

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 Winchester

EPA NPDES Permit Number: MAR041072

Primary MS4 Program Manager Contact Information

Name: Matthew Shuman, P.E.

Title: Town Engineer

Street Address Line 1: 71 Mount Vernon Street

Street Address Line 2:

City: Winchester

State: MA

Zip Code: 01890

Email: mshuman@winchester.us

Phone Number: (781) 721-7210

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address): <https://www.winchester.us/DocumentCenter/View/12206/Winchester-SWMP---Year-7-Update?bidId=>

Date SWMP was Last Updated: June 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>

Impairment(s)

- ☒ Bacteria/Pathogens
 ☒ Chloride
 ☐ Nitrogen
 ☒ Phosphorus
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State:**
☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus
Out of State:
☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

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:

<https://www.winchester.us/DocumentCenter/View/12206/Winchester-SWMP---Year-7-Update?bidId=>

- ☒ 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:

The Town has been continuously updating their drainage system map as field work is performed, including as part of catch basin cleaning and catchment investigations.

Inspection of municipally-owned stormwater treatment structures was performed in June 2025. During Permit Year 7, the Town completed the development of site-specific municipal stormwater treatment structure inspection forms linked to the Town's GIS.

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:

Chloride

Annual Requirements

Public Education and Outreach

- Included an annual message in November/ December to private road salt applicators and commercial
- ☒ industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

The following type(s) of salt were applied **during this reporting period (year 7)**:

- ☒ Sodium chloride
- ☒ Calcium chloride
- ☐ Potassium chloride
- ☒ Magnesium chloride
- ☐ Brine solution

Total amount of salt applied **during this reporting period (year 7) including units**:

Sodium Chloride and Calcium Chloride Mix: 3,000 Tons

Magnesium Chloride to treat the road salt: 5,000 Gallons

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:

The chloride impairment for the Aberjona River was a newly identified impairment in Permit Year 4, as it was included on the Final Massachusetts Integrated List of Waters for the 2018/2020 Reporting Cycle, which was approved in February 2022.

The Town began development of the required Salt Reduction Plan in Permit Year 5. The Town continued development of the Salt Reduction Plan for land area within the Aberjona River Watershed during Permit Years 6 and 7. The Town will begin working towards implementation of the plan during Permit Year 8.

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Structural BMPs

- ☒ Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration*):

Lynch Elementary School (Permit Year 6) - Installation of two (2) infiltration systems and three (3) bioretention areas

- ☒ Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP, and the estimated phosphorus removed in mass per year by the BMP were documented.

- ☐ No BMPs were installed
- ☒ The above referenced BMP information is attached to the email submission
- ☐ The above referenced BMP information can be found at the following publicly available website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs: 54.286

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:

The Town of Winchester does not have any impaired water bodies with an approved TMDL for phosphorus where the TMDL was issued prior to the 2016 MS4 permit effective date. The Town does have direct stormwater discharges to water bodies that are impaired for phosphorus, as well as stormwater that discharges to water bodies that are tributary to water bodies that are impaired for phosphorus without an approved TMDL as of the permit effective date (the Alternative TMDL Study, entitled "Mystic River Watershed Alternative TMDL Development for Phosphorus Management - Final Report" was released in May 2020).

Appendix H requires the Town to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as part of the Phosphorus Source Identification Report that was developed for the Town. As required by the permit, at least one structural BMP must be installed by the end of Permit Year 6. Appendix H does not require permittees to estimate the amount of phosphorus removed by existing structural BMPs -- that is only a requirement for permittees discharging to a waterbody with an existing TMDL for phosphorus and therefore not applicable to Winchester at this time. To date, the Town estimates a total phosphorus removal of 54.286 lbs. from municipally-owned and installed BMPs.

During Permit Year 5, the Town was awarded a 319 grant with MyRWA to design and construct a series of infiltration trenches. These infiltration trenches were designed in Permit Year 6 and were installed in Permit Year 7. Since the infiltration trenches were installed using 319 funds, the work is not being utilized to specifically meet MS4 permit requirements, but 2.69 lbs of phosphorus were removed as part of this effort. This amount is included in the 54.286 lbs of phosphorus cited above.

