

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

**EPA NPDES Permit Number:** 1072

**MaDEP Transmittal Number:** W-040467

SP

**Annual Report Number & Reporting Period:** No. 3: March 2005-March 2006

## NPDES PII Small MS4 General Permit Annual Report

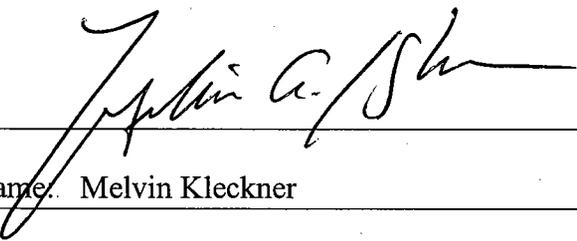
### Part I. General Information

**Contact Person:** Edward Grant **Title:** Director of Public Works

**Telephone #:** 781-721-7100 **Email:** egrant@winchester.us

#### Certification:

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

**Signature:** 

**Printed Name:** Melvin Kleckner

**Title:** Town Manager

**Date:** 4/28/06

## **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, except the following:**

**(1) BMP 1-4: Stormwater education program for middle school students**

The original schedule called for the Town to provide a stormwater education presentation to middle school students in Permit Year 3, if agreed to by the school principal. This schedule has been revised, as the Town of Winchester began working with the Mystic River Watershed Association during Permit Year 3 to identify and screen potential educational materials. Under the revised schedule, the middle school principal will be contacted in Permit Year 4 to discuss opportunities for stormwater education.

**(2) BMP 3-5, 3-6, 3-7, 5-1, and 5-3: Miscellaneous Water and Sewer Regulation updates**

The original schedule called for the Town to develop Water and Sewer Regulations for each of the BMPs listed above and present them to the Board of Selectman during Permit Year 3. However, as the development of these regulations began, the Town decided that it would be beneficial to undertake a complete re-write of the Water and Sewer Regulations and present the entire package to the Board of Selectman. The re-write of these regulations will be completed during Permit Year 4 and they will be presented to the Board of Selectman for review and approval. In the interim, however, it has been the “working” policy of the Town to require inspection of all new construction for correct connection into the sanitary sewer (BMP 3-7), to enforce Standards 2, 3, 4 and 7 of the Massachusetts Stormwater Policy for all new subdivision projects (BMP 5-1), and to require all new subdivisions to develop and record at the registry of deeds a protective covenant to run with the land outlining the long-term maintenance of all structural BMPs (BMP 5-3).

**(3) BMP 4-1: Sediment and Erosion Control Plan for construction projects**

The original schedule called for the Town to include a requirement for sediment and erosion control plans for all construction sites greater than one-acre in the Engineering Department’s Construction Standards. However, upon further review, it was decided that this regulation more appropriately belongs in the Town’s Subdivision Rules and Regulations. The Planning Board is currently undertaking a review of these regulations and anticipates having a revised set of regulations ready for adoption during Permit Year 4.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<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 3</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 4</b>
1-1	Include an article/brochure about stormwater in the Consumer Confidence Report (CCR)	DPW	Article/brochure distributed annually to all residents and businesses	An educational write-up on stormwater management was included in Winchester’s portion of the CCR distributed by the MWRA	Article or educational material will be included in the CCR for Permit Year 4
Revised	<i>Or other appropriate delivery method</i>				
1-2	Send information about proper disposal of lawn waste to landscape contractors in Winchester	DPW	Flyers delivered to landscape contractors	Flyers were mailed April 2006 and posted on DPW’s website.	Update flyer on website as needed.
Revised	<i>Flyer will also be posted on the DPW’s website</i>				
1-3	Staff a table with information about stormwater at Town Day each year	DPW	Table staffed each year; number of brochures handed out	Staffed booth at Town Day held on June 4, 2005.	Prepare educational material and staff table at Town Day to be held June 3, 2006.
1-4	Offer to give a stormwater education presentation to all classes of a middle school grade.	DPW	Middle school principal contacted; presentation given if principal approves	Worked with Mystic River Watershed Association (MRWA) to identify potential stormwater education materials.	Contact middle school principal and discuss options for potential educational presentations.
1-5	Install and maintain “Do not feed the waterfowl” signs at popular feeding areas	DPW	Number of signs installed, number of signs inspected	Signs were inspected twice during Permit Year 3 (installation was completed during Permit Year 1)	Inspect signs twice during Permit Year 4.

