



COMPREHENSIVE
ENVIRONMENTAL
INCORPORATED

April 30, 2009

Glenda Velez
US EPA – CIP
One Congress Street, Suite 1100
Boston, MA 02114

- Engineering
- Design
- Construction
- Inspection

**Re: NPDES Stormwater General Permit
2008-2009 Annual Report
Town of Millis, MA**

Dear Ms. Velez:

On behalf of the Town of Millis, MA, please find enclosed the NPDES Phase II Stormwater General Permit 2008-2009 Annual Report. The Annual Report has simultaneously been filed with the Massachusetts Department of Environmental Protection.

If you have any questions or require any additional information, please do not hesitate to call me at (800)725-2550 ext. 307.

Sincerely,

Comprehensive Environmental Inc.

Richard Niles
Project Manager

cc: Massachusetts Department of Environmental Protection, Boston Office
Charles Aspinwall, Town Administrator, Town of Millis, MA

Enclosure – NPDES Phase II Small MS4 General Permit 2008-2009 Annual Report

Responsive
service,
cost-effective
solutions,
technical
excellence

- Water &
Wastewater
- Parks &
Recreation
- Drainage &
Flooding
- Hazardous Waste
- Transportation
- Stormwater & LID
- Watershed
Restoration

Municipality/Organization: Town of Millis, MA

EPA NPDES Permit Number: MAR041100

MADEP Transmittal Number: W-040942

Annual Report Number

& Reporting Period: No. 6: May 1, 2008-April 30, 2009

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Charles J. Aspinwall

Title: Town Administrator

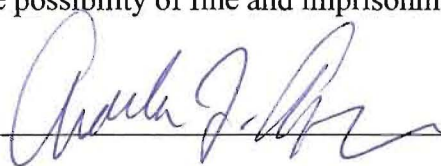
Telephone #: 508-376-7040

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: _____

4/30/09

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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.	The results of the Town Hall Rain Garden Project were broadcast on the Millis Cable Television throughout the month of November 2008.	Continue cable broadcast at least bi-annually.
Revised			“After the Storm” video shown bi-annually.		
1C	Send out Stormwater Press Releases	DPW	Copies of Articles.	Stormwater press releases were issued 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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 were made available on the website from April to October 2008. It is currently cost prohibitive to install a website hit counter.	Update periodically with new educational materials.
1F	Classroom Stormwater Education	DPW, School Department & Consultant	Stormwater lesson plan and number of students participated	<p>No stormwater classroom education activities occurred during the permit term. An educational event geared towards students was held for Earth Day in April 2009 regarding appropriate disposal and recycling of hazardous wastes.</p> <p>A water loss prevention grant was obtained to fund water conservation education and a workshop was organized to assist large commercial and industrial users with water use reduction methods. No one signed up for the workshop; therefore, the Town’s consultant gave a presentation of the workshop at a Selectmen’s meeting. The presentation was posted on the Town’s website on January 22, 2009.</p> <p>As part of the same grant, a cistern was constructed at the Town Hall to capture stormwater runoff from the parking lot and use the water to irrigate a landscaped area planted by the Garden Club.</p>	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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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 the following stormwater issues: damaged culvert at Environmental Drive; beaver dam problems at culverts along Farm St., Curve St., Main St. and Island Rd.; and minor road flooding at the Orchard Street Bridge (approximately 6 calls). All stormwater issues were addressed.	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 was completed along Main Street, Pleasant Street and high and medium priority sub-basins in Permit Year 5. Volunteers for storm drain stenciling were solicited on Millis Beautification Day (April 11, 2009) and the Town's website.	Refresh storm drain stenciling along Main Street and in high and medium priority sub-basins as needed. Stencil in low priority sub-basins based on time and volunteer constraints.
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 11, 2008. Approximately 40 volunteers were involved through the Millis Garden Club, Millis Lions Club, Boy & Girl Scouts, Millis High School and the Town Democratic Committee. 135 50-gallon bags of trash were collected in addition to 75 recyclable lawn and leaf bags. Cleanup areas included wetland areas near Plain Street, Pleasant Street, Town Library and Richardson's Pond.	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 volunteers through the Boy Scouts, Girl Scouts, Millis High School, and Town Democratic Committee.
Revised		Millis Garden Club & Millis Lions Club, CRWA		Boy Scouts conducted an Earth Day cleanup on the Charles River near Route 109.	

