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## NPDES PII Small MS4 General Permit Annual Report


### Part I. General Information

Contact Person: REVA LEVIN Title: DPW PROGRAM MANAGER

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### Certification:

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

Signature: 

Printed Name: DAVID A. COLTON

Title: TOWN ADMINISTRATOR

Date: MAY 2 2005



REVA LEVIN  
PROGRAM MANAGER

# TOWN OF MILTON

PUBLIC WORKS DEPARTMENT  
525 CANTON AVENUE  
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April 30, 2005

U.S. EPA  
Water Technical Unit  
PO Box 8127  
Boston, MA 02114

The Town of Milton is pleased to submit its annual report for its NPDES Phase II Small MS4 General Permit requirements for Permit Year #2. Our package includes a Self-Assessment Narrative, an updated matrix of Best Management Practices (BMPs), and the two most current sampling results for the eight Milton sites regularly tested by the Citizen Water Monitoring Network of the Neponset River Watershed Association (nepRWA).

With your approval, the Town would like to adjust two BMPs under Public Education in Permit Year 3.

Regarding BMP 2.4, we believe it will be more efficient to work with teachers and incorporate stormwater information into their existing curriculums, rather than developing a stand-alone school education program (which was listed as a BMP in our original Permit application). Instead of creating a stand-alone curriculum, during Permit Year 3 the DPW will notify local schools that DPW assistance on the stormwater issue (whether making actual presentations or making appropriate information available to teachers and students) is available during the 2005-2006 school year. We will then evaluate the success of this effort. We think this will be a much more effective way of incorporating stormwater education into school curriculums.

In addition, we are requesting a second BMP change. The Unquity Brook Stewardship Program (BMP 2.5) has been difficult to initiate. We believe there are several reasons for this. For one, while other local brooks are very visible, residents do not have a clear perception of where Unquity Brook is, probably because it is culverted or often dried up for much of its journey through Town. This makes it difficult to run a successful public awareness campaign.

To help create greater awareness of the Brook, during Permit Year 2 the Town applied for a state grant. Our grant request included developing procedures to determine the flow patterns of Unquity, exploring the option of bringing the Brook above ground in Milton Cemetery, and collecting updated information on household septic systems abutting the Brook. Unfortunately, the Town has not been able to secure funding to perform these services. We will continue to apply for funding for this important baseline information, and once underway, will include this information as part of our Unquity Brook outreach program. We will also continue to work with nepRWA on appropriate Unquity Brook abutter outreach ideas. Once awareness is increased, an Unquity Brook Stewardship Program will have a greater chance of success.

*Town of Milton NDPES #2*  
*Page 2 of 2*

Lastly, we have included monitoring results from nepRWA's Citizen Water Monitoring Network for November 2004 and February 2005 for eight Milton locations (six at Unquity and Pine Tree Brooks and two at the Neponset River). Unfortunately, nepRWA's monitoring for bacteria in the Neponset Watershed has been discontinued as of January 2004 due to lack of funding, so these important results are not available.

Please call me if you have any questions. Thank you.

A handwritten signature in cursive script that reads "Reva Levin".

Reva Levin  
Program Manager

cc: MA DEP, Division of Watershed Management, 627 Main St., Worcester, MA 01608 (via One Winter Street, Boston)

## **PART II. Self-Assessment Narrative**

**Public Education BMPs 1-8:** The Town has made great progress implementing the majority of Milton's Public Education Best Management Practices (BMPs). We have made good use of the Town's website ([www.townofmilton.org](http://www.townofmilton.org)) to educate residents about the stormwater management issue. We have educated the public with several articles in the local papers, as well as showing an EPA video on local cable. The Town passed a Dog Fouling Bylaw at Town Meeting in May 2004, and sent out a dog poop insert to residents in their sewer and water bills in fall, 2004, and installed mutt mitt stations in priority areas, and will install additional mutt mitts along Pine Tree Brook.

Still, with other pressing Town issues competing for attention, awareness of stormwater management among Milton residents is just at the beginning. It is clear that a continuous information effort over the next several years will be needed so that all residents have a basic understanding of stormwater and how they can help keep it clean. This is probably the case with most other towns as well.

On May 2, the Town's proposed Stormwater Management Bylaw goes to Town Meeting for approval. This will be a good time to see how effective our stormwater education campaign has been, and what improvements might be needed.

