

Municipality/Organization: Town of Franklin

EPA NPDES Permit Number: MAR041117

MaDEP Transmittal Number: W- 041238

**Annual Report Number
& Reporting Period:** No. 14: May 1, 2016-April 30, 2017

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert Cantoreggi Title: DPW Director

Telephone #: (508) 520-4910 Email: rcantoreggi@franklin.ma.us

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: Jeffrey D. Nutting

Title: Town Administrator

Date: 4/26/2017

Part II. Self-Assessment

The Town of Franklin has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions with the following provisions related to BMP schedules:

1. As discussed in Part III, Section 7 of this report, the schedule has been modified for developing BMPs associated with meeting Total Maximum Daily Load (TMDL) studies and Waste Load Allocations (WLA). As discussed in the Year 11 annual report, the Town participated in the EPA's 2011 "Sustainable Stormwater Funding Project" for the Upper Charles River communities of Bellingham, Franklin and Milford". In Year 13 the Town of Franklin applied for and received an s319 Grant funding (Project 16-01/319) for the "Upper Charles River Regional Stormwater Finance Phase II Feasibility Study" with the participating Towns of Franklin, Medway and Milford. The project began in early 2017 and will build upon the efforts completed for Franklin and Milford as part of the 2011 study and incorporate the requirements of the April 4, 2016 MS4 permit for the participating Towns. Based on the recommendations from the 2011 study and feedback from the Town of Franklin, two of the biggest challenges to implementing a regional stormwater management and funding program between municipalities and the private sector are public support and the unknown legal framework necessary to implement such a program. This project will leverage past work under the 2011 study, the 2016 Stormwater Utility Feasibility Study for the Town of Medway, and recent work by the Town of Franklin to evaluate stormwater management needs. The results of this project will assist in the development of the Town of Franklin's approach for meeting the MS4 Permit, TMDL studies, and associated WLA.
2. As discussed in previous Annual Reports, a Stormwater Utility Feasibility Study was completed in 2007 and the Town updated the utility project in 2008 and 2009. In 2010 and 2011 the Town supported the development of the abovementioned EPA funding project and began the "Upper Charles River Regional Stormwater Finance Phase II Feasibility Study" in early 2017.

In addition to the information discussed for each BMP in this report, the Town would like to note the following additional activities during the Year 14 reporting period:

- The Franklin DPW received a Charles River Watershed Association (CRWA) grant to conduct training about constructing residential rain gardens in permit year 11. There was a webpage on the Town website where residents were able to sign up for the training. The training took place on May 3, 2014 with 15 residents in conjunction with a rain garden demonstration project was constructed at the DPW Administration Building. Periodic meetings were held after the initial training session for those who were keen on constructing their own rain gardens. 2 residents still want to create rain gardens but are waiting until the weather is better in the summer to begin construction. DPW is still continuing to offer periodic meetings with interested residents. A public rain garden training session was held June 4th, 2016 where participants constructed a rain garden on Anthony Road.
- In 2014, the Franklin DPW applied for and was awarded a grant through the Massachusetts Department of Environmental Protection 319 Nonpoint Source Pollution Grant Program for "Phase II of Stormwater BMP Retrofits". The stormwater retrofits include three detention basin retrofits at the Jefferson Elementary and Remington Middle Schools and a green

infrastructure retrofit along Cottage Street near Union Street. The project will support the Town's watershed-based stormwater management strategy to improve water quality and build upon past studies and retrofit projects. The proposed BMPs continue work within the Mine Brook subwatershed, a major tributary to the Upper Charles River in Franklin. These Jefferson Elementary and Remington Middle Schools retrofits are designed and permitted. The Cottage Street BMPs are at a 75% design stage. Construction for both projects is anticipated to begin in late spring 2017.

The Franklin DPW completed several projects that incorporated stormwater improvements:

- Dale and Summer (portion): installed new catch basins and reduced impervious cover.
- Cleveland Ave: installed tree wells and new catch basins.
- Northgate Rd, Royal Ct, Regent Cir, Coronation Dr, Parliament Rd, Brian Rd: reduced impervious cover, installed new catch basins, tree wells, and rain gardens.
- Harborwood Dr: reduced impervious cover.
- Betten Ct and Corrine Rd: reduced impervious cover.
- Pleasant St and Miller intersection: reduced impervious cover and install a bioretention area.
- Anthony St – installed a bioretention area.

