

Municipality/Organization: Town of Winchester, MA

EPA NPDES Permit Number: MAR041072

MaDEP Transmittal Number: X260849

**Annual Report Number
& Reporting Period:** No. 11: March 2013-March 2014

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jay Gill


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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: Richard Howard

Title: Town Manager

Date: 4/30/14

Part II. Self-Assessment

The Town of Winchester understands that the 2003 Small MS4 General Permit expired on May 1, 2008. However, since a new general permit has not yet been issued, affected communities are required to submit a tenth year annual report for March 2013 through March 2014. This document is intended to fulfill this annual reporting requirement.

The Town of Winchester has completed the required self-assessment and has determined that our municipality is in substantial compliance with all permit conditions.

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 11 (Reliance on non-municipal partners indicated, if any) |
|-----------------|---|--------------------------------------|---|--|
| 1-1 | Include an article/brochure about stormwater in the Consumer Confidence Report (CCR) | DPW | Article/brochure distributed annually to all residents and businesses | An educational write-up on stormwater management was included in Winchester's portion of the CCR distributed by the MWRA. |
| Revised | <i>Or other appropriate delivery method</i> | | | |
| 1-2 | Send information about proper disposal of lawn waste to landscape contractors in Winchester | DPW | Flyers delivered to landscape contractors | Flyers were mailed in April 2006 (Permit Year 3). |
| 1-3 | Staff a table with information about stormwater at Town Day each year | DPW | Table staffed each year; number of brochures handed out | Staffed booth at Town Day held on June 1, 2013. This will be continued at the Town Day to be held in June 2014. |
| 1-4 | Offer to give a stormwater education presentation to all classes of a middle school grade. | DPW | Middle school principal contacted; presentation given if principal approves | Met with middle school principal and middle school science coordinator during Permit Year 4. This BMP was met through the educational presentation given annually to students by Meg Tabacsko of the MWRA. |
| 1-5 | Install and maintain "Do not feed the waterfowl" signs at popular feeding areas | DPW | Number of signs installed, number of signs inspected | Signs were inspected during Permit Year 11 (installation was completed during Permit Year 1). |
| 1-6 | Annual update of the Stormwater Management Plan at a televised Selectman's meeting | DPW | Annual update of the SWMP at a televised Selectman's meeting | Drainage and stormwater management topics were discussed at televised Selectmen's meetings at various times throughout the year. |

1a. Additions

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| 1-7 | During the permit term, the Town began developing a stormwater web page to be linked to the Town's web site. The Town will post stormwater, watershed, and drainage information specific to the Town. | Engineering | Web page posted on Town web site. | The Town implemented a floodplain web page, which contains stormwater and drainage related content. The Town has developed a stormwater and drainage web-site, but posting it has been delayed due to a Town-wide web-site redesign. |
| 1-8 | Catch Basin Stenciling | Engineering/DPW | Number of basins stenciled. | Working with a local Boy Scout troop, 100 catch basin stencils were installed in the heavily travelled downtown area and areas adjacent to the Aberjona River. Work was completed in Fall 2011. |

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any) |
|----------|---|-------------------------------|---|--|
| 2-1 | Comply with state public notification guidelines at MGL Chapter 39 Section 23B | DPW | Continue to follow | Continue to comply. |
| 2-2 | Give prize to a water or environment-themed artwork in the Middle School Art Fair | DPW | Student participation | Winchester students participated in the MWRA-sponsored "Water Conservation Poster Contest". |
| Revised | <i>This BMP is accomplished through participation in MWRA's Water Conservation Poster Contest</i> | | | |
| 2-3 | Provide in-kind assistance to river and pond clean-ups | DPW | Letters sent to local groups offering clean-up assistance | DPW participated in clean-ups as requested by local groups. |
| Revised | | | <i>Instead of advertising this service through letters, the Town has posted this service on its Website</i> | |