**Public Participation BMPs 2-5:** Of the five BMPs in this category, the two that have been most challenging for the Town have been BMP 2.4, creating a school education program; and BMP 2.5, developing an Unquity Brook Stewardship Program.

Regarding BMP 2.4, we believe it will be more efficient to work with teachers and incorporate stormwater information into their existing curriculum, rather than developing a stand-alone school education program. The Town would like to adjust this BMP. This is explained more fully in our attached cover letter.

We also found that BMP 2.5, the Unquity Brook Stewardship Program, has been difficult to start. This is also explained more fully in our cover letter. The Town would like to get more baseline data on this Brook, understand its characteristics more fully ourselves, and then create viable suggestions for public participation before spending resources on organizing a stewardship program.

The Town will continue to try and locate illicit discharges or connections in the Brook. In fact, a major illicit connection was discovered and corrected in fall, 2004 (as was one in Pine Tree Brook).

In short, we believe that more information on Unquity Brook is needed so that public communications will give a fuller picture of what is known and what improvements can be made in brook. At the same time, the DPW will work with the Neponset River Watershed Association to explore other ways to develop awareness of Unquity during the next Permit Year.

### **Illicit Discharge Detection and Elimination BMP 3-6:**

The Town is making good progress in this area. As we reported in our first annual report, Milton already has an existing GIS-compatible map of its water infrastructure, including the stormwater collection system. To update the existing map and double-check its accuracy, the Town has contracted with Weston & Sampson to use a Global Positioning System to update our existing GIS map. This project should be completed during Permit Year 3.

Landscaping Workshop in March, which was held in April 2005. The response was good, and another workshop is planned for fall, 2005.

We find that residents are increasingly using our website as an information resource, and we recently updated the Natural Landscaping section. During the next Permit Year, we will also try to work with local institutions, as well as other municipal departments, to help minimize use of chemical applications.

An insert on fertilizer and pesticide use will be sent to all residents in spring, 2005. We are also tying in the natural landscaping alternative to Milton's Backyard Wildlife Habitat community certification project.

This last year, we planted 210 trees and removed 200, increasing the Town tree stock by 10 trees. The Town depends on an annual MassReleaf grant to plant new trees. The Town is exploring more options to complement the DPW planting budget, especially in times of limited revenue and high expenses by the Town, so that the Town will continue to at the minimum plant as many new trees and dead or dying trees were removed. The future of the Town's tree stock will depend on the commitment to purchase and maintain the specialized equipment and continue to employ highly-skilled personnel to correctly maintain and respond to urban forestry needs.

The Town cleaned 307 stormwater catch basins in Permit Year 2. Storm drain cleaning is now a regular part of the routine maintenance plan for the DPW. The DPW will also begin a community-wide stormwater pipe cleaning project during Permit Year 3. This is expected to take 10 years to complete.

Our annual Household Hazardous Waste Collection Day in May, 2005 attracted about 700 vehicles to the May 1 event. The three most prevalent items collected were oil-based paint, aerosols, and pesticides. Another event is planned during Permit Year 3.

In general, the Town is making steady progress in implementing all of its BMPs, and looks forward to what it can accomplish during the next permit year.

