

Municipality/Organization: Town of Millis

EPA NPDES Permit Number: MAR041137

MaDEP Transmittal Number: W- 040942

**Annual Report Number
& Reporting Period:** No. 12: May 1, 2014 -April 30, 2015

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Charles J. Aspinwall Title: Town Administrator

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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

Title: Town Administrator

Date: 

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: Compliance with the Phase II Permit Conditions; Appropriateness of the Selected BMPs; Progress Towards Achieving the Program's Measurable Goals; Results of Any Information that has been Collected and Analyzed; Activities for the Next Reporting Cycle; and Changes in Identified BMPs or Measurable Goals. The Town has determined that our municipality is in compliance with all permit conditions.

Notable Accomplishments/Improvements in Permit Year 12:

- Rosenfeld Road drainage project was completed in summer 2015. The Town redesigned and updated the drainage structures to address the flooding associated with the Town-owned drainage system. This included improvements to 5 stormwater drainage pipes, 1 manhole, and an outlet pipe. The outlet pipe associated with Rosenfeld Road was also improved to address the discharge to an adjacent wetland, resulting in silt removal and wetland restoration.
- Farm Street, Flynt Lock Acre Subdivision had a Town-owned sanitary wastewater interceptor scheduled to be cleaned and inspected. This work was completed and no issues were found.
- Hickory Hill Subdivision project is still ongoing from last permit year. It is now fully permitted with 3 erected buildings at the site. The project owner is currently working on the sewer pump system.
- A storm drain improvement project was completed on Farm Street, related to the Hickory Hill subdivision. Deep sump catch basins and a manhole were added to the storm drain to improve sediment removal.
- 5 stormwater permits were issued for the South End Farm subdivision. As part of the stormwater permit requirements for this subdivision, each lot is required to meet the Town's stormwater management requirements as it is developed.
 - A stormwater permit issued for a new subdivision off of Acorn Street and Farm Street. Construction started, but shortly after the Town issued a cease and desist order due to sediment in stormwater discharges. The subdivision installed a temporary sediment basin to address stormwater discharges from the site. Corrective actions are ongoing and the Town is working with the site owner.

Planned Activities:

- Village Street - Culvert Replacement
 - Design of a culvert replacement on Village Street and opportunities for stormwater improvements will be considered.
- Main Street - Sanitary Sewer Infiltration and Inflow (I/I) Planning and Improvements
 - Inspection results/data indicate potential issues with sewer services
 - Future investigation is planned
- Lavender Street - I/I Improvements
 - Sewer repairs are planned and will be presented for funding at the Town Meeting in November 2015.

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 12	Planned Activities – Next Permit Term
1A	Distribute Brochures & Fact Sheets to Residents & Businesses	Dept. of Public Works (DPW)	Number of Articles & Copies of Materials.	Stormwater materials were sent to residents through the annual drinking water Consumer Confidence Report in June 2014. The materials were incorporated directly into the bound report and included a one-page article titled “What Can You Do to Protect Local Waterways?” and a one-page article titled, “Where Does All the Dirty Water Go?” from the EPA. The Consumer Confidence Report was mailed to every water account and resident, including each apartment. The above materials, EPA “After the Storm” brochure and the “Clean Charles Coalition” pamphlet continued to be made available at the offices of the Selectmen and Town Clerk.	Continue to distribute stormwater educational materials to Millis residents and businesses with the annual Consumer Confidence Report. Continue to make materials available at Town offices.
Revised					
1B	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW & Town Selectmen	Cable TV tapes of presentations shown annually.	The Town did not broadcast the EPA video “After the Storm” on cable this permit year. No household hazardous waste collection events were advertised on the local cable network this permit year, but this is anticipated to continue in 2015. DPW presented the stormwater program and proposed permit requirements at 4 meetings with the Board of Selectmen.	Continue cable broadcast of pertinent presentations and meetings. Continue to consider future cable broadcasts of the EPA video “After the Storm”. Continue to review other available stormwater educational videos to evaluate their applicability to address specific behaviors and targeted audiences.
Revised			“After the Storm” video shown bi-annually.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
1C	Send out Stormwater Press Releases	DPW	Copies of Articles.	Due to the weather, Millis Beautification Day was postponed till May, 9 th , 2015. Information for the Millis Beautification Day was advertised in the Millis/Medway paper “Our Town” in March 2015 and is being advertised the Town’s website since April 2015.	Continue to publish newspaper articles and press releases.
Revised				Press releases about the next Household Hazardous Waste Collection Day and responsible use of fertilizers and pesticides will also appear in the June 2015 edition of the Millis/Medway paper and are currently posted on the paper’s website.	