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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.	The previously identified illicit floor drain discharge at 115 Union Street remains under investigation and enforcement by the Board of Health.	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 and storm drain system mapping was completed as part of the illicit discharge screening. Investigation efforts are ongoing as discussed in BMP 3F.	The storm drain system map will be updated based on any new subdivisions and roads.
Revised			Outfalls mapped by 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 28 th , 2004. As discussed in BMP 3C, one illicit discharge remains 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.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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.	Several outfalls were investigated based on previous outfall inspections that indicated a potential illicit discharge was present. Dry weather flow was observed at only one outfall along Route 109 and sampling results showed high bacteria counts. This location is currently under investigation by DPW. Additional outfalls could not be located and are suspected to be buried; however, no apparent illicit discharge was observed in these drainage systems.	Conduct additional investigations at the identified illicit discharge location along Route 109. Verify all remaining outfalls by cleaning at the suspected discharge locations.
Revised			All outfalls examined by year 5	The infiltration/inflow (I/I) program began in April 2008 and continued through June 2008, which may indicate potential areas where the sewer system contributes to stormwater pollution through illicit connections to the MS4. I/I was assessed within 4 sub-basins and further study began to develop a Capital Improvement Program (CIP).	Continue infiltration/inflow investigations with consideration of potential stormwater pollution issues through illicit discharges.
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).	Continue existing practices.
Revised			Copy of Website and number of hits annually.	Outfall inspections were discussed on the Town's website (BMP 1E).	Updating the Town's website with illicit discharge educational material and the progress of outfall inspections.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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 educational materials.	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				In the Fall of 2008 the Town was notified of oil sheen on a stream near Acorn Street. DPW investigated the issue and notified DEP of the condition, which ultimately resulted in the discovery of a 500-gallon oil spill from an upstream facility. DEP currently manages the procedure for addressing the issue. No additional calls were received regarding illicit discharges.	

