

Millbury, Massachusetts

April 29, 2011

Ms. Glenda Velez
U.S. Environmental Protection Agency
5 Post Office Square - OEP06-01
Boston, Massachusetts 02109-3912

**Re: Stormwater Annual Report for Permit Year 8
NPDES Permit Number: MAR041136**

Dear Ms. Velez:

On behalf of the Town of Millbury, Massachusetts, Weston & Sampson is forwarding the enclosed annual report pursuant to the National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s). Enclosed is the Annual Report for Permit Year 8 covering the period from April 1, 2010 to March 31, 2011.

Should you have any questions regarding the report, please feel free to contact me at (978) 532-1900 or passariello@wseinc.com.

Very truly yours,

WESTON & SAMPSON



Patricia C. Passariello, P.E.
Project Manager

Enclosure

cc: Fred Civian, MADEP

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Municipality/Organization: Town of Millbury, Massachusetts
EPA NPDES Permit Number: MAR041136
MassDEP Transmittal Number: W-040562
Annual Report Number & Reporting Period: Year 8
April 1, 2010 – March 31, 2011

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

Part I. General Information

Contact Person: Robert Spain **Title:** Town Manager
Telephone #: (508) 865-4710 **Email:** bspain@townofmillbury.net
Mailing Address: 127 Elm Street; Millbury, Massachusetts 01527

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: Robert Spain
Title: Town Manager
Date: 4/28/11

Part II. Self-Assessment

The Town of Millbury has performed the required self-assessment and determined that, based on available information, our municipality is in compliance with the terms of our General Permit. Any exceptions to this are detailed in Part III below.

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 8	Planned Activities
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Millbury will present to the public at a public meeting Millbury's Comprehensive Stormwater Management Program.	Measurable goal completed in previous permit years.	No further action required at this time.
2	Create Stormwater Program	Department of Public Works	Millbury will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Millbury's Comprehensive Stormwater Management Program, including public education and outreach.	Measurable goal completed in previous permit years.	No further action required at this time; however, Millbury will continue to look for funding opportunities to support protection of local water bodies.
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library and Transfer Station.	Basic stormwater educational messages distributed.	Millbury will continue to distribute stormwater educational messages.
4	Target groups likely to impact stormwater	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste and pet maintenance.	Basic stormwater educational messages distributed.	Millbury will continue to distribute stormwater educational messages.