1a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
1D	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. The following materials were also made available at the offices of the Selectmen and Town Clerk: “Protecting Water Quality from Urban Runoff” and the pamphlet “After the Storm”.	Continue to make pamphlets available to the public through displays at Town offices.
Revised					
1E	Post Stormwater Information on Millis Website	DPW	Copies of Pages and Hits Annually	Information related to the Millis Beautification Day was posted on the Town’s website. The Town’s home page has a link to the Town’s stormwater management regulations.	Continue to update the website periodically with new educational materials and other applicable announcements.
Revised			Copy of website page.	The Stormwater Hotline was advertised on the website for residents to report stormwater concerns and illicit discharges.	Review the website content to evaluate its effectiveness addressing specific behaviors and target audiences.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
1F	Classroom Stormwater Education	DPW, School Department & Consultant	Stormwater lesson plan and number of students participated Copy of website page.	The Millis Garden Club will continue to educate volunteers through events such as the Millis Beautification Day, which will be held on May 9, 2015 regarding the care, maintenance, and water efficient plantings for the Town Hall landscaped area, irrigated by cistern-collected stormwater runoff.	Continue to evaluate other stormwater education opportunities for the next permit term. Consider providing pertinent videos to schools and library.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
2A	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	The hotline was promoted through the stormwater website. 2 calls were received in the past year regarding stormwater issues: One was located at Orchard Street and Exchange Street where a property is being flooded by stormwater. This issue is currently being investigated. The other is on Causeway Street in regards to an odor complaint that is currently being investigated.	The DPW will continue to handle stormwater related phone calls. Continue to advertise the Stormwater Hotline through the stormwater website as detailed in BMP 1E and incorporate into other avenues such as press releases and educational brochures provided to residents.
Revised					
2B	Mark Storm Drains with Stencils During Cleaning	DPW	Storm drains marked in the highest priority subbasins in Year 2.	DPW refreshed the storm drain stencils along Main Street, Exchange Street, and Village Street in Fall 2014.	Assess the condition of stencils in high and medium priority sub-basins and along main roads and areas with heavy pedestrian activity. Refresh stencils where necessary.
Revised			Mark as many as possible with volunteers.	The DPW continued to use its own stencils and non-toxic street marking paint.	Solicit volunteers and pursue stenciling in low priority sub-basins, such as side streets.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
2C	Conduct River, Stream, and Pond Cleanups	DPW & Volunteers	Cleaner streams as documented by before and after photographs	Millis Beautification Day is scheduled for May 9, 2015.	Additional river, stream and pond cleanups will continue to be conducted in the Town led by the Millis Garden Club & Millis Lions Club with assistance from the Millis DPW.
Revised		Millis Garden Club & Millis Lions Club, CRWA			Cleanup activities will be coordinated with the CRWA as projects arise. Continue to recruit volunteers through existing contacts and other interested parties.

