

Municipality/Organization: Town of Milford

EPA NPDES Permit Number: NHR041019

MaDEP Transmittal Number: W-

Annual Report Number

& Reporting Period: No. 7: April 2009-April 2010

4/30/10
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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William F. Ruoff

Title: Director of Public Works

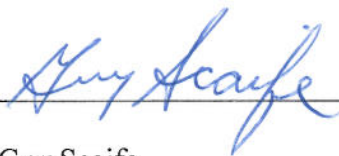
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Certification:

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: Guy Scaife

Title: Town Administrator

Date: April 30, 2010

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
1	Document/Continue Existing Programs	DPW/William Ruoff	Review existing public education programs/prepare written documentation about existing programs	Milford had representation at the Local Rivers Advisory Group (as planned). The Planning and Building Departments continued to work together to coordinate the Stormwater Management Application, Permit and Checklist to effectively educate and guide Building Permit applicants through the Stormwater Permit process. In addition, a Stormwater Construction Brochure is attached to all approved Building Permits. The Town continues to add documentation to the notebook containing outlined programs. The Town took on a significant effort to bring car-washing into compliance including brochures at retail stores, press releases, and inspection of car-washing events.	Continue working on completing the compilation of the notebook containing outlined programs. Continue to include a Stormwater Construction Brochure to all approved Building Permits.
Revised					
2	Coordinate Public Educators	Stormwater Management Team	Organize Town employees, educators, etc. to develop materials for distribution regarding stormwater	The Team continued to distribute stormwater educational materials/information. School programs established in previous permit years were continued.	Continue distribution of stormwater educational materials/information.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
3	Coordinate Information and Program Distribution Within the School Network	Stormwater Management Team	Contact 90% of schools within the Town	The fourth, seventh and tenth grade teachers have continued to include the five-lesson plans in their agenda for reaching all fourth, seventh and tenth graders in Milford.	Next year, continue to incorporate lessons into the regular fourth, seventh and tenth grade yearly plan, and that may include an event day for the fourth grader classes.
Revised	<i>Fourth, seventh, and tenth grade teachers have agreed to incorporate a regular program into the yearly plan.</i>				

1a. Additions

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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
4	Create Task Committee	DPW/William Ruoff	Establish team/document meeting minutes	Stormwater Team and subgroup meetings have continued; documented by minutes and action item lists.	Stormwater Team meetings or subgroup meeting will continue. Minutes will continue to be documented.
Revised	(Revised to Stormwater Team Year 1)				
5	Conduct Public Meeting/Acquire Public Input	DPW/William Ruoff	Public Meeting to be held	A Public Hearing was held on March 30, 2010 for the adoption of the DPW Standards and Development Regulations, formerly the Development Regulations. The regulation was adopted and is currently in use. A presentation was also made to the Board of Selectmen on the Stormwater Program on November 30, 2009.	Public input will continue to be sought related to the proposed changes to the Development Regulations.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
6	Establish Stormwater Information Display at Major Town Events	Stormwater Team	Stormwater information display at Town event	A bulletin board was created for display at major Town events. The Community Development Department had a booth at the Souhegan Valley Expo on October 22, 2009 in which they had a Stormwater Display Board and stormwater handouts were available. The Stormwater Display Board was up for the Deliberative Session, with a turnout of 100 residents. The bulletin board was also displayed at Voting Day on March 10, 2010.	A bulletin board or outreach displays will continue to be evaluated for display at major Town events such as the Deliberative Session in February and Voting Day in March.
Revised	<i>Displays will be provided at "appropriate Town events"</i>				

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
7	Storm Drain Stenciling/Community Clean-Up Day	DPW/William Ruoff	50% of storm drain stenciled/one clean-up day per year	100% of the storm drains outletting to a body of water were stenciled. Milford participated in the Regional Hazardous Waste Collection Day. Milford also sponsored a special Town-wide clean-up day on April 20 through April 24, 2009. DPW completes a roadside pickup task. Milford hosted a Hazardous Waste Collection Day on May 2, 2009 in Milford. Four other days were held in Nashua that were open to Milford residents. Mayflower, Tucker Brook and Rail Trail were cleaned in both the spring and fall by the land stewards.	Storm drain stenciling will continue in June through September. Community clean-up days will continue. The Town-wide pickup is scheduled for April 27 through April 28, 2010. A Hazardous Waste Collection Day is scheduled for May 8, 2010.
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
8 Revised	Map Outfalls and Receiving Waters	DPW/William Ruoff	Produce a map showing outfalls and receiving waters	The Town entered into a contract with ACA, Inc. to have new aerial photography and planimetrics developed for the Town of Milford's GIS system. The flights took place on April 3 and 7, 2010. The images are currently being processed and the planimetric data is being developed.	The maps will continue to be carefully reviewed to ensure that all pertinent outfall locations have been mapped and updated as appropriate. Complete planimetric base mapping is expected in draft form by the end of 2010.
9 Revised	Evaluate Need for a Stormwater Ordinance	Stormwater Team	Prepare Storm Sewer (Storm Water) Ordinance for adoption	After the required Public Hearing Process, the Stormwater Regulations were adopted on April 9, 2007, with an effective date of June 4, 2007, utilizing the assistance of a consultant and legal counsel. Enforcement Response Procedures were developed and are utilized as appropriate.	This document will continue to be evaluated for areas requiring modifications.
10 Revised	Train Town Employees in Illicit Discharge Detection <i>(Modified in Year 1 to NOT utilize volunteers)</i>	DPW/William Ruoff	Complete training document/conduct illicit discharge detection training	A consultant presented a Stormwater Training Program for the Rivershed Association on April 8, 2008. Town employees and committee members attended the session. The training primarily consisted of outside on-site examples of day-to-day operational simulations or examples of potential illicit discharges. Reported incidents have been documented by the Illicit Discharge Reporting Form and followed up by appropriate Town personnel. A consultant also provided training to the Stormwater Team covering various aspects of stormwater on October 24, 2007.	Employees will continue to be provided with the latest available documentation related to characteristics of an illicit discharge.
11 Revised	Dry Weather Screening of Outfalls	DPW/William Ruoff	Develop dry weather screening forms and document findings	Dry weather screening of outfalls was performed utilizing a visual inspection system on two separate occasions during Year 5.	Continue to revisit outfalls and conduct repeat dry weather screening. Prioritize areas with historic issues.

