



COMPREHENSIVE  
ENVIRONMENTAL  
INCORPORATED

April 30, 2010

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

**Re: NPDES Stormwater General Permit  
2009-2010 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 2009-2010 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. 303.

Sincerely,

Comprehensive Environmental Inc.

Nick Cristofori  
Project Engineer

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

Enclosure – NPDES Phase II Small MS4 General Permit 2009-2010 Annual Report

- Engineering
- Design
- Construction
- Inspection

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**

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**EPA NPDES Permit Number: MAR041100**

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**MADEP Transmittal Number: W-040942**

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**Annual Report Number**

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**& Reporting Period: No. 7: May 1, 2009-April 30, 2010**

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## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

Contact Person: Charles J. Aspinwall

Title: Town Administrator

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Telephone #: 508-376-7040

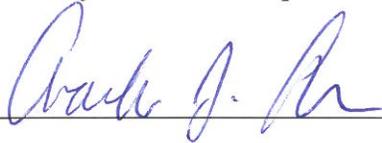
Email: caspinwall@millis.net

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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: Charles J. Aspinwall

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Title: Town Administrator

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Date: \_\_\_\_\_

4/29/10

## **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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
1A Revised	Distribute Brochures & Fact Sheets to Residents & Businesses	Dept. of Public Works (DPW)	Number of Articles & Copies of Materials.	Stormwater materials were made available at the offices of the Selectmen and Town Clerk and sent to residents periodically through water bill inserts. Pamphlets were also distributed as outlined in BMP 1D. An additional stormwater education pamphlet was mailed to all houses as part of the Consumer Confidence Report in June 2009.	Educational materials will continue to be distributed to Millis residents and businesses with water bills and other avenues.
1B Revised	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW & Town Selectmen	Cable TV tapes of presentations shown annually. “After the Storm” video shown bi-annually.	The EPA video, “After the Storm” was broadcast on Millis Cable Television throughout the month of April 2010. A presentation given by the DPW regarding budget also shown on Millis Cable Television and included items regarding the cost of maintenance for the Town’s stormwater system in April 2010. Also, an advertisement for the Household Hazardous Waste (HHW) collection event is broadcast daily, taking place from April 1, 2009 to September 30, 2009.	Continue cable broadcast of the EPA video and other pertinent presentations and meetings.
1C Revised	Send out Stormwater Press Releases	DPW	Copies of Articles.	Two stormwater press releases were issued to the Boston Globe and Millis Cable Television in April 2010. The first press releases included information regarding the Charles River Household Hazardous Waste Collaborative and the proper disposal of household hazardous waste in order to preserve water quality. The second provided general information on proper lawn fertilizer applications to maintain clean water.	Continue to publish newspaper articles and press releases at least twice a year.

## 1a. Additions

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 – Next Permit Term
1D Revised	Distribute Stormwater Pamphlets at Town Hall	Board of Health	Copies of Pamphlets	The Millis Board of Health continued to provide copies of the Clean Charles Coalition pamphlet “What You Can Do To Help” at the Town Hall for public use. The following materials were also made available at the offices of the Selectmen and Town Clerk for use by the public: “Take the Stormwater Runoff Challenge”, a crossword puzzle by EPA and “Protecting Water Quality from Urban Runoff” by EPA. Approximately 3,400 pamphlets were distributed.	Continue to make pamphlets available to the public. Explore ways to track how many residents are reached through pamphlet distribution.
1E Revised	Post Stormwater Information on Millis Website	DPW	Copies of Pages and Hits Annually Copy of website page.	A dedicated Stormwater Management webpage was added and includes information on proper use of fertilizers, pesticides, and proper car maintenance to prevent leaks. The website continues to display information for residents regarding calls to DPW to report illicit discharges. An announcement regarding the Household Hazardous Waste Disposal events on Wednesdays from April 1, 2010 through September 30, 2010 in Norfolk was added to the website.	Continue to update the website periodically with new educational materials and other applicable announcements.
1F Revised	Classroom Stormwater Education	DPW, School Department & Consultant	Stormwater lesson plan and number of students participated Copy of website page.	No dedicated stormwater classroom education activities occurred during the permit term. Instead, an educational event geared towards students was held for Earth Day in April 2010 regarding appropriate disposal and recycling of hazardous wastes. The Millis Garden Club continues to educate volunteers through events such as the April 10, 2010 Beautification Day regarding the care, maintenance, and water efficient plantings for the Town Hall landscaped area, irrigated by cistern-collected stormwater runoff. Additional plants were added to the rain garden constructed last year, able to withstand drought conditions during the summer months.	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 7 (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.	No calls were received in the past year regarding the stormwater issues.	The DPW will continue to handle stormwater related phone calls. The hotline will continue to be advertised on the stormwater website as detailed in BMP 1E, in press releases and in educational brochures provided to residents.
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. The DPW Department investigated stencil options with a focus on those that are reusable.	Refresh storm drain stenciling in high and medium priority sub-basins such as main roads and heavily traveled areas as needed. Stencil in low priority sub-basins such as side streets 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 10, 2010. Approximately 38 volunteers were involved through the Millis Garden Club, Millis Lions Club, Boy & Girl Scouts, Millis High School and the Town Democratic Committee. 69 50-gallon bags of trash, 225 leaf bags, 100 pounds of scrap metal, and 7 dump truck loads of brush were collected as part of the cleanup. Additional cleanup events were held on April 24, 2010 along the Charles River at Route 115 and at South End 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, Town Democratic Committee, and other interested parties.
Revised		Millis Garden Club & Millis Lions Club, CRWA			

