a cohesive, comprehensive plan for education of the citizens within the district to the need for good stormwater management. This will be done by brochures, speakers at meetings, etc. and whatever else collectively is determined to be needed to properly educate the public. A town lake and pond liaison volunteer position will be created and this person will assist in this effort.
3g	Address specific groups	Dept. of Public Works and the Cedar Meadow Lake Watershed District and the town lake and pond liaison	The town of Leicester has independent Watershed Districts legislatively created for 3 recreational surface water bodies. These districts actively pursue the protection of the recreational value of their water body.	Though this was not mentioned in previous reports our 3 watershed districts governing large recreational bodies of water in our community have worked closely with our town departments to assure continued water quality. Members of the lake groups and whatever else collectively were part of the planning leading up to the creation of our storm water bylaw and the revision of the wetland bylaw during this reporting period. See calendar for meeting dates for working toward this goal.	The Town of Leicester will sit at the table with the Cedar Meadow Lake Watershed District board of Directors in order to create a cohesive, comprehensive plan for education of the citizens within the district to the need for good stormwater management. This will be done by brochures, speakers at meetings, etc. and whatever else collectively is determined to be needed to properly educate the public. A town lake and pond liaison volunteer position will be created and this person will assist in this effort.

CREATION OF A VOLUNTEER LAKE AND POND LIAISON:

Purpose: With 28 bodies of water in Leicester there is a need to have a liaison between the 3 Lake Water Shed Districts and the numerous lake and pond associations as it relates to storm water management. Ruth Kaminski already has a relationship with most of the players in this scenario as she was the President of the Mass Congress of Lake and Pond Associations for 15 years and has a thorough understanding of storm water management. She also has worked with the river watershed associations and is president of the French River Upper Blackstone Environmental Council (FRUBEC). She has agreed to be the volunteer for this position to get the town's storm water management plan off and running as it relates to this group.