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- ☐ The street sweeping schedule is attached to the email submission

- The street sweeping schedule can be found at the following publicly available website:

It is included in Appendix I of the Town's Year 7 SWMP update: <https://www.winchester.us/DocumentCenter/View/12206/Winchester-SWMP---Year-7-Update?bidId=>

- ☐ Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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:

During Permit Year 7, the Town prioritized cleaning of catch basins based on data collected in prior permit years. The Town continued to collect the data needed to implement their Catch Basin Cleaning Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. Data collected continues to be reviewed annually and the Town's Catch Basin Cleaning Optimization Plan will continue to be updated annually. The Town has significantly increased the number of catch basins that are cleaned on an annual basis over the last 7 years, but also recognizes that additional funds are still warranted for this effort. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow, including providing for supplemental annual cleanings as needed to meet permit requirements.

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:

The Town has made changes to its list of outfalls, receiving waters and impairments since the NOI was filed. These changes have come as a result of mapping updates made during outfall inspections and catchment investigations, and are documented in the SWMP. The chloride impairment for the Aberjona River was a newly identified impairment in Permit Year 4, as it was included on the Final Massachusetts Integrated List of Waters for the 2018/2020 Reporting Cycle, which was approved in February 2022.

The Aberjona River is no longer listed as being impaired for turbidity in the Final 2018-2020 Integrated List of Waters. The 2016 Integrated List of Waters indicated that the applicable water quality standards have been obtained, although reasons for recovery are unspecified.

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:**

*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: Stormwater Information - Website

Message Description and Distribution Method:

The Town continued to maintain its stormwater web page, which was developed during Permit Year 1 and updated as needed during Permit Years 2, 3, 4, 5, 6 and 7. The Town will continue to maintain the stormwater web page for the duration of the permit term.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s):

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:

BMP: Website/E-mail List Service/Press Release - Residents

Message Description and Distribution Method:

The Town distributed educational messages to encourage the proper management of pet waste; the proper use of de-icers during the winter; and the proper disposal of leaf litter. The messages were primarily distributed via the Town's e-mail list serve to those residents who receive the Town Manager's Report.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The messages were distributed to 454 residents.

Message Date(s): Permit Year 7

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:

BMP: Brochures/Pamphlets - Residents

Message Description and Distribution Method:

The Town mailed information about proper maintenance procedures to all owners of septic systems.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Flyers were distributed to 13 properties that have septic systems during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town posted information its website to educate residents on general stormwater pollutants including dog waste, car washing, leaky vehicles, and catch basin dumping. The information can be found here: <https://www.winchester.us/1218/Tips-for-Residents>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town posted information on its website to educate residents on fertilizer application, storage, landscaping with native plants, and pesticide use. The goal of this is to promote landscaping that decreases impervious area and runoff speeds while promoting infiltration. The information can be found here: <https://www.winchester.us/1218/Tips-for-Residents>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town posted information on its website to educate residents on salt and de-icer tips. This section aims to educate residents on the harmful impacts that salt and sand have on waterways while promoting the smart application of de-icers. The information can be found here: <https://www.winchester.us/1218/Tips-for-Residents>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted information on its website to educate business owners on parking lot maintenance. This website post includes information on regular sweeping, including additional trash cans to reduce litter, and repairing any cracks to reduce sediment in runoff. The information can be found here: <https://www.winchester.us/1220/Tips-for-Businesses>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted information on its website to educate business owners on proper dumpster and trash maintenance. This information included impacts a dumpster can have on our streams as well as the importance of keeping dumpsters closed, cleaned, and properly maintained. The information can be found here: <https://www.winchester.us/1220/Tips-for-Businesses>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted information on its website to educate business owners on salt use and provide de-icer tips for effective usage. This section aims to educate businesses on the harmful impacts that salt and sand have on waterways while promoting the smart application of de-icers. The information can be found here: <https://www.winchester.us/1220/Tips-for-Businesses>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town posted information on their website educating dog owners on the impacts that dog waste can have on waterways, as well as information on proper disposal. The information can be found here: <https://www.winchester.us/732/Dog-Waste-and-Water-Quality>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town maintained a video created by the Mystic River Watershed Association (MyRWA) educating residents on proper fertilizing techniques. The video can be found here: <https://www.winchester.us/922/Fertilizer-Use>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town posted information on its website to educate residents on water quality impacts caused by leaf litter and its proper disposal. The website also contains a video from MyRWA showing how leaves can impact the drainage system and water quality. The information can be found here: <https://www.winchester.us/754/Leaf-Litter>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town maintained a video from MyRWA educating residents on how trash can be carried by stormwater impacting both the drainage system and our waterways. The video can be found here: <https://www.winchester.us/888/Trash>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website/Brochure - Residents

