

**Municipality/Organization:** Town of Winthrop  
**EPA NPDES Permit Number:** MAR051085  
**MassDEP Transmittal Number:** W040721  
**Annual Report Number & Reporting Period:** Year 13  
April 1, 2015 — March 31, 2016


## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2016)

### Part I. General Information

**Contact Person:** Steven R. Calla **Title:** Director of Public Works  
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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:** James M. McKenna

**Title:** Town Manager

**Date:** 4/22/16

## Part II. Self-Assessment

In Permit Year 13 (April 1, 2015 through March 31, 2016), the Town of Winthrop continued to implement its Stormwater Management Program.

As part of developing the annual report, the Town evaluated compliance of the stormwater management program with the conditions of the *NPDES General Permit for Stormwater Discharges from Small MS4s*, effective May 1, 2003, as required by Part II.D.1 of the permit. This year's evaluation shows the Town has continued to implement the Best Management Practices (BMPs) identified in the Notice of Intent (NOI) and has met the measurable goals for these BMPs.

As part of the annual report development, the Town also evaluated the appropriateness of all BMPs in efforts towards achieving the defined measureable goals. In previous years, some BMPs and measurable goals were improved. This year, BMPs and measurable goals continue to be appropriate.

The following are additional activities that will support compliance with the Town's MS4 compliance program:

In the Fall of 2015, the Town began migrating the Town's stormwater drainage system paper map data into a GIS database. This effort has resulted in a stormwater drainage system database that enhances compliance with the MS4 General Permit, builds the basis for refined asset management and will increase efficiencies in stormwater program operations under the next generation MS4 General Permit.

The Town is currently involved in a \$3 million tide gate and drainage system improvement project around Miller Field that involves major upgrades to stormwater swales, drain improvements, and the installation of treatment device(s).

The Town has initiated a Water Meter Replacement Program that will assist in the implementation of illicit discharge elimination through removal of inflow into the sewer.

## 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1a  Revised	Distribute/Post Nonpoint Source Pollution Posters	DPW Director	Hang posters	Measurable goal met. Town posted new and updated non-point source posters featuring education about fertilizers, cigarette butts, and pet waste during Permit Year 9 & 10. During Permit Year 11, 12, and 13 these posters continued to be displayed at the Library, Town Hall, Schools, DPW, and Chamber of Commerce.	As budget and staff time allow, continue to make posters available.  Town will reassess value of posters for compliance with public education and outreach requirements of the next MS4 General Permit.
1b  Revised	Air Stormwater Message on Local Cable Channel	DPW Director and WCAT	Air PSAs	Measurable goal met. During previous permit years, the Town aired “Help Prevent Pollution – Become Educated on Stormwater Drains” on WCAT. Town obtained EPA’s Reduce Runoff: Slow it Down, Spread it Out, Soak it In!	Town will reassess value of PSAs for compliance with public education and outreach requirements of the next Small MS4 General Permit.
1c  Revised	Educate public about the impact of stormwater discharges on waterbodies and steps/activities public can take to reduce stormwater pollution.	DPW Director	Make brochures available and information on Town website available.	Measurable goal met. During previous permit years, DPW distributed letters to auto repair shops in April 2006, August 2008, and August 2009.  In PY 12, the Town provided sewer/water bill insert regarding appropriate curbside trash placement, packaging and timing of placement to avoid trash getting into roadway and drainage systems.  The Town annually hosts Public Works Day at the DPW facility (May 2015). Over 100 attendees are informed of drainage system maintenance and the importance of this maintenance on clean water.	Town will continue public education and outreach activities to provide information concerning the impact of stormwater discharges on waterbodies and activities the public can take to reduce the pollutants in stormwater runoff.  Town will reassess its public education and outreach program for compliance with requirements of the next Small MS4 General Permit.