1-6	Annual update of the Stormwater Management Plan at a televised Selectman's meeting	DPW	Annual update of the SWMP at a televised Selectman's meeting	Update on various drainage-related topics presented bi-annually at Board of Selectman's meeting. Discussion of Town's Phase II Stormwater requirements discussed at public meetings for the Town's proposed flood mitigation program.	Conduct SWMP-specific update at Board of Selectman's meeting during Year 4.
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**1a. Additions**

1-7	Public education material on proper dog waste disposal	Board of Health	Material distributed to all residents obtaining dog licenses	The Board of Health prepared and distributed an educational flyer regarding proper disposal of dog wastes to all residents obtaining dog licenses from the Town.	Continue distribution of flyer when selling dog licenses.
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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2-1	Comply with state public notification guidelines at MGL Chapter 39 Section 23B	DPW	Continue to follow	Continue to comply	Continue to comply
2-2	Give prize to a water or environment-themed artwork in the Middle School Art Fair	DPW	Student participation	Winchester students participated in the MWRA-sponsored “Water Conservation Poster Contest”	Continue participation in poster contest
Revised	<i>This BMP is accomplished through participation in MWRA’s Water Conservation Poster Contest</i>				
2-3	Provide in-kind assistance to river and pond clean-ups	DPW	Letters sent to local groups offering clean-up assistance	DPW participated in clean-ups as requested by local groups, including clean-up run by the local Boy Scout troops.	Participate in clean-ups as requested by local groups.
Revised			<i>Instead of advertising this service through letters, the Town will post this service on its Website</i>	Information regarding the Town’s availability for clean-up assistance was posted on the DPW’s website.	

### 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1	Conduct dry weather outfall screening	DPW	Percent of outfalls screened	No action scheduled. Dry-weather outfall screening was performed during development of the SWMP. Rescreening is slated for Permit Year 5.	No action scheduled.
3-2	Map stormwater outfalls and receiving waters	DPW	Map created	Map created during Permit Year 1. Updates performed as needed.	Update map as needed.
3-3	Map the stormwater collection system in a GIS	DPW	GIS of stormwater system created	Map completed during Permit Year 3.	Update map as needed. ArcIMS site will be developed for web-based viewing of the stormwater collection system map.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	DPW	Number of illicit connections found and removed	No action scheduled. One illicit connection was identified as a result of dry-weather screening. This 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 stormdrain.	Town Engineer and Town Attorney	Draft regulation developed and presented to the Board of Selectman	During Permit Year 3, the Town of Winchester initiated a complete overhaul of its Water and Sewer Regulations. BMP 3-5 will be incorporated into the revised document, which will be presented to the Board of Selectman for approval in Permit Year 4.	Complete development of revised Water and Sewer Regulations and present to Board of Selectman in Year 4.
3-6	Develop a Water and Sewer Regulation to make it illegal to improperly connect a sanitary sewer to the stormdrain system and to dump pollutants into them.	Town Attorney	Draft regulation developed and presented to the Board of Selectman	During Permit Year 3, the Town of Winchester initiated a complete overhaul of its Water and Sewer Regulations. BMP 3-6 will be incorporated into the revised document, which will be presented to the Board of Selectman for approval in Permit Year 4.	Complete development of revised Water and Sewer Regulations and present to Board of Selectman in Year 4.

3-7	Develop a Water and Sewer Regulation to require inspection of new construction for correct connection to the sanitary sewer	Town Attorney	Draft regulation developed and presented to the Board of Selectman	<p>During Permit Year 3, the Town of Winchester initiated a complete overhaul of its Water and Sewer Regulations. BMP 3-6 will be incorporated into the revised document, which will be presented to the Board of Selectman for approval in Permit Year 4.</p> <p>In the interim, the Town continued its current practice of inspecting all new construction projects for correct connection to the sanitary sewer.</p>	Complete development of revised Water and Sewer Regulations and present to Board of Selectman in Year 4.
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**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4-1	Require Erosion and Sediment Control Plan (ESCP) for construction sites greater than one-acre in area	Town Engineer	Requirement of an ESCP included in the Engineering Department Construction Standards	All subdivisions reviewed by the Engineering Department were required to provide an ESCP, regardless of size.  The Planning Board initiated a comprehensive review of its subdivision rules and regulations. The requirement for an ESCP will be included in the draft of the revised document.	Complete development of revised subdivision control bylaw, which will require an ESCP for sites of any size.
Revised	<i>The Planning Board is currently undertaking a review of its subdivision rules and regulations. The ESCP requirement will be included in the revised regulations.</i>				
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	One subdivision approved during Permit Year 3 was greater than one-acre. This site was regulated under MGL Chapter 21E and was therefore subject to extensive regulation and review by the Board of Health.	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 stormwater impacts	All projects subject to site plan review or subdivision approval were reviewed for stormwater impacts by the Engineering Department.	Continue to review proposed development projects 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 were held for all definitive subdivision plans and special permit/site plan review projects filed with the Town, regardless of size.	Continue to hold public hearings
4-5	Inspect and enforce erosion and sediment controls.	Town Inspector	Number of inspections conducted.	All major construction projects were inspected for adequate erosion and sediment controls.	Continue to conduct inspections.