2a. Additions

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| 2-4 | <p>In May 2009, the Winchester DPW assisted the non-profit group the Friends of Winter Pond with a stormdrain stenciling program. Drain markers labeled "No dumping - Drains to Pond" were purchased by the friends group and installed by DPW on approximately 100 catchbasins in the Winter Pond drainage area.</p> | DPW | Installation of drain markers. | Installation complete in May 2009. |
| 2-5 | <p>In 2010, the Town began involvement in the Mystic River Steering Committee. The Committee is composed of municipal, state and federal agencies, local non-profit and advocacy groups, and business groups. The group's mission is "to serve as a coordinating and information-sharing body to help establish strategic direction and priorities as well as to recommend and promote key projects and actions needed to improve environmental conditions in the Mystic River Watershed." The Town is a member of the Municipal Sub-committee and has been appointed by the sub-committee as one of its representatives to the Steering Committee. This is a rotating position.</p> | Engineering | Number of meetings attended. | The Town attended two meetings in the permit year. |
| 2-6 | On-line posting of Annual Reports | Engineering | Number of reports posted | Beginning with the permit year 9 annual report, the Town is posting annual reports on its web-site. |
| 2-7 | Sustainable Winchester Presentation | Engineering | Presentation Held | The Engineering Department gave a presentation to the Sustainable Winchester environmental group on April 25, 2012, discussing the Town's stormwater management program. |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any) |
|----------|---|---------------------------------|--|--|
| 3-1 | Conduct dry weather outfall screening | DPW | Percent of outfalls screened | Completed second round of dry-weather screening during Permit Year 5. The Town has worked with MyRWA to obtain additional sample results. |
| 3-2 | Map stormwater outfalls and receiving waters | DPW | Map created | Map created during Permit Year 1. Updates performed as needed, including the mapping of 20 additional outfalls identified during the dry-weather sampling in Permit Year 5. |
| 3-3 | Map the stormwater collection system in a GIS | DPW | GIS of stormwater system created | Map completed during Permit Year 3. Updates performed, as needed. The Town conducted a new aerial flyover in 2012 and is performing updates and QA/QC. |
| 3-4 | Develop and implement a plan to identify and remove non-stormwater discharges to the MS4. | DPW | Number of illicit connections found and removed | Dry-weather inspections completed during Permit Year 5 identified dry-weather discharges at six of the 89 inspected outfalls. Discharge from one of the outfalls was identified as discharge from an MWRA water main blow-off. Water quality analysis of discharge from four of the five other outfalls did not indicate elevated concentrations of ammonia-nitrogen, bacteria, or surfactants that would indicate the potential for illicit connections. Bacteria levels at the sixth outfall were slightly below the state's criteria for swimming and boating. The Winchester DPW investigated this location and found no signs of illicit connections. Given the land use in the drainage area, it is likely that the elevated bacterial levels can be attributed to wildlife. |
| 3-5 | Develop a Water and Sewer Regulation to allow Town inspectors into a building to check for illicit connections to the stormdrain. | Town Engineer and Town Attorney | Draft regulation developed and presented to the Board of Selectman | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |
| 3-6 | Develop a Water and Sewer Regulation to make it illegal to improperly connect a sanitary sewer to the stormdrain system and to dump pollutants into them. | Town Attorney | Draft regulation developed and presented to the Board of Selectman | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |

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| 3-7 | Develop a Water and Sewer Regulation to require inspection of new construction for correct connection to the sanitary sewer | Town Attorney | Draft regulation developed and presented to the Board of Selectman | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |
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3a. Additions