5	Identify alternate information sources	Department of Public Works, MIS Department	Millbury will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.millbury-ma.org/ . Millbury will post links to Our Lady of Assumption School student storm drain project (www.sdwtg.tripod.com/). The Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the association's sampling program. Data will be posted on Town website along with relevant BMPs for target audiences.	The Lake Singletary Watershed Association sampling data was distributed to association members and other interested parties.	The Town will incorporate new outreach activities as elements of the next five year Permit term.
6	Identify alternative information sources	Department of Public Works, MIS Department	The Town of Millbury will contact Blackstone River Watershed Council to review opportunities in Millbury. These opportunities include hosting a watershed association meeting in Millbury with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Millbury.	Town continued to work with the Lake Singletary Watershed Association (LSWA), the Dorothy Pond Restoration Committee (DPRC), and the Blackstone River Watershed Council (BRWC) to support their programs and events.	Continue ongoing efforts.
7	Utilize local public access channel.	Department of Public Works	Public meeting notice and a meeting reviewing Millbury's Comprehensive Stormwater Management program will be posted/broadcast on Millbury's local access channel.	Measurable goal completed in previous permit years.	No further action required at this time; however, local access channel will continue to air stormwater announcements.
8	Develop, conduct and document educational programs.	Department of Public Works Selectmen Liaison	The Town of Millbury will contact Blackstone River Watershed Council to review opportunities in Millbury. These opportunities include hosting a watershed association meeting in Millbury with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Millbury. The Dorothy Pond Restoration Committee and the Ponds and Lakes Commission (appointed by the Town) will post meeting and event notices on the Town of Millbury's web page. Special events and seminars with guest speakers will be televised on Millbury's local access channel.	The DPRC and the Ponds and Lakes Commission (appointed by the Town) posted meeting and event notices on the Town of Millbury's web page.	The DPRC and the Ponds and Lakes Commission (appointed by the Town) will continue to post meeting and event notices on the Town of Millbury's web page. Special events and seminars with guest speakers will be televised on Millbury's local access channel.
9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Millbury will work with its contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection days.	Measurable goal completed. Household hazardous waste is collected Wed - Sat at the Transfer Station.	New opportunities will be considered as elements of the next five year term. Recycling and hazardous waste collection is expected to continue.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 8	Planned Activities
10	Storm drain stenciling	Department of Public Works	The Town of Millbury will work with local students at Our Lady of Assumption School in continuing its support of storm drain stenciling by students.	Measurable goal completed in previous permit years. School provided stenciling during permit years 1-4.	Additional storm drain stenciling programs will be considered as an element of the next five year term.
11	Community clean-ups	Department of Public Works, Millbury Conservation Commission	The Town of Millbury will encourage local stream team cleanups with local residents and area Scout groups. The Town will provide solicitation of sponsors and notice of events on local access channel and website.	LSWA hosted several cleanup days during the year.	The Town will continue to support area cleanups.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Town picked up and disposed of materials from cleanups.	The Town will continue to support area cleanups.
13	Inventory and mapping of storm drain system	Department of Public Works	The Town of Millbury will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater management Program, including public education and outreach.	Measurable goal completed in previous permit years.	Additional information relative to state road outfalls will be sought as part of the next five year program.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Millbury will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	Measurable goal completed in previous permit years (map of drainage system).	No further action required at this time.
15	Identification/description of problem areas	Department of Public Works	The Town of Millbury will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Measurable goal completed in previous permit years.	The Town will continue to implement the IDDE Program.
16	Enforcement procedures addressing illicit discharge	Department of Public Works	The Town of Millbury will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary will be proposed to Town Meeting.	Measurable goal completed in previous permit years.	Continue enforcement of by-law.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	The Town of Millbury will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections	Recycling/disposal programs continued and were advertised to residents.	Continue ongoing efforts.
18	Initiation of recycling programs	Planning Board, Board of Health	Millbury will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	Recycling program established in prior permit years, and continued throughout this permit year.	Millbury expects to continue the recycling program.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 8	Planned Activities
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Millbury will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lake and Ponds Grant Program to support watershed assessment and implementation activities. Task can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation for stormwater related problems impacting water quality in Brierly Pond, Dorothy Pond, Hathaway Pond, Howe Pond, Howe Reservoirs, Slaughterhouse Pond and Woolshop Pond. These waterbodies have been identified as impaired and on DEP's 303d list.	Millbury obtained 319 grant and CWSRF loan for stormwater activities in prior permit years. No additional funding grants/loans were obtained during this permit term. Town volunteers participated in BRWC water quality sampling effort.	Millbury will continue to look for funding and public participation opportunities for assessments/studies in the local watersheds. Millbury will begin monitoring of stormwater outfalls under the next permit term.
20	Watershed assessments and studies	Department of Public Works, Public Water Suppliers	The Town of Millbury will encourage the Massachusetts American Water Works Co. to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Millbury's local access channel and website.	LSWA water quality data was distributed to members and other interested parties.	Millbury will continue to work on its Source Water Protection Program and seek data from the Lake Singletary Watershed Association for distribution.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 8	Planned Activities
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Counsel, Board of Health, ZBA	Millbury will review model by-law developed by DEP in consultation with the Attorney General's Office.	Measurable goal completed in previous permit years.	No further action required 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 8	Planned Activities
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Counsel, Board of Health, ZBA	Millbury will review model by-law developed by DEP in consultation with the Attorney General's Office.	Measurable goal completed in previous permit years.	No further action required 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 8	Planned Activities
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from the DEP and EPA, Millbury will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	Measurable goal completed in previous permit years.	Millbury will continue to follow the O&M plans as described in the SWPPP documents.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Millbury will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	Measureable goal completed in previous permit years.	Millbury will continue its ongoing O&M program, and keep records of activities undertaken.
25	Develop and implement training programs for municipal employees	Department of Public Works	Millbury will send a minimum of 3 public works employees annually to training seminars sponsored by MassDOT, BayState Roads, and other relevant agencies or vendors.	No further action was taken on this BMP during this permit year.	Millbury will continue to train public works employees on stormwater pollution prevention and good housekeeping.
26	Review storm drainage infrastructure needs	Department of Public Works	Millbury will incorporate storm drain infrastructure review in Millbury's Chapter 90 project utilizations.	Drainage improvements are completed as necessary in conjunction with Chapter 90 projects, and through the Town's I/I program.	Millbury will continue to identify opportunities to incorporate stormwater improvements into future capital projects.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>

Not applicable.

