

**Municipality/Organization: Town of Millis, MA**

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**EPA NPDES Permit Number: MAR041100**

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**MADEP Transmittal Number: W-040942**

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**Annual Report Number**  
**& Reporting Period: No. 3: May 1, 2005-April 30, 2006**

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2006

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

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

**Contact Person: Charles J. Aspinwall**

**Title: Town Administrator**

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**Telephone #: 508-376-7040**

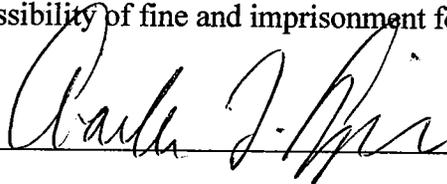
**Email: caspinwall@millis.net**

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### **Certification:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature:**



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**Printed Name: Charles J. Aspinwall**

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**Title: Town Administrator**

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**Date:**

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

The Town of Millis has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town has determined that our municipality is in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1A	Distribute Brochures & Fact Sheets to Residents & Businesses	Dept. of Public Works (DPW)	Number of Articles & Copies of Materials.	The following materials were distributed with water bills in August 2005 and February 2006: <ul style="list-style-type: none"> <li>• “Take the Stormwater Runoff Challenge”, a crossword puzzle by EPA</li> <li>• “Protecting Water Quality from Urban Runoff” by EPA</li> </ul> Materials were made available at the offices of the Selectmen and Town Clerk.	Educational materials will continue to be distributed to Millis residents and businesses twice a year with water bills.
1B	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW & Town Selectmen	Cable TV tapes of presentations shown annually. “After the Storm” video shown bi-annually.	“After the Storm” video by the EPA was shown twice during this permit term on the local cable network.	Continue cable broadcast bi-annually.
1C	Send out Stormwater Press Releases	DPW	Copies of Articles.	<ul style="list-style-type: none"> <li>• Copies of the Stormwater Management Plan were made available at the Town Hall for public use.</li> <li>• The Garden Club issued a press for the Millis Beautification Day (April 15, 2006), advertising cleanup activities (see also BMP 2C). The event was also advertised with signs and local cable broadcasts.</li> </ul>	Distribute 2 press releases annually.
<b>1a. Additions</b>					
ID	Distribute Stormwater Pamphlets at Town Hall	Board of Health	Copies of Pamphlets	The Millis Board of Health provided copies of the Clean Charles Coalition pamphlet “What You Can Do To Help” at the Town Hall for public use. The following materials were made available at the offices of the Selectmen and Town Clerk: “Take the Stormwater Runoff Challenge”, a crossword puzzle by EPA and “Protecting Water Quality from Urban Runoff” by EPA.	Continue to make pamphlets available to the public.

1E	Post Stormwater Information on Millis Website	DPW	Copies of Pages and Hits Annually	Illicit discharge detection and elimination information was posted to inform residents about stormwater and ongoing outfall inspections. Information was posted to inform residents to call DPW to report illicit discharges.	Update periodically and determine if a hit counter can be installed and if so, install one.
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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2A	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	A phone log was established to track calls and the actions taken. The DPW received several calls regarding stormwater problems during this permit year from the Crystal Lane and Plain Street areas. The problems were/are being handled by the DPW (see also BMPs 4B & 6N).	The DPW will continue to handle stormwater related phone calls. The DPW will continue to advertise the hotline on their website, in press releases and in educational brochures.
2B	Mark Storm Drains with Stencils During Cleaning	DPW	Storm drains marked in the highest priority sub-basins in Year 2. Mark as many as possible with volunteers.	The Town was not able to find volunteers to mark storm drains as planned for this permit term.	Complete storm drain stenciling in high and medium priority sub-basins. The Town may contract the stenciling or complete this task themselves.
2C	Conduct River, Stream, and Pond Cleanups	DPW & Volunteers	Cleaner streams as documented by before and after photographs	As part of Millis Beautification Day (April 15, 2006), the following areas were cleaned: <ul style="list-style-type: none"> <li>Sugar Brook along Environmental Way</li> <li>Waite's Park at the Charles River</li> <li>Richardson Pond and trail</li> <li>Frog Pond off Park Road</li> <li>Various public lands</li> </ul> 100 people participated in the cleanup activities and approximately 47 (48-gallon) bags and 123 regular size bags of trash were removed.	Additional river, stream and pond cleanups will be conducted in the Town led by the Millis Garden Club & Millis Lions Club with assistance from the Millis DPW.
Revised		Millis Garden Club & Millis Lions Club			
Revised					