## PART III. BEST MANAGEMENT PRACTICES

### 1. Public Education and Outreach

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
1.1	Educate dog owners about picking up dog waste	Public Works	Develop and print collateral piece on pet waste	Printed and distributed dog waste palm card thru water/sewer bill mailing	Update information on Town website re: pet waste; tie in pet waste with stormwater education
1.2	Prioritize areas in Town that have pet waste problems; install up to three mutt mitt stations	Public Works	Prioritize list of mutt mitt installations sites	Installed mutt mitt stations in three priority locations: Kelly Field, Andrews Park, and Turner's Pond.	Install three additional mutt mitt stations along Pine Tree Brook; install additional mutt stations or signs if funding permits
1.3	Develop a draft bylaw that requires dog owners to clean up after their dogs; include provisions for fines and enforcement. Present to Town Meeting.	Town Counsel	Draft bylaw; present to Town Meeting	Bylaw approved by May 3, 2004 at Town Meeting	Goal accomplished. Publicize enforcement of new bylaw.
1.4	Update stormwater section of Town website 3x a year	Public Works	Update stormwater section of the Town website 3x per year	Updated stormwater section on the Town website 3x a year	Update stormwater section on the Town website 3x a year
1.5	Inspect signs that identify water bodies within town & contact MDC/MHD for repairs	Public Works	Inspect signs	Located and inspected MDC/MHD signs	Inspect all signs
1.6	Provide update of SWMP at Selectmen's meeting	Public Works	Present annual update of SWMP at Selectmen's meeting	Presented update to televised Selectmen meeting 11/03	No update requested from Selectmen
1.7	Develop two press releases per yr describing importance of stormwater management	Public Works	Publish two newspaper articles/press releases describing importance of SWMP	Published two newspaper articles: one asking public comment for proposed bylaw; a second on Pine Tree Brook	Continue to educate public on stormwater issue through two articles or press releases
1.8	Develop two cable PSAs/programs describing the importance of stormwater management	Public Works	Two programs or PSA's on local cable TV	EPA stormwater video aired on cable in early winter '05	Will create one PSA and air a stormwater-related video on cable

## 2. Public Participation and Involvement

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
2.1	Comply with state public notification guidelines	Town Clerk	Post notice as required	No public hearings held	Will post notice as required if public hearing is held
2.2	Provide trash pickup on Milton Pride Day	Public Works	Trash pickup required each year	Annual Town-wide DPW Clean-up Week scheduled May 9-May 13; this year, DPW clean-up kicks off with Milton Pride Day on May 7	Schedule DPW community-wide cleanup in spring, 2006
2.3	Provide support for the nepRWA 319 TMDL Implementation Grant	Public Works	Assist with wetlands project as requested by nepRWA	Installation of wetland buffer and bio-remediation cells along Pine Tree Brook to be completed by June 2005	Grant completed
2.4	Outreach to Milton schools on stormwater issue	Public Works	Increased awareness among Milton families about stormwater issue	See Self-Assessment Narrative	Notify teachers of stormwater outreach availability, write take-home information piece and distribute to families via students
2.5	Apply for funding to get baseline information about Unquity Brook	Public Works	Secure funding to examine flow patterns and possible septic tank leakage into Unquity Brook	See Self-Assessment Narrative	Do baseline survey

### 3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
3.1	Remove sewer underdrains if found during routine maintenance	Public Works	Document number of underdrains found and removed	None found	Remove as needed
3.2	Map stormwater outfalls and receiving waters; identify outfalls and other structures owned by other entities; evaluate structures on state-owned Town roads	Public Works	Create map	Initial electronic map created 7/03	Verify and GPS all locations; completion expected in summer 2005
3.3	Digitize stormwater collection system in a GIS-compatible format	Public Works	Create map	Contractor in process of updating water infrastructure map using GPS software to create GIS-compatible format	Completion expected in 2005
3.4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4	Public Works	Document number of illicit connections found and removed	Two illicit connections found and removed	Continue ongoing illicit discharge detection & elimination
3.5	Develop bylaw requiring inspection of new construction for correct connection to the sanitary sewer	Town Counsel	Develop bylaw requiring inspection of new construction for correct connection to the sanitary sewer Implement program	Sewer regulations and permit requirements revised and implemented in 4/03	Implemented
3.6	Conduct a Town-wide sewer rehabilitation program	Public Works	Implement program	Funding secured; implementation begun	Continue program



## 4. Construction Site Runoff Control

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
4.1	Develop a Construction Site Erosion & Sediment Control bylaw for all construction sites requiring a building permit	Public Works	Develop a draft bylaw	Bylaw drafted and will be presented at Town Meeting on May 2 for approval	Re-submit bylaw if not approved
4.2	Require a waste management plan at construction sites	Planning Board, Conservation Commission	Implement regulation or bylaw requiring a waste management plan at construction sites	Regulatory mechanism in place for requiring a waste management plan for all construction sites	Implement regulation
4.3	Review site plans for stormwater impacts	Conservation Commission, Public Works	Protocol for site plan reviews developed	Developed internal protocol for reviewing site plans not already subject to Conservation Commission or Planning Board jurisdiction	Permitting process in place
4.4	Consider public input for new construction sites	Planning Board, Conservation Commission, Town Counsel	Develop plan for public input about construction sites not already subject to Conservation Commission or Planning Board jurisdiction	Developed a plan for receiving public input for construction sites not already subject to Conservation Commission or Planning Board jurisdiction	Permitting process in place
4.5	Inspect erosion and sediment controls at construction sites	Conservation Commission, Public Works	Number of inspections conducted	100 inspections (this includes duplicate visits to one site)	Continue inspections as needed