The DPW began planning for the following projects:

- Orchard St, Garden St, Squire St: install new catch basins
- Maple St: install four underground infiltration systems
- Cottage St neighborhood (portion of Cottage St, Geb St, Joy St, Worsted St, Metcalf St, A St): install new catch basins, rain gardens and tree wells. The roads throughout this neighborhood are being improved and will incorporate the aforementioned s319 grant project to install BMPs along Cottage St.

The Franklin DPW Director made 8 stormwater presentations during the permit year:

- 4-7-2017 – Suffolk University, Boston MA
- 3-1-2017 – 495 Metrowest Partnership, Westborough MA
- 2-19-2017 – Police Department, Franklin MA
- 2-15-2017 – Town Council Meeting, Franklin MA
- 1-23-2017 – NEWWA, Boston MA
- 12-1-2016 – MA Municipal Lawyers Presentation. Taunton MA
- 10-20-2016 – Mass Highway Meeting, Westford MA
- 8-10-2016 – Central MA Stormwater MS4 Presentation, Needham MA

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 14	Planned Activities – Next Permit Term
1A	Recycling Education for Home Owners	DPW/Solid Waste Coord.	Distribute 3 times/year	<p>A recycling mailer was sent to residents on a quarterly basis. The mailer discussed proper waste disposal & recycling practices in addition to advertising the additional recycling and composting services that are available at the Beaver Street Recycling Center. The recycling section of the Town website was updated with additional information.</p> <p>In July 2010 the town moved to a single stream automated trash and recycling program that has increased the tonnage of recyclable materials. Styrofoam is accepted for recycling and has removed approximately 1.25 tons from the waste stream. 50 tons of rigid plastic were also recycled. Toilets, sinks and bathtubs are also accepted for recycling, in addition to the composting program at the facility.</p> <p>The recycling center continues to accept mattresses, furniture items, and limited household hazardous wastes on a daily basis.</p>	Continue to update website with additional information and educational materials. Increase recycling tonnage through public awareness campaigns.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
1B Revised	Education Information on the Web Site	DPW	Web Site Information developed and posted for year 2 Increase # of web site hits each year	<p>The stormwater management web page was maintained with information about the EPA “Sustainable Stormwater Funding Project for the Upper Charles River communities of Bellingham, Franklin and Milford”. The web page also contains a general description of stormwater with links on “tips for keeping stormwater clean” and educational brochures for various prevent pollution topics. The link to to the “Franklin Rain Garden” web pages were maintained. The rain garden link provides information on the purposes of rain gardens, as well as how to create your own, along with assistance provided to the residents.</p> <p>Copies of the quarterly storm water management flyer were added to a town-wide quarterly mailer. Detailed recycling and waste disposal information is posted on the Town’s recycling web page.</p> <p>The Franklin DPW created a website dedicated to promoting stormwater awareness titled “Soak It Up Franklin”, which provides information on the importance of water conservation, Town stormwater projects, the aforementioned rain garden program, and information on the Town Rain Barrel initiative and workshops. A hit counter was added to the website and recorded 205 hits in 2016. The Franklin DPW maintained a group on Facebook to share stormwater information and events.</p>	Continue to update web page with new topics and the progress of the Stormwater Management program as needed. Track the number of hits on the stormwater web page to gauge effectiveness.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
1C	Education on Waste Disposal & Water Conservation	DPW/Solid Waste Coord.	Materials Available in all Public Buildings	<ul style="list-style-type: none"> • Water conservation materials are available at the DPW Building. • Water Conservation Kits (toilet tank displacement bags, low-flow showerheads, leak detection tablets, faucet aerators) are available at the DPW. • Stormwater education materials continue to be displayed at the Town Hall, High School and DPW Administrative Office. • Recycling flyers are sent quarterly to residents. • Water conservation information is broadcast daily on local cable channel during months of May through October. • Mandatory water conservation notices in quarterly newsletter. • The mercury thermometer replacement program was maintained; residents can turn in old mercury thermometers for digital units. • The fluorescent bulb turn in program was maintained. • Recycling facts and updates are broadcast daily on the local cable channel year round. • Educational info. is available on specific websites for stormwater management and recycling. • Phone and e-mail address provided for citizen inquiries (dpw@franklin.ma.us). • A \$50 rebate is now offered on high water efficiency appliances, toilets, and rain barrels. 	Continue to make materials available at public buildings, Town events and post information on the Town’s website.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
1D	Water Resource Information and Protection Signs	DPW	Five Signs Posted/Year beginning in year 3	A new sign will be installed at the Regent Circle rain garden in Spring 2017 once planting is completed.	Continue to evaluate additional locations for signs.
Revised			Begin posting signs in year 4; post/maintain signs annually		
1E	Public Education with Charles River Watershed Association	DPW Director, Town Engineer	Number of Coordinated Programs	In previous permit years, several rain gardens were constructed in town as part of a partnership with CRWA. These rain gardens and their functions have been incorporated into lesson plans in the science curriculum of teachers in the school and wet weather demonstrations have been given by the DPW Director in previous years.	Continue to coordinate public education efforts and pursue grant opportunities with the CRWA, as appropriate.
Revised			# attendees & audience	As discussed previously, the Town received a grant for a public outreach and assistance program to build rain gardens on residential properties. The project included one training session with 15 residents along with follow-up guidance on how to install a rain garden. One training session was offered in June 2016, with the construction of a rain garden on Anthony Road. On August 17, 2016 the CRWA and the Franklin DPW hosted a tour of rain gardens throughout Franklin. In Year 14, the Franklin DPW in partnership with the CRWA, the Coca Cola Company, and River Network began a program to encourage the domestic use of rain barrels. Two free workshops will be held on May 6, 2017 to construct rain barrels.	Continue to offer materials and assistance for residents to construct rain gardens.