Ruth will work with the Highway Superintendent and Town Administrator to “get the word out” on storm water management practices to these groups.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3h	Address specific groups	Dept. of Public Works and the Stiles Lake Watershed District and the town lake and pond liaison	The town of Leicester has independent Watershed Districts legislatively created for 3 recreational surface water bodies. These districts actively pursue the protection of the recreational value of their water body.	Though this was not mentioned in previous reports our 3 watershed districts governing large recreational bodies of water in our community have worked closely with our town departments to assure continued water quality. Members of the lake groups were part of the planning leading up to the creation of our storm water bylaw and the revision of the wetland bylaw during this reporting period. See calendar for meeting dates for working toward this goal.	The Town of Leicester will sit at the table with the Stiles Lake Watershed District board of Directors in order to create a cohesive, comprehensive plan for education of the citizens within the district to the need for good stormwater management. This will be done by brochures, speakers at meetings, etc. and whatever else collectively is determined to be needed to properly educate the public. A town lake and pond liaison volunteer position will be created and this person will assist in this effort.
3i	Address specific groups	Dept. of Public Works and the lake and pond associations officers and directors, the town lake and pond liaison and the Massachusetts Congress of Lake and Pond Associations, Inc.	Leicester has 28 bodies of water and the majority of those that do not have legislatively established watershed districts have associations comprised of lake shore dwellers interested in their particular body of water.	Though this was not mentioned in previous reports the town has worked closely with the organized lake associations in our community. Much more effort will be placed on communication with this group during this reporting period.	The Town of Leicester will sit at the table with the various lake and pond associations in order to come up with a plan for education of the citizens within the watershed areas to the lakes and ponds of the need for good sound stormwater management. This will be done by brochures, pamphlets, mailings, and speakers at meetings etc. and whatever else collectively is determined to be needed to properly educate the public. The town lake and pond liaison volunteer will assist in this effort along with working with the Massachusetts Congress of Lake and Pond Associations (COLAP) as a valuable educational resource.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3i cont	Address specific groups	Department of Public Works and lake and pond shore dwellers	Leicester has some bodies of water that do not have formal associations or districts formed.	Though this was not mentioned in previous reports Leicester has made worked through regulatory town departments to educate our lake shore dwellers. This will be a strong effort in this reporting period.	The Town of Leicester will make an attempt to reach lake and pond shore dwellers who are not part of an organized group as to the need for good storm water management.
3j	Address specific groups	Dept of Public Works ; town lake and pond liaison, French River Upper Blackstone Environmental Council (FRUBEC); Blackstone River Watershed Association (BRWA); Chicopee Watershed Association (CWA)	Leicester has 28 bodies of water and 35 square miles of streams within the Blackstone, French and Chicopee Watersheds.	Though not reported in previous reports, Leicester has been very active in river watershed group participation. One group is housed within our town boundary and our work as a town using a strong voice gained us access in the Blackstone National Heritage Corridor.	The Town of Leicester will sit at the table with FRUBEC, BRWA, and CWA reaching out for assistance in promoting stormwater management best practices within the watersheds.
3k	Address specific groups	Dept of Public Works,, Common Ground Land Trust, Audubon Society, Greater Worcester Land Trust, Town Planner, Conservation Commission	Leicester has identified land that is protected within it's boundaries. Some is owned by the Town and governed by the Conservation Commission which is 114 acres purchased through a Self-Help Grant many years ago; some is owned by the Greater Worcester Land Trust and some is owned by Massachusetts Audubon Society	Though not reported in previous reports, Leicester has worked diligently to maintain our conservation land. During this reporting period a sub group was formed to review the use of the 114 acre parcel; a non profit was formed to provide a means for developers and others to donate portions of land for open space into perpetuity and Mass Audubon is purchasing abutting parcels to increase our open space potential	Work with the Conservation Commission and Planning Board to seek methods of continuing to preserve open space which assists in storm water management overall through working with outside groups such as the Common Ground Land Trust, Greater Worcester Land Trust and Audubon Society . The Planning Board can work with petitioning developers along with the Conservation Commission in ascertaining these goals.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3k cont	Address specific groups	Department of Public Works; Board of Selectmen; Town Meeting body	Leicester has purchased 300 acres which is operated as a golf course and abuts an independently owned public water supply surface water body.	Though this was not reported in previous reports, the town stepped up to the plate and purchased 300 areas recognizing the need to protect our surface water supply for the future.	The Town of Leicester will work with the Water District to assure protection of this land mass for the future protection of the water supply. When the Board of Selectmen approve of any lease for the town owned property proper storm water management will be part of the understanding of the lessee and lessor at the time of lease renewal or enactment.
3l	Address specific groups	Dept of Public Works, Leicester School Department Science Department	Leicester will work with the School Science Department to add stormwater management education to the curriculum	Though not reported in the pervious reports Leicester's school department has participated in the State Wide envirothon for many years and during this reporting period they used the 300 acre town land purchase for purposes of protection of our water supply as a project for the state wide competition.	The town will sit with the school department and with the help of school councils and others obtain the materials needed through available sources such as EPA, to provide as part of the school science curriculum the need for stormwater management
3m	Address specific groups	Dept of Public Works	Leicester DPW will work with the Leicester Business Assoc (LBA).	Though not reported in previous reports, distribution of literature regarding storm water run off from parking lots was distributed to area businesses. The town is meeting with this group again on September 17th.	The DPW and LBA will work toward educating area businesses to the need for Storm water management sound practices.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

3n	Address specific groups	City of Worcester, Town of Spencer, Town of Oxford	Leicester DPW will review abutting towns SWMP permits to assure overlapping compliance and cooperation	This was not reported in previous reports but has been identified as an important component to our overall plan.	The DPW will maintain copies of the abutting MS4 filings and review annually for overlapping compliance
3o	Address specific groups	Moose Hill Water Commission	The Town of Leicester as part of a Federal Flood Control Project has a future surface water supply reservoir which is governed by an Elected Moose Hill Water Commission.	Though not reported in previous reports this future water supply reservoir has been important to the town.	The Town will include the Moose Hill Water Commission at the table when creating, maintaining, enforcing and publicizing the Storm Water Management Plan for the town.

Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

4	Target groups likely to impact storm water	Dept of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowners and lawn maintenance activities, disposal of household waste and pet maintenance.	Leicester will continue to make available all information concerning storm water quality	Through the efforts of item 3 above many more homeowners will be reached through direct mailings, lectures, etc. through this concentrated public educational effort. The town will reach out to the 2 veterinary clinics in town to provide pet waste maintenance handouts. Signage on pet waste management will be placed in parks and recreational areas of town. Liaison with the lake and pond groups will much further emphasize the need for proper lawn maintenance techniques. The town will reach out to the various landscape companies within the town for assistance in this effort.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

4a	Target groups likely to impact storm water	Dept of Public Works-Leicester Emergency Management Director	With 28 bodies of water and 35 square miles of streams Leicester has a need to identify and monitor dams within the watersheds	Though not reported in previous reports, the town is responsible for 2 dams and has been working through the Emergency Mgmt department on plans for cataloging dams and alerting citizens to the need for sound maintenance techniques.	The town DPW and Emergency Management Director will begin a dialog concerning the numerous dams within the community. If one dam were breached this would cause more storm water damage than most any other occurrence. The need for understanding of dam safety will become part of the storm water program. The DPW will work with volunteers and the Emergency Management Director to establish an educational program on Leicester's dams and dam safety.
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Part III Summary of Minimum Control Measures: PUBLIC EDUCATION AND OUTREACH

5	Identify alternative informational sources	Board of Selectmen and MIS Department	Leicester will post links to stormwater BMP's and other water quality educational resources including EPA and DEP on its website http://www.leicesterma.org	Leicester will continue to have these sites posted.	With the creation of a page on the web site dedicated to storm water management this will even further enhance this effort.
6	Identify alternative informational sources	Dept of Public Works and MIS Department	Leicester will also post links on its website to the Blackstone River Watershed Association, Blackstone River Watershed Council, Nashua River Watershed Association, French River Watershed Basin Team, Chicopee River Watershed Council	Leicester will continue to post these sites.	Leicester will expand on these sites by adding much more material as well as linking to other pertinent sites within our geographic area with the creation of the page on the web site dedicated to storm water management. More local groups are added to our efforts and those away from our geographic area are used for informational gathering only.
7	Utilize local website	Dept of Public Works	Public meeting notice and the meeting reviewing Leicester's Comprehensive Stormwater Management Program will be posted on Leicester local cable access channel	Public meeting will be held per storm water bylaws	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting.
8	Develop, conduct and document educational programs	Dept of Public Works	The town of Leicester will appoint a liaison to the Blackstone River Watershed Association and the Nashua River Watershed Association to disseminate information to the town on programs and activities.	Leicester will continue to have a liaison to the Blackstone River Watershed Association	The Town of Leicester has considerably expanded this effort in that not only will there continue to be a BRWA liaison, there will now be connection to many other such groups (see #3).

Part III Summary of Minimum Control Measures: PUBLIC INVOLVEMENT AND PARTICIPATION

9	Promote household waste recycling	Dept of Public Works, Board of Health and Recycling Committee	The town of Leicester will work with the Town's contracted waste haulers, Recycling Committee and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	The town will continue its hazardous waste collection and recycling programs	The Town of Leicester has a very active recycling program which has operated for over 16 years. The collection of paint and paint products is on a semi-permanent site at the old town landfill. Paint and paint products are collected June through September with trained volunteers. Full Hazardous Waste collection is every other year by a company chosen from the State Bid list. The Board of Health will permit haulers to assure their compliance with the Solid Waste Management Act.
10	Storm Drain Stenciling	Dept of Public Works/ Recycling Center	Leicester will work with the local scout groups to develop a stenciling program. Stenciling will target Leicester's sub watersheds	To contact all scout groups available to develop storm drain stenciling program	The town of Leicester was not successful on a continuing basis with volunteer scout troops. As a result a program is being developed to use juvenile offenders working community service hours out of the Recycling Center to ascertain this goal in this year.
11	Community Clean ups	Dept of Public Works	Town of Leicester will encourage local stream team cleanups with local residents and are scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and town web site	Leicester will continue to place clean up events on their local cable channel and web site	This effort will be expanded to include the high school and other youth who are in need of community service hours for graduation credits, juvenile court etc. It has been found that organized efforts such as this better supplement citizen volunteer clean up events that are sporadic and less enthusiastic over time.

