Municipality/Organization: Town of Millis, MA

EPA NPDES Permit Number: MAR041100 1137

MADEP Transmittal Number: W-040942

Annual Report Number
& Reporting Period: No. 4: May 1, 2006-April 30, 2007

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Charles J. Aspinwall Title: Town Administrator

Telephone #: 508-376-7040 Email: caspinwall@millis.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: Charles J. Aspinwall

Printed Name: Charles J. Aspinwall

Title: Town Administrator

Date: 4/30/07

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1A Revised	Distribute Brochures & Fact Sheets to Residents & Businesses	Dept. of Public Works (DPW)	Number of Articles & Copies of Materials.	The following materials were distributed to Residents in February 2007 and March 2007, respectively: • "Safe Use of Pesticides and Fertilizers" sent out with water bills • "Stormwater Management Education Program" sent home with all 1,350 Millis students in town 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 with water bills and other avenues.
1B Revised	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-annualy.	"Reigning in the Storm" video by the EPA was shown on the local cable network during the late afternoon and evenings on the following dates in 2007: 1/19, 3/4, 3/10, 3/11, 3/18 and 3/25.	Continue cable broadcast at least bi-annually.
1C Revised	Send out Stormwater Press Releases	DPW	Copies of Articles.	• Copies of the Stormwater Management Plan were made available at the Town Hall and Library for public use. • The Garden Club issued a press release for the Millis Beautification Day (April 14, 2007), advertising cleanup activities (see also BMP 2C). The event was also advertised with signs and local cable broadcasts. • A press release regarding illicit discharge detection and elimination (IDDE) was sent out in February 2007, reminding residents of the Household Hazardous Waste Collaborative.	Distribute at least 2 press releases annually.

1a. Additions

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
1D	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	Information was posted to inform residents to call DPW to report illicit discharges and announcements regarding Household Hazardous Waste Disposal were posted on the website. Handouts and press release information from BMPs 1A & 1C were also made available on the website. It is cost prohibitive to install a website hit counter at this time.	Update periodically with new educational materials.
1F	Classroom Stormwater Education	DPW, School Department & Consultant	Stormwater lesson plan and number of students participated	DPW and the Town's consultant began coordinating a classroom education program with the School Department. A consultant is scheduled to teach an introductory stormwater lesson with a field activity for all 7th grade students before the end of the school year.	Teach the stormwater lesson plan to all 7th grade students before the end of the school year. Evaluate stormwater education options for the Fall 2007 school year.

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
2A	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	The stormwater hotline was advertised on the Town website and the DPW received several calls regarding stormwater problems during this permit year. Some calls were related to clogged culverts or catch basins that were immediately cleaned, such as the high school and the Dover Road area. Several calls were received regarding illegal wetland filling at 10 Acorn St and 25 Myrtle St, as well as calls related to stream alterations at a site along Orchard St. The problems were/are being handled by the DPW and Conservation Commission (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.
Revised					
2B	Mark Storm Drains with Stencils During Cleaning	DPW	Storm drains marked in the highest priority sub-basins in Year 2.	Storm drain stencils were made and stenciling of catch basins was scheduled to begin along Main Street in April 2007. Two attempts were made; however, no stenciling could occur due to weather conditions.	Complete storm drain stenciling along Main Street and in high and medium priority sub-basins.
Revised			Mark as many as possible with volunteers.		
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 14, 2007) and the Charles River Watershed Association (CRWA) Cleanup (April 21, 2007), the following areas were cleaned: • Sugar Brook along Environmental Way – 4/14 • Waite's Park at the Charles River – 4/14 • Richardson Pond and trail – 4/14 • Frog Pond off Park Road – 4/14 • Various public lands – 4/14 • Banks of the Charles River – 4/21 140 people (100 adults, 40 kids) participated in the cleanup activities and approximately 31 (41-gallon) bags, 138 (40-gallon) bags and 10 truck loads (6 cy each) of trash and debris 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. Cleanup activities will be coordinated with the CRWA as projects arise.
Revised		Millis Garden Club & Millis Lions Club, CRWA			

2a. No Additions at this time.