1a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
1F	Establish a “Green Team” at Franklin High School and Participate in Stormwater/Water Quality Improvement Projects	Franklin High School students, DPW	Monthly meetings, agenda, memos of actions and results	Other educational activities are completed in place of the “Green Team”. On April 29, 2017 the Town of Franklin is hosting an Earth Day clean up event at Beaver Pond offering free annuals to the first 50 volunteers.	Schedule to provide tours of the DPW facility and include discussions and demonstrations on stormwater, water conservation and recycling. (BMP 2A).
Revised	Identify and Conduct New Opportunities for Stormwater/Water Quality Education	DPW	# of events or activities and participants		
1G	Open Data Sharing for Stormwater Infrastructure	DPW	Ongoing correspondence with regulatory agencies for data sharing	No significant activities occurred during the permit year related to open data sharing with non-profit and regulatory entities, but information is available upon request. The DPW is working on creating a GIS Story Map journal that will display pictures and descriptions of green infrastructure improvements. This will be posted to the DPW web page.	Continue to share GIS and infrastructure data with regulatory agencies.
1H	Classroom Stormwater Education	Town Engineer & DPW	# students and/or # classes & grades taught	On April 29, 2017 the Town of Franklin is hosting an Earth Day clean up event at Beaver Pond offering free annuals to the first 50 volunteers.	Schedule tours of the DPW facility and include conversations and demonstrations on stormwater, water conservation and recycling. Coordinate with BMP 2A, if possible.
1I	Stormwater Newspaper Articles	DPW	# articles published, audience reached	The DPW was featured in articles in the Franklin news and other news outlets related to the recent award of grants and other stormwater topics. Stormwater related articles were published on the following dates: -Metro West Daily News 8/7/2016 -Watertown Wicked Local 4/16/2016	Continue to develop and publish articles for new topics on a regular basis.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
2A	Storm Drain Stenciling	DPW	Average Ten Catch Basins/Year	Storm drains are monitored on a regular basis as part of catch basin cleaning activities to determine if remarking is needed. 618 catch basins were stenciled in Year 14.	Continue to maintain and replace storm drain markers in Town. Solicit and involve local Youth Organizations (e.g., Eagle Scouts).
Revised					
2B	Outreach Efforts with Charles River Watershed Association	DPW Director & Conservation	Number of Coordinated Programs	<p>In previous permit years, several rain gardens were constructed in town as part of a partnership with CRWA. These rain gardens and their functions have been incorporated into lesson plans in the science curriculum of teachers in the school and wet weather demonstrations have been given by the DPW Director in previous years. In permit year 14, construction of a rain garden was completed at the end of Anthony Road.</p> <p>As discussed previously, the Town received a grant for a public outreach and assistance program to build rain gardens on residential properties. The project included one training session with 15 residents along with follow-up guidance on how to install a rain garden. A Training session was offered in June 2016. On August 17, 2016 the CRWA and the Franklin DPW hosted a tour of rain gardens throughout Franklin.</p> <p>In Year 14, the Franklin DPW in partnership with the CRWA, the Coca Cola Company, and River Network began a program to encourage the domestic use of rain barrels. Two free workshops will be held on May 6, 2017 to construct rain barrels.</p>	Continue to coordinate public events during next permit term to increase public education and involvement.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
2C	Public Meetings to Encourage Volunteers	DPW, Recreation Department, Earth Day Committee (volunteer)	Meetings held with the Public Starting Year 2	<p>The annual Earth Day cleanup event will be held on April 29, 2017. The event will focus on minimizing environmental impact, water conservation and stormwater management in conjunction with a large scale roadside litter cleanup and beautification effort. The Earth Day event held the previous year on April 30, 2016 resulted in the filling of 2 bags (1 ton/ bag) of roadside litter with 86 residents in attendance.</p> <p>The town also coordinated efforts with the yearly CRWA Earth Day river cleanup event and approximately 1 truck load (6 cubic yards) of waste materials was removed.</p>	Continue to solicit volunteers and advertise the Earth Day cleanup every year. Continue to incorporate stormwater topics with the cleanup event.
Revised		One meeting annually			