### 2a. No Additions at this time.

Town of Millis NPDES PII Small MS4 General Permit Annual Report  
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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3A Revised	Make Annual Household Hazardous Waste Collections Available to Residents	DPW & Board of Health (BOH)	Document Quantity of Tickets Sold.	The Town of Millis coordinates monthly collection events with the Town of Norfolk. Residents were informed of the collection event through utility mailings and local cable broadcasts. Pamphlets are made available at the Millis Transfer Station and the DPW offices. Three tickets were sold during the permit term.	Continue existing practices and track the number of Millis participants.
3B Revised	Develop Primary Town Storm Drain System Map	DPW	80 % of system mapped on GIS.	The Town's storm drain system map was revised based on outfall mapping efforts (see BMP 3F).	Continue to revise map as needed based on new development or differences observed in the field.
3C Revised	Identify Illicit Floor Drain Connections at Businesses	DPW	26 illicit connections identified and removed, 2 from the storm drain system and/or waterways in Millis.	26 illicit connections were identified and removed in 1991.	No further activities are planned for this BMP. Illicit floor connections are currently enforced by the local Board of Health regulations and will be addressed as part of the Millis Illicit Discharge Detection and Elimination Plan.
3D Revised	Complete Storm Drain Map	DPW	Map All Outfalls by Year 4 Outfalls mapped by Year 5	Outfall mapping is ongoing as part of the illicit discharge screening and investigation efforts discussed in BMP 3F. The Town's storm drain system map is continually updated based on field verified outfalls and GPS coordinates.	Continue updating the storm drain system map as stormwater outfalls are verified or mapped in the field.
3E Revised	Develop Illicit Discharge Prohibition Ordinance	DPW & BOH	Regulation at Town meeting by the end of year 2. Keep record of enforcement issues and eliminate illicit discharges within one year.	The Illicit Discharge Prohibition Regulation was developed based on available model ordinances to meet the Phase II requirements. It was enacted June 28 <sup>th</sup> , 2004. No illicit discharges were identified during the permit term.	Continue to enforce Illicit Discharge Prohibition regulations and remove illicit discharges as they are identified.

3F	Develop Illicit Discharge Detection and Elimination (IDDE) Plan and Implement Activities	DPW, BOH, Consultant	IDDE Plan – Yr 2, All outfalls examined by year 4. Sources traced and results documented within one year of discovery. All outfalls examined by year 5	53 outfalls were inspected and screened for illicit discharges in subwatersheds C, H, D, and E. Dry weather flows were observed at 8 locations and 6 suspected illicit discharges were flagged for follow-up sampling and investigation, in accordance with the September 2004 IDDE Plan.	Conduct dry weather sampling and investigation of suspected illicit discharges. Continue implementation in the moderate-high and moderate priority sub-basins (F, G, I, A & B), in accordance with the IDDE Plan.
Revised					
3G	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW & BOH	Copies of Materials. Copy of Website and number of hits annually.	<ul style="list-style-type: none"> <li>• Illicit discharges information and stormwater impacts have been incorporated into the educational materials distributed with water bill mailings (BMP 1A).</li> <li>• Outfall inspections were discussed on the Town's website (BMP 1E).</li> </ul>	<ul style="list-style-type: none"> <li>• Continue existing practices.</li> <li>• Updating the Town's website with illicit discharge educational material and the progress of outfall inspections.</li> </ul>
Revised					
3H	Setup and Advertise a Hotline for Illicit Discharges	DPW & BOH	Log of Complaints and Action Taken.	The Board of Health takes calls related to illegal dumping and pollution in town and coordinates with the DPW (e.g., BMP 2A). The Town advertises the DPW and phone number with press releases, the Town's stormwater website and in the educational materials. No calls were received regarding illicit discharges.	The Town will continue to advertise the DPW and phone number with press releases, the Town's stormwater website and the educational brochures. Continue tracking calling and recording actions taken by the Town.
Revised					

### 3a. Additions

3I	Sewer Projects to Address Failed Septic Systems	DPW & BOH	Proposed Sewer Plan by end of Permit Year 5. Homes on sewer system in 2006.	Construction began to sewer the area of Town adjacent to Bogastow Brook (on Middlesex Street, Orchard Street and Ridge Street) due to failing septic systems. Homes will be connected to the system once completed in 2006.	The sewer pump station will be constructed by July 15, 2006 and homes will be connected to the sewer system shortly after.
Revised					
3J	Model Study for Localized Sewerage Treatment Facilities	DPW	Study results by end of Permit Year 5.	Three sites were tested to evaluate soil conditions that could support a localized treatment facility.	Further evaluation of a suitable site is anticipated. Periodically review progress of project.