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
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, local cable broadcasts, and Town website. Notice of event and application forms were made available on the website. Pamphlets are made available at the Millis Transfer Station and the DPW offices. Only one ticket was 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.	An illicit floor drain discharge was discovered at B&M Automotive facility as a part of a site plan application review. The Planning Board referred the issue to the Board of Health for enforcement action.	Illicit floor drains will be identified and removed as they are identified. Illicit floor connections 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.	The Town plans to update the drainage system map to include new subdivisions and roads. The storm drain system map will be updated 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 1 year.	The Illicit Discharge Prohibition Regulation was developed based on available model ordinances to meet the Phase II requirements. It was enacted June 28th, 2004. As discussed in BMP 3C, one illicit discharge was identified during the permit term and is under enforcement by the Board of Health.	Continue to enforce Illicit Discharge Prohibition regulations and remove illicit discharges as they are identified.

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
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.	54 outfalls were inspected and screened for illicit discharges in subwatersheds C, D, E, F, G and I in accordance with the September 2004 IDDE Plan. Dry weather flows were investigated and no illicit discharges were identified; however, some locations were flagged for follow-up inspections.	Conduct dry weather sampling and investigation of suspected illicit discharges at the remaining outfalls in the moderate priority sub-basins (A & B), in accordance with the IDDE Plan.
Revised			All outfalls examined by year 5		
3G	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW & BOH	Copies of Materials.	• Illicit discharges information and stormwater impacts have been incorporated into the press releases and website updates (reference BMPs 1C & 1E). • Outfall inspections were discussed on the Town's website (BMP 1E).	• Continue existing practices. • Updating the Town's website with illicit discharge educational material and the progress of outfall inspections.
Revised			Copy of Website and number of hits annually.		
3H	Setup and Advertise a Hotline for Illicit Discharges	DPW & BOH	Log of Complaints and Action Taken.	The Board of Health receives calls related to 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. On August 24, 2006, the Town received a call that PCB contaminated waste was potentially leaking at a train loading yard. DEP and EPA were contacted to address the issue and the Town assisted in the effort to determine that a release to the environment did not occur. In December 2006 a truck accident caused a petroleum release into Bogastow Brook and the Town immediately notified DEP. A contractor was hired to remediate the release. No additional 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 calls and recording actions taken by the Town.
Revised					

3a. Additions

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
3I	Sewer Projects to Address Failed Septic Systems	DPW & BOH	Proposed Sewer Plan by end of Permit Year 5.	The sewer pump station was constructed for the area of Town adjacent to Bogastow Brook (on Middlesex Street, Orchard Street and Ridge Street). Homes in this area were online in September 2006. A septic system failure was identified at the Town owned building at 410 Exchange Street and this building was tied into the nearby sewer.	The Town will continue to address septic system issues and conduct sewer projects as issues are identified and funding is available.
Revised			Homes on sewer system in 2006.		
3J	Model Study for Localized Sewerage Treatment Facilities	DPW	Study results by end of Permit Year 5.	The study for potential treatment sites continued and one primary site was identified; however, the feasibility of this site is pending additional evaluation of potential natural resource impacts.	Further evaluation of a suitable site is ongoing. 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4A	Develop Erosion Control Regulation	Building Inspector (BI) & DPW	Regulation at Town Meeting by End of Yr 2.	Regulations to meet the Phase II requirements were enacted June 28, 2004. The Town reviewed 5 projects that were subject to the regulations and 5 permits were issued. The Town received a grant through the Metropolitan Area Planning Commission (MAPC) to develop a new local Stormwater bylaw to promote low impact development (LID) techniques. Model bylaws were reviewed.	Continue to enforce Erosion and Sedimentation Control Regulations. Develop a draft stormwater bylaw to promote LID.
Revised					

