Municipality/Organization: **Town of Winchester, MA**

EPA NPDES Permit Number:

MaDEP Transmittal Number: **W- 040467**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Edward Grant 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: Melvin Kleckner

Title: Town Manager

Date: April 28, 2005

Part II. Self-Assessment

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

Proposed changes or modifications to the Stormwater Management Plan are **highlighted** in the text.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Include an article/brochure about stormwater in the Consumer Confidence Report **Or other appropriate delivery method**	Department of Public Works	Article/brochure distributed annually to all residents and businesses	Stormwater education write-up was included in Winchester's portion of the CCR in Permit Year 2.	Article or educational material to be included in CCR for Permit Year 3.
1-2	Send information about proper disposal of lawn waste to landscape contractors in Winchester	Department of Public Works	Flyers delivered to landscape contractors.	Flyer was developed during Permit Year 2.	Deliver to landscape contractors in Year 3.
1-3	Staff a table with information about stormwater at Town Day each year.	Department of Public Works	Table staffed each year; number of brochures handed out.	Organized and prepared materials for Town Day 2005.	Staff information table at Town Day. Prepare information for Town Day 2006.
1-4	Offer to give a stormwater education presentation to all classes of a middle school grade.	Department of Public Works	Middle school principal contacted; presentation given if principal approves	Investigated various options for educational presentations.	Contact middle school principal, and if approved, give presentation to all classes in one grade at the middle school.
1-5	Install and maintain "Do not feed the waterfowl" signs at popular feeding areas.	Department of Public Works	Number of signs installed, number of signs inspected.	Signs were inspected twice during Permit Year 2 (installation was completed during Permit Year 1).	Inspect signs twice during Permit Year 3.

1-6	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.	Department of Public Works	Annual update of the SWMP at a televised Selectmen's meeting.	Update on various drainage-related topics presented bi-annually at Board of Selectman's meeting.	Conduct SWMP-specific update at Board of Selectman meeting during Year 3.

1a. Additions

	None				

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-1	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Department of Public Works	Continue to follow.	Continued to comply.	Continue to comply.
2-2	Give prize to a water- or environment-themed artwork in the Middle School Art Fair. **This BMP is accomplished through MWRA's Water Conservation Poster Contest**	Department of Public Works	Student participation	Winchester students participated in MWRA-sponsored poster contest.	Continue participation in poster contest.
2-3	Provide in-kind assistance to river and pond clean-ups.	Department of Public Works	Letters sent to local groups offering clean-up assistance **Instead of advertising this service through letters, the Town will post this service on its Website.**	Participated in clean-ups held by the Boy Scouts and Friends of Winter Pond.	Hold clean-ups as requested by local groups, add information on Town clean-up assistance on Town Web site.

2a. Additions

	None				

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Conduct dry weather outfall screening.	Department of Public Works	Percent of outfalls screened.	Slated for Year 5 (Outfalls were screened during SWMP development)	Slated for Year 5
3-2	Map stormwater outfalls and receiving waters.	Department of Public Works	Map created.	Map created during Permit Year 1. Updates performed as needed.	Update as needed.
3-3	Map the stormwater collection system in a GIS.	Department of Public Works	GIS of stormwater system created.	Continued development of GIS-based stormwater collection system map.	Completion of GIS stormdrain mapping by end of Permit Year 3.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Department of Public Works	Number of illicit connections found and removed.	One illicit connection identified as a result of dry-weather screening. Connection was removed during Fall 2002.	Remove additional illicit connections as identified.
3-5	Develop a Water and Sewer Regulation to allow Town inspectors into a building to check for illicit connections to the storm drain.	Town Engineer and Town Attorney	Draft regulation developed and presented to Board of Selectmen.	Began development of regulation.	Complete development of draft regulation for presentation to Board of Selectmen in Year 3.
3-6	Develop a Water and Sewer Regulation to make it illegal to improperly connect a sanitary sewer to the storm drain system and to dump pollutants into the system.	Town Attorney	Draft regulation developed and presented to Board of Selectmen.	Began development of regulation.	Complete development of draft regulation for presentation to Board of Selectmen in Year 3.
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 Board of Selectmen.	Began development of regulation.	Complete development of draft regulation for presentation to Board of Selectmen in Year 3.

