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Municipality/Organization: Town of Millbury

EPA NPDES Permit Number: MAR041136 SP

MaDEP Transmittal Number: W-040562

Annual Report Number & Reporting Period: **No. 4: April 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert Spain Title: Town Manager

Telephone #: (508) 865-4710 Email: bspain@townofmillbury.net

Certification:

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

Signature:

Printed Name: Robert Spain

Title: Town Manager

Date: 4/17/08

Part II. Self-Assessment

The Town of Millbury has completed the required self-assessment and has determined that our r with all permit conditions, except the following:

Part II.F – The Town failed to submit annual report No. 4 on or before May 1st, 2007. The report was Annual Report No. 5 on May 1, 2008.

nunicipality is in compliance

submitted concurrently with

Part III. Summary of Minimum Control Measures

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2	Create a Stormwater Program	Department of Public Works	Millbury will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	Program was funded through SRF Loan program and has been administered throughout in accordance with the requirements of that program.	The Town of Millbury will continue to identify funding opportunities and implement ~~the 319 grant and~~ SRF loan programs to support the protection of local water bodies.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Millbury will present its Comprehensive Stormwater Management Program to the public at a public meeting.	Measurable Goal completed in prior years. No further action required.	Measurable Goal complete for this permit term.

1. Public Education and Outreach (cont'd)

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 has continued programs described fully in prior reports.	The Town will continue to print and make available brochures regarding storm water.
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP #3.	See BMP #3.

1. Public Education and Outreach (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5	Identify alternative information sources	Department of Public Works MIS Department	Millbury will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.millbury-ma.org/ Millbury will post links to Our Lady of Assumption School student storm drain project www.sdwgt.tripod.com /. The Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8-year sampling program. Data will be posted on town website along with relevant BMPs for target audiences.	The Town does not have a website manager. This BMP was not completed for Permit Year 4. The Town's consultant identified multiple relevant web links to be linked to the Town website.	The Town of Millbury will consider posting BMPs, the EPA, DEP links, and student storm drain links on its website. The Our Lady of Assumption School website is not currently active, but attempts will be made to restart the site. The Town has recently educated a member of the staff to edit the Town website. The Town will make efforts to post the links in Year 5.
6	Identify alternative information sources	Department of Public Works MIS Department	The Town of Millbury will contact the Blackstone River Watershed Council to review opportunities in Millbury. These opportunities include hosting a watershed association meeting in Millbury with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Millbury.	No further activities this term.	Town of Millbury will continue to coordinate with the Lake Singletary Watershed Association and the Dorothy Pond Restoration Committee to support their programs. The Town of Millbury will identify the liaison to the BRWC.