2a. No Additions at this time.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
3A	Make Annual Household Hazardous Waste Collections Available to Residents	DPW & Board of Health (BOH)	Document Quantity of Tickets Sold.	<p>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 events and application forms were also made available on the Town website. Pamphlets are made available at the Millis Transfer Station and the DPW offices. Household Hazardous Waste (HHW) disposal was available for a fee on Wednesdays from April 1, 2014 through September 30, 2014 and April 1, 2015 - present at the Norfolk Transfer Station. 7 Millis residents participated in the HHW disposal events during Permit Year 12.</p>	<p>Continue to promote the HHW collection events that are available to residents through the Town website, the cable channel, utility mailings, and stormwater educational materials.</p> <p>Track the number of Millis participants and explore ways to improve attendance.</p> <p>Evaluate methods for tracking the volume of materials collected by Millis participants.</p>
Revised					
3B	Develop Primary Town Storm Drain System Map	DPW	95 % of system mapped on GIS.	<p>Outfall and storm drain system mapping was completed in Year 9 and no updates occurred during the permit term.</p>	<p>Continue to revise base map as needed based on new development or differences observed in the field.</p>
Revised					
3C	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.	<p>In April 2015, the Town learned of a new hydroponic, interior building farming operation (lettuce) which uses a minute amount of fertilizer that is discharging to a floor drain that is not connected to the sanitary sewer. The site operator is meeting with the Board of Health to learn what they must do to abandon the floor drain.</p> <p>Floor drains at the fire station were tested and were found to discharge to a dry well. The Town is currently in the planning stage to close the well and redesign the floor drain system to discharge to an oil/water separator and the sanitary sewer system.</p>	<p>Illicit floor drains will be removed as they are identified. Illicit floor connections will be addressed as part of the Millis Illicit Discharge Detection and Elimination Plan.</p>
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
3D	Complete Storm Drain Map	DPW	Map All Outfalls by Year 4	Outfall and storm drain system mapping was completed in Year 9.	The storm drain system map will continually be updated based on any new subdivisions and roads constructed in the Town.
Revised			Outfalls mapped by Year 5	The Town previously completed its GIS system and conducted field verification for all utilities.	
3E	Develop Illicit Discharge Prohibition Ordinance	DPW & BOH	Regulation at Town meeting by the end of Year 2.	The Illicit Discharge Prohibition Regulation was developed based on available model ordinances to meet the Phase II requirements. It was enacted June 28, 2004 and no changes have occurred.	Continue to enforce Illicit Discharge Prohibition regulations and remove illicit discharges as they are identified via the hotline or other methods.
Revised			Keep record of enforcement issues and eliminate illicit discharges within 1 year.		
3F	Develop Illicit Discharge Detection and Elimination (IDDE) Plan and Implement Activities	DPW, BOH, Consultant	IDDE Plan – Year 2, All outfalls examined by Year 4. Sources traced and results documented within one year of discovery.	As discussed in the Year 10 report, all outfalls have been screened for illicit discharges and follow-up sampling and investigation activities did not identify any illicit discharges. As discussed under BMP 3C, potential illicit discharges are being investigated. The Sewer System Rehabilitation Project continued in Permit Year 12 and resulted in 59 manhole repairs, cleaning and CCTV inspections of 61 sewer pipes, and 8 sewer main cleanings. This resulted in an estimated peak I/I reduction of 5,490 gpd in Permit Year 12. Sanitary sewer system improvements are planned for the Clyde Brown School.	Sample any identified dry weather discharges and update the town map, if needed.
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 pamphlets described in BMPs 1A & 1D.	Continue existing practices and explore the use of additional illicit discharge information into public education documents in conjunction with Minimum Measure 1 BMPs.
Revised			Copy of Website.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
3H	Setup and Advertise a Hotline for Illicit Discharges	DPW & BOH	Log of Complaints and Action Taken.	In permit year 11, an illicit discharge complaint regarding a forced main sewer line was addressed. In permit year 12, additional test pits were dug around the forced main sewer line and no further issues have been identified.	Continue to advertise the DPW and phone number with press releases, the Town’s stormwater website and the stormwater educational materials.
Revised				<p>DPW operates the Illicit Discharge Hotline (refer to BMP 2A) and no calls regarding illicit discharges were received in Year 12</p> <p>The Town advertises the DPW and phone number with press releases, the Town’s stormwater website, and stormwater educational materials.</p>	Continue tracking calls and recording investigative and corrective actions taken by the Town.