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| 3-8 | Participate in 604(b) grant | Engineering, DPW, Conservation, MyRWA, Tufts | | The Town participated in a 604(b) grant to identify sources of pollutants in the Aberjona River and identify and locate BMPs to improve water quality. Conceptual designs were developed for the Jenks Lot. The Town is considering funding sources for design and construction. |
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4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any) |
|----------|---|-------------------------------|--|---|
| 4-1 | Require Erosion and Sediment Control Plan (ESCP) for construction sites greater than one-acre in area | Town Engineer | Requirement of an ESCP included in the Engineering Department Construction Standards | All subdivisions reviewed by the Engineering Department were required to provide an ESCP, regardless of size. The requirement for an ESCP is also included by the Planning Board in the revised Subdivision regulations, adopted in fall 2011. |
| 4-2 | Require a waste management plan at construction sites larger than one-acre | Town Engineer | Waste management plan for each construction site larger than one-acre | Waste management plans were incorporated into the erosion and sedimentation plan, and the construction phasing plan for projects approved during Permit Year 11, regardless of the site's size. |
| 4-3 | Continue to review site plans for stormwater impacts | Town Engineer | Percent of site plans reviewed for stormwater impacts | All projects subject to site plan review or subdivision approval were reviewed for stormwater impacts by the Engineering Department. |
| 4-4 | Hold a public hearing for each new construction project that disturbs more than one acre of land | Planning Board | Public hearing held for each construction project | Public hearings were held for all definitive subdivision plans and special permit/site plan review projects filed with the Town, regardless of size. |
| 4-5 | Inspect and enforce erosion and sediment controls. | Town Inspector | Number of inspections conducted. | All major construction projects were inspected for adequate erosion and sediment controls in accordance with the approved plans. |

4a. Additions

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| | None. | | | |
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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 11 (Reliance on non-municipal partners indicated, if any) |
|----------|---|--|---|---|
| 5-1 | Develop a draft Water and Sewer Regulation to apply Standards 2, 3, 4, and 7 of the Massachusetts Stormwater Policy to the entire Town. Present the regulation to the Board of Selectman. | Town Attorney | Draft regulation developed and presented to the Board of Selectman. | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |
| 5-2 | Specify a stormwater BMP manual to be used for consistent design and performance standards. | Engineering | BMP manual selected | During Permit Year 1, the Town selected "Stormwater Management, Volume Two: Stormwater Technical Handbook", dated March 1997 and published by MADEP. In February 2008, MADEP released a revised "Massachusetts Stormwater Handbook". The Town now uses this manual as the standard. |
| 5-3 | Develop a draft Water and Sewer Regulation that ensures long-term maintenance of structural BMPs | Town Attorney | Draft regulation developed and presented to Board of Selectman. | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |
| 5-4 | Continue to allow conservation restrictions on private land. | Planning Board and Conservation Commission | Policy already developed; number acres protected per year | Continued to allow conservation restrictions. |

5a. Additions

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| 5-5 | Runoff Volume Control Standard | Engineering | Draft regulation developed and presented to the Board of Selectmen | Regulation adopted by the Board of Selectmen on April 9, 2007 as part of the revised "Rules and Regulations Regarding the Use of Public Sewers and Stormdrains in the Town of Winchester, Massachusetts". |
| 5-6 | Revised Subdivision Regulations and Construction Standards. | Planning Board Engineering | Revised Subdivision Regulations and Construction Standards adopted. | As part of the Planning Board's review of the Town's Subdivision Regulations, the stormwater reporting, management, erosion and sediment control and post-construction maintenance requirements for new subdivisions have been revised. Completed Fall 2011. The Town is also updating its construction standards to reflect current stormwater management practices. |

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| 5-7 | Revised Conservation Commission Stormwater Guidelines | Conservation Commission and Engineering | Revised Stormwater Standards | The Conservation Commission and Engineering Department updated the stormwater management guidelines for WPA and Winchester Wetlands Protection By-law filings. The revised guidelines are consistent with the standards adopted by the Planning Board. Completed Fall 2011. |
| 5-8 | Revised Site Plan Review Guidelines | ZBA, Planning and Engineering | Revised Guidelines | The Engineering Department is working with the ZBA and Planning Department to update the site review guidelines to be consistent with the Subdivision and Conservation Commission documents. Work is on-going. |