Part IV. Summary of Information Collected and Analyzed

No additional information was collected or analyzed outside of that identified in Part III above.

Part V. Program Outputs & Accomplishments (OPTIONAL)
 (Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2010 through March 31, 2011)

Programmatic	(Preferred Units)		Response
	(y/n)	(y/n)	
Stormwater management position created/staffed			Yes
Annual program budget/expenditures **		(\$)	Not available
Total program expenditures since beginning of permit coverage		(\$)	Not available
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)			General Fund

Education, Involvement, and Training		(# or %)	Response
Estimated number of property owners reached by education program(s)			No
Stormwater management committee established		(# or y/n)	
Stream teams established or supported		(y/n or mi.)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **		(mi.)	
Shoreline cleaned since beginning of permit coverage			
Household Hazardous Waste Collection Days		(#)	Working Hrs @ BOH/Transfer Station
<ul style="list-style-type: none"> ▪ days sponsored ** 			Unknown
<ul style="list-style-type: none"> ▪ community participation ** 		(# or %)	Not available
<ul style="list-style-type: none"> ▪ material collected ** 		(tons or gal)	No
School curricula implemented		(y/n)	

Legal/Regulatory	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
<ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination 					X
<ul style="list-style-type: none"> ▪ Erosion & Sediment Control 					X
<ul style="list-style-type: none"> ▪ Post-Development Stormwater Management 					X
Accompanying Regulation Status (indicate with "X")					
<ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination 					N/A
<ul style="list-style-type: none"> ▪ Erosion & Sediment Control 					N/A
<ul style="list-style-type: none"> ▪ Post-Development Stormwater Management 					N/A

Mapping and Illicit Discharges	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	266
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0
▪ CADD	(%)	0
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	3
Illicit connections removed **	(#), (gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#), (gpd)	3
% of population on sewer	(%)	75%
% of population on septic systems	(%)	25%

Construction	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	Unavailable
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	Unavailable
Fines collected **	(# and \$)	Unavailable
Complaints/concerns received from public **	(#)	Unavailable

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	Yes
Low-impact development (LID) practices permitted and encouraged	(y/n)	Yes

1 O&M Plan requires maintenance agreement.

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	As-needed
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	As-needed
Qty of structures cleaned **	(#)	Unavailable
Qty. of storm drain cleaned **	(%, LF, mi.)	Unavailable
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	Unavailable
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	UBWPCA
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	Unavailable
• Hourly or per basin contract rate **	(\$/hr, \$/CB)	Unavailable
• Disposal cost**	(\$)	Unavailable
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	N/A
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vactor **	(%)	0%
Average frequency of street sweeping (non-commercial/non-arterial streets) **		
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1+/yr
Qty. of sand/debris collected by sweeping **	(times/yr)	1+/yr
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(lbs. or tons)	Unavailable
Annual Sweeping Costs	(location)	UBWPCA
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	~\$75,000
• Hourly or lane mile contract rate **	(\$/hr, ln.mi.)	N/A
• Disposal cost**	(\$)	\$0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	2
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	No
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0%

Operations and Maintenance (continued)

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	20% CaCl ₂ , 80% Sand
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	No
Manual control spreaders used **	(y/n or %)	Yes
Zero-velocity spreaders used **	(y/n or %)	No
Estimated net reduction or increase in typical year salt/chemical application rate	(lbs/ln mi, %)	0%
Estimated net reduction or increase in typical year sand application rate **	(lbs/ln mi, %)	0%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N/A
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Reduction (since beginning of permit coverage) in application on public land of:

<ul style="list-style-type: none"> ▪ Fertilizers ▪ Herbicides ▪ Pesticides 	(lbs. or %)	0%
	(lbs. or %)	0%
	(lbs. or %)	0%
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	N/A
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	N/A
<ul style="list-style-type: none"> • Treatment units induce infiltration within 500-feet of a wellhead protection area 	# or y/n	N/A