3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
3I	Sewer Projects to Address Failed Septic Systems	DPW & BOH	Proposed Sewer Plan by end of Permit Year 5.	Millis conducted the following septic inspections in Permit Year 12:	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.	<ul style="list-style-type: none"> - Perc Tests and Soil Evaluations: 27 - Septic Plans (new construction): 11 - Septic Construction Permits: 15 - Title 5 Inspection Report reviews: 26 - Septic Abandonment (w/sewer connections): 7 - Distribution Box Repairs (D-Box): 9 - Grease Trap Installations: 1 - Reports and or Inspections of I/A Systems: 12 <p>Requests for funding of sewer projects were made in year 12, but were not funded.</p>	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
3J	Model Study for Localized Sewerage Treatment Facilities	DPW	Study results by end of Permit Year 5.	The Town previously purchased more sewer capacity from the Town of Franklin to address the Dyer, Village, and Pleasant Street neighborhood. The Millis Sewer Study Committee also reserved additional capacity for Farm Street and the downtown area.	No further activities related to local sewerage treatment facilities are planned at this time.
Revised				In Year 12, sewer was extended to Farm Street to connect a total of 33 homes with an estimated flow of 12,540 gpd. This area previously had 26 homes with private septic systems.	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
4A	Develop Erosion Control Regulation	Building Inspector (BI) & DPW	Regulation at Town Meeting by End of Yr 2.	A stormwater bylaw was developed and regulations were enacted June 28, 2004 to meet the Phase II requirements.	Continue to review projects and enforce existing Erosion and Sedimentation Control Regulations.
Revised				The Town anticipates revisiting the bylaw and authority once the Phase II permit is re-issued.	
4B	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.	As discussed under BMP 2A, 2 calls were received for stormwater issues at Orchard Street and Exchange Street, as well as Causeway Street.	The DPW will continue to handle stormwater related phone calls and administer investigative and corrective actions.
Revised				The stormwater hotline is advertised on the DPW website and calls are addressed as they are received.	

4C	Develop & Adopt Design Standards Guidance for Erosion Controls	Planning Board (PB), DPW, Conservation Commission (Con. Com.)	Inspection checklist and documented inspections.	3 projects disturbing greater than one acre occurred or were ongoing during the permit year.	Continue inspections of construction sites for compliance with erosion and sediment control plans and procedures, utilizing the Town's standard inspection form and procedure.
Revised				<p>Hickory Hill Subdivision project is still ongoing from last permit year. It is now fully permitted with 3 erected buildings at the site. The project owner is currently working on the sewer pump system. Runoff from a construction project at Hickory Hills was depositing silt in a nearby wetland. The Town issued a cease & desist to the developer of a subdivision and the developer responded with remedial actions. After a second silt event occurred the Conservation Commission took lead with the developers engineer to design upstream stabilization measures. The project is being monitored and the developer's contractor is actively managing the problem. No further work is allowed on the subdivision until the area is stabilized.</p> <p>A stormwater permit was issued for a new subdivision off of Acorn Street and Farm Street. Construction started, but shortly after the Town issued a cease and desist order due to sediment in stormwater discharges. The subdivision installed a temporary sediment basin to address stormwater discharges from the site. Corrective actions are ongoing and the Town is working with the site owner.</p> <p>5 stormwater permits were issued for the South End Farm subdivision. As part of the stormwater permit requirements for this subdivision, each lot is required to meet the Town's stormwater management requirements.</p>	<p>Continue to monitor construction projects for stormwater runoff.</p>

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 12	Planned Activities – Next Permit Term
5A	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.	Continue to enforce Post-Construction Regulations.
Revised				As discussed under BMP 4A, the Town anticipates revisiting the bylaw and authority once the Phase II permit is re-issued.	Re-evaluate the Stormwater bylaw that promotes LID, consider amendments, and seek additional support for adoption (see BMP 4A).
5B	Develop and Implement Inspection Program	BI & DPW	Copies of maintenance reports received annually, plus records of inspections completed and results.	Inspections were conducted to ensure BMPs are maintained in accordance with the O&M Plans on file. 43 sanitary sewer manholes were inspected in 2011 for infiltration/inflow (I/I). 36 sanitary sewer manholes were inspected for I/I in 2012. No sanitary sewer manholes were inspected in 2013 or 2014.	Continue site inspections and maintenance tracking program for regulated sites.
Revised					
5C	Develop BMP Design Standards	PB, DPW, Con. Com. & Consultant	Improved Bylaws - Year 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.
Revised					