**4. Construction Site Stormwater Runoff Control**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4A	Develop Erosion Control Regulation	Building Inspector (BI) & DPW	Regulation at Town Meeting by End of Yr 2.	A Land Disturbance and Post-Construction Stormwater Management Regulation was developed based on available model ordinances to meet the Phase II requirements. They were enacted June 28, 2004.	Continue to enforce Erosion and Sedimentation Control Regulations.
Revised					
4B	Establish a Procedure for the Receipt of Information Submitted by the Public	BI & DPW	Record number of phone calls to hotline, copies of articles advertising the hotline.	Complaints were received for stormwater discharges and flooding to properties in the Crystal Lane area. The Town required the developer of an unfinished roadway and site to install sand bags around elevated catch basins (prior to finish paving) to capture stormwater flows and prevent roadway flooding. See also BMP 2A for additional information.	The DPW will continue to handle stormwater related phone calls. The DPW phone number will continue to be advertised on the Town's website, press releases and in the educational brochures. Continue to track calls and record actions taken annually.
Revised					
4C	Develop & Adopt Design Standards Guidance for Erosion Controls	Planning Board (PB), DPW, Conservation Commission (Con. Com.) & Consultant	Inspection checklist and documented inspections.	No separate Design Standards have been developed, however the new Erosion and Sedimentation Control Regulations reference the DEP Stormwater Management Policy as the Design Standards to be used by applicants. One site was inspected under the new regulations (Clyde Brown School and Park parking lot).	Continue inspections throughout permit years.
Revised					

**4a. No additions at this time.**

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5A Revised	Develop BMP Regulation	BI & DPW	Regulation at Town Meeting, by end of year 2	A Land Disturbance and Post-Construction Stormwater Management Regulation was developed based on available model ordinances to meet the Phase II requirements. They were enacted June 28, 2004.	Continue to enforce Post-Construction Regulations.
5B Revised	Develop and Implement Inspection Program	BI & DPW	Copies of maintenance reports received annually, plus records of inspections completed and results.	An inspection checklist was finalized. BMPs at the Clyde Brown School and Park parking lot site were inspected and maintained in accordance with the O&M Plan on file.	Continue site inspections and maintenance tracking program for regulated sites.
5C Revised	Develop BMP Design Standards	PB, DPW, Con. Corn. & Consultant	Improved Bylaws - Yr 4	The Millis Stormwater Management Regulations are used to review BMP design criteria requirements for developers on a case by case basis. A consultant is retained for a more detailed review of stormwater designs for additional water quality protection. Three projects were reviewed and one permit was issued.	Continue detailed review of plans and sites in accordance with the Millis regulations. Evaluate the need for additional design standards.

**5a. No additions at this time.**

## 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6A Revised	Clean Catch Basins	DPW	Clean all catch basins.	All catch basins in town were cleaned. Cleanings were disposed in accordance with state regulations by a contractor. The Town was unable to obtain sediment data from the contractor.	Continue catch basin cleaning program annually. Establish a record-keeping system for sediment data for future cleaning priorities.
6B Revised	Sweep Streets in Town	DPW	Priority plan of sweepings based on water quality impact. Volume of sweepings collected.	All streets in town were swept and some streets in the downtown area were swept twice. The sidewalks were also swept.	Continue street sweeping program annually. Establish a record-keeping system for sediment data for future sweeping priorities.
6C Revised	Store Road Salt Under Cover and Clean Loading Area	DPW	Minimize Stormwater Contact with Salt	Road salt materials are stored under cover at the Highway Garage and the loading area is cleaned as needed. Repairs were made to the existing storage shed to ensure materials are properly contained.	Continue existing practices.
6D Revised	Calibrate Salt Spreading Equipment	DPW	Prevent over-application of salt as shown with calibration records.	Equipment is calibrated annually. Salt use is tracked through purchase records. 1,290 tons of salt and 240 tons of sand were used this winter.	Continue to calibrate equipment and record quantities annually.
6E Revised	Use Low Salt Applications at Designated Areas	DPW	Use less salt at Norfolk county line than at other roadways as demonstrated with application rate.	Low traffic side streets were sanded less often than the main streets in an effort to reduce the amount of sand and salt used each year. The effort was reduced approximately 10% on the side streets compared to sanding on main streets in previous years.	Continue existing practices and evaluate application rates for various routes and watersheds.