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 11 (Reliance on non-municipal partners indicated, if any) |
|----------|---|-------------------------------|---|--|
| 6-1 | Continue employee training program | DPW | Number/percent of DPW employees who receive stormwater training each year | Continued stormwater training program. Typical training included proper jetting of stormdrains and proper orientation of catchbasin cleaning equipment |
| 6-2 | Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town | DPW | List of sensitive receptors developed, staff notified | No action scheduled. List developed and staff notified in Permit Year 1. |
| 6-3 | Conduct street and parking lot sweeping | DPW | All streets swept in spring; all streets swept at least one other time per year; municipally-owned parking lots swept in spring | Swept streets and parking lots in accordance with revised permit requirements. |
| Revised | <i>This BMP is being modified to take account of budgetary constraints</i> | | <i>Streets will be swept a second time per year on an as-needed basis</i> | |
| 6-4 | Calibrate salt spreaders and monitor industry "smart salting" standards | DPW | Amount of deicers used. | Calibrated spreaders for winter season. Monitored salting standards during winter 2013 to 2014. |
| 6-5 | Clean all catchbasins at least once every five years and clean drain pipes as necessary | DPW | Number of catchbasins cleaned annually | Cleaned at least 20% of the Town's catchbasins during Permit Year 11. |
| 6-6 | Train staff in the proper application of herbicides, pesticides, and fertilizers | DPW | Training conducted; amount of herbicides/fertilizers used | Completed annual training. All staff associated with such chemical applications are licensed. |
| 6-7 | Hold Annual Household Hazardous Waste Drop-off Day | Board of Health | At least one household hazardous waste drop-off day held per year | Held Hazardous Waste Drop-off Day in May 2013. |
| 6-8 | Continue proper snow removal | DPW | Continue existing practices. | Disposed of snow properly |

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| 6-9 | Develop and implement a plan for catchbasin and street sweeping residual disposal | DPW | Plan developed; training held | The Town implemented its disposal plan for all residual materials collected as a result of catchbasin cleaning and street sweeping activities. Materials are temporarily stockpiled in the DPW yard and then transported by a private contractor to an approved landfill for disposal. |
| 6-10 | Evaluate the Town Yard and Transfer Station for stormwater good housekeeping practices <i>The Town conducted an assessment of these two properties and will follow-up the assessment with twice-yearly inspections.</i> | DPW | Assessment conducted twice per year | Continued implementation of recommendations and conducted bi-annual inspections. Capping of the former landfill at the Transfer Station was completed in 2008/2009 in accordance with DEP requirements. This work included construction of sediment forebay and drainage swale to mitigate the quantity and quality of stormwater runoff leaving the capped area. In early 2012, DPW performed a cleanup of the 25-foot buffer between Horn Pond Brook and the Town Yard, removing stockpiled materials, protecting from equipment, and loaming and seeding the area. The Town is constructing a new, covered salt shed this year. |

6a. Additions

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| 6-11 | Free mercury thermometer replacement | Board of Health | Number of thermometers replaced | The Board of Health has a partnership with a waste management company to replace old mercury thermometers turned in by residents with new thermometers for free. The goal of this program is to remove mercury from the waste stream. This program was continued during Permit Year 11. Thermostats, thermometers, and other mercury products are also collected at the Town Transfer Station. |
| 6-12 | Municipal Infiltration Projects | DPW, Engineering Dept. | Use of infiltration systems with appropriate site conditions and pretreatment | In 2010, the Town of Winchester began construction on a storm drain overflow detention/infiltration system at the basketball courts at McCall Middle School. Approximately 1.14 acre-feet of storage is provided. An additional detention/infiltration system will be constructed at the McCall School parking lot, providing an additional 1.21 acre-feet of storage. This work was completed in the summer of 2012. |

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| 6-13 | Residential Rain Barrel and Compost Bin Program | Engineering Dept. | Number of Rain Barrels and Bins Sold | <p>In Permit Year 4, the Town initiated a program designed sell rain barrels to residents at a discounted rate over retail value. The Town has worked with the New England Rain Barrel Company (NERBC) in administering this program. For Permit Year 11, residents participating in the program picked-up their orders on June 20, 2013 and also included the sale of compost bins. The Town intends to continue this program in 2014.</p> |
| 6-14 | Municipal Drainage Operations and Maintenance Plan | Engineering Dept. & DPW | Preparation of Plan | <p>In 2012 the Town developed a written Operations and Maintenance Plan for drainage system, with a description of the system, department responsibilities, and inspection and maintenance routines. Town staff meets annually to discuss maintenance activities.</p> |