

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

*\*\*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, 2022 and June 30, 2023 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

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.

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://winchester.us/168/MS4-Stormwater-Permit> / It is attached to the Town's 2023 SWMP.

- Updated system map due in year 2 as necessary
- 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.

The Town inspected a few of their BMPs in June 2023, but a majority of their BMPs were inspected in July after the permit year ended. The Town inspects all BMPs annually after a contractor cleans them; however, cleaning was delayed this year by the contractor, which prevented the majority of inspections from occurring within Permit Year 5. There were 14 BMPs that were cleaned by an outside contractor, but after the Permit Year 5 end date. During Permit Year 5, the Town also continued the development of site-specific municipal BMP 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 H and F 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 5)**:

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

Total amount of salt applied **during this reporting period (year 5) including units:**

3,200 tons of road salt;  
5,500 gallons of salt brine;  
100 gallons of magic-zero molasses

*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 will complete development of the Salt Reduction Plan for land area within the Aberjona River Watershed during Permit Year 6.

**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*

- Completed the evaluation of all permittee owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the
- Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*
  - Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date

- Estimated cost of redevelopment or retrofit BMPs
- Engineering and regulatory feasibility of redevelopment or retrofit BMPs
- Completed a listing of planned structural BMPs and a plan and schedule for implementation
  - The BMP list and implementation schedule is attached to the email submission
  - The BMP list and implementation schedule can be found at the following publicly available website:

- 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:

*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 currently have any impaired water bodies with an approved TMDL for phosphorus based on the permit effective date. The Town does have direct discharges to water bodies that are impaired for phosphorus or 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 a part of the Phosphorus Source Identification Report. 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. However, once the Town begins installation of structural BMPs as identified in their Phosphorus Source Identification Report, the Town will track and estimate the phosphorus removed by each BMP consistent with Attachment 3 to Appendix F of the 2016 MS4 Permit. These calculations will be included in the Phase II PSIR attached to the Town's SWMP as they are completed. To date, the Town estimates a total phosphorus removal of 46.05 lbs. from municipally-owned and installed BMPs tracked to date as noted above and as attached separately.

The Town received a grant to install a series of infiltration trenches in Permit Year 5. Although not specifically being used to meet MS4 Permit requirements, phosphorus reduction associated with these infiltration trenches will be reported in Permit Year 6 after they are installed.

**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:

<https://winchester.us/168/MS4-Stormwater-Permit/> It is included as Appendix I in the Town's 2023 SWMP.

- 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 5, the Town continued to collect the data needed to develop their Catch Basin Cleaning Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. The Town has significantly increased the number of catch basins that are cleaned on an annual basis over the last 5 years. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow. The Town is currently working to develop their Catch Basin Cleaning Optimization Plan, which will be completed during Permit Year 6.

*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: 1-1: Brochures/Pamphlets - Residents**

Message Description and Distribution Method:

As in previous years, the Town was unable to distribute stormwater information through the annual MWRA Consumer Confidence Report mailing. Instead, stormwater information targeting residents was posted to the Town's stormwater web page: <https://www.winchester.us/466/Stormwater-Information>

Stormwater brochures are also consistently available at the Building and Engineering Departments.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town's Stormwater Information web page, which includes links to various public engagement materials, had a total of 6 visitors during the reporting period. The Town's MS4 Stormwater web page had 7 views, while the Town's Engineering web page had a total of 82 views.

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:

The message was posted to the Town's website instead of distributed via the MWRA Consumer Confidence Report due to MWRA policy change.

#### **BMP: 1-2: Website/E-mail List Service/Press Release - Residents**

Message Description and Distribution Method:

The Town distributed educational messages to encourage the proper use and disposal of grass clippings, and the use of slow-release and phosphorus-free fertilizers; the proper management of pet waste; and the proper disposal of leaf litter. The messages were primarily distributed on the Town's website.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

The stormwater message on leaf litter was viewed 2 times during the reporting period. The stormwater message on proper management of pet waste was viewed 2 times during the reporting period.

Message Date(s): Permit Year 5

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: 1-3: Displays/Posters/Kiosks - Residents**

## Message Description and Distribution Method:

The Town continued to display the pre-made MyRWA poster in Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

## Measurable Goal(s):

The poster was visible to Town Hall employees and visitors.

Message Date(s): Permit Year 5

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: 1-4: Brochures/Pamphlets - Residents**

## Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Clerk

Measurable Goal(s):

There were 85 stormwater pamphlets distributed to residents with dog license issuances and renewals between July 1, 2022 and December 31, 2022.

Message Date(s): Permit Year 5

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: 1-5: Website/Press Release - Businesses, Institutions, and Commercial Facilities**

Message Description and Distribution Method:

The Town posted information on its website to encourage the proper use and disposal of grass clippings and use of slow release and phosphorus-free fertilizer, the proper management of pet waste, and proper disposal of leaf litter.

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater message on leaf litter was viewed 2 times during the reporting period. The stormwater message on proper management of pet waste was viewed 2 times during the reporting period.