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 12	Planned Activities – Next Permit Term
6A Revised	Clean Catch Basins	DPW	Clean all catch basins.	<p>926 catch basins in town were cleaned, yielding approximately 155 cubic yards of cleanings that were stored at the Millis Tree Farm for reuse through the existing Beneficial Use Determination (BUD) approval. 4 Stormceptors were also cleaned, yielding approximately 12 cubic yards of cleanings.</p> <p>A new catch basin and drain line were installed by the town consultant at the intersection of 109 and 115. This was constructed to accept stormwater that was flowing over a handicapped ramp and into Maurer Building during snow events.</p>	<p>Continue catch basin cleaning program annually and track sediment quantities.</p> <p>Evaluate the cost/benefit of additional cleaning versus other maintenance or drainage system improvements that have the potential to improve water quality.</p>
6B Revised	Sweep Streets in Town	DPW	Priority plan of sweepings based on water quality impact. Volume of sweepings collected.	<p>All streets in town were swept once and some streets and sidewalks in the downtown area were swept twice. The SOP developed during Permit Year 6 was used and approximately 25 cubic yards of sweepings were reused through the Town's BUD.</p> <p>The Town coordinates with the Tresca concrete facility at the Millis/Medway Town line to sweep Route 109 approximately 5 times a week due to truck traffic.</p>	<p>Continue existing street sweeping program.</p> <p>Evaluate the cost/benefit of additional cleaning and develop a priority street map for streets (if any) that should receive additional sweeping based on data collected, traffic loads and/or pollutant loads.</p>
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 and conduct repairs as needed.
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. 1,817.26 tons of salt and 347.80 tons of sand were purchased this winter.	Continue to calibrate equipment and record quantities annually.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
6E	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 are sanded less often than the main streets in an effort to reduce the amount of sand and salt used each year.	Continue existing practices and evaluate appropriate application rates for various routes and watersheds while maintaining safe winter drivability.
Revised				Continued to use the rear-mounted spreader to reduce salt application rates significantly (estimated greater than 10% reduction) compared to arterials and major roads.	
6F	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.	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.
Revised				The Town reduced chemical applications at fields from 4 at the start of the program to 2 applications during this permit year. The Town did not conduct any applications of pesticides along public rights-of-way during the permit term.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
6G	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. The Town continues to limit fertilizer application to just two applications at Town fields.	The Town will monitor ways to reduce the use of chemical applications if possible.
Revised					
6H	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. Spill prevention and response training is scheduled for summer 2015.	Recertify the SPCC Plan as needed. Follow the updated SPCC Plan and continue with DPW employee training.
Revised				Routine inspections were completed in accordance with the existing SPCC Plan.	
6I	Ensure Compliance for Snow Disposal in Town	DPW	Map of Acceptable Snow Disposal Areas.	Snow disposal occurred at acceptable areas at Oak Grove, which is outside the Zone II designation.	Continue existing practices to ensure proper disposal of snow in town.
Revised					
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 estimates that approximately 2,790,000 gallons of water was lost to fire fighting/training, 3,812,500 galls to hydrant flushing, street cleaning and water main breaks this permit year. The Town also requires contractors to use filter socks during excavations to prevent excess sediment discharge.	Continue existing practices.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
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.	DPW maintained the BMPs and cleaned the detention area to ensure the BMPs are properly functioning to prevent sediment discharges to the adjacent waterway.	Maintain the BMPs to ensure proper function and ongoing sediment load reduction.
Revised					
6M	Develop an Inspection and Maintenance Plan	DPW	Written Policy – Year 3, Records of inspections and maintenance.	DPW implemented the SOPs and Inspection & Maintenance Plan. The Town has a Beneficial Use Determination (BUD) approval from DEP for the reuse of street sweepings and catch basins in town to construct a town-owned tree nursery at an old gravel pit site. Sediments generated in Town (BMPs 6A & 6B) were reused under the BUD. The Town previously secured \$25K in funding for Phase II of the BUD site. Phase II is still ongoing to meet site requirements. The Town continued to conduct beaver control activities (e.g., pipe & catch basin cleaning) to address clogged pipes and culverts.	Operate BUD site in accordance with DEP permit, SOPs, and Inspection & Maintenance Plan.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
6N	Ensure Water Quality Improvements are Considered for Flood Projects	DPW	Records of Flood Control Projects.	The Town employs a protocol for flood project review, including NOI permitting and subsequent steps towards approval.	Follow in-house protocol for the review of flood projects to ensure that new projects consider water quality improvements.
Revised				Design began for a culvert replacement on Village Street and opportunities for stormwater improvements will be considered.	Replace culverts as necessary and as funding allows. Continue to apply for flood control project grants to replace flooded infrastructure.
6O	Conduct Town Employee Stormwater Training	DPW	Attendance Sheet & Copy of Program.	SPCC and NPDES Phase II Stormwater Training will take place in summer 2015.	Continue to conduct SPCC and stormwater training for DPW employees. Establish a Stormwater Training program and track attendance annually.
Revised					