Part III Summary of Minimum Control Measures: PUBLIC INVOLVEMENT AND PARTICIPATION

12	Community Clean ups	Dept of Public Works	The town will provide trucks and other material to support cleanup efforts and disposal of materials	Leicester DPW will continue to participate in all clean up activities in town	This effort will be identified by the use of special colored bags. Publicity over the full bags being placed at curb side full of clean up activities will be generated to promote education of the public in the need for everyone's help in clean up activities and sound stormwater management.
12a	Community Clean ups	Dept of Public Works and Recycling Committee	The town of Leicester has a leaf and grass clipping compost program.	Though not reported in previous reports the town has had a compost program for many years. This successful program has produced compost that is used by the DPW on road projects.	As a result of the compost program at the recycling center the town residents that do not have a lot size conducive to composting on site; have a municipal site available for deposit of leaves and grass clippings and a site to go back to for compost for their gardens for free.
12b	Community Clean ups	Dept of Public Works and Recycling Committee	The town of Leicester has a composter purchase program. This purchase program will expand to include rain barrels.	Though not reported in previous reports the town has sold compost bins for many years successfully.	The Town of Leicester has sold compost bins at the Recycling Center for over 13 years and will continue to do so. In 2009 the Recycling Center will make rain barrels available for sale to residents.

Part III Summary of Minimum Control Measures: DETENTION AND ELIMINATION

13	Inventory and mapping of storm drain system	Dept of Public Works	Leicester will identify appropriate sources of funding assistance and apply for assistance in implementing portions of Leicester's Comprehensive Stormwater Management Program, including public education and outreach	The town will continue to pursue storm water bylaws and mapping of storm drain system.	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting.
13a	Inventory and mapping of storm drain system	Dept of Public Works	Leicester has begun to map and inventory storm drain systems with particular emphasis on stressed basins first. This effort will be expanded to include entry into a computer data base of the storm water drain system of 1400 storm drains.	Though not reported in previous reports the town DPW has begun to catalog areas that are stressed and has incorporated measures to slow down velocity of water in areas of need.	Through efforts of community service school volunteers this project will get up and running this year in hopes of completing the task within 2 years. Run contest for art work for cover of final report. DPW will come up with methodology for identification before end of 2008 calendar year.
13b	Inventory and mapping of storm drain system	Dept of Public Works	Leicester will apply for grant funds to help offset costs of signage, data base management supplies, brochures and other printed literature production as well as logo creation and public relations campaign needs	Though not reported in previous reports the town has found volunteer efforts to assist in this endeavor until funds can be ascertained as not to stop the progression of the process.	Sources of funds may be diverted through not for profit area groups in order to ascertain this goal.. As one example the Common Ground Land Trust has applied for funding for signage in the watershed. Others will be following in this effort.
14	Mapping and identification of outfalls and receiving waters	Dept of Public Works; Board of Assessors	Leicester will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town meeting approval for funding	With the formation of the Storm Water Committee, Leicester will continue to complete the mapping and identification of outfalls and receiving waters	This effort will be expanded with use of GIS mapping; Lake, Pond, Watershed available data and volunteers to once and for all have a data base to use for education of the public and future town officials for continuity in storm water management. The town will approach the Central MA Regional Planning Agency for assistance in this effort.

Part III Summary of Minimum Control Measures: DETENTION AND ELIMINATION

15	Identification/description of problem areas	Dept of Public Works	Leicester will develop and implement an illicit discharge detention and elimination (IDDE) plan, contingent on town meeting approval of funding	Once funding is approved, Leicester will move forward with IDDE Plan	An article will be placed on the 2008 fall Special town meeting warrant for funding for the IDDE Plan. Now that the Stormwater bylaw is in place, this is the next concentration in the stormwater plan enhancement.
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Counsel, Board of Health	Leicester will review whether local authority is appropriate and able to respond to potential illicit discharges. New bylaws, if necessary will be proposed to town meeting.	Leicester will enforce any illicit discharges with approval of new bylaw	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting.
17	Public Information program regarding hazardous waste and dumping	Dept. of Public Works/Board of Health and Recycling Committee	Leicester will provide educational brochures to residents promoting proper disposal of household hazardous wastes.	The town of Leicester will continue to hold hazardous waste collections and their recycling programs.	The Town of Leicester has a very active recycling program which has operated for over 16 years. The collection of paint and paint products is on a semi-permanent site at the old town landfill. Paint and paint products are collected June through September. Full Hazardous Waste collection is every other year by a company chosen from the State Bid list. The Board of Health will permit haulers to assure their compliance with the Solid Waste Management Act.