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
				The Town also maintains Water Conservation, Clean Water – Everybody’s Business, and Non-permitted Discharges to the Storm Drain System brochures at the DPW. Town also makes information available on Town’s Conservation Commission and DPW website (See BMP 1d)	
1d	Add Stormwater Information to Town’s Website	DPW Director	Frequent updates	Measurable goal met. In Permit Year 3, the Town originally posted stormwater information on its website. In Permit Year 9, Town website was revised to include updated Stormwater Management Program information, including the impact of stormwater on waterbodies and steps/activities the public can take to reduce pollution in stormwater.	As budget and staff time allow, revise website as needed to comply with next Small MS4 General Permit.
Revised				<p>Throughout Permit Year 13, Town continues to provide information on the website. See:  <a href="http://www.town.winthrop.ma.us/departments-public-works/pages/stormwater">http://www.town.winthrop.ma.us/departments-public-works/pages/stormwater</a></p> <p>Conservation Commission website also provides information on stormwater management, including Town’s illicit discharge ordinance:  <a href="http://www.town.winthrop.ma.us/conservation-commission">http://www.town.winthrop.ma.us/conservation-commission</a></p>	

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2a Revised	Maintain Stormwater Advisory Committee (SAC)	DPW Director	Hold SAC meetings as needed.	Component eliminated in Year 7. Due to pending new permit, this BMP was reinstated in Permit Year 9. Town did not have formal SAC meetings in Permit Year 13, but discussions about stormwater occurred through existing plan review procedures and during interdepartmental coordination between Planning, Health, Conservation, and Building.	Continue interdepartmental coordination as needed. Reassess need for SAC under next MS4 General Permit.
2b Revised	Encourage Public Participation in Household Hazardous Waste Collection	DPW	Provide HHW collection	Held HHW collection on May 2 and October 3, 2015. In addition, Town removes trash on a daily basis from at least 45 trash barrels located throughout the Town in priority areas such as public beaches, parks, athletic fields, municipal lots, bus stops, and the business district. Information on HHW collection is provided on Town website: <a href="http://www.town.winthrop.ma.us/trash-recycling">http://www.town.winthrop.ma.us/trash-recycling</a>	As Town budget allows, continue to hold HHW collection. The next HHW collection days will be held on May 7 and October 1, 2016.
2c Revised	Implement Catch Basin Stenciling Program	DPW Director	Purchase and install decals	Measurable goal met. Town has installed “No Dumping – Drains to Ocean” catch basin markers on numerous catch basins during previous permit years but has experienced problems with epoxy mounted decal installations. Due to budget limitations, in Permit Year 12, catch basin program was delayed.	Town will re-instate program as budget and time allows, pending new permit requirements and will consider street marking stencils or curb set markers as an alternative.

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2d  Revised	Hold Water Resource Cleanup Days and Advertise Belle Isle Day	DPW Director  DPW Director & Conservation Commission	Collect trash and debris	<p>DPW supports trash removal for all cleanups in Town throughout the year. The Town advertises beach cleanup days through electronic message boards.</p> <p>The Winthrop Cares organization continues to hold cleanups throughout the Town. The DPW is responsible for bag pickups.</p> <p>State Representative Bob DeLeo and DCR co-sponsor a Winthrop Beach Cleanup Day annually (April 9, 2016), and Winthrop and Yirrell Beaches in early May or June.</p> <p>In addition, the Friends of Belle Isle Marsh sponsored the Annual Earth Day cleanup April 30, 2016.</p> <p>The Town held Town Beautification Day on April 25, 2015.</p> <p>DPW contracts with Sheriff's Dept. to clean up roads, sidewalks, cemeteries, etc. Also, the DPW contracts with a Juvenile cleanup program for community service.</p>	Hold additional cleanups as needed and as budget and staff time allow.