## 5. Post-Construction Stormwater Management in New Development and Re-Development

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
5.1	Develop a draft bylaw to apply Standards 2,3,4 and 7 of MSP to entire Town; present bylaw to Town Meeting	Town Counsel	Develop bylaw and present to Town Meeting until passed	Drafted a bylaw and will present to Town Meeting on May 2	Re-submit to Town Meeting if not passed
5.2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Public Works	Select BMP manual	MA DEP and CZM "Stormwater Management, Vol 2: Stormwater Technical Handbook" selected	Accomplished
5.3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs	Town Counsel	Draft bylaw and present to Town Meeting	Included in proposed bylaw	Re-submit to Town Meeting if not passed
5.4	Develop a draft zoning bylaw that allows and/or encourages use of low-impact development (LID)	Town Counsel	Draft bylaw developed and presented to Town Meeting	Included in proposed bylaw	Re-submit to Town Meeting if not passed

## 6. Municipal Good Housekeeping

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
6.1	Identify sensitive receptors within Town	Public Works	Develop list of sensitive receptors; notify staff	Developed list; notified staff.	Hold a training session or issue information to DPW staff on stormwater management issue
6.2	Funding to develop employee training program	Public Works	Funding request made	Funding request approved.	Hold a training session on good housekeeping, spill control, or hazardous waste management
6.3	Sweep all streets once every spring & fall	Public Works	Percent of streets swept twice per year	Swept all streets twice during permit year	Sweep all streets twice during permit year
6.4	Continue existing road salting procedures	Public Works	Maintain documentation of de-icer amount used	4300 tons of salt used	Maintain documentation of de-icer amount used
6.5	Minimize impacts from vehicle washing	Public Works	Build containment area for vehicle washing; switch to phosphate-free biodegradable soap	Vehicle washing containment area implemented	Investigate cost of ordering phosphate-free biodegradable soap
6.6	Minimize impacts from vehicle maintenance	Public Works	Hold employee training	Training session held for vehicle maintenance area	Re-train if needed
6.7	Maintain storm drain system	Public Works	Clean all catch basins once every 3 years; inspect & clean drain pipes as needed; keep daily record of catch basin residuals volumes; prioritize large volume catch basins for more frequent cleaning	307 catch basins cleaned during Permit Year 2; 333 basins cleaned in Permit Year 1	Ongoing; start a 10-year pipe cleaning program

**6. Municipal Good Housekeeping (con't)**

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2	Planned Activities-Permit Year 3
6.8	Train staff to minimize chemical applications in recreational areas	Public Works	Hold training; minimize use of chemical pesticides, fertilizer, & herbicides; keep maintenance records	DPW employee attended Town Natural Landscaping workshop; use of chemical applications infrequent at Milton DPW	Invite additional DPW staff to next landscaping workshop; keep records of all DPW chemical applications
6.9	Hold biennial HHW Day	Public Works	Hold at least one HHW Day every other year; hold one tire & battery collection per year	HHW Day held on May 1, 2004; tire & battery collection held in fall 2004	HHW Day planned for April 30, 2005; tire & battery collection planned for fall, 2005
6.10	Plant a new tree to replace every tree removed each year	Public Works, Tree Warden	Plant more trees than are cut down each year	210 trees planted; 200 trees removed	Plant a new tree to replace every tree removed; update website with tree information; apply for MA Releaf grant in fall, 2005
6.11	Pursue cooperative agreement with Milton garden clubs to implement litter management program	Public Works	Work with Milton Garden Club and Amateur Gardeners of Milton to raise funds for litter vac purchase; develop litter management program	Milton clubs successfully raised money to help purchase litter vac; litter management program developed	Accomplished
6.12	Identify stormwater outfalls within Milton owned by other entities and inform them of their management responsibility	Public Works	Outfalls assessed; state agencies notified	Identified which roads and stormwater outfalls are State-owned; notified appropriate agency of their responsibility	Accomplished