3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3I	Sewer Projects to Address Failed Septic Systems	DPW & BOH	Proposed Sewer Plan by end of Permit Year 5.	As outlined in the Year 5 Annual Report, a septic system failure was identified at 219 Orchard Street adjacent to Bogastow Brook, which is an impaired water body. This system was connected to the nearby sewer. The septic system at the Glen Ellen country club has not been repaired and the site is under a consent order with DEP.	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.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3J	Model Study for Localized Sewerage Treatment Facilities	DPW	Study results by end of Permit Year 5.	As outlined in the Year 5 Annual Report, a site was identified for a potential neighborhood (Dire, Village and Pleasant Street area) wastewater treatment system; however, the site was identified as dedicated to a World War II Veteran and cannot be used. The Town is currently seeking more sewer capacity through I/I removal and permitting with the CRPCD to address this neighborhood.	Continue to evaluate wastewater handling options for this neighborhood.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
4A	Develop Erosion Control Regulation	Building Inspector (BI) & DPW	Regulation at Town Meeting by End of Yr 2.	A stormwater bylaw was developed and regulations to meet the Phase II requirements were enacted June 28, 2004. The Town reviewed 2 projects that were subject to the regulations and permits were issued for both projects.	Continue to enforce existing Erosion and Sedimentation Control Regulations.
Revised				As discussed in the Year 5 Annual Report, 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. The bylaw would also create a Stormwater Commission. The draft bylaw was presented at a public meeting and it was met with significant opposition and subsequently put on hold.	Re-evaluate the stormwater bylaw and seek additional support.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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. The problems were/are being handled by the DPW and Conservation Commission. The Town did not receive any complaints associated with construction activities.	The DPW will continue to handle stormwater related phone calls. The DPW phone number will continue to be advertised through existing media. 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.	Approximately 32 inspections were conducted for an 18-unit subdivision (Tuckerdale) with an onsite facility to address stormwater. Approximately 58 inspections were conducted by a consultant for a commercial development (Jopa Realty) on 969 Main Street to ensure compliance with the site's stormwater permit. A stop work order was issued to the GAF Facility in May 2008 for failure to construct stormwater facilities as approved. Inspections were conducted by a consultant on June 19, 2008 and November 13, 2008 to ensure compliance with the previously issued stormwater permit. 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5A Revised	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 one project (Milliston Place) that was subject to the regulations and a permit was issued. As discussed in the Year 5 Annual Report, another project was reviewed at 1463 Main Street for a lacrosse facility. This project has not started.	Continue to enforce Post-Construction Regulations. Re-evaluate the draft stormwater bylaw to promote LID (also refer to BMP 4A).
5B Revised	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, as discussed in the Year 5 Annual Report. The plan calls for biannual water quality testing due to the site's proximity to a town water supply well (Well #4) and the Town has received the maintenance records, as required. 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.
5C Revised	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.	Continue detailed review of plans and sites in accordance with the Millis regulations. Review additional design standards as part of BMP 4A & 5A.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6A	Clean Catch Basins	DPW	Clean all catch basins.	All catch basins in town were cleaned. Approximately 80 yards of cleanings were reused through the Beneficial Use Determination approval from DEP. A standard operating procedure (SOP) was developed for catch basin cleaning and to begin tracking sediment data.	Continue catch basin cleaning program annually. Implement 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. Approximately 100 yards of sweepings were reused through the Town's BUD. A SOP was developed for street sweeping and to begin tracking sediment data.	Continue street sweeping program annually. Implement the SOP and begin tracking sediment data for future sweeping priorities.
Revised				The Tresca concrete facility at the Millis/Medway Town line sweeps Route 109 3-4 times a week due to truck traffic.	
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. Approximately 1,500 tons of salt and 2,060 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 current rear-mounted spreader reduces salt application rates significantly (estimated greater than 10% reduction) than earlier years.	Continue existing practices and evaluate appropriate application rates for various routes and watersheds.
Revised				DPW staff attended a training session by MassHighway for proper sand/salt application methods in June 2008.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
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. The Town reduced chemical applications from 4 to 2 applications.	Ensure that turf management techniques for athletic fields are consistent with IPM techniques and past activities. Ensure that any right-of-way applications are consistent with the VMP and YOP.
Revised				The Town hired a consultant to develop a Right-of-Way Vegetation Management Plan (VMP) and Yearly Operation Plan (YOP) that were approved by the MA Pesticide Board. However, the Town elected not to spray within the public right-of-way (e.g., sidewalks) and no other pesticides were used by the Town in this permit year.	
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. A total of 10 fertilizer applications were completed at Town fields and the cemetery during the Fall 2008 (one round).	The Town expects to reduce the use of chemical applications. Include copies of the purchase records with the Phase II recordkeeping materials.
Revised				Refer to BMP 6F regarding the VMP and YOP that were developed.	
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.	Informal SPCC training sessions for DPW employees occurred during monthly staff meetings. Routine inspections and the annual plan evaluation were completed in accordance with the SPCC plan.	Follow the current SPCC Plan and continue with DPW employee training.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6I Revised	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.
6J Revised	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.
6K Revised	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.
6L Revised	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.	The Town obtained the appropriate permits for the project, solicited public bids and the BMPs were constructed in October to November 2008. A final as-built construction plan was developed and certified by the Town's consultant in March 2009.	Maintain the BMPs to ensure proper function and ongoing sediment load reduction.
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 and catch basin cleanings 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. An Inspection and Maintenance Plan was developed with SOPs for various drainage maintenance requirements.	Operate BUD site in accordance with DEP permit. Implement SOPs and Inspection & Maintenance Plan during the next permit term.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6N	Ensure Water Quality Improvements are Considered for Flood Projects	DPW	Records of Flood Control Projects.	The Town employs a protocol for flood projects review, including NOI permitting and subsequent steps towards approval.	Follow in-house protocol for the review of flood projects to ensure that new projects consider water quality improvements.
Revised				<p>DPW developed and contracted a drainage improvement project along Forest Road to mitigate storm flows that were causing erosion to downstream private property. Approximately 300 LF of drain pipe was installed to collect storm flows and a Cultec system was used to provide infiltration.</p> <p>The pre-disaster hazard mitigation program for the identification of flood prone areas was completed in June 2008. This information can be used to assist in pursuing flood control projects and considering associated water quality improvements.</p>	
6O	Conduct Town Employee Stormwater Training	DPW	Attendance Sheet & Copy of Program.	<p>DPW employees participated in stormwater outfall inspections and investigations with the Town's consultant, as discussed in BMP 3F. DPW employees became familiar with the BMP design at the Highway Garage and how it worked to remove sediment, including the management practices (non-structural BMPs) for yard materials. DPW was also involved in some aspects of the BMP construction.</p> <p>Informal SPCC training sessions for DPW employees occurred during monthly staff meetings. DPW staff attended a training session by MassHighway for proper sand/salt application methods in June 2008.</p>	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	This was completed in Permit Year 5.	Ensure chemicals are stored 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
Revised					