### 2a. No Additions at this time.

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
3A Revised	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 and local cable broadcasts. Notice of the event and application forms were also made available on the Town website. Pamphlets are made available at the Millis Transfer Station and the DPW offices. HHW disposal is available for a fee on Wednesdays from 11:30 AM to 6:00 PM from April 1, 2010 through September 30, 2010 at the Norfolk Transfer Station. 9 residents participated in the HHW disposal event during Permit Year 7.	Continue to advertise the HHW events and make collection available to residents. Track the number of Millis participants and explore ways to improve attendance.
3B Revised	Develop Primary Town Storm Drain System Map	DPW	80 % of system mapped on GIS.	No revisions to the Town’s storm drain system map occurred in Permit Year 7. However, the Town’s consultant is currently inspecting and documenting a number of outfalls that could not be located during previous inspection events because of being clogged, buried, etc. These locations will be added to the existing map at the conclusion of sampling events.	Continue to revise base map as needed based on new development or differences observed in the field. The current outfall inspection program is ongoing with the Town’s consultant and is expected to add approximately 10 new outfalls over the next permit term.
3C Revised	Identify Illicit Floor Drain Connections at Businesses	DPW	27 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 was investigated by the Board of Health and subsequently removed during Permit Year 7.	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.

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3D Revised	Complete Storm Drain Map	DPW	Map All Outfalls by Year 4 Outfalls mapped by Year 5	Outfall and storm drain system mapping has been largely completed as part of the illicit discharge screening. Investigation efforts are ongoing as discussed in BMP 3F. The Town is currently coordinating map updates to include the South End Farms and Orchard Street subdivisions and two new roads, Rolling Meadow Drive and Paddock Lane. As outlined in BMP 3B, the Town's consultant is updating the storm drain map to include outfalls and structures that could not previously be located.	The storm drain system map will continually be updated based on any new subdivisions and roads constructed in the Town. The map will contain updates from the South End Farms, Orchard Street subdivisions, Rolling Meadow Drive, and Paddock Lane. The map will also be updated to add new outfalls indentified in BMP 3B.
3E Revised	Develop Illicit Discharge Prohibition Ordinance	DPW & BOH	Regulation at Town meeting by the end of year 2. Keep record of enforcement issues and eliminate illicit discharges within 1 year.	The Illicit Discharge Prohibition Regulation was developed based on available model ordinances to meet the Phase II requirements. It was enacted June 28 <sup>th</sup> , 2004. Ongoing enforcement of an oil release from an Acorn Street property to a nearby stream began with DEP notification in the Spring of 2010 as outlined further in BMP 3H. No additional illicit discharges were identified or had enforcement actions taken during Permit Year 7.	Continue to enforce Illicit Discharge Prohibition regulations and remove illicit discharges as they are identified via the hotline or other methods.

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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.	As part of the outfall inspection and sampling program being performed by the Town’s consultant designed to complete the stormwater base map, two new outfalls were investigated and field screened for indicators of illicit discharges during Permit Year 7. A sample from one outfall was sent to a laboratory for follow-up analysis, though no evidence of an illicit discharge was found. Additionally, 11 outfalls were re-sampled to re-evaluate for illicit discharge – some more than once during the 2009 sampling event. No substantial hits or evidence of illicit discharges were found. Significant infiltration/inflow capital improvements began in April 2008 and will continue over the next four years as part of a \$92,000 contract. The program will include repair of manholes and sewer service lines, among other improvements. During the past permit year, an improvement in drainage system performance was noted during the heavy rainfall events during March 2010.	Complete the illicit discharge and mapping program with the Town’s consultant. Sample any additional dry weather discharges located and update the town map. Continue infiltration/inflow investigations and capital improvement plan with consideration of potential stormwater pollution issues through illicit discharges.
Revised		All outfalls examined by year 5			
3G	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW & BOH	Copies of Materials.	Illicit discharges information and stormwater impacts have been incorporated into the press releases and website updates as outlined in BMPs 1C & 1E as appropriate.	Continue existing practices and explore the use of additional illicit discharge information into public informational documents in conjunction with Minimum Measure 1 BMPs. Consider updating the Town’s website with the progress of outfall inspections.
Revised			Copy of Website.		

