Municipality/Organization: Town of Millis, MA

EPA NPDES Permit Number: MAR041~~100~~ 1137

MADEP Transmittal Number: W-040942

Annual Report Number
& Reporting Period: No. 4: May 1, 2007-April 30, 2008

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:

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: Charles J. Aspinwall

Title: Town Administrator

Date:

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	Distribute Brochures & Fact Sheets to Residents & Businesses	Dept. of Public Works (DPW)	Number of Articles & Copies of Materials.	Materials were made available at the offices of the Selectmen and Town Clerk and sent to residents periodically through water bill inserts.	Educational materials will continue to be distributed to Millis residents and businesses with water bills and other avenues.
Revised					
1B	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW & Town Selectmen	Cable TV tapes of presentations shown annually.	A stormwater presentation given by the Town's consultant to a group of 7th grade students in June 2007 was periodically broadcast on the local cable access channel.	Continue cable broadcast at least bi-annually.
Revised			"After the Storm" video shown bi-annualy.		
1C	Send out Stormwater Press Releases	DPW	Copies of Articles.	Stormwater press releases were distributed on April 23, 2008 to the Boston Globe and Millis Cable Television. The press releases included information regarding the Charles River Household Hazardous Waste Collaborative and the cooperative collection for Norfolk and Millis from April 1, 2008 to September 30, 2008.	Distribute at least 2 press releases annually.
Revised					

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	Website continues to display information for residents regarding calls to DPW to report illicit discharges. Announcements regarding Household Hazardous Waste Disposal are also posted on the website. Handouts and press release information from BMPs 1A & 1C are 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 taught 7th grade students introductory stormwater lessons with associated field activities in June 2007. An educational event geared towards students was held for Earth Day in April 2008 regarding appropriate disposal and recycle of hazardous wastes. A workshop related to stormwater also addressed the associated conservation of drinking water and water resources. A Section 319 grant was obtained to fund water conservation education, which assist in raising students' awareness of water quality and quantity issues on a broad scale.	Continue to evaluate other stormwater education opportunities for the next permit term.

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.	Calls were received in the past year regarding stormwater issues at 33 Myrtle Street, Village Street at Birch Street (approximately 5 calls) and the Orchard Street Bridge (approximately 4 calls).	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 stenciling along Main Street was completed in Permit Year 5. Additional storm drains were stenciled along Pleasant Street and in high and medium priority sub-basins.	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	Millis Beautification Day occurred on April 13, 2008. Approximately 85 volunteers were involved through the Millis Garden Club, Millis Lions Club, Boy & Girl Scouts, Millis High School and the Town Democratic Committee. Two hundred 40-gallon bags of trash were collected in addition to 372 50-gallon bags of leaves. Areas bordering the Charles River, including Waite's Park and Pleasant	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. Continue to recruit

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	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.	Continue existing practices and track the number of Millis participants.
Revised					
3B	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.
Revised					
3C	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 115 Union Street. 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.
Revised					
3D	Complete Storm Drain Map	DPW	Map All Outfalls by Year 4	Outfall mapping is ongoing as part of the illicit discharge screening and investigation efforts	The Town plans to update the drainage system map to include

Revised			Outfalls mapped by Year 5		

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
3E	Develop Illicit Discharge Prohibition Ordinance	DPW & BOH	Regulation at Town meeting by the end of year 2.	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 identified during the permit term is under enforcement by the Board of Health.	Continue to enforce Illicit Discharge Prohibition regulations and remove illicit discharges as they are identified.
Revised			Keep record of enforcement issues and eliminate illicit discharges within 1 year.		
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.	34 outfalls were inspected and screened for illicit discharges in accordance with the September 2004 IDDE Plan. Dry weather flows were investigated and six potential illicit discharges were identified. The Town began an infiltration/inflow program in April 2008 to investigate cross connections between the municipal sewer system and drainage or groundwater flow, which may indicate potential areas where the sewer system contributes to stormwater pollution through illicit connections to the MS4.	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. Continue infiltration/inflow investigations with consideration of potential stormwater pollution issues through illicit discharges.
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.		