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
2D	Community Assistance Program	DPW	Evaluation correspondence	Educational materials from SuAsCo, tailored to the Charles River, were incorporated into existing programs. The informative display was set up at various locations during the permit term: Town Hall, High School, DPW Administrative Office and Senior Center. The display will also be available at the Earth Day Cleanup event on April 29, 2017.	Continue to develop program needs and incorporate materials into public education/outreach and participation/involvement BMPs, as appropriate.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
2E	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of advertisements.	Stormwater issues are handled by DPW through calls to the main office and the hotline is displayed on the stormwater web page. DPW continued to use an online work order system to include stormwater reports, allowing for faster response time. No incidents were reported to the DPW in Year 14.	Continue to record number of phone calls to hotline and address issues reported. Continue to establish means in which residents may acquire additional stormwater information.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
3A	Stormwater Map Development	DPW Director, Town Engineer, Highway Dept GIS Manager	Completed Map Showing Collection System Outfalls	824 outfalls have been mapped. 602 outfalls are owned/maintained by the town. The storm drain system map was updated to reflect the results of field inspections (see BMP 3D). The drainage network is approximately 95% mapped and the DPW has developed detailed (200-scale) maps for future drainage assessments and asset management. In 2015, an intern mapped and field verified approximately 75% of the drainage system and found additional outfalls that were previously not mapped. This effort was continued in 2016 and approximately 95% of the drainage system is now mapped.	Continue to update the drainage map and GIS data with ongoing mapping efforts (e.g., BMP 3D). Continue to develop a detailed drainage data layer and begin to define drainage catchments based on this information.
Revised					
3B	Develop Non-Storm Water Discharge Ordinance	DPW Director	Ordinance Adopted by Town	A draft illicit discharge prohibition article under the existing stormwater bylaw was developed and remained under review in Year 14. The Town has the ability to address illicit discharges under the Board of Health jurisdiction.	Present illicit discharge article to the public at an upcoming Town Council meeting for final review.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
3C	Develop Illicit Detection Implementation Plan	DPW Director	Plan Developed	Outfall inspections were previously completed in accordance with the Town’s Illicit Discharge, Detection & Implementation Plan (IDDE).	Continue with follow-up actions in accordance with the IDDE plan (see BMP 3D below).
Revised					
3D	Perform Dry Weather Outfall Assessments	DPW Director, consultant	Prioritized Areas and Number of Outfalls Assessed	Additional outfall inspections (75) were completed as part of the mapping effort under BMP 3A. No obvious illicit discharges were identified during outfall inspections in permit year 14.	Continue to evaluate dry weather flows with respect to the updated water and sewer maps. Conduct additional water quality assessments at outfalls with dry weather flow, as appropriate.
Revised		GIS Manager		Mapping was updated for water and sewer maps.	
3E	Develop Procedures for Removing Illicit Connections	DPW Director, Consultant	Procedures Developed and Number of Locations Identified	Procedures for the removal of illicit discharges are included in the IDDE plan (BMP 3C) and the legal mechanism is outlined in the IDDE article (BMP 3B).	Document the progress of removing any identified illicit discharges.
Revised					