Message Description and Distribution Method:

The Town maintained a brochure on their website educating residents on proper winter maintenance and de-icing practices. The brochure highlights information about the impacts of salt and sand, de-icers, and how Winchester is doing their part to minimize stormwater pollution caused by winter maintenance. The information can be found here: <https://www.winchester.us/DocumentCenter/View/5755/De-icer-brochure-2021>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted tips on automotive maintenance directed at industrial and commercial properties. The web page highlights potential pollutant sources from vehicles and the proper operations to reduce stormwater pollution caused by vehicles. The information can be found here: <https://www.winchester.us/1221/Tips-for-Industrial-Commercial-Propertie>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted tips on parking lot maintenance directed at industrial and commercial properties. The web page highlights proper operations and maintenance in parking lots to reduce pollutants. The information can be found here: <https://www.winchester.us/1221/Tips-for-Industrial-Commercial-Propertie>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted tips on dumpster and trash maintenance directed at industrial and commercial properties. The web page highlights proper operations and maintenance for dumpsters. The information can be found here: <https://www.winchester.us/1221/Tips-for-Industrial-Commercial-Propertie>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Developers

Message Description and Distribution Method:

The Town maintained information on their website containing tips directed towards development and construction, sediment control measures, pre-application consultations, site management, and various structural BMPs and green infrastructure to reduce stormwater pollution. The information can be found here: <https://www.winchester.us/1219/Tips-for-Development-Construction>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town maintains a video created by the DCR highlighting the use of road salt, pollution, impact on aquatic species, and best practices to minimize the use of road salt. This information is directed at businesses, industrial, and commercial facilities. The information can be found here: <https://www.winchester.us/892/Importance-of-Road-Salt-Reduction>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Developers

Message Description and Distribution Method:

The Town maintained two videos created by MyRWA highlighting how low-impact development can help reduce stormwater runoff and how it can aid in reducing stormwater runoff in our waterways. The second video educates all on how pollution can be transferred through stormwater conveyance. The two videos can be found here: <https://www.winchester.us/744/Low-Impact-Development-and-Stormwater-Po>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Low-Impact Development and Stormwater Pollution web page was visited 19 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town maintained a web page link educating everyone on spring maintenance and fertilizing. The web page provides information on the impacts of fertilizer as well as tips to reducing fertilizer use. The information can be found here: <https://www.winchester.us/701/Spring-Maintenance-and-Fertilizing>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Brochures/Pamphlets - Residents

Message Description and Distribution Method:

The Town posted a brochure containing education on proper disposal of dog waste as well as the Town of Winchester's code related to disposal of dog waste. The information can be found here: <https://www.winchester.us/DocumentCenter/view/3865/pet-waste>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town's Stormwater Information web page was visited 276 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Brochures/Pamphlets - Residents

Message Description and Distribution Method:

Flyers were distributed during dog license issuance and renewal that contain information about proper pet waste and disposal.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Approximately 1850 flyers were distributed at the time of license renewal.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town partnered with MyRWA to install infiltration trenches. The Town maintained a website link providing information on how infiltration trenches operate, benefits, and a construction schedule. The Town has also provided links to public meetings as well as an informational video. The information can be found here: <https://www.winchester.us/1193/Stormwater-Infiltration-Trench-Project>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Stormwater Infiltration Trench Project web page was viewed 620 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town has maintained a website providing general background information on the 2016 MS4 Permit. This website also contains links to past annual reports, stormwater management plans, and public education materials. The information can be found here: <https://www.winchester.us/168/MS4-Stormwater-Permit>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The MS4 Stormwater Permit web page was viewed 158 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Developers

Message Description and Distribution Method:

The Town has maintained a website providing developers information on the stormwater management reviews. The Town provided links to their rules and regulations as well as their technical requirements. Also included were additional requirements regarding test pits, inspections, as-builts, and O&M plans. The information can be found here: <https://www.winchester.us/1137/Stormwater-Reviews-for-Development>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Stormwater Reviews for Development web page was viewed 322 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Website - Residents

Message Description and Distribution Method:

The Town maintained a web page to inform residents on stormwater pollution and possible pollutants. The web page link provides information regarding where these pollutants can originate, how they are transported via stormwater, and the potential impacts that these pollutants have on water bodies. The information can be found here: <https://www.winchester.us/1228/Stormwater-Pollutants>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Stormwater Pollutants web page was viewed 106 times during the reporting period.

