

**Year 7 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2024-June 30, 2025**

*\*\*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, 2024 and June 30, 2025 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization: Town of Millis

EPA NPDES Permit Number: MAR041137

**Primary MS4 Program Manager Contact Information**

Name: James McKay

Title: Director, Department of Public Works

Street Address Line 1: 900 Main Street

Street Address Line 2:

City: Millis

State: MA

Zip Code: 02054

Email: jmckay@millisma.gov

Phone Number: (508) 376-5424

**Stormwater Management Program (SWMP) Information**

SWMP Location (publicly available web address): [https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/2025\\_stormwater\\_management\\_program\\_annual\\_report.pdf](https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/2025_stormwater_management_program_annual_report.pdf)

Date SWMP was Last Updated: Jun 30, 2025

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>

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<b>In State:</b>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<b>Out of State:</b>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			<input type="button" value="Clear Impairments and TMDLs"/>

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.

### Year 7 Requirements

- ☒ Completed catchment investigations associated with Problem Outfalls
- ☒ Completed catchment investigations where information gathered on the outfall/interconnection indicated sewer input

### 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 F and H 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 rate from PCP Area, as identified in Appendix F (lbs/year) [A]:

440.9

Total phosphorus reduction from all nonstructural controls implemented **this reporting period** (lbs/year) [B]:

19.01

Total phosphorus reduction from all structural controls installed this reporting period and all previous years (lbs/year) [C]:

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/2025\\_stormwater\\_management\\_program\\_annual\\_report.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/2025_stormwater_management_program_annual_report.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/2025\\_stormwater\\_management\\_program\\_annual\\_report.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/2025_stormwater_management_program_annual_report.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:

In Permit Year 7, the Town developed digital inspection forms using Survey123 GIS to assess the operation and maintenance (O&M) conditions of these BMPs. Inspection forms (questionnaires) were developed for various types of structural BMPs to document operation and maintenance activities and condition assessments.

***NON-TRADITIONAL AND TRANSPORTATION MS4s ONLY- municipalities please skip this section:***

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:

Outfall records for Millis have been refined over the permit years. While 162 outfalls were reported in Permit Year 3 (2021), updated mapping in Permit Year 6 identified 161. In Permit Year 7, a revised catchment delineation and GIS review resulted in the removal of 54 outfalls not located in the 2010 Census urbanized area or not Town-owned, leaving 109 MS4 outfalls. Of the 54 removed, 13 require further investigation, which the Town plans to complete in Permit Year 8.

## 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: 4

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: Guide to Draining and Dechlorinating Swimming Pools**

Message Description and Distribution Method:

Describes Stormwater Management Practice, Educating Residents on Safely Discharging Chemically Treated Water. Posted on Town Website-<https://www.millisma.gov/stormwater-management/pages/stormwater-billing-information>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Post on Town's MS4 Website. Monitor public response through public meetings and support of water quality initiatives.

Message Date(s): Fall 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:

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#### **BMP: Guidelines on Road Salt Storage**

Message Description and Distribution Method:

Describe Salt Storage Best Management Practices. Educational Message content was posted online -<https://www.millisma.gov/stormwater-management/pages/stormwater-billing-information>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Post on Town's MS4 Website. Monitor public response through public meetings and support of water quality initiatives.

Message Date(s): Fall 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:

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**BMP:Yard Waste Management**

Message Description and Distribution Method:

Describes importance of cleaning up leaves and yard wastes. Educational Message content was posted online - <https://www.millisma.gov/stormwater-management/pages/stormwater-billing-information>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Post on Town's MS4 Website. Monitor public response through public meetings and support of water quality initiatives.

Message Date(s): Spring 2025

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:

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**BMP:Stormwater Best Management Practice- General Construction Site Waste Management**

Message Description and Distribution Method:

Describes importance of Stormwater Best Management Practice for Construction Site. Educational Message content was posted online -<https://www.millisma.gov/stormwater-management/pages/stormwater-billing-information>

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Construction

Measurable Goal(s):

Post on Town's MS4 Website.

Message Date(s): Summer 2025



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 SWMP is available online for public comment.

Link to SWMP :

[https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/2025\\_stormwater\\_management\\_program\\_annual\\_report.pdf](https://www.millisma.gov/sites/g/files/vyhli901/f/uploads/2025_stormwater_management_program_annual_report.pdf)

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:**

### 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: 90

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

This Permit Year, preliminary catchment delineation has been updated with information collected from field activities (dry and wet weather screening). Town will verify the drainage connectivity in the next Permit Year to further refine the catchments.

**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:

<https://experience.arcgis.com/experience/f3f8017d2e71470fa88f8f2f77fd7c4e/page/Millis%2C-MA---MS4-IDDE-Experience?views=Wet-Weather-Screening>

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

Number of outfalls screened: 3

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

Percent of outfalls screened: 48

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

All dry weather outfall screenings were completed in Permit Year 3. The Town was required to screen 33 outfalls during wet weather according to the SVF analysis. Three (3) wet weather screenings are considered complete in Permit Year 7. Sixteen (16) wet weather screenings have been completed to date (16/33).

**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://experience.arcgis.com/experience/f3f8017d2e71470fa88f8f2f77fd7c4e/page/Millis%2C-MA---MS4-IDDE-Experience?views=Catchment-Investigation>

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

Number of catchment investigations completed this reporting period: 43



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

Percent of total catchments investigated: 72

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

### **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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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: 0

Total number of illicit discharges removed: 0

*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:

Employee training was conducted on 10/9/2024.



**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:

During this reporting period, DPW Well-3 construction site was inspected weekly and Subdivision Emerson Place construction site was inspected monthly.

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****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 Permit Year 7, Millis advanced its guidelines for Street Design & Parking Lot Design review with updated redlines for formal vote and approval. The memorandum, dated May 31, 2024 offered revisions to the following ordinances:

- Zoning Bylaw (Last Amended 2022),
- Land Subdivision Rules & Regulations (Last Amended 2002),
- Stormwater Management Regulations Article I Land Disturbance and Post-Construction.

Proposed minor amendments to the regulations stated above would limit impervious surface and provide phosphorous control. Town committees and boards, along with Town Counsel, reviewed and commented on the proposed recommended amendments.

At the Planning Board Public Hearings held on November 12 and December 10, 2024, the proposed amendments outlined in the Memorandum were unanimously approved

### **Green Infrastructure Report**

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

In Permit Year 7, Millis advanced its GI Feasibility ordinance review with updated redlines for formal vote and approval. The memorandum, dated May 31, 2024 offered revisions to the following ordinances:

- Zoning Bylaw (Last Amended 2022),
- Land Subdivision Rules & Regulations (Last Amended 2002),
- Stormwater Management Regulations Article I Land Disturbance and Post-Construction.

Proposed minor amendments to the regulations stated above would limit impervious surface and provide phosphorous control. Town committees and boards, along with Town Counsel, reviewed and commented on the proposed recommended amendments.

At the Planning Board Public Hearings held on November 12 and December 10, 2024, the proposed amendments outlined in the Memorandum were unanimously approved

### **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:

**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**

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 8****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 8 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

**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 8 below:

## Part V: Certification of Small MS4 Annual Report 2025

### 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.

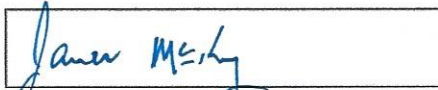
Name:

James McKay

Title:

Director, Department of Public Works

Signature:



Date:

9/25/2025

*[Signatory may be a duly authorized representative]*