6F	Use IPM Practices for Application of Pesticides in Town <i>Revised</i>	DPW	Copy of IPM Plan.	The DPW performs routine inspections of town-maintained lands for pest persistence and promotes the use of cultural management techniques for pest and turf management. Pesticide application remained unchanged during this permit year.	The DPW does not anticipate pesticide application in year 4 due to budget constraints. Document the DPW turf management, pesticide and fertilizer application policies as record of an IPM Plan.
6G	Use Licensed Applicators for Fertilizers and Insecticides in Town <i>Revised</i>	DPW	Record quantities of fertilizers and pesticides purchased annually.	Chemical quantities are tracked through purchase records. The DPW has a licensed applicator for pesticides. A licensed contractor applied pesticides on public owned lands.	Continue existing practices and include copies of the purchase records with the Phase II recordkeeping materials.
6H	Ensure Compliance with SPCC Plan for the Highway Garage <i>Revised</i>	DPW	Prevent releases of oil at the Highway Garage through weekly inspections, annual training, and annual plan evaluation.	SPCC compliance is ongoing and employee training is scheduled for the spring of 2006.	Follow the revised and updated SPCC Plan and continue with DPW employee training.
6I	Ensure Compliance for Snow Disposal in Town <i>Revised</i>	DPW	Map of Acceptable Snow Disposal Areas.	Snow collected from areas within the Zone II wellhead protection areas was disposed adjacent to the stormwater retention basins at the Millis Transfer Station. Snow collected from areas outside of the Zone II areas was disposed at a gravel parking lot (with adjacent grassy areas) at the Oak Grove Farm in town.	Continue existing practices to ensure proper disposal of snow in town.
6J	Use Filter Socks for Excavation and Hydrant Waters <i>Revised</i>	DPW	Prevent discharge of sediments during dewatering and hydrant flow testing activities.	Filter socks are used during hydrant flushing and excavation dewatering (e.g., during water main breaks). The Town requires contractors to use filter socks.	Continue existing practices.
6K	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage <i>Revised</i>	DPW	As-built sketches or plans and photos.	This task was completed in Permit Year 2.	No further action is required.

6L	Evaluate BMPs at the Highway Garage to Prevent Sedimentation to the Adjacent Waterway from Site Runoff and Road Material Storage	DPW	As-built sketches or plans and photos.	Temporary silt fences have been erected around the road material storage area and materials were relocated for better containment. Permanent BMP options for this area were discussed.	Construct a BMP to reduce sediment loading.
Revised					
6M	Develop an Inspection and Maintenance Plan	DPW	Written Policy – Yr 3, Records of inspections and maintenance.	Millis has a Beneficial Use Determination (BUD) approval from DEP for the reuse of street sweepings and catch basins in town. The materials were reused for ongoing construction of a town-owned tree nursery at an old gravel pit site. Catch basin cleanings generated in year 3 were disposed by a contractor.	Reuse stormwater residuals in accordance with the BUD determination. Develop an inspection/ maintenance schedule and record keeping program and conduct inspections accordingly.
Revised					
6N	Ensure Water Quality Improvements are Considered for Flood Projects	DPW	Records of Flood Control Projects.	The DPW addressed one flood control project during Permit Year 3 at Forest and Myrtle Roads. Leaching catch basins were installed to alleviate peak stormwater flows and promote infiltration.	Develop an in-house review program for new flood projects and ensure new projects consider water quality improvements.
Revised					
6O	Conduct Town Employee Stormwater Training	DPW	Attendance Sheet & Copy of Program.	Work is ongoing by the Town to address the inadequate drainage system at Plain St. near Crystal Ln. The DPW plans to address water quality to the best extent possible at the site. DPW employees participated in stormwater outfall inspections with the Town's consultant. SPCC and stormwater training for DPW employees will be conducted in Spring 2006.	Continue to conduct SPCC and stormwater training for DPW employees. Establish a Stormwater Training program and track attendance annually.
Revised					
6P	Additional Covered Storage for Sanders & Equipment	DPW	Written/ photo documentation	A new covered storage area was built for sanding equipment. Additional equipment was stored at the old sander storage area to minimize stormwater contact.	Continue existing practices to store equipment under cover.