Message Date(s): Permit Year 7

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:

BMP: Email - Developers

Message Description and Distribution Method:

The Town sent out an email to developers and engineers who had recently participated in a Stormwater Management Review project in Town. The email contained helpful links for rules, regulations, and policies as well as updates on project requirements.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

The email was sent out to 18 developers and engineers.

Message Date(s): Permit Year 7

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 June 2024 update of the SWMP, along with the Year 1, 2, 3, 4, 5 & 6 Annual Reports, were available for public review on the Town's website during Permit Year 7. The SWMP was updated again in June 2025 and posted to the Town's website for public review and comment. A 2-week comment period was provided that was advertised in the Town Manager's newsletter. In addition to posting the SWMP on the Town's website, a presentation on the Town's Stormwater Management Program and progress made to date was given at a public meeting of the Select Board on June 2, 2025.

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:**

The Town is a member of the Minuteman Regional Household Hazardous Product Collaborative, which offers Winchester residents the opportunity to participate in 8 free collection events per year. Collection events are once per month (typically Saturdays and one Sunday event) from April through November. Residents must pre-register and provide proof of registration. Information related to household hazardous waste collection days can be found here: <https://www.winchester.us/1242/Household-Hazardous-Waste>

Winchester continued to participate in the Mystic River Steering Committee, as well as the Mystic River Watershed Stormwater Collaborative, attending meetings held. The Winchester Conservation Commission sponsored an Aberjona River Clean-Up Day on May 3, 2025 in an effort to improve the appearance and water quality of the Aberjona River. Residents showed up to collect trash and to remove invasive species along the river banks. Also, five students from Winchester who participated in the MWRA Water Conservation Poster and Essay Contest in Permit Year 7 received an award.

The Town of Winchester has partnered with the Mystic River Watershed Association to develop an Adopt-a-Drain program. The goal of this program is to have residents volunteer to adopt a stormwater drain near their home, and keep it clean and clear of any debris. There have been 66 catch basins adopted to date. Residents can adopt a drain online here: <https://www.winchester.us/992/Adopt-a-Drain>

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:

Optional: Provide additional status information regarding your map:

Winchester completed its Phase I map as required during Permit Year 2, and already has developed a comprehensive drainage map that meets Phase II mapping requirements of the MS4 Permit as well. Winchester continued to update its MS4 map as necessary during Permit Year 7 as a result of ongoing field investigations. MS4 mapping is updated as any unmapped or incorrectly mapped stormwater infrastructure is encountered in the field. MS4 mapping is also updated as a result of new development and redevelopment.

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:

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

The Town completed its dry weather outfall and interconnection screening in Permit Year 2. Wet weather sampling continued in Permit Year 7, which included sampling of 10 outfalls/interconnections during wet weather where at least one (1) System Vulnerability Factor was identified in the tributary catchment area. To date, the Town has sampled 125 outfalls during wet weather. The percent of outfalls screened to date is being reported as 100, as all outfalls/interconnections have been screened during dry weather. However, not all outfalls and interconnections have been screened and sampled during wet weather. This work is ongoing.

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:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

Per the permit, the Town is only reporting that catchment investigations are complete in catchments where outfalls/interconnections have been screened during dry weather, where key junction manholes in these catchments have been screened, where wet weather sampling has been completed, and where all results indicate no evidence of likely sewer input based on field observations and sampling. Most outfalls in Winchester have at least one SVF, therefore wet weather outfall/interconnection sampling must be conducted for catchment investigations to be considered complete. However, the Town has initiated in-system catchment investigations in all town catchments.

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:

Number of illicit discharges removed: Estimated volume of sewage removed: 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: Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The Winchester Hospital removed an illicit discharge that was identified during Permit Year 3 in Permit Year 3. An illicit discharge removal report was submitted with the Town's Year 3 MS4 Annual Report. During Permit Year 7, an illicit discharge was removed on Pond Street. The illicit discharge removal report is being submitted with this annual report. In Permit Year 7, the Town continued to actively monitor and inspect catchments with prior evidence of likely sewer input to confirm any potential sources of illicit discharges.

Employee Training

Describe the frequency and type of employee training conducted **during this reporting period:**

Training on the DPW SWPPP and IDDE program was conducted with 13 employees on June 20, 2025. Training on the Transfer Station SWPPP and IDDE program was conducted with 8 employees on June 26, 2025.

