

# Year 6 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2023-June 30, 2024

**\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\***

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2023 and June 30, 2024 unless otherwise requested.

### Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

#### Primary MS4 Program Manager Contact Information

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

#### Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

**Impairment(s)**

Bacteria/Pathogens       Chloride       Nitrogen       Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*

Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*

Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following publicly available website:

- Updated system map due in year 10 with information from completed catchment investigations
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
  - This is not applicable because there are no septic systems present

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Charles River Watershed Phosphorus TMDL**

*Below, calculate your current phosphorus export rate by first filling out the individual phosphorus loading components (labeled [A], [B], [C], and [D]) and then computing your current phosphorus export rate using the equation provided.*

Baseline phosphorus export reduction required from PCP Area, as identified in Appendix F <b>(lbs/year) [A]:</b>	440.9
Total phosphorus reduction from all nonstructural controls implemented <b>this reporting period (lbs/year) [B]:</b>	19.01
Total phosphorus reduction from all structural controls installed this reporting period and all previous years <b>(lbs/year) [C]:</b>	38.1

Phosphorus load increase due to development incurred since 2005 in lbs/year [D]: -273.1

Current phosphorus export rate from the PCP Area in lbs/year [=A-(B+C)+D from above]: 110.7

- I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance
- with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.
  - All municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses
  - Implemented all nonstructural control measures **during this reporting period** and documented the measures and their phosphorus reduction. The nonstructural control measure information:
    - is attached to the email submission
    - can be found at the following publicly available website:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater\\_management\\_report\\_-\\_june\\_2024.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater_management_report_-_june_2024.pdf)

- Documented the structural control measures implemented during **this reporting period and all previous years**, including location, phosphorus reduction in mass/year, and date of last completed maintenance and inspection for each control. The structural control measure information:
  - is not applicable; no structural control measures were implemented
  - is attached to the email submission
  - can be found at the following publicly available website:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater\\_management\\_report\\_-\\_june\\_2024.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater_management_report_-_june_2024.pdf)

The Phase 1 PCP: (select one of the following options. If you submitted your PCP last year and have an updated website, please include the website below)

- was submitted in the Year 5 Annual Report
- is attached to the email submission
- can be found at the following publicly available website:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater\\_management\\_report\\_-\\_june\\_2024.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/stormwater_management_report_-_june_2024.pdf)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Describe the planned phosphorus reduction activities on site and coordination progress with the applicable municipality:

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*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

Permit Year 3 (2021) records from Millis indicate that there are 162 outfalls; however, mapping efforts have indicated there are only 161 outfalls. As more investigations are completed, the number of outfalls will be updated annually in the updated IDDE report and the Annual Report, and the Town will make an effort to identify the missing outfall (OID: 0).

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP:Annual Fall Leaf Litter Message**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

#### **BMP:Stormwater Fact Sheet**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s): Spring 2024

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Household Hazardous Waste Management**

Message Description and Distribution Method:

The message was posted on the Stormwater webpage. It covered information on the importance of safe disposal of household waste.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of website views

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Waste Management for Construction**

Message Description and Distribution Method:

The message was posted on the Stormwater webpage. It covered information on the how to prevent spill during construction.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of website views

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Construction Fact Sheet for Erosion and Sediment Control**

Message Description and Distribution Method:

The message was posted on the Stormwater webpage. It covered information on the how to prevent stormwater pollution from erosion during construction.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of website views

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Pet Waste Cleanup**

Message Description and Distribution Method:

The message was posted on the Stormwater webpage. It covered information to develop awareness for pet waste pick up.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of website views (unknown)

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Summer Septic System Postcard**

Message Description and Distribution Method:

The message was posted on the Stormwater webpage. It covered information to develop awareness on septic system maintenance

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of website views

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Add an Educational Message

**MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Town held its Spring Town meeting on May 7th. Fall Town Meeting is planned for November 19th. The SWMP is also posted online and is available to be commented on at anytime.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town organized Millis Beautification Day on April 27, 2024.

### MCM3: Illicit Discharge Detection and Elimination (IDDE)

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

Percent of Phase II map complete:

*Optional: Provide additional status information regarding your map:*

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period.***

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date.***

Percent of outfalls screened:

*Optional:* Provide additional information regarding your outfall/interconnection screening:

All outfalls were screened in permit year 3.

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

[https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/stormwater\\_management\\_report\\_-\\_june\\_2024.pdf](https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/stormwater_management_report_-_june_2024.pdf)

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated:

*Optional:* Provide any additional information for clarity regarding the catchment investigations below:

Additionally, three (3) catchments were partially investigated during this reporting period, which means the outfalls or one of the manholes could not be accessed to identify flow and take samples.

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).*

Total number of illicit discharges identified: Total number of illicit discharges removed: 

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

### **Employee Training**

Describe the frequency and type of employee training conducted **during this reporting period:**

IDDE training was held on 11/01/2023. Training covered catchment investigations, outfall screening, and the IDDE program at large. Training record is available in Appendix I of the IDDE Plan.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed: Number of inspections completed: Number of enforcement actions taken: 

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

### **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

#### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

uploads/article\_i.pdf  
https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/millis\_zoning\_bylaw-may\_2\_2022\_opt1.pdf

**As-built Drawings**

*Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received:

*Optional: Enter any additional information relevant to the submission of as-built drawings:*

**Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

In Year 4 of the Permit, the Town developed a report assessing current street design, parking lot guidelines, and other applicable local requirements that impact the creation of impervious cover. In Year 5 of the Permit, the Town drafted appropriate changes to the appropriate bylaws. Improvements to bylaws and regulations have been drafted and approved by the relevant Town departments. The revisions have been brought in front of the Selectboard on June 10th,2024, which motioned to advance them for Town Council review as a next step. Town Council will determine if a vote will be required at Fall Town meeting to officially adopt the revisions. Updates from these programs will be reported annually.

**Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

In Year 4 of the Permit, the Town developed a report assessing current street design, parking lot guidelines, and other applicable local requirements that impact the creation of impervious cover. In Year 5 of the Permit, the Town drafted appropriate changes to the appropriate bylaws. Improvements to bylaws and regulations have been drafted and approved by the relevant Town departments. The revisions have been brought in front of the Selectboard on June 10th,2024, which motioned to advance them for Town Council review as a next step. Town Council will determine if a vote will be required at Fall Town meeting to officially adopt the revisions. Updates from these programs will be reported annually.

**Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

The list of five (5) retrofit properties are as follows:

1. Millis Middle/High School
2. Millis Housing Authority
3. Millis Fire Department
4. Millis Public Library Parking Lot

5. Millis Town Hall

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

### MCM6: Good Housekeeping

**Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

**Street Sweeping**

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

**Stormwater Pollution Prevention Plan (SWPPP)**

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period.***

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

The Town is implementing SWPPPs for its two required facilities. As part of this year’s efforts, on April 4, 2024, an annual SWPPP training and inspections were performed. During these inspections, the Town identified some site modifications that will require SWPPP updates at the DPW facility. These include the addition of a fueling station, vehicle maintenance building, wash bay, and several catch basins that were not yet constructed during the initial SWPPP development in 2020. For each site (Transfer Station and DPW) feature added to the SWPPPs, sources of pollution, best management practices, and structural controls to avoid pollution will be identified and inspected quarterly.

**Additional Information**

**Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following publicly available website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above.

## Year 7

### Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

### Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 7 below:

## Part V: Certification of Small MS4 Annual Report 2023

### 40 CFR 144.32(d) 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, I certify that 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.

Name:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*