3a. Additions.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
3F	Setup and Advertise a Hotline for Illicit Discharges	DPW	Log of Complaints and Action Taken.	Coordinated with BMP 2E, DPW handles stormwater issues through written records and calls to the hotline. No incidents were reported to the hotline in Year 14.	Continue to keep log of complaints and action taken. Continue to establish means in which residents may acquire additional stormwater information.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
3G	I/I and Sewer Rehab. Program	Town Engineer, DPW Director, Consultant	Prioritization plan and record of corrections	I/I and sewer rehabilitation activities continued. Permanent groundwater and rain gauges continued to be monitored on a monthly basis in an effort to collect better data. Flow meter data is analyzed on an annual basis. 91 sewer manholes were inspected and CCTV was conducted on 14,255 LF of sewer pipeline. Phase I of a Sewer Master plan is scheduled to be completed by December 2017.	Continue I/I and sewer rehabilitation activities to repair infrastructure as funding allows.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
4A	Ordinance Development for Waste Control	DPW Director, Town Engineer, Conservation, Planning, Consultant	Ordinance Adopted by Town	Stormwater Management bylaws were adopted into the Town's regulations in 2007.	Continue to implement the stormwater bylaw in permit review and enforcement processes.
Revised			Draft bylaw at Town Meeting in year 4		
4B	Formalization of Site Plan Review Procedures	DPW Director, Town Engineer, Conservation, Planning, Consultant	Site Plan Review Procedures Adopted by Town	This BMP has been incorporated into the work discussed under BMP 4A, as part of the stormwater bylaws.	Refer to BMP 4A.
Revised					
4C	Revised Ordinance to Address Storm Water Pollution	DPW Director, Town Engineer, Conservation, Planning, Consultant	Revised Ordinance Adopted by the Town	This BMP has been incorporated into the work discussed under BMP 4A, as part of the stormwater bylaw.	Refer to BMP 4A.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
4D	Best Management Practice Manual for Developers	DPW Director, Town Engineer, Conservation, Planning, Consultant	Handbook Completed and Adopted by Town	The stormwater bylaw references the MA DEP Handbook for erosion control requirements that are used to review future projects. The Department of Public Works in conjunction with the Department of Planning and Community Development is nearing completion of a Best Development Practices Guidebook for Developers.	Continue to use the handbook for inspections and developer education and implement requirements under the stormwater bylaw. Finish and distribute the Best Development Practices Guidebook.
Revised			MA DEP Handbook on File	The Guidebook was adopted by the Conservation Commission on Oct. 27, 2016 and by the Planning Board on Oct. 17, 2016.	
4E	Formalization of Inspection Procedures	DPW Director, Town Engineer, Conservation, Planning, Consultant	Inspection Procedures Adopted by Town	The existing standardized checklist was used by the DPW for construction site inspections at 7 project sites throughout the permit term.	Continue to utilize formalized inspection procedures and train staff as necessary.
Revised		Construction Inspectors			

4a. Additions.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
4F	Establish a Procedure for the Receipt of Information Submitted by the Public	DPW Director, Town Engineer, Conservation	Record number of phone calls to hotline, copies of articles advertising the hotline.	The DPW generally receives calls related to stormwater and handles any problems that arise. This information is coordinated with BMP 2E. No complaints were received by the DPW in Year 14.	Continue to coordinate with BMPs 2E & 3F, continue to receive and record information by the public regarding construction sites.