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
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.	As discussed in BMP 2A, some calls were received for clogged culverts or catch basins that were immediately cleaned, such as the high school and the Dover Road area. Several calls were received regarding illegal wetland filling at 10 Acorn St and 25 Myrtle St, as well as calls related to stream alterations at a site along Orchard St. The problems were/are being handled by the DPW and Conservation Commission. DPW discovered a broken storm drain along Orchard Street and worked with the developer to ensure the problem was fixed.	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.	Construction site inspections were conducted at the following sites/projects: Orchard St culvert project, Middlesex St culvert project, Bridge Farm Estates, Apple Rock subdivision, Crystal Lane and Acorn St. Base line water quality data was collected for the South End Farm subdivision, which is a pre-development requirement for that site due to future stormwater recharge systems that will be installed. The Town reviewed a standard template for construction site inspections for erosion and sediment control.	Finalize the construction site inspection form. Continue inspections throughout permit years and document results.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5A	Develop BMP Regulation	BI & DPW	Regulation at Town Meeting by end of year 2	Regulations to meet the Phase II requirements were enacted June 28, 2004. The Town reviewed 5 projects that were subject to the regulations and 5 permits were issued. The Town received a grant through the Metropolitan Area Planning Commission (MAPC) to develop a new local Stormwater bylaw to promote low impact development (LID) techniques. Model bylaws were reviewed by the Town.	Continue to enforce Post-Construction Regulations. Develop a draft stormwater bylaw to promote LID.
Revised					
5B	Develop and Implement Inspection Program	BI & DPW	Copies of maintenance reports received annually, plus records of inspections completed and results.	The constructed sites listed in BMP 4C were inspected and maintained in accordance with the O&M Plan on file.	Continue site inspections and maintenance tracking program for regulated sites.
Revised					
5C	Develop BMP Design Standards	PB, DPW, Con. Com. & 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. 5 projects were reviewed and 5 permits were issued. Stormwater design standards to promote LID were obtained from a consultant.	Continue detailed review of plans and sites in accordance with the Millis regulations. Review additional design standards as part of BMP 5A.
Revised					

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6A	Clean Catch Basins	DPW	Clean all catch basins.	All catch basins in town were cleaned. Approximately 125 yards of cleanings were disposed in accordance with state regulations by a contractor. A draft standard operating procedure (SOP) was developed for catch basin cleaning and to begin tracking sediment data.	Continue catch basin cleaning program annually. Finalize the SOP and begin tracking sediment data for future cleaning priorities.
Revised					
6B	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. A draft SOP was developed for catch basin cleaning and to begin tracking sediment data.	Continue street sweeping program annually. Finalize the SOP and begin tracking sediment data for future sweeping priorities.
Revised					
6C	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.	Continue existing practices.
Revised					
6D	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. 915 tons of salt and 325 tons of sand were purchased this winter.	Continue to calibrate equipment and record quantities annually.
Revised					
6E	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. The use of salt or chemical deicing activities was prohibited at the South End Farm development.	Continue existing practices and evaluate appropriate application rates for various routes and watersheds.
Revised					

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
6F	Use IPM Practices for Application of Pesticides in Town	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. All turf treatment for athletic fields is subcontracted and the Town's subcontractor agreement contains requirements to protect human health and the environment related to chemical applications. This agreement serves as the Town's policy for turf management. No other pesticides were used by the Town in this permit year.	The DPW does not anticipate pesticide application along public rights-of-way in year 5 due to budget constraints. Ensure that turf management techniques for athletic fields are consistent with IPM techniques and past activities.
Revised					
6G	Use Licensed Applicators for Fertilizers and Insecticides in Town	DPW	Record quantities of fertilizers and pesticides purchased annually.	Chemical quantities are tracked through purchase records. Subcontracted chemical applicators are licensed, as required by the Town's subcontractor agreement for turf management.	The Town expects to reduce the use of chemical applications to once during the Fall season. Include copies of the purchase records with the Phase II recordkeeping materials.
Revised					
6H	Ensure Compliance with SPCC Plan for the Highway Garage	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 week of April 30, 2007.	Follow the current SPCC Plan and continue with DPW employee training.
Revised					
6I	Ensure Compliance for Snow Disposal in Town	DPW	Map of Acceptable Snow Disposal Areas.	No snow removal was necessary for this year.	Continue existing practices to ensure proper disposal of snow in town.
Revised					
6J	Use Filter Socks for Excavation and Hydrant Waters	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.
Revised					

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
6K	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage	DPW	As-built sketches or plans and photos.	This task was completed in Permit Year 2.	No further action is required.
Revised					
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.	Silt fence erosion controls were maintained around the road material storage area. The Town's consultant prepared conceptual BMPs design to prevent sedimentation to the adjacent waterway. The conceptual design includes sediment forebays, a detention basin and an earthen perimeter berm. The Town began to pursue funding for construction based on the engineer's cost estimate.	Construct the BMPs 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. Street sweepings generated during the permit term are scheduled for reuse to continue construction of the town-owned tree nursery at an old gravel pit site, in accordance with the BUD. Catch basin cleanings generated during the permit term were disposed by a contractor. A draft Inspection and Maintenance Plan was developed with SOPs for various drainage maintenance requirements.	Reuse stormwater residuals in accordance with the BUD determination. Finalize the Inspection and Maintenance Plan and associated SOPs.
Revised					