Part III Summary of Minimum Control Measures: DETENTION AND ELIMINATION

18	Initiation of Recycling Programs	Planning Board, Board of Health, Recycling Committee	Leicester will apply for funding assistance from DEP's recycling grant program for assistance in public education and the purchase of recycling materials	Leicester will continue to improve recycling and to keep the public updated	Leicester Recycling has it's own web page on the town web site which includes a quarterly newsletter about recycling and the need for storm water management. This newsletter is also distributed to the participants in the drop off recycling center which is currently up to 200 to 225 cars per hour when the center is open the 1st, 3rd and 5th Saturdays of each month. This program has operated for over 16 years.
19	Watershed Assessments and studies	Dept of Public Works, Conservation Commission, Board of Health	Leicester will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the DEM's lakes and ponds grant program to support watershed activities. Tasks can include design and installation of stormwater BMP's and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Smith's Pond, Southwick Pond, Bouchard Pond, Cedar Meadow Pond, Dutton Pond, Greenville Pond West, Rochdale Pond, and Greenville Pond. These water bodies have been identified as impaired and are on DEP's 303dlist	No funding has been approved	Work with the Lake and Pond associations and Districts will greatly assist in this effort (see #3). Cedar Meadow Pond already has an active water quality monitoring program through the efforts of the Cedar Meadow Lake Watershed District. All data collected by various parties will be reviewed. As for assessment of the other ponds mentioned, without clear funding sources this task is difficult at best. However, there is equipment available through grant sources and the town will begin to review options for possibly ascertaining assessment of these bodies of water in conjunction with the public schools as a combined community service/science project

Part III Summary of Minimum Control Measures: DETENTION AND ELIMINATION

20	Watershed Assessments and studies	Dept of Public Works, Leicester water supply districts	The town of Leicester will encourage cooperation with Leicester's Public Drinking Water Supply Districts to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Leicester's Zones II in Leicester	Leicester is continuing to seek funding for this goal. One water district obtained \$600,000 for planning during this reporting period.	The town of Leicester has independent sewer and water districts created legislatively serving various boroughs within the community. We will be creating an ongoing relationship with all of the Sewer and Water District on stormwater management within the District boundaries cooperatively and cohesively. The town will bring together in one place all Zone II plans and review.
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Part III Summary of Minimum Control Measures: POST CONSTRUCTION SITE STORM WATER RUN OFF

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	Leicester will review model bylaws developed by DEP in consultation with Attorney General's office	Leicester is in the process of developing storm water bylaws with the grant the town received through the Smart Growth Technical Assistance Grant.	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting. Regulations also were adopted. This was a combined effort of all town boards involved in development within the community. Part of this effort was a thorough review by the group of all existing regulations in order to incorporate them into the stormwater bylaw and/or overlap of efforts successfully. Also, during this period the Conservation Commission passed a home rule Wetland Bylaw and regulations.
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Part III Summary of Minimum Control Measures: POST CONSTRUCTION SITE STORM WATER RUN OFF

22	Bylaw require post construction runoff controls	Planning Board, Conservation Commission, Town Counsel, Board of Health, Zoning Board of Appeals	Leicester will review model bylaws developed by DEP in consultation with Attorney General's office	Leicester will adopt a bylaw for post construction run off	The Town of Leicester created a sub group which under the leadership of the Bylaw Committee applied for a grant, wrote a town stormwater bylaw, had public hearings, met with all applicable and mentioned town boards and commissions gaining support of the bylaw and successfully implemented the bylaw at town meeting. Regulations also were adopted. This was a combined effort of all town boards involved in development within the community. Planning Board is the permitting authority under the bylaw. Site plan review of stormwater run off is now intense and a cooperative enforcement effort among all site review boards in Leicester
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Part III Summary of Minimum Control Measures: POLLUTION PREVENTION MUNICIPAL OPERATIONS

23	Develop a municipal operations and maintenance plan	Dept of Public Works	Using regulations and recommendations from DEP and EPA Leicester will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catch basin cleanout, snow disposal, roadway deicing procedures, vehicle washing, and outside storage of materials	Leicester DPW will continue with its maintenance plan	This document will be produced this year in a manner that is professional and well written for future town department leaders and employees. Our vehicle washing program at DPW is in place. Our catch basin clean out material is mixed with wood chips and put in our compost pile; our snow disposal is at a ball field. With 28 bodies of water Leicester has historically used very little calcium chloride. Our ration is only 8 to 1. We have no outside storage of materials that would be a threat to the watershed.
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Part III Summary of Minimum Control Measures: POLLUTION PREVENTION MUNICIPAL OPERATIONS