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 14	Planned Activities – Next Permit Term
5A	Procedures for Long Term O&M	DPW Director, Town Engineer, Conservation, Planning, Consultant	Adoption of Procedures by Town	Stormwater Management bylaws were adopted into the Town’s regulations in 2007.	Continue to implement the stormwater bylaw and review operation and maintenance requirements.
Revised			Draft bylaw at Town Meeting in year 4		
5B	Review Procedures for Post Construction Impacts	DPW Director, Town Engineer, Conservation, Planning, Consultant	Adoption of Procedures by Town	This BMP has been incorporated into the work discussed under BMP 5A. The Town previously developed a standardized checklist for review of projects subject to the stormwater bylaws.	No further action.
Revised					
5C	Best Management Handbook for Developers	DPW Director, Town Engineer, Conservation, Planning, Consultant	Handbook Completed and Adopted by Town	The stormwater bylaw references the MA Stormwater Handbook that is used to review projects. The Department of Public Works in conjunction with the Department of Planning and Community Development is nearing completion of a Best Development Practices Guidebook for Developers.	Continue to use the handbook for review of BMP designs under the stormwater bylaw. Finish and distribute the Best Development Practices Guidebook.
Revised			MA DEP Handbook on File Educational Flyers	The Guidebook was adopted by the Conservation Commission on Oct. 27, 2016 and by the Planning Board on Oct. 17, 2016. The DPW office provides educational flyers related to proper stormwater management techniques.	Continue to distribute educational flyers related to stormwater management.

5a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
5D	Establish a Procedure for the Receipt of Information Submitted by the Public	DPW and Conservation Planning	Record number of phone calls, and copies of letters and other correspondence.	The DPW generally receives calls related to stormwater and handles any problems that arise. DPW continued to use an online work order system to include stormwater reports, allowing for faster response time.	Coordinate record keeping program with the post-construction stormwater bylaw, track calls and records of enforcement.

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 14	Planned Activities – Next Permit Term
6A	Standard Operating Procedures	DPW Director/Division Heads	Ten Procedures Developed	This BMP has been incorporated into the work discussed under BMP 6H. The work under BMP 6H continued and the Town continued to follow existing standard operating procedures (SOPs) for drainage system maintenance.	Continue to incorporate the results of BMP 6H and implement the recommendations for pollution prevention and housekeeping. Adapt SOPs as appropriate to Franklin DPW.
Revised			List of current O&M procedures		
6B	Employee Training	DPW Director/Division Heads	Four Employee Training Sessions	No training was conducted during Year 14. New training sessions are planned to occur under the new permit in 2017.	Continue to conduct training for the DPW, Highway, Water and Sewer Department employees.
Revised			Annual training, attendance sheet and copy of program		
6C	Parking Lot and Road Sweeping	DPW Director/Division Heads	Schedule Developed and Areas Prioritized for Cleaning	DPW continued the routine street sweeping program. All streets are swept once a year and the downtown area is swept weekly from May 1 st -October 1 st . Municipal parking lots are swept twice per year. The previous purchase of a new street sweeper helped to maintain the cleaning schedules.	Continue existing practices for sweeping and enhance cleaning operations based on the availability of equipment and staff time. Consider a method to track sediment volumes and optimize sweeping routes and schedules.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
6D	Spill Response and Prevention	DPW Director/Division Heads	Procedures and Inventory Completed	The SPCC Plan was updated and re-certified in October 2013. Inspections and site activities were conducted in accordance with the SPCC Plan. Training sessions are planned under the new permit in 2017.	Continue to follow the current SPCC Plan and target managers for hands on training.
Revised					
6E	Catch Basin Cleaning	DPW Director/Division Heads	Schedule Developed and Areas Prioritized for Cleaning	The Highway Department continued to use the old Water Department vacuum truck to assist with catch basin cleaning. A total of 618 catch basins were cleaned during the permit year.	Continue to evaluate appropriate cleaning frequencies and coordinate maintenance activities with BMP 6H.
Revised					