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12	Develop System of Identifying Illicit Discharges/Initiate Program to Eliminate Them	DPW/William Ruoff	Develop plan for elimination of illicit discharges, begin program to eliminate and eliminate identified illicit discharges	A consultant provided general stormwater training to one team of Town personnel in Permit Year 5. The training addressed all aspects of Stormwater Pollution Prevention and identification of abnormal circumstances which may require supervisory follow-up. System is established for illicit discharge follow-up.	Continue to refine the illicit discharge detection program. Acquire appropriate tools for use by the team responsible for detection.
Revised	<i>Completion date revised proposed to be extended until December 2007.</i>				
13	Identify Magnitude of Effort to Coordinate Mapping Stormwater Discharge System	DPW/William Ruoff	Highlight areas of Town requiring outfall mapping effort. Once outfall areas have been identified, continue to identify "other areas" requiring mapping.	Compilation of existing mapping has continued. Existing mapping data has been organized and compiled in one central location. Mapping evaluations were completed.	Mapping evaluation and compilation review will continue to be sure no areas were overlooked.
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
14	Document Existing Programs and Expand Them As Required	Stormwater Team	Review of existing procedures and regulations	New Development Regulations were adopted February 24, 2009. The Town's Master Plan is also under review.	Continue to incorporate appropriate information into Town documents. Continue preconstruction meetings and construction monitoring of development projects.
Revised					

4a. Additions

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
15 Revised	Document and Enhance Procedures for the MS4 System	DPW/William Ruoff	Complete review of MS4 maintenance procedures	Ongoing review of MS4 maintenance procedures. Code Enforcement is now starting to track post-development stormwater inspections through the MUNIS software system.	Continue refinement of the maintenance procedures.
16 Revised	Incorporate Best Management Practices Into the Town Master Plan	William Ruoff/Applicable Town Departments	Update of Town Master Plan	The Master Plan is a working document in Milford in which chapters are updated on a rotating basis and added as necessary. In March 2008, the Board updated the Facilities Chapter including wording supporting Stormwater BMPs. The Planning Board intends to continue to update the Traffic and Transportation of the Master Plan this year which will include Stormwater. The Planning Board adopted the Housing Chapter of the Master Plan on February 23, 2010, which includes the encouragement of LID and green site design and building practices for future residential housing in Milford. The Town continues to work on creating an Economic Development Policy which will also include stormwater.	Finalize draft changes proposed to the Town's Master Plan. Continue work on additional sections of the Master Plan.

5a. Additions

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
17 Revised	Document and Enhance Employee Training Procedures	DPW/William Ruoff	Complete review of training programs	Annual training events are considered annually. All highway personnel are routinely scheduled to attend T ² training at least one time per year. Program topics included LID, drainage and stormwater management. Senior transfer station employees attend NHDES training related to transfer station issues as offered. Concepts are brought back to “other” employees. A Road Salt Seminar was held at the Town Hall on March 25, 2010 and was attended by 2 members of the DPW staff.	Document existing training programs; continue support of training events.
18 Revised	Evaluate the Use of Pesticides, Sand, and Salt	DPW/William Ruoff	Complete review of existing procedures	Pesticide use within the community has been determined to be limited. Sand and salt evaluations are constantly under evaluation. Herbicides are only used in the sidewalk by a licensed application company. The Public Works Winter Maintenance Manual gives application rates; amount used varies by storm; purchased salt allows for measurable quantities.	Evaluation of the pesticides, sand, and salt usage was completed. Usage will continue to be carefully monitored.

6a. Former Additions

19	Catch Basin Cleaning	DPW/William Ruoff	Complete an annual catch basin cleaning event	Catch basin cleaning event was completed.	Clean catch basins per schedule.
20	Street Sweeping	DPW/William Ruoff	Complete a weekly spring/summer sweeping event	Street sweeping was performed per schedule. Also, street sweeping occurs after special events.	Continue street sweeping per schedule.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010/2011
	Not Applicable				
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment
Not Applicable