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
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. In February 2008 a release of oil occurred on residential property. The Town notified DEP of the release and the property owners were identified as the responsible party. DEP currently manages the procedure for addressing the issue. 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.	A septic system failure was identified at 219 Orchard Street adjacent to Bogastow Brook, which is an impaired water body. This system was permitted for connection to 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.	A site has been identified for a potential neighborhood wastewater treatment system as an alternative to questionable individual septic tanks. The system would serve homes in the Dire, Village and Pleasant Street area. The project is expected to take 2-3 years to complete.	Further evaluation of the 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.	A stormwater bylaw has been developed, though the creation of a stormwater committee was met with resistance from boards reviewing the bylaw. Regulations to meet the Phase II requirements were enacted June 28, 2004. The Town reviewed 3 projects that were subject to the regulations and one permit was 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. Build support for the stormwater bylaw and committee over Summer 2008. Present bylaw at the next town meeting in November 2008.
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.	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.	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					

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
4C	Develop & Adopt Design Standards Guidance for Erosion Controls	Planning Board (PB), DPW, Conservation Commission (Con. Com.) & Consultant	Inspection checklist and documented inspections.	Approximately 30-40 construction site inspections were conducted for the South End Farms subdivision throughout the permit year. About 20 inspections were conducted for an 18-unit subdivision (Tuckerdale) with an onsite facility to address stormwater. Additional inspections (15-20) were conducted for a culvert construction project and a water drainage problem at a construction site near the Spencer Street & Acorn Street intersection. Erosion and Sediment Control is managed through the Town's stormwater management regulations, which reference erosion and sediment control requirements.	Town currently has a standardized 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 projects that were subject to the regulations including two sites with stormceptor water quality inlets and leaching systems. The projects include a site on Forest Road, Jopa Realty on 969 Main Street, and a lacrosse facility at 1463 Main Street.	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.	A maintenance plan for the stormwater recharge systems at the South End Farms subdivision has been implemented. The plan calls for biannual water quality testing due to the site's proximity to a town water supply well (Well #4). Other constructed sites listed in BMP 4C were also 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. 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 Revised	Clean Catch Basins	DPW	Clean all catch basins.	All catch basins in town were cleaned. Approximately 138 yards of cleanings were disposed through the Beneficial Use Determination approval from DEP. 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 and implement the SOP and begin tracking 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. 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.
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.	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. Approximately 2,700 tons of salt and 870 tons of sand were purchased 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. New salting equipment was obtained to replace a side-mounted salt spreader. With greater accuracy, the rear-mounted spreader reduces salt application rates significantly (estimated greater than 10% reduction).	Continue existing practices and evaluate appropriate application rates for various routes and watersheds. A consultant will be retained during the next permit cycle to make recommendations on chemical application rates.

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's consultant has developed a draft vegetative management yearly operational plan for pesticide and herbicide application within Town rights-of-way.	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. Finalize vegetative management operational plan and obtain approval from the Massachusetts Pesticide Bureau during the next permit cycle.
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 training sessions for DPW employees took place on June 26, 2007 for Year 5. Weekly inspections and annual plan evaluation were completed in accordance with the SPCC plan.	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.	Snow removal for Year 5 was disposed according to acceptable areas at Oak Grove, which is outside the Zone II designation.	Continue existing practices to ensure proper disposal of snow in town.
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
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					
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 in Year 4. The Town is currently preparing application materials to obtain the appropriate permits.	Construct the BMPs to reduce sediment loading.
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
6M Revised	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.	Operate BUD site in accordance with DEP permit. Finalize and implement SOPs and Inspection & Maintenance Plan during the next permit term.
6N Revised	Ensure Water Quality Improvements are Considered for Flood Projects	DPW	Records of Flood Control Projects.	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. Water quality swales installed on Acorn street were re-vegetated to maintain function for water quality improvements. A pre-disaster hazard mitigation program beginning in February 2008 includes the identification of flood prone areas, which will assist in pursuing flood control projects and considering associated water quality improvements. The Town employs a protocol for flood projects review, including NOI permitting and subsequent steps towards approval.	Complete the construction of the Plain St. and Crystal Ln. project. Follow in-house protocol for the review flood projects to ensure that new projects consider water quality improvements.