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
6F	Municipal Facilities and Operations Evaluation	DPW & Consultant	Record of inspections, recommendations and improvements. Pollution prevention inspection checklist.	The Town continued to implement the recommendations from the March 2011 municipal facilities and operations evaluation.	Continue to implement the recommendations of the updated evaluation.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
6G	Low Impact Design for DPW Roadway & Drainage Projects	DPW Director, Town Engineer	Record of final or as-built plans and improvements.	<p>The following projects were completed :</p> <ul style="list-style-type: none"> • Dale and Summer (portion): installed new catch basins and reduced impervious cover. • Cleveland Ave: installed tree wells and new catch basins. • Northgate Rd, Royal Ct, Regent Cir, Coronation Dr, Parliament Rd, Brian Rd: reduced impervious cover, installed new catch basins and tree wells. • Harborwood Dr: reduced impervious cover. • Betten Ct and Corrine Rd: reduced impervious cover. • Pleasant St and Miller intersection: reduced impervious cover and installed a bioretention area. • Anthony St – installed a bioretention area. <p>The DPW began planning for the following projects:</p> <ul style="list-style-type: none"> • Orchard St., Garden St., Squire St: install new catch basins • Maple St: install four underground infiltration systems • Cottage St neighborhood (portion of Collage St, Geb St, Joy St, Worsted St, Metcalf St, A St): install new catch basins, rain gardens and tree wells. 	Additional projects and drainage improvements will be evaluated during the next permit round and implemented as funding is available.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
6H	BMP Evaluation and Identification of Needed Retrofits	DPW Director, Town Engineer, Consultant	Database of BMPs, owners, O&M requirements, inspection forms.	<p>Work continued on the MassDEP s319 Grant for the project “Phase II of Stormwater BMP Retrofits”. A 100% design and permitting was completed for the three detention basin retrofits at the Jefferson Elementary and Remington Middle Schools. A 75% design was completed for a green infrastructure retrofit along Cottage Street near Union Street. Final design and construction for both project locations is anticipated to begin in late spring 2017.</p> <p>The Town continues to follow its standard operating procedures (SOPs) for drainage system maintenance.</p>	<p>Develop additional BMP retrofit projects and pursue funding for design and construction.</p> <p>Incorporate results of the previous BMP evaluation into future evaluations for impaired waters (BMP 7A & 7B). Evaluate priority cleaning areas and retrofit opportunities.</p> <p>Incorporate maintenance needs into existing operations as funding allows. Continue to monitor and update the BMP maintenance and retrofit database.</p>
6I	Stormwater BMP Maintenance & Drainage System Upgrades	DPW	Record of cleaning activities, # structures cleaned annually	The Highway Department made repairs to 24 catch basins and conducted catch basin cleaning on 618 catch basins. 6 manholes were also repaired during this year. See all projects listed in BMP 6G.	Continue to make drainage improvements as funding is available. Incorporate the results of BMP 6H.
6J	Make Annual Household Hazardous Waste Collections Available to Residents	DPW & Board of Health	Ongoing resident participation, amount of materials collected	The Town recycling center now provides Household Hazardous Waste Collection year round. The Town received 20% more hazardous waste in Year 14 than the previous permit year.	Continue to make Household Hazardous Waste Collection available year round at the Town recycling center. Continue tracking materials collected and begin tracking participation.