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
3a Revised	Map Outfalls and Receiving Waters	DPW Director	Map outfalls during Years 2 & 3 Update Existing Maps and Field verify information as needed	BMP complete. In previous permit years, Town obtained access to GIS online and has now transitioned to a new GIS hosting contractor. Town's online GIS system includes location of outfalls and now includes pipe connectivity, direction of flow, catchbasins, and manholes. Stormwater drainage system mapping refinements are ongoing to improve this digital database.  In PY13, the Town initiated a drainage system gap analysis effort that included new GIS schema development and identification of areas in need of updating due to recent projects.	Town will continue to update mapping as needed and to comply with the terms of the next Small MS4 General Permit.
3b Revised	Review existing Bylaws and Regulations	Planning Department & DPW Director	Determine if existing bylaws/regulations adequate Year 2	BMP complete. Town determined a new IDDE bylaw was needed. On October 20, 2009, the Town Council voted to approve the Municipal Stormwater Ordinance that regulates illicit discharges and connections and illegal dumping to the MS4.	DPW to enforce ordinance as needed.
3c Revised	Develop and implement IDDE Plan	Planning Department & DPW Director	Develop Plan and begin implementation. Screen outfalls during dry weather conditions.	BMP complete. In a previous permit year, Town hired a consultant to develop and implement an IDDE program in priority areas, including dry weather observations of outfalls and dry weather sampling.	Town will continue IDDE program as needed and will revise IDDE plan to comply with the terms of the next Small MS4 General Permit.

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				<p>In 2010, 79 outfall locations were identified for dry weather observation, and 18 outfalls were sampled for pH, temperature, fluoride, ammonia, potassium, and surfactants.</p> <p>During Permit Year 10, the Town worked with a consultant to improve the written IDDE Plan. Town also worked with consultant to conduct visual inspections of outfalls and drainage system in highest priority areas identified in the IDDE plan, which were prioritized based on findings from 2010 IDDE work. As a result, three outfalls were sampled for bacteria, ammonia, and surfactants.</p> <p>In Permit Year 12, the Town sampled 3 priority outfalls as identified in the IDDE Plan. The Town has obtained the services of a CCTV contractor to investigate the nearby sanitary sewer line for leaks or diversions in the vicinity of one suspect outfall.</p> <p>In Permit Year 13, 29 outfalls were screened with 5 outfalls sampled during dry weather flow. The Town will continue to monitor outfall locations for potential illicit discharges.</p>	
3d Revised	Develop/Modify General Illicit Discharge Bylaw	Planning Board & DPW Director	Recommend modification/development of bylaw Year 2	BMP complete. In Permit Year 5, Town hired a consultant and drafted bylaw. On October 20, 2009, the Town Council voted to approve the municipal stormwater ordinance that regulates illicit discharges and connections, and illegal dumping to the MS4.	DPW to enforce ordinance as needed.
3e Revised	Present to Town Council	Planning Board & DPW Director	Town council to adopt	BMP complete. On October 20, 2009, the Town Council voted to approve the municipal stormwater ordinance that regulates illicit discharges and connections, and illegal dumping to the MS4.	DPW to enforce ordinance as needed.



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3f	Education about Illicit Discharges/ Illegal dumping	DPW Director	Educate public employees, businesses, and the general public of hazards associated with illegal discharges and improper waste disposal.	<p>In Permit Year 13, Town continued to offer a brochure about Illicit Discharges and Illegal Dumping at DPW.</p> <p>The Town of Winthrop has also increased enforcement of illegal dumping and Fats, Oil, and Grease education efforts within the restaurant community. In PY 13, approximately 30 letters were sent to restaurants reminding them of their obligations to maintain grease traps. Enforcement of grease trap monthly inspections is increasing.</p> <p>DPW also educates public about trash and household hazardous waste disposal. DPW informally educates staff about proper pollution prevention and waste disposal. Conservation Commission has public education information available on website about proper waste disposal, pet waste, storm drain pollution, auto industry pollution, and pollution prevention practices. See <a href="http://www.town.winthrop.ma.us/sites/winthropm/files/uploads/mysticriver.pdf">http://www.town.winthrop.ma.us/sites/winthropm/files/uploads/mysticriver.pdf</a></p>	Continue current education practices as budget and staff time allow.