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
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.
Revised					
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.
Revised					

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 12	Planned Activities – Next Permit Term
Revised					

7a. One addition at this time.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12	Planned Activities – Next Permit Term
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 previous reports, the Town developed a preliminary strategy to meet TMDL requirements for the Charles River and impairments for Bogastow Brook, considering existing actions under the current program and available resources. The Town evaluated program and funding needs for the next permit term and decided to incorporate the preliminary strategy into the SWMP Update that will be required following the permit re-issuance.	Incorporate the preliminary TMDL strategy into the SWMP Update that will be required following the permit re-issuance. Consider new information available from studies in the Charles River Watershed.
Revised					

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. Bogastow Brook is listed as impaired for pathogens and was addressed as part of the Charles River pathogen TMDL. The recommendations in this TMDL apply to Bogastow Brook. In general, the Town is working to address identified sources that contribute to the impairment of water bodies and notable accomplishments in Year 12 include and continued I/I activities throughout Town.

The Town has reviewed the requirements of the draft 2014 Phase II Permit and considered previous work/ progress under the current program to develop an understanding of activities to meet these permit requirements and address water quality objectives outlined in the TMDLs. It appears that the preliminary TMDL strategy previously developed by the Town’s consultant is generally consistent with the proposed Phase II Permit requirements with respect to the elements of a Phosphorous Control Plan (PCP), for example. The Town previously developed an outline of program needs over the 5-year permit term and a budget for the first year of the permit. Further action is pending the release of the final Phase II Permit.

Part IV. Summary of Information Collected and Analyzed

- Number of Outfalls Inspected for Illicit Discharges: N/A, addressed in Year 8.
- Number of Outfalls Re-sampled: N/A
- Number of Illicit Discharges Found: 1 potential illicit discharge was identified during this permit year.
- Millis Beautification Day is scheduled for May 9, 2015
- 926 catch basins were cleaned, generating 155 yards of catch basin cleanings during this permit term.
- All streets in town were swept, generating 25 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	(\$)	~\$15,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
• days sponsored	(#)	1*
• community participation	(%)	
• material collected	(tons or gal)	
School curricula implemented	(y/n)	N

*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.

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	(#)	148 mapped
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	50%
% of population on septic systems	(%)	50%

Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Multiple
Tickets/Stop work orders issued	(# or %)	2*
Fines collected	(# and \$)	None
Complaints/concerns received from public	(#)	2
*A cease and desist order was issued for two project and the Town continued to work with the owners to resolve the issue.		

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/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2/yr*
Total number of structures cleaned	(#)	926
Storm drain cleaned	(LF or mi.)	NA
Qty. of cleanings /debris removed from storm sewer infrastructure	(lbs. or tons)	155 CY
Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		DEP BUD
Cost of cleanings disposal	(\$)	\$0
*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/yr
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)	25 CY
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	DEP BUD
Cost of sweepings disposal	(\$)	\$0
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 %)	0
▪ Herbicides	(lbs. or %)	10%
▪ Pesticides	(lbs. or %)	0
*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. The Town continued its reduced chemical applications at fields from 4 at the start of the program to 2 applications during this permit year. No right-of-way spraying was done in Permit Year 12.		

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	No deicing catalysts other than road salt are used.
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	Zero Velocity
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N