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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. In the Winter 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 in February of 2009, 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. As outlined in BMP 3E, no additional calls were received regarding illicit discharges.	The Town will continue to advertise the DPW and phone number with press releases, the Town's stormwater website and the educational brochures. Continue tracking calls and recording actions taken by the Town for each location.
Revised					

### 3a. Additions

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
3I	Sewer Projects to Address Failed Septic Systems	DPW & BOH	Proposed Sewer Plan by end of Permit Year 5.	Millis received 6 applications for new sewer tie-ins last year. In response to DEP action, the Glen Ellen country club reduced its waste volume to be under permit limits. It has since refilled with the Board of Health. No applications for homes with existing failed systems were received.	The Town will continue to address septic system issues and conduct sewer projects as issues are identified and funding is available.
Revised			Homes on sewer system in 2006.		
3J	Model Study for Localized Sewerage Treatment Facilities	DPW	Study results by end of Permit Year 5.	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. One option being considered is to purchase capacity through the Town of Franklin, who is currently offering up to 128,000 gallons of capacity. This will be explored through a June 2010 meeting.

#### 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 – Next Permit Term
4A Revised	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: Milliston Road (CVS) and Milliston Place (2 story office building). 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 and create a Stormwater Commission. The draft bylaw was presented at a public meeting and was met with significant opposition and subsequently put on hold until a later date.	Continue to enforce existing Erosion and Sedimentation Control Regulations. Re-evaluate the stormwater bylaw and seek additional support. Explore reasons for public opposition and attempt to address it. It is expected that the creation of a Stormwater Commission will be eliminated, and instead utilize the Selectmen as the stormwater authority.
4B Revised	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.	The Town did not receive any complaints associated with construction activities. As discussed in BMP 2A, no calls were received for stormwater-related issues. Any additional problems were/are being handled by the DPW and Conservation Commission.	The DPW will continue to handle stormwater related phone calls. The DPW phone number will continue to be advertised through existing media. Continue to track calls and record actions taken annually.
4C Revised	Develop & Adopt Design Standards Guidance for Erosion Controls	Planning Board (PB), DPW, Conservation Commission (Con. Com.) & Consultant	Inspection checklist and documented inspections.	Approximately 15 inspections were conducted during the winter of 2009-2010 along Orchard Street for a gas main extension within the right-of-way. An additional 20 inspections were conducted along Forest Road. No stop work orders were issued. Erosion and Sediment Control is managed through the Town's stormwater management regulations, which reference erosion and sediment control requirements.	Continue inspections throughout permit years and document results. Utilize the Town's standard inspection form when conducting inspections.

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 7 (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 2 projects that were subject to the regulations: Milliston Road (CVS) and Milliston Place (2 story office building).	Continue to enforce Post-Construction Regulations. Explore reevaluating the draft stormwater bylaw to promote LID (also refer to BMP 4A). It is expected that the creation of a Stormwater Commission will be eliminated, and instead utilize the Selectmen as the stormwater authority.
5B Revised	Develop and Implement Inspection Program	BI & DPW	Copies of maintenance reports received annually, plus records of inspections completed and results.	Constructed sites listed in BMP 4C were inspected and maintained in accordance with the O&M Plan on file. No additional inspection programs were reviewed.	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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6A Revised	Clean Catch Basins	DPW	Clean all catch basins.	928 catch basins in town were cleaned, yielding approximately 144 yards of cleanings that were then stored at the DPW yard for reuse through the Beneficial Use Determination approval from DEP.	Continue catch basin cleaning program annually and continue to track sediment quantities. Explore the possibility of tracking sediment quantities per each structure to help determine future cleaning priorities.
6B Revised	Sweep Streets in Town	DPW	Priority plan of sweepings based on water quality impact. Volume of sweepings collected.	All streets in town were swept and some streets in the downtown area were swept twice. The sidewalks were also swept. Approximately 110 yards of sweepings were reused through the Town's BUD. The SOP developed during Permit Year 6 was used during street sweeping cleaning. The Tresca concrete facility at the Millis/Medway Town line sweeps Route 109 approximately 5 times a week due to truck traffic.	Continue street sweeping program annually. Begin tracking sediment data on a per-street basis for future sweeping priorities.
6C Revised	Store Road Salt Under Cover and Clean Loading Area	DPW	Minimize Stormwater Contact with Salt	Road salt materials are stored under cover at the Highway Garage and the loading area is cleaned as needed.	Continue existing practices.
6D Revised	Calibrate Salt Spreading Equipment	DPW	Prevent over-application of salt as shown with calibration records.	Equipment is calibrated annually. Salt use is tracked through purchase records. Approximately 1,405 tons of salt and 348 tons of sand were purchased this winter.	Continue to calibrate equipment and record quantities annually.
6E Revised	Use Low Salt Applications at Designated Areas	DPW	Use less salt at Norfolk county line than at other roadways as demonstrated with application rate.	Low traffic side streets were sanded less often than the main streets in an effort to reduce the amount of sand and salt used each year. 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 while maintaining safe winter drivability.