#### 4. Construction Site Stormwater Runoff Control

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
4a Revised	Review Existing Site Inspection Practices	Planning Department & DPW Director	Develop regulatory compliance analysis Develop site inspection checklists	In Permit Year 13, DPW, Building, and Conservation Commission continued to coordinate inspections of construction sites and clarify contractor expectations for stormwater management on construction sites. Utilized inspection checklists as needed.	Continue existing inspection practices. Revise BMP as needed to comply with the next General Permit.
4b Revised	Develop/Modify Site Inspection Program	Planning Department & DPW Director	Draft program and review with Building Department	Town continues to utilize existing checklist and sign-offs to verify construction is being conducted according to plans.	Continue existing inspection program. Revise BMP as needed to comply with the next General Permit.
4c Revised	Review Existing Bylaws and Regulations	Planning Department & DPW Director	Determine if existing bylaws/ regulations adequate Year 2	No activities planned for Permit Year 13. Measurable goal met in prior permit years. In a previous permit year, DPW determined that existing code, building code and wetlands bylaw appear to be adequate to regulate stormwater runoff from construction sites.	None. Revise BMP as needed to comply with the next General Permit.
4d Revised	Develop/Modify Bylaws for Construction Site Runoff	Planning Department & DPW Director	Develop bylaw based on 4a thru c	No activities planned for Permit Year 13. Assessment conducted in previous permit year determined that a new bylaw to manage stormwater runoff from construction is not necessary.	None. Revise BMP as needed to comply with the next General Permit.
4e Revised	Present Bylaw to Town Council	Planning Department	Submit Town Meeting Article	No activities planned for Permit Year 13. Assessment conducted in previous permit year determined that a new bylaw to manage stormwater runoff from construction is not necessary.	None. Revise BMP as needed to comply with the next General Permit.

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

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
5a Revised	Review Existing Site Inspection Practices	Planning Board & DPW Director	Develop Regulatory compliance analysis Develop site inspection checklists	Throughout Permit Year 13, DPW, Building, and Conservation Commission continued to coordinate inspections of construction sites and clarify contractor expectations for post-construction stormwater management on new development and redevelopment.	Continue existing inspection practices. Revise BMP as needed to comply with next General Permit.
5b Revised	Develop/Modify Inspection & Maintenance Practices	Planning Board & DPW Director	Draft program and review with Building Dept.	Town continues to utilize existing checklist and sign-offs to verify construction is being conducted according to plans.	Continue existing inspection program. Revise BMP as needed to comply with next Permit.
5c Revised	Review Existing Bylaws and Regulations	Planning Department	Determine if existing bylaws/regulations are adequate, Year 2	No activities planned for Permit Year 13. Measurable goal met in prior permit years. Prior to Permit Year 12, DPW determined existing code, building codes and wetlands bylaw appear to be adequate to regulate post-construction stormwater management on new development and redevelopment.	None. Revise BMP as needed to comply with next Permit.
5d Revised	Develop/Modify Bylaws for Post Construction Site Runoff	Planning Department  Planning Board & DPW Director	Develop bylaw based on 5a thru c	No activities planned for Permit Year 13. Assessment conducted during previous permit year determined that a new bylaw to manage post-construction stormwater management on new development and redevelopment is not necessary.	None. Revise BMP as needed to comply with next Permit.

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5e  Revised	Present Bylaw to Town Council	Planning Board & DPW Director	Submit Town Meeting Article	<p>No activities planned for Permit Year 13.</p> <p>BMP not necessary due to assessment conducted in previous permit year that determined a new bylaw to manage post-construction stormwater management on new development and redevelopment is not necessary.</p>	None. Revise BMP as needed to comply with the next General Permit.

## 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6a  Revised	Maintain Street Sweeping Program	DPW	Sweep all street twice per year, Years 1-5	<p>In 2015, Town swept each street numerous times. Town-wide street sweeping was held the last week of each month, April through October. In addition, main streets were swept a second time each month.</p> <p>Sweepings were removed and disposed of by Casella Waste in accordance with Massachusetts Street Sweeping Guidelines.</p>	Town plans to continue street sweeping as budget allows.
6b  Revised	Maintain Catch Basin Cleaning Program	DPW	Check basins annually Clean basins as required	<p>Town cleans catch basins as required, and to address complaints and problem areas. In 2015, Town inspected and cleaned approximately 250 Catch Basins. The Town owns a catch basin cleaning vacuum truck.</p> <p>CB cleanings were removed and disposed of by Casella Waste in accordance with Massachusetts Guidelines.</p> <p>Town provides curbside leaf pickup two weeks per year, as well as Christmas Tree pickup two weeks per year.</p> <p>April through November the Town offers lawn and leaf drop off at the compost facility at the DPW.</p>	Town plans to continue catch basin cleanings as budget allows. Town will re-assess cleaning program as needed to comply with the next General Permit.