24	Develop a municipal operations and maintenance plan	Dept of Public Works	Leicester will implement a formal inspection program including maintenance logs and scheduling for catch basin cleaning, repairs and new installations	Leicester DPW will continue with its maintenance plan	This document will be produced this year in a manner that is professional and well written for future town department leaders and employees. Repairs and new installations will be added to the catch basin dBase. The DPW employee who manages storm drain and catch basin cleaning gives a monthly report to the DPW Superintendent. The clerical staff enters data into the dBase.
25	Develop and implement training programs for municipal employees	Dept of Public Works	Leicester sends the DPW foreman and Superintendent annually to training seminars sponsored by Mass Highway, Bay State Roads and other relevant agencies or vendors	Leicester DPW will continue to send employees to training programs for municipal employees	Leicester DPW will continue to send employees to training programs for municipal employees. This will be expanded upon by distributing handouts to DPW employees and others in government to create a better understanding and "culture" of the need for better storm water management. Additionally, our fire department continues to operate a HazMat team that has spill and detention training on-going. DPW employee training programs will be designed to teach staff about potential sources of stormwater contamination and ways to minimize the water quality impact of municipal activities, such as park and open space maintenance, fleet and building maintenance, construction and land disturbances, and storm drain system maintenance. Staff will be trained to recognize, track, and report illicit discharges.

Part III Summary of Minimum Control Measures: POLLUTION PREVENTION MUNICIPAL OPERATIONS

26	Review storm drainage infrastructure needs	Dept of Public Works	Leicester will incorporate storm drain infrastructure review in Leicester's Chapter 90 project utilizations	Leicester DPW will continue this practice	Leicester DPW has reviewed drainage needs in all roads before paving or reconstruction and will continue to do so. DPW will develop a working relationship with the conservation commission in this effort during this year.
27	Create a stormwater management hot line	Dept of Public Works/Police Department	Leicester will make an attempt at safely creating a stormwater management hot line for citizens to report illegal activity within the watersheds	Though not reported before this has already been done. The storm water hot line will be advertised within the month of September 2008.	DPW will work with the Police Dept to attempt to create a Stormwater management hot line. The appropriate place for this hot line to be housed as well as who will man the line are yet to be determined.
28	Capital planning/budgeting	Dept of Public works; Board of Selectmen; Capital Planning Committee	Capital planning to be done for forecasted purchases for stormwater system upkeep in future years	N/A Year 4	DPW and Selectmen will work with capital planning committee to establish a plan which will forecast the need for any purchases for stormwater system upkeep in future years. Annual budget line item will be established for SWMP annually with emphasis on identification of stressed basins. If projects are over \$10,000 capital planning will take place.
29	Failing Septic Systems	Board of Health	The Leicester Board of Health will continue to monitor for failing septic systems and strict enforcement of Title V	N/A Year 4	With the installation of sewers in problem areas of the town this problem has been greatly improved. With so many formalized lake and pond groups the problem of failing systems has also been better addressed by these groups. The town will remain diligent in enforcement of Title VI and assistance through grant programs for septic system replacement. Septic system proper operational brochures are provided by the Board of Health

Part III Summary of Minimum Control Measures: POLLUTION PREVENTION MUNICIPAL OPERATIONS

30	Mercury collection	Recycling Committee	The town recycling center has a successful mercury collection program.	Though this has not been reported in the past, the recycling center has collected mercury products for over 10 years. All municipal buildings have participated in this program since it's inception.	This program will continue and is very well advertised and participated in by the residents of Leicester. This program has been operational for some time and should have been reported in previous submittals.
31	Used Oil is Recycled	Town Highway Garage	The Town of Leicester has a used oil collection at the highway garage	Though not reported before the town of Leicester has had an active oil collection program for over 18 years. This program was one of the 1st in the state.	Though this operation has gone on for many years it was not mentioned in previous reports and should have been.
32	Evaluate Municipal Facilities throughout town for potential stormwater impacts	Dept of Public Works; School Facilities Manager; Town Administrator	Review as built plans and sketches; establish meeting with group to determine plan of action to best ascertain this goal within next year	Though not reported in previous reports this has occurred informally for over 10 years. The DPW foreman inspects municipal buildings for hazmat storage and parking lot drainage issues.	The Town Administrator will conduct a meeting of key personnel to determine course of action to further reach this goal. See calendar for dates of meeting assigned.