Message Date(s): Permit Year 5

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: 1-6: 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 Department

Measurable Goal(s):

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

Message Date(s): Permit Year 5

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: 1-7 Web Page - Residents**

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, and 5. The Town will continue to maintain the stormwater web page for the duration of the permit term.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The Town's Stormwater Information web page was visited 6 times during the reporting period.

Message Date(s): Permit Year 5

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: 1-8: Brochures/Pamphlets - Businesses, Institutions, and Commercial Facilities**

Message Description and Distribution Method:

The Town continued to maintain stormwater tips targeted toward auto-related businesses about proper storage and disposal of hazardous waste material on its website at <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: Engineering Department

## Measurable Goal(s):

The stormwater website and linked flyers were visited 6 times during the reporting period.

Message Date(s): Permit Year 5

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:

This information was originally going to be included with the annual MWRA Consumer Confidence Report. Due to a change in policy, MWRA no longer allows communities to add stormwater-related information to the Consumer Confidence Report, so it was posted to the Town's website instead.

**BMP: 1-9: Web Page - Businesses, Institutions, and Commercial Facilities**

## Message Description and Distribution Method:

The Town maintained a website for stormwater-related material specifically targeted at businesses. That website is located at this link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: Engineering Department, Town Manager

## Measurable Goal(s):

The Stormwater Information web page was visited 6 times during the reporting period.

Message Date(s): Permit Year 5

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: 1-10: Newspaper Articles/Press Releases - Businesses, Institutions, and Commercial Facilities**

## Message Description and Distribution Method:

Instead of issuing a press release, the Town added information about proper care of private parking lots to its website. The information can be found here: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The Stormwater Information web page was visited 6 times during the reporting period.

Message Date(s): Permit Year 5

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:

The Town originally planned to distribute this information as a press release, but posted it to the website instead.

**BMP: 1-11: Brochures/Pamphlets - Industrial Facilities**

Message Description and Distribution Method:

The Town maintained information provided by MyRWA that includes stormwater tips for industrial facilities on the Town's website during Permit Year 5.

Targeted Audience: Industrial Facilities

Responsible Department/Parties: Engineering Department, DPW

Measurable Goal(s):

The Stormwater Information web page was visited 6 times during the reporting period.

Message Date(s): Permit Year 5

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:

The Town was originally going to include this information in the annual MWRA Consumer Confidence Report. Due to a change in policy, MWRA no longer allows communities to add stormwater-related information to the Consumer Confidence Report, so information from the MyRWA pamphlets was added to the Town's website instead.

**BMP: 1-12: Web Page - Industrial Facilities**

Message Description and Distribution Method:

The Town maintained a website containing stormwater information targeting industrial facilities. The website is located at this link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Industrial Facilities

Responsible Department/Parties:

Measurable Goal(s):

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: 1-13: Brochures/Pamphlets - Developers**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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: 1-14: Web Page - Developers**

**Message Description and Distribution Method:**

The Town maintained their stormwater web page during Year 5, which included information geared toward developers regarding proper stormwater management on construction sites: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience:

Responsible Department/Parties:

**Measurable Goal(s):**

The Stormwater Information web page was visited 6 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: 1-15: Brochures/Pamphlets - Developers****Message Description and Distribution Method:**

The Town made materials containing information regarding LID practices available in the Conservation Commission and the Building Department offices.

Targeted Audience:

Responsible Department/Parties:

**Measurable Goal(s):**

There were 6 brochures distributed by the Engineering and Building Departments, and 0 brochures were given out by the Conservation Commission.

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:1-16: Brochure/Pamphlet - Private Road Salt Applicators**

## Message Description and Distribution Method:

A letter with a flyer was sent by the Town to landscape contractors on the proper storage and application rates of winter deicing material.

Targeted Audience: Private Road & Parking Lot Salt Applicators

Responsible Department/Parties: Engineering Department

## Measurable Goal(s):

There were 11 letters/flyers sent to landscape contractors by the Engineering Department.

Message Date(s): March 7, 2023

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:

This is a new message as it relates to the requirements for chloride impaired waters. The Aberjona River was listed as impaired for chloride on the Final 2018/2020 Integrated List of Waters after the permit effective date.

**BMP: 1-17: Local Public Service Announcements - Residents**

## Message Description and Distribution Method:

The Engineering Department aired multiple PSAs on WinCAM during the reporting period.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

## Measurable Goal(s):

The PSAs aired a total of 252 times during the reporting period. WinCAM has 5,018 subscribers and streams its content 24/7 online.

Message Date(s): Permit Year 5

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:1-18: School Visits - Residents**

**Message Description and Distribution Method:**

The Mystic River Watershed Association provided public education on stormwater pollutants to 5th graders at the Lynch Elementary School.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

**Measurable Goal(s):**

MyRWA was able to conduct 3 educational sessions targeting 80 fifth grade students.

Message Date(s): Permit Year 5

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:

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**BMP:1-19: E-mail - Landscape Contractors****Message Description and Distribution Method:**

The Mystic River Watershed Association distributed information to landscape contractors via e-mail on fertilizer use to raise awareness about phosphorus in fertilizer and ask companies to sign a no-phosphorus pledge.