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6F Revised	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 applications at the start of the program to 2 applications currently.	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.
6G Revised	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 2009 (one round).	The Town will further explore ways to reduce the use of chemical applications if possible. Include copies of the purchase records with the Phase II recordkeeping materials.
6H Revised	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 similar to years past. 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.
6I Revised	Ensure Compliance for Snow Disposal in Town	DPW	Map of Acceptable Snow Disposal Areas.	No snow disposal took place this year. Previous snow removal 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.

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
6J	Use Filter Socks for Excavation and Hydrant Waters	DPW	Prevent discharge of sediments during dewatering and hydrant flow testing activities.	Filter socks are used during hydrant flushing and excavation dewatering (e.g., during water main breaks). The Town also requires contractors to use filter socks during excavations to prevent excess sediment discharge.	Continue existing practices.
Revised					
6K	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage	DPW	As-built sketches or plans and photos.	This task was completed during Permit Year 2. No additional changes were made.	No further action is required.
Revised					
6L	Evaluate BMPs at the Highway Garage to Prevent Sedimentation to the Adjacent Waterway from Site Runoff and Road Material Storage	DPW	As-built sketches or plans and photos.	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.
Revised					
6M	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. Sediments generated in conjunction with BMPs 6A and 6B were reused in conjunction with the BUD.	Operate BUD site in accordance with DEP permit. Implement SOPs and Inspection & Maintenance Plan during the next permit term.
Revised					

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6N Revised	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. 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. This work was completed during the Fall of 2009. The Main/Farm Street culvert was repaired twice during Permit Year 7 after having failed. It will be replaced during the next permit year. The Ridge Street twin 48” culverts collapsed and were replaced. Also, 3 culverts were replaced on Causeway Street, a 12”, 24”, and a 60” that were damaged during heavy flooding. Millis also applied for 3 flood control projects at Island Road, Dover Road, and Main/Farm Street under the FEMA Disaster Mitigation program. The pre-disaster hazard mitigation program for the identification of flood prone areas was completed in June 2008 and may be used to assist in pursuing flood control projects associated water quality improvements.	Follow in-house protocol for the review of flood projects to ensure that new projects consider water quality improvements. Replace culverts as necessary and as funding allows. Continue to apply for flood control project grants to replace flooded infrastructure.
6O Revised	Conduct Town Employee Stormwater Training	DPW	Attendance Sheet & Copy of Program.	DPW employees participated in stormwater outfall inspections and investigations with the Town’s consultant, as discussed in BMPs 3B and 3F. Informal SPCC training sessions for DPW employees occurred during monthly staff meetings.	Continue to conduct SPCC and stormwater training for DPW employees. Establish a Stormwater Training program and track attendance annually.

**6a. Additions**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
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. No additional changes were made.	Ensure chemicals are stored in an adequate facility.

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

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
Revised	-----	-----	-----		

**7a. One addition at this time.**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Next Permit Term</b>
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 new Phase II Permit regulations.	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 listed as impaired for pathogens and was addressed as part of the Charles River pathogen TMDL and the recommendations in this TMDL 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 the release of the new Phase II Permit regulations.

**Part IV. Summary of Information Collected and Analyzed**

Number of Outfalls Inspected for Illicit Discharges: 13 during this permit term

Number of Outfalls Resampled: 11 during this permit term

Number of Illicit Discharges Found: 0 identified during this permit term

38 volunteers removed 69 50-gallon bags of trash, 225 leaf bags, 100 pounds of scrap metal, and 7 dump truck loads of brush as part of cleanups along the Charles River at Route 115 and at South End Pond.

928 catch basins were cleaned, generating 144 yards of catch basin cleanings during this permit term.

All streets in town were swept, generating 110 yards of street sweeping cleanings during this permit term.

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	(\$)	~12,000

**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
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				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. It is expected that the creation of a Stormwater Commission will be eliminated, and instead utilize the Selectmen as the stormwater authority.

**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 %)	155
Illicit discharges identified	(#)	0
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 %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
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	(#)	928
Storm drain cleaned	(LF or mi.)	N/A
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	144 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
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 %)	
The DPW performs routine inspections of town-maintained lands for pest persistence and promotes the use of cultural management techniques for pest and turf management in an effort to minimize the use of chemicals.		
Anti-/De-Icing products and ratios <i>60:40 sand/salt mixture typically used. Straight salt used as needed. Ten percent reduction in effort on side streets.</i>	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % 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