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
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. DPW employees also attended SPCC training April 30, 2007, and a refresher session will occur in Spring of 2008. Stormwater training for DPW employees occurred June 26, 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.
6Q	Roof Repairs to Improve Good Housekeeping for Water Treatment Chemicals	DPW	Written/ photo documentation	Roof repairs were completed for the water treatment chemicals storage facility to ensure proper storage practices.	Continue existing practices to store chemicals in an adequate facility.

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.	The nutrient and pathogen TMDLs for the Charles River were finalized in June 2007 and January 2007, respectively. The Town hired CEI to perform a review of the TMDLs and to develop a strategy to meet the TMDL considering existing actions under the Phase II stormwater management program and available resources. CEI has completed the initial review of the TMDLs and has identified some concerns that will be considered in the development of the implementation strategy.	Develop an implementation strategy to meet the TMDL that considers the goals of the TMDL, actions currently being undertaken by Millis and available resources.
Revised					

7b. WLA Assessment

Two TMDLs have been finalized for the Charles River Basin. These include the Total Maximum Daily Load for Nutrients in the Lower Charles River Basin, Massachusetts CN 301.0, June 2007 and the Pathogen TMDL for the Charles River Watershed, CN 0156.0, January 2007. Bogastow Brook is also listed as impaired for pathogens and as needing a TMDL, but one has not yet been completed for this brook. However, Bogastow Brook is discussed in the Charles River pathogen TMDL and the recommendations in this TMDL will apply to Bogastow Brook.

The Town of Millis hired Comprehensive Environmental Inc. (CEI) to review the TMDLs and provide recommendations on the additional steps needed to meet the objectives of the TMDLs. CEI has reviewed the TMDLs and has identified some concerns that will be considered in the development of the implementation strategy. CEI is in the process of comparing the TMDL implementation strategy components with the actions currently taken by the Town under the Stormwater Phase II program and in general to develop the appropriate next steps. The Town will use these recommendations to enhance its existing Stormwater Management Program as needed and as resources allow to be protective of impaired waters.

Part IV. Summary of Information Collected and Analyzed

Number of Outfalls Inspected for Illicit Discharges: 34 during this permit term
Number of Illicit Discharges Found: 6 potential, pending follow-up investigation
85 volunteers removed 200 (40-gallon) bags of trash and 372 (50-gallon) bags of leaves from the following areas:

- Pleasant Street Meadow
- Waite's Park at the Charles River
- Richardson Pond and trail
- Oak Grove Farm
- Union Street
- Intersection of Routes 115 and 109
- Farm Street and Hammond Street
- 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)	Yes

*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.

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	(#)	153 mapped
System-Wide mapping complete	(%)	85%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	153
Illicit discharges identified	(#)	6
Illicit connections removed	(#) (est. gpd)	1
% of properties on sewer	(%)	50%
% of properties on septic systems	(%)	50%

Construction

Number of construction starts (>1-acre)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Multiple
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 %)	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	(#)	780
Storm drain cleaned	(LF or mi.)	500 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	138 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)	138 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

TOWN OF MILLIS

BOARD OF SELECTMEN

April 30, 2008

Ms. Ann Herrick (CIP)
U. S. Environmental Protection Agency
One Congress Street, Suite 1100
Boston, MA 02114

Re: NPDES Stormwater General Permit
2007-2008 Annual Report
Town of Millis, MA

Dear Ms. Herrick:

On behalf of the Town of Millis, enclosed for your records is the NPDES Stormwater General Permit 2007-2008 Annual Report for 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 (800)725-2550 ext. 307.

Sincerely,

Town of Millis, Massachusetts

Charles Aspinwall
Town Administrator

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

Enclosure - NPDES Phase II Small MS4 General Permit 2007-2008 Annual Report

900 MAIN STREET - MILLIS, MASSACHUSETTS 02054
508-376-7040 - FAX 508-376-7053