**6a. Additions.**

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
Revised					

7a. One addition at this time.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7A	Develop a Water Quality Strategy for 303d Waters	DPW, Conservation Commission, and Consultant	Summary of pollution prevention efforts, future needs, and responsible parties.	This BMP is scheduled to begin in Permit Year 5.	Evaluate existing water quality data and pollution prevention activities in Year 5. Summarize pollution prevention future needs, responsible parties and develop appropriate BMPs in permit Year 5.
Revised					

7b. WLA Assessment

The Millis Stormwater Management Plan (SWMP) was finalized in July 2003 and no Category 4a “TMDL completed” or Category 5 “Waters Requiring a TMDL” 303d listed waters were identified at that time, based on the 2002 proposed 303d list. The 2002 Final List of 303d Waters was published on October 1, 2003 and listed the Charles River and Bogastow Brook as Category 5 waters. The Draft TMDL Report for the Charles River (once finalized) will be reviewed as part of BMP 7A with recommendations incorporated, as appropriate. Overall, the Millis SWMP appears to be consistent with the recommendations of the Draft TMDL Report for the Charles River to reduce bacterial loading. Water quality concerns associated with 303d waters will be addressed through the implementation of BMPs under the six minimum measures for Phase II, as outlined in the Millis SWMP. Additionally, the 303d waters in Millis are located in subwatersheds identified as a high priority for SWMP implementation activities and field inspection of outfalls are ongoing in these areas.

The Draft TMDL Report for the Charles River incorporates Bogastow Brook in Millis due to pathogen impairment. The Town has completed significant work to address water quality concerns in this area, including illicit discharge inspection of all stormwater outfalls that discharge to Bogastow Brook. Construction began to sewer the area of Town adjacent to Bogastow Brook (on Middlesex Street, Orchard Street and Ridge Street) due to failing septic systems. The sewer pump station will be constructed by July 15, 2006 and homes will be connected to the sewer system shortly after. The Board of Health continues to work with the Glen Ellen Country Club in Millis to develop a solution for the failing septic system. Bogastow Brook flows through the country club property.

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

Number of Outfalls Inspected for Illicit Discharges: 53

Number of Illicit Discharges Found: 6 potential, pending follow-up investigation

100 volunteers removed 47 (48-gallon) bags and 123 regular size bags of trash from the following areas:

- Sugar Brook along Environmental Way
- Waite's Park at the Charles River
- Richardson Pond and trail
- Frog Pond off Park Road
- Various public lands

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	(\$)	TBD

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Yes
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> <li>▪ days sponsored</li> </ul>	(#)	1*
<ul style="list-style-type: none"> <li>▪ community participation</li> </ul>	(%)	Unknown
<ul style="list-style-type: none"> <li>▪ material collected</li> </ul>	(tons or gal)	Not Available
School curricula implemented	(y/n)	No

\*The Town of Millis participates in a monthly joint Household Hazardous Waste Collection Day with the Town of Norfolk. Residents can bring one car load of wastes to the event for a cost of \$50. 3 Millis residents participated in the monthly collection events during the permit term.

**Legal/Regulatory**

Regulatory Mechanism Status (indicate with "X")	In Place Prior to		Drafted	Adopted
	Phase II	Review		
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> </ul>				X
<ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control</li> </ul>				X
<ul style="list-style-type: none"> <li>▪ Post-Development Stormwater Management</li> </ul>				X
Accompanying Regulation Status (indicate with "X")				
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> </ul>				X
<ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control</li> </ul>				X
<ul style="list-style-type: none"> <li>▪ Post-Development Stormwater Management</li> </ul>				X

## Mapping and Illicit Discharges

Outfall mapping complete	(%)	70%
Estimated or actual number of outfalls	(#)	120 mapped
System-Wide mapping complete	(%)	85%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened <sup>1</sup>	(# or %)	83 (70%) <sup>1</sup>
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of properties on sewer	(%)	50%
% of properties on septic systems	(%)	50%
1) 53 outfalls were inspected in permit year 3 in accordance with the September 2004 Illicit Discharge Detection and Elimination Plan.		

## Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	0
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	1

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	Not Assessed
Site inspections completed	(# or %)	2
Estimated volume of stormwater recharged	(gpy)	Not Assessed

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2/yr*
Total number of structures cleaned	(#)	763
Storm drain cleaned	(LF or mi.)	500 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	20 CY
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		DEP BUD
Cost of screenings disposal	(\$)	N/A

\*Some drainage structures in the downtown area are cleaned more frequently based on the rate of sediment accumulation and historical flooding issues.