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
6N	Ensure Water Quality Improvements are Considered for Flood Projects	DPW	Records of Flood Control Projects.	As discussed in BMP 2A, calls were received for clogged culverts or catch basins that were immediately cleaned, such as the high school and the Dover Road area. Work continued to address the drainage system at Plain St. near Crystal Ln. The Town had a series of swales to handle storm flows and improve water quality, as well as promote groundwater recharge using under drains. Additional water quality swales were installed for ¾ of a mile along Acorn Street.	Complete the construction of the Plain St. and Crystal Ln. project. Develop an in-house protocol for the review flood projects to ensure that new projects consider water quality improvements.
Revised					
6O	Conduct Town Employee Stormwater Training	DPW	Attendance Sheet & Copy of Program.	DPW employees participated in stormwater outfall inspections and investigations with the Town's consultant, as discussed in BMP 3F. SPCC and stormwater training for DPW employees is scheduled for the week of April 30, 2007.	Continue to conduct SPCC and stormwater training for DPW employees. Establish a Stormwater Training program and track attendance annually.
Revised					

6a. Additions.

6P	Additional Covered Storage for Sanders & Equipment	DPW	Written/ photo documentation	Sanding and other outdoor equipment was stored under cover to minimize stormwater contact.	Continue existing practices to store equipment under cover.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised					

7a. One addition at this time.

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
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. Summarize pollution prevention future needs, responsible parties and develop appropriate BMPs.
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 was completed to sewer the area of Town adjacent to Bogastow Brook (on Middlesex Street, Orchard Street and Ridge Street) due to failing septic systems and theses housed were connected in September 2006. 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. Plans to redesign and rebuild the system were submitted for approval.

The Town is aware of the draft TMDL Report for the Charles River released in March 2007 to address nutrient loadings. This information will be considered as part of the work under BMP 7A to develop appropriate BMPs consistent with the TMDL recommendations.

Part IV. Summary of Information Collected and Analyzed

Number of Outfalls Inspected for Illicit Discharges: 54 during this permit term
Number of Illicit Discharges Found: 6 potential, pending follow-up investigation
140 volunteers removed 31 (41-gallon) bags, 138 (40-gallon) bags and 10 truck loads (6 cy each) of trash and debris 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
- Banks of the Charles River

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		
▪ days sponsored	(#)	1*
▪ community participation	(%)	Unknown
▪ material collected	(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. 1 Millis resident participated in the monthly collection events during the permit term.
**The Town began coordinating a classroom education program with the School Department. The Town's consultant is scheduled to teach an introductory stormwater lesson with a field activity for all 7th grade classes before the end of the school year.

Legal/Regulatory

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

*The Town received a grant through the Metropolitan Area Planning Commission (MAPC) to develop a new local Stormwater bylaw to promote low impact development (LID) techniques. Model bylaws were reviewed by the Town.

Mapping and Illicit Discharges

Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	135 mapped
System-Wide mapping complete	(%)	85%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened[1]	(# or %)	119 (88%)[1]
Illicit discharges identified	(#)	1
Illicit connections removed	(#) (est. gpd)	0
% of properties on sewer	(%)	50%
% of properties on septic systems	(%)	50%
1) 54 outfalls were inspected in permit year 4 in accordance with the September 2004 Illicit Discharge Detection and Elimination Plan. This included some follow-up inspections at outfall locations that were previously inspected in permit year 3.		

Construction

Number of construction starts (>1-acre)	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Multiple
Tickets/Stop work orders issued	(# or %)	1
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	3

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	Not Assessed
Site inspections completed	(# or %)	Multiple
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	(#)	829
Storm drain cleaned	(LF or mi.)	500 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	120 CY
Disposal or use of cleaning (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
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)	170 CY
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	DEP BUD
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 %)	
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.		

Anti-/De-Icing products and ratios *60:40 sand/salt mixture typically used. Straight salt used as needed. Ten percent reduction in effort on side streets.*	% NaCl % $CaCl_2$ % $MgCl_2$ % Sand	No deicing catalysts other than road salt are used.
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 *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.*	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	N/A