7a. One addition at this time.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
7A	Develop a Water Quality Strategy for 303d Waters	DPW, Conservation Commission, and Consultant	Summary of pollution prevention efforts, future needs, and responsible parties.	As discussed in the Year 5 Annual Report, the Town hired CEI to perform a review of the Charles River TMDLs and to develop a strategy to meet the TMDL considering existing actions under the Phase II stormwater management program and available resources. CEI updated this review and provided preliminary recommendations for a water quality strategy, pending the reissuance of the Phase II Permit.	Review the pending Phase II Permit and develop an implementation strategy to meet the TMDL that considers the goals of the TMDL, available resources, actions currently being undertaken by Franklin and actions by others under the MA DEP RIA Permit and/or the U.S. EPA CWA Permit.
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. Additionally, the developments of the MA DEP Regulated Impervious Area (RIA) General Stormwater Permit and the U.S. EPA Residual Designation Authority or Clean Water Act (CWA) Permit were evaluated with respect to the Town's existing program. CEI provided preliminary recommendations for the appropriate next steps by the Town that could be implemented consistent with the TMDL strategy; however, this information will be evaluated further to develop an appropriate strategy based on the pending draft Phase II Permit.

Part IV. Summary of Information Collected and Analyzed

Number of Outfalls Inspected for Illicit Discharges: 6 during this permit term

Number of Illicit Discharges Found: 1 identified, follow-up investigation is ongoing

40 volunteers removed 135 (50-gallon) bags of trash and 75 recyclable bags of leaves from the following wetland areas:

- Plain Street
- Pleasant Street
- Town Library
- Richardson's Pond

Boy Scouts conducted an Earth Day cleanup on the Charles River at Route 109.

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. 7 Millis residents used the Norfolk hazardous waste collection facility during the permit year.

Legal/Regulatory

	In Place Prior to Phase II	Under Review*	Drafted	Adopted
Regulatory Mechanism Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control		X		X
▪ Post-Development Stormwater Management		X		X
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				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. The bylaw would also create a Stormwater Commission. The draft bylaw was presented at a public meeting and it was met with significant opposition and subsequently put on hold. The Town will re-evaluate the stormwater bylaw and seek additional support during the next permit term.

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	153 mapped
System-Wide mapping complete	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	153
Illicit discharges identified	(#)	1
Illicit connections removed	(#) (est. gpd)	0
% of properties on sewer	(%)	50%
% of properties on septic systems	(%)	50%

Construction

Number of construction starts (>1-acre)	(#)	2
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	(#)	2

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	(#)	941
Storm drain cleaned	(LF or mi.)	2,172
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	100 CY
Disposal or use of cleaning (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		DEP BUD
Cost of screenings disposal	(\$)	N/A
*Some drainage structures in the downtown area are cleaned more frequently based on the rate of sediment accumulation and historical flooding issues.		

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
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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)	110 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 %)	
<i>The DPW performs routine inspections of town-maintained lands for pest persistence and promotes the use of cultural management techniques for pest and turf management in an effort to minimize the use of chemicals.</i>		

Anti-/De-Icing products and ratios <i>60:40 sand/salt mixture typically used. Straight salt used as needed. Ten percent reduction in effort on side streets.</i>	% 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 <i>DPW Department conforms to the existing salt reduced routes in Town and has reduced salt applications in the Zone II Wellhead Protection Zones. Salt application is reduced on secondary roads.</i>	(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