Targeted Audience: Landscape Contractors

Responsible Department/Parties: Engineering Department

**Measurable Goal(s):**

E-mails were sent to at least 35 landscapers, and one company signed the pledge.

Message Date(s): March 8, 2023

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:

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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 2022 version of the SWMP, along with the Year 1, 2, 3 & 4 Annual Reports, were available for public review on the Town's website during Permit Year 5. The SWMP was updated again in June 2023 and posted to the Town's website for public review and comment. In addition to posting the SWMP to 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 5, 2023.

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 held Household Hazardous Waste Collection Days on December 3, 2022 and June 10, 2023. In December 2022, the Town collected 1,430 gallons of hazardous materials such as liquid pesticides, bleach, and flammable liquids. Additionally, hazardous materials such as fire extinguishers, oil-based paints, fluorescent bulbs, and batteries were collected, ensuring their proper disposal. In June 2023, the Town collected 385 gallons of hazardous materials such as waste oil, liquid pesticides, and antifreeze. Additionally, 4,125 pounds of hazardous solids materials such as corrosive liquids, bleach, liquid pesticides, and paint materials were collected, ensuring their proper disposal.

Winchester continued to participate in the Mystic River Steering Committee. The Winchester Conservation Commission sponsored an Aberjona River Clean-Up Day on April 22, 2023 in an effort to improve the appearance and water quality of the Aberjona River and collected approximately 1,440 pounds of litter and brush. Also, five students from Winchester who participated in the MWRA Water Conservation Poster contest in FY2023 received awards or honorable mentions.

Winchester continued to participate in the Mystic River Watershed Stormwater Collaborative, which included participation in an educational advertising campaign orchestrated by ThinkBlue Massachusetts which spanned the length of Permit Year 5. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. This video was also distributed in Spanish. While ad impressions targeted members of all communities in the Mystic River Watershed. The ad campaign was followed by a survey of residents in all targeted communities-- those who remembered seeing the ad were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

## **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**

*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 5 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 work.

**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 5, which included sampling of 16 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 103 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.

**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:

Although sampling showed likely sewer input in some instances, there were no confirmed illicit discharges

identified during Permit Year 5. The Winchester Hospital did remove 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. The Town continues to communicate with Winchester Hospital regarding elevated levels of select parameters that still persist during dry weather. During Permit Year 5, the Town actively worked to follow-up in other catchment areas with likely sewer input, including performing TV inspection and dye testing, and will continue to investigate these catchment areas to confirm any sources of illicit discharges.

### **Employee Training**

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

Training on the SWPPPs for the DPW and the Transfer Station was conducted with 20 employees from the Transfer Station and Highway Department on March 28, 2023. IDDE and DPW SWPPP trainings were held with 12 employees from the Water & Sewer Department on March 31, 2023.

### **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:

Out of the 47 inspections completed, 1 was performed by the Town and 46 were completed by the contractor.

### **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

#### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

**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, and the Town Planner will be engaged during Permit Year 6 to continue to move these updates forward, 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 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, and the Town Planner will be engaged during Permit Year 6 to continue to move these updates forward, 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)
  - a) 2 George Road
  - b) 8 Highland View Avenue
  - c) 227 Cross Street
  - d) Leonard Field
  - e) 465 Washington Street
  - f) 1 Grayson Road
  - g) 423 Washington Street
  - h) 6 Bridge Street
  - i) 155 Washington Street
  - j) 25 Elm Street
  - k) 124 Mount Vernon Street
  - l) 18 Stevens Street
  - m) 16 Stevens Street
  - n) 154 Mount Vernon Street
  - o) 2 Stevens Street
- 2) Winchester Transfer Station (15 McKay Avenue)
- 3) Lynch Elementary School (10 Brantwood Road)
- 4) Washington Street Park (0 Washington Street)
- 5) Middlesex Park (0 Middlesex Street)

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. 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.

Construction of stormwater improvements at the Transfer Station will be completed during Permit Year 6. Construction on the Lynch School is expected to begin in the Fall of 2023.

### 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:

The Town continues to work to gather data and develop their Catch Basin Cleaning Optimization Plan to target catch basins whose sumps are filling more quickly. These catch basins will be cleaned more regularly once the optimization plan is developed.

**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:  tons

**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:

OF-232 was recommended for cleaning to improve performance as part of the December 2022 and March 2023 SWPPP inspections. Cleaning was completed before the May 2023 SWPPP inspection.

At the Transfer Station, the Town is in the process of constructing a covered, contained area to store appliances containing freon, to cover the scrap metal and construction material dumpsters, and to install structural BMPs to treat some stormwater runoff that currently discharges to the Aberjona River. The Transfer Station SWPPP report and inspection form will be updated once construction is complete to reflect the updated site and practices.

**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**

*Optional:* 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. If any of the above year 5 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **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 6 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 6 below:

## Part V: Certification of Small MS4 Annual Report 2023

### **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:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*