Part III Summary of Minimum Control Measures: BMP FOR MEETING TOTAL MAX DAILY LOAD

There are no TMDL in the town of Leicester

Part IV SUMMARY OF INFORMATION COLLECTED AND ANALYZED

Leicester has just begun to collect and analyze

Part V PROGRAM OUTPUTS AND ACCOMPLISHMENTS

PROGRAMMATIC:

Stormwater management position created/staffed	clerical for dbase management has begun	yes
	storm water committee appointed	yes
	lake and pond liaison position continues	yes
annual program budget/expenditures		\$5,000
	not all things done require a budget and volunteer hours count over 100 hours	

EDUCATION, INVOLVEMENT, AND TRAINING

Estimated number of residents reached by educational programming		
	lake and pond shore dwellers	950
	water district resident	1000
	cable access television viewers	2000
	town web site access	1500
	recycling center	1000
	we recognize that some of these statistics could be overlapping	
Storm water Management Committee Established		yes
Stream Teams Supported		yes
	but this effort is expanded to include lake and pond shore dwellers, recyclers and clean up teams	
Shore line clean up participation or quality of shoreline miles cleaned		yes and over 8 miles
	awareness through 3 recreational lake watershed districts	
	awareness through 3 recreational lake associations	
Household Hazardous Waste Collection days		yes
	The recycling center has been opened for almost 17 years. They run a full hazmat day every 2 years because of their semi permanent siting for paint and paint products every year from June through September	
	In 2005 and 2007 46% of the population participated in recycling and during those years a full hazmat day was held in September through use of a contract from the state bid list	
School Curriculum implemented	this is to be one in the current year	2008

Part V PROGRAM OUTPUTS AND ACCOMPLISHMENTS

	UNDER REVIEW	DRAFTED	ADOPTED
Regulatory Mechanism status			
Illicit discharge detection and elimination	x		
Erosion and sediment control			x
post development stormwater management		x	
Accompanying regulation status			
Illicit discharge detection and elimination			x
Erosion and sediment control			x
post development stormwater management			x
MAPPING AND ILLICIT DISCHARGE			
Outfall mapping complete			10%
Estimated or actual number outfalls	Many water bodies have privately owned roadways not under municipal rule data will be gathered from these private groups to better calculate for this reporting purpose to be completed in 2008		
System wide mapping			
Mapping method			
	paper/Mylar		40%
	CADD		0
	GIS		10%
Outfalls inspected/screened			10%
Illicit discharges identified			0
Illicit connections removed			0
% of population on sewers			30%
% of population on septic systems			70%
Construction			
number of construction starts more than 1 acre			
Estimated percentage of construction starts adequately regulated for erosion and sediment control			
Site inspections completed			
Ticket/Stop work orders issued			
Fines collected			
Complaints/concerns received from public			

Part V PROGRAM OUTPUTS AND ACCOMPLISHMENTS

Post Development Stormwater Management

estimated percentage of development/redevelopment projects adequately regulated for post construction
 stormwater control
 site inspections completed
 estimated volume of storm
 water recharged

Operations and Maintenance

average frequency of catch basin cleaning (non commercial/non arterial streets)	twice a year
average frequency of catch basin cleaning (commercial/arterial or other critical streets)	twice a year
total number of structures cleaned	1400
storm drain cleaned	10
quantity of screenings/debris removed from storm sewer infrastructure	1000
Disposal or use of sweepings	compost
cost of screenings disposal	0
average frequency of street sweeping (non commercial/non arterial streets)	once
average frequency of street sweeping (commercial/arterial or other critical streets)	once
quantity of screenings/debris removed from storm sewer infrastructure	2500 lbs
Disposal or use of sweepings	compost
cost of screenings disposal	0
vacuum street sweepers purchased/leased	0
Vacuum street sweeps specified in contracts	0
Reduction in application on public land of :	
fertilizers	30%
herbicides	n/a
pesticides	n/a
Anti deicing products and ratios	30/70 calchloride/sand
Prewetting techniques utilized	no
manual control spreaders used	yes
automatic or zero velocity spreaders used	yes
estimated net reduction in typical year salt application	0
salt pile covered in storage shed	yes
storage shed in design or under construction	n/a