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:

The Town took no formal enforcement action during the permit term, but notified permittees of any potential violations that could result in enforcement action. All issues were resolved without formal enforcement.

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:

During Permit Year 4, the Town developed their Street Design and Parking Lot Report, which assessed current street design and parking lot guidelines and other local requirements that affect the creation of impervious cover. Regulatory mechanisms were reviewed to determine if changes to existing design standards could be made to support low impact design options and, where appropriate, proposed recommendations to incorporate policies and standards to minimize impervious cover in parking areas and street designs. A meeting was held with the Town Planner during Permit Year 4 to discuss the recommended changes. The report was appended to the Town's SWMP during Permit Year 4. With the departure of the Town Planner, no additional progress was made in Permit Year 5 in moving any of the recommended updates forward. However, a new Town Planner began during Permit Year 6. The Town Planner will be engaged in moving these updates forward in the future, where there is support for these updates.

Green Infrastructure Report

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

During Permit Year 4, the Town developed a Green Infrastructure Report, which assessed existing local regulatory mechanisms to determine the feasibility of making the following practices allowable when appropriate site conditions exist:

- Green roofs
- Infiltration practices such as rain gardens, curb extensions, planter gardens, porous and pervious pavements, and nature-based stormwater management practices
- Water harvesting devices such as rain barrels and cisterns, and the use of stormwater for non-potable uses
- Open space preservation or cluster development practices

The report was appended to the Town's SWMP during Permit Year 7. With the departure of the Town Planner, no additional progress was made in Permit Year 5 in moving any of the recommended updates forward. However, a new Town Planner began during Permit Year 6. The Town Planner will be engaged in moving these updates forward in the future, where there is support for these updates.

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):

- 1) Infiltration Trenches (to be located in right-of-ways or on Town property) - 40 Woodside Road
- 2) Infiltration Trenches (to be located in right-of-ways or on Town property) - 23 Harvard Street
- 3) Washington Street Park (0 Washington Street)
- 4) Middlesex Park (0 Middlesex Street)
- 5) The Jenks Center (109 Skillings Road)

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.

Winchester Transfer Station (15 McKay Avenue) - Improvements at the Transfer Station are complete.

Lynch Elementary School - Stormwater improvements; infiltration and bioretention systems

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:

During Permit Year 6, 39.52 tons of catch basin cleanings were stored at the DPW facility related to cleaning that occurred at the end of Permit Year 6. These cleanings were disposed of at the end of Permit Year 7. During Permit Year 7, 585.79 tons of catch basin spoils were removed from basins and disposed of.

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: [Select Units]
- ☐ Weight of material removed: [Select Units]

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:

Any deficiencies observed as part of SWPPP inspections at the DPW Facility and Transfer Station, and any associated corrective actions taken during Permit Year 7, include:

- During the 9/24/24 inspection at the DPW Facility, paint washout was observed near the Sign Shop building. Absorbent material was used to clean up waste during the inspection. The oil-water separator (ST-112) was noted as needing cleaning. The oil-water separator was cleaned in October 2024, prior to the 12/18/24 inspection.
- During the 3/26/25 inspection at the DPW facility, cleaning at Outfall 232 and at the upstream settling tank/oil-water separator for Outfall 231 was noted as required due to moderate debris in the pipe. During the 6/18/25 inspection, Outfall 232 was again noted as needing removal of debris and rip rap from the inside outfall pipe.
- During the 12/18/24 inspection at the Transfer Station, the area near the drainage swale (DA-16) and Outfall 92 was noted as needing cleaning due to the dumping of material adjacent to the outfall.

During the 3/26/25 inspection at the Transfer Station, the following corrective actions were noted as being needed: cleaning of the sediment forebay of the drainage swale; adding rip-rap to the forebay of the drainage swale, to the rip-rap slope, and downstream of Outfall 92; and investigation of repair options for portions of the asphalt landfill cap that are failing. By the 6/18/25 inspection at the Transfer Station, forebay cleaning was scheduled, material (mulch and stone) was added to the rip rape slope, and the asphalt disposal area was repaired.

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.

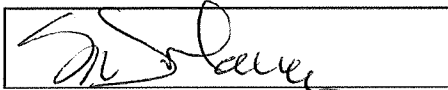
Name:

Stephen L. Delaney

Title:

Acting Town Manager

Signature:



Date:

9/29/25

[Signatory may be a duly authorized representative]