

6/22/10

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TOWN OF WINTHROP



Office of the
Department of Public Works
100 Kennedy Drive
Winthrop, MA 02152
David J Hickey, Jr, Director
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April 2, 2010

Mr. Andrew Spejewski
US EPA, Region 1
One Congress Street
Suite 1100 (SEW)
Boston, MA02114-2023

Re: Town of Winthrop Annual Report
EPA NPDES Permit No. MAR 041084

Dear Mr. Spejewski:

Please find attached the Town of Winthrop's Permit Year 7 Annual Report covering March 2009 to March 2010. The report documents the conditions, to the best of my knowledge and belief at this time.

While continuing to suffer form a decrease in resources the Town is working hard to maintain as best as possible the primary programs such as the street sweeping, catch basin cleaning, the HHW collection program and clean up events in our surrounding resources areas. We continue to investigate and act on all reports of suspicions storm water discharges.

If there are any questions, please do not hesitate to contact us.

Respectfully yours,

David J. Hickey Jr., P.E.
Director of Public Works

Cc: Thelma Murphy, MA DEP
Winthrop Conservation Commission

Municipality/Organization: Town of Winthrop

EPA NPDES Permit Number: MAR051085

MaDEP Transmittal Number: W-050721

**Annual Report Number
& Reporting Period:** No. 7: March 09-March 10

NPDES PII Small MS5 General Permit Annual Report

Part I. General Information

Contact Person: David J. Hickey, PE **Title:** Director of Public Works

Telephone #: 617 856 1351 **Email:** dhickey@town.winthrop.ma.us

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: DAVID HICKEY

Title: PUBLIC WORKS DIRECTOR

Date: 4/2/10

Part II. Self-Assessment

The Winthrop DPW operation continues to suffer from budget cuts such that little beyond emergency spending occurred during the permit period. Our focus was on the components of the permit that we considered to be most effective, namely the catch basin cleaning, street sweeping, the HHW collection program, and the beach / park seasonal cleanup events.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
1a Revised	Nonpoint Source Pollution Posters	DPW Director	Hang Posters	Verified posters remain in originally posted locations.	Replace posters as needed.
1b Revised	Local Cable Messages	DPW Director	Create/develop PSA's Air PSA's Air PSA's	The DPW continues to air PSA's on Winthrop Cable Access Television and added a PowerPoint presentation	Continue with rotation of messages and evaluation of new topics for PSA's
1c Revised	Auto Repair Shop Brochures	DPW Director	Print and mail letters	Letters mailed to auto shops in August of 2009.	Distribute new letters in August of 2011
1d Revised	Update Town Web Site	DPW Director and Winthrop GIS Department	Frequent update	quarterly messages	Post annual stormwater information
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
2a	Form Stormwater Advisory Committee (SAC)	DPW Director	Component eliminated		
Revised					
2b	Household Hazardous Waste Collection	DPW	Collect once per month years 3-5	Conducted 6 HHW collection events	Plan to increase public announcement in anticipation of possible further event reductions due to budget constraints
Revised					
2c	Implement Catch Basin Stenciling Program	DPW Director	Purchase and install decals	Program suspended due to lack of funding	Re-initiate program for a minimum of 50 catch basins
Revised					
2d	Hold Water Resource Cleanup Days	DPW Director & Conservation Commission	Collect trash and debris	Town participated and publicized cleanups at Yirrell Beach, Donovan's Beach, the Town Landing, Winthrop Beach and the Bell Isle Marsh	Continue existing program
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
3a Revised	Map Outfalls and Receiving Waters	DPW Director	Update Existing Maps Field verify information	Verified location of outfalls during routine operations and maintenance.	Complete outfall inspections including GPS coordinates as budget allows.
3b Revised	Review Existing Bylaws and Regulations	Planning Board & DPW Director	Draft & Pass storm water Bylaws	Review completed prior to year 6.	
3c Revised	Develop Illicit Discharge Detection & Elimination Plan	Planning Board & DPW Director	Draft IDDE plan	Plan drafted	Complete IDDE plan on schedule in EPA order
3d Revised	Develop/Modify General Illicit Discharge Bylaw	Planning Board & DPW Director	Draft & Pass storm water Bylaws	None	
3e Revised	Present Bylaw for Town Meeting Action <i>Present to Town Council</i>	Planning Department Planning Board & DPW Director	Town Council to adopt	Storm water bylaw adopted in November of 2009	
Revised					

4. Construction Site Storm Water Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
4a Revised	Review Existing Site Inspection Practices	Planning Board & DPW Director	Develop regulatory compliance analysis Develop site inspection checklists	DPW working closely with Building Dept and Con Com to co-ordinate inspections and clarify contractor expectations	Continue site plan submittal process
4b Revised	Develop/Modify Site Inspection Program	Planning Board & DPW Director	Draft program and review with Town Manager	Utilized building dept checklists and sign-offs	Continue site plan submittal process
4c Revised	Review Existing Bylaws and Regulations	Planning Board & DPW Director	DPW to complete	None	DPW to issue a report on program
4d Revised	Develop/Modify Bylaws for Construction Site Runoff	Planning Board & DPW Director	Develop bylaw based on 4a thru c	DPW analysis indicates that existing building codes and Wetlands bylaws appear to be adequate for construction control	None
4e Revised	Present Bylaw to Town Council <i>Not necessary/delete</i>	Planning Board & DPW Director	Submit Town Meeting Article	None	None

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
5a Revised	Review Existing Site Inspection Practices	Planning Board & DPW Director	Develop regulatory compliance analysis Develop site inspection checklists	DPW & Con Com staff active during construction inspection	Formalize field inspector training and field checklist
5b Revised	Develop/Modify Inspection & Maintenance Practices	Planning Board & DPW Director	Draft program and review with Building Dept	DPW staff reviewed EPA IDDE guidance manual and inspection criteria in compliance with EPA enforcement action	Complete IDDE plan, pursue grants and funds to support implementation
5c Revised	Review Existing Bylaws and Regulations	Planning Department	Develop report on existing practices and field controls	None	None
5d Revised	Develop/Modify Bylaws for Post Construction Site Runoff	Planning Board & DPW Director	Develop bylaw based on 5a thru c	None	None
5e Revised	Present Bylaw to Town Council	Planning Board & DPW Director	Submit Town Meeting Article	None	

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2010 and beyond
6a Revised	Maintain Street Sweeping Program	DPW	Sweep all streets twice per year	Swept all streets 4 times minimum, 6 times on high traffic and high risk areas	Sweep streets 4 times minimum per year minimum
6b Revised	Maintain Catch Basin Cleaning Program	DPW	Check basins annually Clean basins as required	20% of the catch basins were cleaned; reduced funding contracted scope of program	Clean catch basins 2 days per week, non-winter months
6c Revised	Perform Site Visits to Examine Existing Practices at Facilities	DPW Director	Target all applicable municipal facilities by year 3	Town Buildings inspected in spring and fall	Continue inspections
6d Revised	Train Municipal Employees at Each Facility	DPW Director	Target all applicable municipal facilities by year 3	None	Pursue grants for training
6e Revised	Perform Follow-ups to ensure Required Practices are Met	DPW Director	Target all applicable municipal facilities by year 6	All buildings inspected by Town Staff and audited by MIAA (insurance provider)	Continue program
Revised					