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
6c Revised	Perform Site Visits to Examine Existing Practices at Facilities	DPW Director	Target all applicable municipal facilities Year 3	<p>Town facilities include: DPW building, two fire stations, Police Department Town Hall, two elementary schools, middle school, high school, cemeteries, and ball fields and parks. Facilities Director performs site visits to buildings and schedules maintenance as needed. Parks and Recreation Department and DPW Department inspect and manage the ball fields and parks. The Cemetery Division of the DPW manages the cemeteries.</p> <p>Public schools continue to purchase only “green” cleaning products for less toxic exposure and presumed benefits for any outdoor exposure of these materials.</p>	Continue site visits and maintenance practices. Revise BMP as needed to comply with next General Permit.
6d Revised	Train Municipal Employees at Each Facility	DPW Director	Target all applicable municipal facilities Year 3	<p>Municipal employees are trained informally and on-the-job on pollution prevention and good housekeeping practices for municipal facilities.</p> <p>Sewer and Water staff have a dedicated training program budget and undertake a variety of training each year, including confined space, water quality sampling and/or hazardous materials.</p>	Continue existing education efforts. Revise BMP as needed to comply with next MS4 General Permit.
6e Revised	Perform Follow-ups to ensure Required Practices are met	DPW Director	<p>Target all applicable municipal facilities Years 4 &amp; 5</p> <p>Target all applicable municipal facilities by year 6</p>	As described in BMP 6c, inspections and maintenance are conducted by Town Staff.	Continue existing program. Revise BMP as needed to comply with next MS4 General Permit, once issued.

## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Based on review of the Massachusetts 2012 Integrated List of Waters, Lynn Harbor (MA93-53) is covered in the Pathogen TMDL Report developed for the North Coastal Watersheds. A Draft Pathogen TMDL Report was developed for the Boston Harbor Watershed and addresses Winthrop Bay (MA70-10) and Boston Harbor (MA70-01). The following BMPs were previously included in annual reports and continue to be listed to address the discharge of pollutants of concern from the MS4 to impaired waterbodies.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7a Revised	Implement BMPs listed in MCM 3	DPW Director	During Years 2 and 3	No measurable goals planned for Permit Year 13.	Continue to implement IDDE BMPs under MCM 3 as budget and staff time allow.
7b Revised	Review Winthrop Bay Existing Water Quality Data	DPW Director	Determine Winthrop contribution Year 4	No measurable goals planned for Permit Year 13. Town has previously coordinated with Mystic River Watershed Associated on water quality testing.	None.
7c Revised	Review Effect of MWRA CSO on Water Quality	DPW Director	Determine MWRA CSO contribution Year 4	No measurable goals planned for Permit Year 13.	None.
7d Revised	Initiate Illicit Connection Detection and Elimination Plan	DPW Director	Begin plan during Year 5	See BMP 3.c.	Continue IDDE efforts as budget and staff time allow, in accordance with 2003 General Permit requirements.
7e Revised	Enforce Dog Waste disposal ordinance (Chapter 6.04)	Animal Control Officer / Health Inspector	Enforce ordinance as needed	Enforced Town ordinance which requires that “each person who owns, possesses or controls a dog walking in any area of Winthrop other than his or her own private property is responsible for the removal and disposal of any feces left by the dog on any sidewalk, gutter, street or other public area. Persons walking dogs must carry with them a device designed to dispose of dog feces. Such devices include but are not limited to plastic or paper bags or pooper-scoopers. Exempt from the requirements of this section are assistance dogs in the service of their handlers.”	Continue to enforce as needed.

#### **Part IV. Summary of Information Collected and Analyzed**

Sampling was conducted at Winthrop's public beaches. Results are available at [http://mass.digitalhealthdepartment.com/public\\_21/beaches.cfm](http://mass.digitalhealthdepartment.com/public_21/beaches.cfm)