1. Public Education and Outreach (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
7	Utilize local public access channel	Department of Public Works	Public meeting notice and a meeting reviewing Millbury's Comprehensive Stormwater Management Program will be posted/broadcast on Millbury's local access channel.	Goal complete year 1. The IDDE was reviewed on local access in March 9, 2004 Board of Selectmen meeting.	Local access will continue to announce stormwater related public announcements.
8	Develop, conduct and document educational programs	Department of Public Works Selectmen Liaison	The Town of Millbury will contact the Blackstone River Watershed Council to review opportunities in Millbury. These opportunities include hosting a watershed association meeting in Millbury with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Millbury. The Dorothy Pond Restoration Committee and the Ponds and Lakes Commission (appointed by the Town) will post meeting and event notices on the Town of Millbury's web page. Special events and seminars with guest speakers will be televised on Millbury's local access channel.	Activities were conducted in prior permit years. No further activities on this BMP in this reporting period.	The Our Lady of Assumption School programming is expected to continue. The Dorothy Pond Association and Lake Singletary Association will attempt to post meetings and events notices on the web page.
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Millbury will work with its contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	Programs have continued as reported in prior reporting periods.	These recycling programs are expected to continue.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
10	Storm drain stenciling	Department of Public Works	Millbury will work with local students at Our Lady of Assumption School in continuing its support of storm drain stenciling by students.	The Our Lady of Assumption School provided storm drain stenciling services for the Town during Permit Year 3 and 4.	We anticipate continuing the program with The Our Lady of Assumption.
11	Community clean-ups	Department of Public Works Millbury Conservation Commission	Town of Millbury will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Environmental Council at Millbury High School has coordinated a stream team event program. Information regarding the council can be found on the Environmental Council web-site at: http://www.millbury.k12.ma.us/hs/ec/main.htm	The stream team cleanups are expected to continue annually.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Millbury provides trucks for disposal of trash during stream team events.	The Town of Millbury is expected to continue supporting stream team clean ups.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
13	Inventory and mapping of storm drain system	Department of Public Works	Millbury will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	BMP completed in prior reporting periods.	Completion of all mapping activities should take place during permit year 5.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Millbury will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town proceeded with mapping activities through first four years of the program and anticipates completion of mapping activities in Year 5.	Mapping of the outfalls and receiving water bodies will continue and be completed.
15	Identification & description of problem areas	Department of Public Works	Millbury will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	The IDDE program is in process. The Town's consultant has prepared a report on Identification of Potential Illicit Discharge Areas and a Plan to Follow Up on Dry Weather Flow. BMP is complete.	The town will continue implementing the IDDE program.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Millbury will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	A by-law prohibiting illicit discharges and establishing enforcement procedures was presented and approved at Town Meeting in Fall 2007.	Implementation and enforcement of the new by-law.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Millbury will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	Programs continued as described in prior reporting periods.	Millbury will continue to provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections at the Town Hall, transfer station and the Highway Department.
18	Initiation of recycling programs	Planning Board Board of Health	Millbury will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	Programs have continued as described in prior reporting periods.	The Town of Millbury expects to continue the recycling program and apply for the recycling grant again.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Millbury will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Brierly Pond, Dorothy Pond, Hathaway Pond, Howe Pond, Howe Reservoirs, Slaughterhouse Pond, and Woolshop Pond. These water bodies have been identified as impaired and on DEP's 303d list.	No further progress on this BMP during this reporting period.	The Town of Millbury will continue to identify funding opportunities and implement the ~~319 grant and~~ SRF loan programs to support the protection of local water bodies.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
20	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Millbury will encourage the Massachusetts Aquarion Water Works Co. 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 Zone IIs. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Millbury's local access channel and website.	No further activities in this reporting period.	The Town of Millbury will contact the Lake Singletary Watershed Association regarding educational data from their studies and monitoring.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	Millbury will review model by-law developed by DEP in consultation with the Attorney General's Office.	Modifications to existing site plan review and zoning regulations were proposed and passed at Town Meeting in 2005.	Town will continue to enforce regulations.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Millbury will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Planning Board sponsored a proposed new Stormwater Management By-law on the Town Warrant for Spring 2007 Town Meeting. The by-law was approved in April 2007.	Town will implement new by-law.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Millbury will develop and update an operations and maintenance (O&M) plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	Program continues as described in previous reporting periods.	The Town of Millbury will continue to follow the O&M plans as described in the SWPPP documents.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Millbury will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The DPW does keep some records of maintenance activities. A formal municipal O&M Plan has been developed with the contracted engineering company as part of the ongoing Comprehensive Storm Water Program.	The Town of Millbury will begin recording and documenting inspection and maintenance activities.
25	Develop and implement training programs for municipal employees	Department of Public Works	Millbury will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	No progress in Year 4.	Training has been allocated in the FY07 budget and 3 employees are anticipated to attend.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
26	Review storm drainage infrastructure needs	Department of Public Works	Millbury will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	No further activities in this reporting period.	The Town will make efforts to continue to utilize Chapter 90 funds to fund storm water infrastructure projects.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT APPLICABLE*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
				No TMDLs in the Town of Millbury	

7a. Additions

7b. WLA Assessment

N/A

Part IV. Summary of Information Collected and Analyzed

More information will be collected during Year 5 activities and will be reported upon in Year 5 report.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	no
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	no
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	no

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			n/a	
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		

Mapping and Illicit Discharges

Outfall mapping complete	(%)	90%
Estimated or actual number of outfalls	(#)	266
System-Wide mapping complete	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	60%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

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

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	

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

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	