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 14	Planned Activities – Next Permit Term
Revised					

7a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
7A	Evaluate Data and TMDL for the Charles River and Develop a Plan to Improve TMDL Waters	DPW, Conservation, Consultant	Copy of Water Quality Improvement Plan	As discussed previously, the Town of Franklin applied for and received an s319 Grant funding (Project 16-01/319) for the “Upper Charles River Regional Stormwater Finance Phase II Feasibility Study” with the participating Towns of Franklin, Medway and Milford. The project began in early 2017 and the results of this project will assist in the development of the Town of Franklin’s approach for meeting the MS4 Permit, TMDL studies, and associated WLA.	Evaluate the results of the “Sustainable Stormwater Funding Project“, the previously developed TMDL strategy, the requirements of the final Phase II and RDA Permits and incorporate this information into the SWMP Update following the permit re-issuance.
BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Next Permit Term
7B	Implement Water Quality Improvement Plan for discharges to 303(d) waters.	DPW & Conservation	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements	Refer to BMP 7A.	This will begin upon development of the implementation strategy and as resources become available.

7b. WLA Assessment

Three 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; the Pathogen TMDL for the Charles River Watershed, CN 0156.0, January 2007; and the Nutrient TMDL for the Upper/Middle Charles River, CN 272.0, May 2011. In Year 13 the Town of Franklin applied for and received an s319 Grant funding (Project 16-01/319) for the “Upper Charles River Regional Stormwater Finance Phase II Feasibility Study” with the participating Towns of Franklin, Medway and Milford. The project began in early 2017 and will build upon the efforts completed for Franklin and Milford as part of the 2011 study and incorporate the requirements of the April 4, 2016

MS4 permit for the participating Towns. Based on the recommendations from the 2011 study and feedback from the Town of Franklin, two of the biggest challenges to implementing a regional stormwater management and funding program between municipalities and the private sector are public support and the unknown legal framework necessary to implement such a program. This project will leverage past work under the 2011 study, the 2016 Stormwater Utility Feasibility Study for the Town of Medway, and recent work by the Town of Franklin to evaluate stormwater management needs. The results of this project will assist in the development of the Town of Franklin's approach for meeting the MS4 Permit, TMDL studies, and associated WLA.

The Town of Franklin continues to actively pursue funding for and implement water quality improvement projects as resources allow. Many of these projects are constructed in conjunction with other infrastructure projects, resulting in highly cost-effective stormwater improvements. Additionally, the Town continues to update information related to infrastructure (e.g., drainage mapping, sanitary sewer I/I investigations) that provide better data for future water resource planning activities. Examples of these efforts and specific water quality improvement projects were outlined previously in this report.

Part IV. Summary of Information Collected and Analyzed

- Number of outfalls screened for illicit discharges: 75 during the permit term, 602 total (only Town owned/maintained outfalls)
 - No illicit discharges were identified during the permit year.
 - Mapping efforts resulted in field confirmation for approximately 95% of the drainage system and identification of previously unmapped outfalls, many of which are not owned or maintained by the Town.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Yes
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	Year Round
▪ community participation	(%)	
▪ material collected	(tons or gal)	6 tons
School curricula implemented	(y/n)	N*
*The Town does not have a curricula established, but DPW coordinates with the middle school classrooms to provide occasional stormwater lectures and/or guided tours for stormwater BMP projects. Several rain gardens have been constructed at public schools and serve as stormwater demonstration projects. One guided tour occurred in June 2016.		

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	824
System-Wide mapping complete	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	95%
Outfalls inspected/screened	(# or %)	75
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	80%
% of population on septic systems	(%)	20%

Construction

Number of construction starts (>1-acre)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
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 %)	100%
Estimated volume of stormwater recharged	(gpy)	Unknown

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	618
Storm drain cleaned	(LF or mi.)	3 culverts
Qty. of screenings/debris removed from storm sewer infrastructure	(yds/ton)	800 yds
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	(location)	Certified Dump
Cost of screenings disposal	(\$)	\$40/ton
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	950 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Certified Dump
Cost of sweepings disposal	(\$)	\$20/ton
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	N

Operations and Maintenance (con't.)

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	Non-phosphorus only
▪ Herbicides	(lbs. or %)	Spot treatment on sidewalks
▪ Pesticides	(lbs. or %)	N/A
Anti-/De-Icing products and ratios Sand is used on limited occasions for traction on steep slopes.	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	100% salt
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	70% are automatic
Automatic or Zero-velocity spreaders used	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Y*
Storage shed(s) in design or under construction	(y/n)	N
*Salt is stored in 2 sheds to provide adequate cover of all materials		