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-1	Develop a draft Water and Sewer Regulation to apply Standards 2, 3, 4, and 7 of the Massachusetts Stormwater Policy to the entire Town. Present the regulation to the Board of Selectman.	Town Attorney	Draft regulation developed and presented to the Board of Selectman.	<p>During Permit Year 3, the Town of Winchester initiated a complete overhaul of its Water and Sewer Regulations. BMP 5-1 will be incorporated into the revised document, which will be presented to the Board of Selectman for approval in Permit Year 4.</p> <p>In the interim, the Town enforced this BMP to the maximum extent possible on all new subdivisions.</p>	Complete development of revised Water and Sewer Regulations and present to Board of Selectman in Year 4.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Engineering Department	BMP manual selected	No activity scheduled. During Permit Year 1, the Town selected “Stormwater Management, Volume Two: Stormwater Technical Handbook”, dated March 1997 and published by MADEP	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 Selectman.	<p>During Permit Year 3, the Town of Winchester initiated a complete overhaul of its Water and Sewer Regulations. BMP 5-3 will be incorporated into the revised document, which will be presented to the Board of Selectman for approval in Permit Year 4.</p> <p>In the interim, the Town continued its current practice that all approved definitive subdivisions prepare a protective covenant, which is recorded at the Registry of Deeds, documenting the long-term maintenance requirements for any BMPs.</p>	Complete development of revised Water and Sewer Regulations and present to Board of Selectman in Year 4.

5-4	Continue to allow conservation restrictions on private land.	Planning Board and Conservation Commission	Policy already developed; number acres protected per year	Continued to allow conservation restrictions	Continue to allow conservation restrictions
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**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1	Continue employee training program	DPW	Number/percent of DPW employees who receive stormwater training each year	Continued stormwater training program. Typical training included proper jetting of stormdrains and proper orientation of catchbasin cleaning equipment	Continue stormwater training program
6-2	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town	DPW	List of sensitive receptors developed, staff notified	No action scheduled. List developed and staff notified in Permit Year 1.	Continue notification of employees regarding the list of sensitive receptors.
6-3	Conduct street and parking lot sweeping	DPW	All streets swept in spring; all streets swept at least one other time per year; municipally-owned parking lots swept in spring	Swept streets and parking lots in accordance with revised permit requirements.	Continue to sweep streets and parking lots at least once per year
Revised	<i>This BMP is being modified to take account of budgetary constraints</i>		<i>Streets will be swept a second time per year on an as-needed basis</i>		
6-4	Calibrate salt spreaders and monitor industry “smart salting” standards	DPW	Amount of deicers used.	Calibrated spreaders for winter season. Monitored salting standards during winter 2005 to 2006.	Continue best management practices during winter 2006 to 2007
6-5	Clean all catchbasins at least once every five years and clean drain pipes as necessary	DPW	Number of catchbasins cleaned annually	Cleaned 20% or more of the Town’s catchbasins during Permit Year 3	Continue catchbasin cleaning program with goal of cleaning all basins within a 5-year period
6-6	Train staff in the proper application of herbicides, pesticides, and fertilizers	DPW	Training conducted; amount of herbicides/fertilizers used	Completed annual training. All staff associated with such chemical applications are licensed.	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 in May 2005.	Annual Hazardous Waste Drop-off Day scheduled for May 13, 2006.
6-8	Continue proper snow removal	DPW	Continue existing practices.	Disposed of snow properly	Dispose of snow properly
6-9	Develop and implement a plan for catchbasin and street sweeping residual disposal	DPW	Plan developed; training held	The Town developed an implemented a disposal plan for all residual materials collected as a result of catchbasin cleaning and street sweeping activities. Materials are temporarily stockpiled in the DPW yard and then transported by a private contractor to an approved landfill for disposal.	Continue disposal program and reevaluate as appropriate.
6-10	Evaluate the Town Yard and Transfer Station for stormwater good housekeeping practices	DPW	Assessment conducted twice per year	Continued implementation of recommendations and conducted bi-annual inspections	Continue implementation of recommendations and conduct bi-annual inspections
Revised	<i>The Town conducted an assessment of these two properties and will follow-up the assessment with twice-yearly inspections</i>				

### 6a. Additions

6-11	Replacement of underground fuel storage tanks at DPW	DPW	Replacement of tanks	In 2005, the Town of Winchester replaced two underground fuel storage tanks at the DPW with new, state-of-the-art aboveground tanks.	None.
6-12	Free mercury thermometer replacement	Board of Health	Number of thermometers replaced	The Board of Health has a partnership with a waste management company to replace old mercury thermometers turned in by residents with new thermometers for free. The goal of this program is to remove mercury from the waste stream.	Continue replacement program as allowed by financial resources.

6-13	Davidson Park infiltration project	DPW, Engineering Dept.	Use of infiltration systems with appropriate site conditions and pretreatment	In summer/fall 2005, the Town installed infiltration systems under Davidson Park to infiltration a portion of the roadway drainage from Cross Street.	Consider use of infiltration projects in other Town drainage improvement projects based on site constraints and financial viability.
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