3a. Additions

	None				

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	Require a Construction Site Erosion and Sediment Control Plan for construction sites greater than 1 acre in area.	Town Engineer	Requirement of an ESCP included in the Engineering Department Construction Standards.	Researched various construction-related erosion and sediment control by-laws and ordinances from other communities.	Incorporate erosion and sediment control plan requirements into Engineering Department's construction standards by end of Permit Year 3.
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.	No new construction sites exceeded the 1 acre threshold	Continue to review waste management plans on sites that disturb more than one acre
4-3	Continue to review site plans for stormwater impacts.	Town Engineer	Percent of site plans reviewed for erosion and sediment control.	All projects falling under subdivision control laws (even those less than one-acre) were reviewed for stormwater impacts.	Continue to review site plans for stormwater impacts.
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 held for all projects falling under subdivision control.	Continue to hold public hearings.
4-5	Inspect and enforce erosion and sediment controls.	Town Inspector	Number of inspections conducted.	No new construction sites exceeded the one-acre threshold. However, all construction projects are inspected for adequate erosion and sediment controls.	Continue to inspect construction sites.

4a. Additions

	None				

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Develop a draft Water and Sewer Regulation to apply Standards 2, 3, 4, and 7 of the Massachusetts Stormwater Policy (MSP) to the entire Town. Present the regulation to the Board of Selectmen.	Town Attorney	Draft regulation developed and presented to Board of Selectmen.	Began development of draft regulations.	Finish draft regulation and present to Board of Selectmen in Year 3.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Town Engineer	BMP manual selected.	Specified a stormwater BMP manual to be included in an ordinance. Selected "Stormwater Management, Volume Two: Stormwater Technical Handbook", March 1997	None.
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 Selectmen.	Enforced current practice that all projects subject to subdivision control law in Town are required to submit a covenant documenting the long-term maintenance practices for any BMPs.	Finish draft regulation and present to Board of Selectmen in Year 3.
5-4	Continue to allow conservation restrictions on private land.	Planning Board; Conservation Commission	Policy already developed; number of acres protected per year.	Continue	Continue

5a. Additions

	None				

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Continue employee training program.	Department of Public Works	Number/percent of DPW employees who receive stormwater training each year.	Continued stormwater training program. Typical training included proper jetting of storm drains and proper operation of catch basin cleaning equipment.	Continue stormwater training program
6-2	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town.	Department of Public Works	List of sensitive receptors developed, staff notified.	Developed list of sensitive receptors. They include the Aberjona River, Little Winter Pond, Big Winter Pond, Wedge Pond, Leonard Pond, and the Fells Reservoirs.	Continue notification of employees regarding the list of sensitive receptors.
6-3	Conduct street and parking lot sweeping. **This BMP is being modified to take account of budgetary constraints**	Department of Public Works	All streets swept in spring; all streets swept at least one other time per year; municipally-owned parking lots swept in spring **Streets will be swept a second time per year on an as-needed basis**	Swept streets and parking lots.	Continue to sweep streets and parking lots at least once per year
6-4	Calibrate salt spreaders and monitor industry "smart salting" standards.	Department of Public Works	Amount of deicers used.	Calibrated spreaders for winter season. Monitored salting standards during winter '04-'05.	Continue during winter '05-'06.
6-5	Clean all catch basins at least once every five years and clean drain pipes as necessary.	Department of Public Works	Number of catch basins cleaned annually.	Cleaned 20 % of the Town's catch basins during Permit Year 2.	Clean catch basins with goal of cleaning all catch basins in 5-year period.
6-6	Train staff in the proper application of herbicides, pesticides, and fertilizers.	Department of Public Works	Training conducted; amount of herbicides/fertilizers used.	Completed training. All staff associated with such chemical applications are licensed.	Continue staff training and licensing.
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	Hold Hazardous Waste Drop-off Days

6-8	Continue proper snow disposal.	Department of Public Works	Continue existing practices.	Disposed of snow properly	Dispose of snow properly
6-9	Develop and implement a plan for catch basin and street sweeping residual disposal.	Department of Public Works	Plan developed; training held.	Identified potential disposal options; stockpiled residuals at transfer station and DPW yard while plan is being developed	Finalize disposal plan, train staff in plan implementation, disposal of all currently stockpiled materials during Permit Year 3.
6-10	Evaluate the Town Yard and Transfer Station for stormwater good housekeeping practices **The Town conducted an assessment of these two properties, and will follow up the assessment with twice-yearly inspections.**	Department of Public Works	Assessments conducted twice per year.	Completed assessment of good housekeeping practices, developed maintenance plan, and began implementation.	Continue implementation of recommendations and conduct bi-annual inspections.

6a. Additions

	None				