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1-2/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	140 CY
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	(\$)	N/A
Vacuum street sweepers purchased/leased	(#)	1 owned
Vacuum street sweepers specified in contracts	(y/n)	N/A

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)	
▪ Fertilizers	(lbs. or %)
▪ Herbicides	(lbs. or %)
▪ Pesticides	(lbs. or %)
<b><i>The DPW performs routine inspections of town-maintained lands for pest persistence and promotes the use of cultural management techniques for pest and turf management in an effort to minimize the use of chemicals. Pesticides are applied only when necessary by the DPW licensed pesticide applicator or a licensed contractor.</i></b>	

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % Sand	No deicing catalysts other than road salt are used.
60:40 sand/salt mixture typically used. Straight salt used as needed. Ten percent reduction in effort on side streets.		
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Zero Velocity
Estimated net reduction in typical year salt application	(lbs. or %)	
<i>DPW Department conforms to the existing salt reduced routes in Town and has reduced salt applications in the Zone II Wellhead Protection Zones. Salt application is reduced on secondary roads.</i>		
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	N/A



# TOWN OF MILLIS

BOARD OF SELECTMEN

MAY - 5 2006

April 28, 2006

Ms. Ann Herrick (CIP)  
U. S. Environmental Protection Agency  
One Congress Street  
Boston, MA 02114

**Re: NPDES Stormwater General Permit  
2005-2006 Annual Report  
Town of Millis, MA**

Dear Ms. Herrick:

Enclosed for your records is the NPDES Stormwater General Permit 2005-2006 Annual Report for the Town of Millis, MA. The Annual Report has simultaneously been filed with the Massachusetts DEP.

If you have any questions or require any additional information, please do not hesitate to call me at 508-376-7040 or our Consultant, Rich Niles with Comprehensive Environmental Inc. at (800)725-2550 ext. 307.

Sincerely,

Town of Millis, Massachusetts

Charles Aspinwall  
Town Administrator, Director of Public Works

cc: Massachusetts Department of Environmental Protection, Boston Office  
Rich Niles, Comprehensive Environmental Inc.

Enclosure – NPDES Phase II Small MS4 General Permit 2005-2006 Annual Report



# TOWN OF MILLIS

BOARD OF SELECTMEN

April 28, 2006

Massachusetts Department of Environmental Protection  
Division of Watershed Management  
627 Main Street  
Worcester, MA 01608

**Re: NPDES Stormwater General Permit  
2005-2006 Annual Report  
Town of Millis, MA**

To Whom It May Concern:

Enclosed for your records is the NPDES Stormwater General Permit 2005-2006 Annual Report for the Town of Millis, MA. The Annual Report has simultaneously been filed with the U.S. Environmental Protection Agency.

If you have any questions or require any additional information, please do not hesitate to call me at 508-376-7040 or our Consultant, Rich Niles with Comprehensive Environmental Inc. at (800)725-2550 ext. 307.

Very truly yours,

Charles Aspinwall  
Town Administrator, Director of Public Works

cc: U. S. Environmental Protection Agency, Boston Office  
Rich Niles, Comprehensive Environmental Inc.

Enclosure -- NPDES Phase II Small MS4 General Permit 2005-2006 Annual Report



# TOWN OF MILLIS

BOARD OF SELECTMEN

April 28, 2006

Mr. Frederick Civian  
Stormwater Coordinator  
Massachusetts Department of Environmental Protection  
One Winter Street, 6<sup>th</sup> Floor  
Boston, MA 02108

**Re: NPDES Stormwater General Permit  
2005-2006 Annual Report  
Town of Millis, MA**

Dear Mr. Civian:

Enclosed for your records is the NPDES Stormwater General Permit 2005-2006 Annual Report for the Town of Millis, MA. The Annual Report has simultaneously been filed with the U.S. Environmental Protection Agency.

If you have any questions or require any additional information, please do not hesitate to call me at 508-376-7040 or our Consultant, Rich Niles with Comprehensive Environmental Inc. at (800)725-2550 ext. 307.

Sincerely,

Town of Millis, Massachusetts

Charles Aspinwall  
Town Administrator, Director of Public Works

cc: U. S. Environmental Protection Agency, Boston Office  
Rich Niles, Comprehensive Environmental Inc.

Enclosure – NPDES Phase II Small MS4 General Permit 2005-2006 Annual Report