

Year 6 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2023-June 30, 2024

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, 2023 and June 30, 2024 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)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> 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://www.winchester.us/DocumentCenter/View/11270/Winchester-SWMP---Year-6-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.

The Town inspected many of their stormwater BMPs in July and August of 2023 after these BMPs were cleaned at the end of Permit Year 5. All of the Town's stormwater BMPs were again inspected in February, March, May and June of 2024. During Permit Year 6, the Town also continued the development of site-specific municipal BMP inspection forms linked to the Town's GIS. These forms were utilized for the first time to collect inspection data for BMPs inspected at the end of Permit Year 6. These forms will be further refined during Permit Year 7.

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 6)**:

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

	2,144.15 tons of Eastern Mineral Salt
Total amount of salt applied during this reporting period (year 6) including units:	4,526 gallons of liquid calcium (696 Magic Minus Zero)

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 Year 6. Development of the plan will be completed during Permit Year 7, and the Town will work towards implementation of the plan over the next few permit years.

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 - Installation of two (2) infiltration systems and three (3) bioretention systems.

- 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 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 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 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 will be installed in Permit Year 7. Although not specifically being used to meet MS4 Permit requirements, phosphorus reduction associated with these infiltration trenches will be reported in Permit Year 7 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://www.winchester.us/DocumentCenter/View/11270/Winchester-SWMP---Year-6-Update?bidId=>

It is included in Appendix I of the Town's Year 6 SWMP Update.

- 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 6, the Town continued to collect the data needed to develop and refine their Catch Basin Cleaning Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. Data collected annually will continue to be reviewed 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 6 years. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow.

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: 27

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: Web Page - Tips For Residents - General Tips

Message Description and Distribution Method:

The Town posted information on 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: 1-2: Web Page - Tips For Residents - Lawn Care and Landscaping Tips

Message Description and Distribution Method:

The Town posted information on its web page to educate residents on fertilizer application and storage, landscaping with native plants, and pesticide use. The goal of this is to promote landscaping that decreases impervious area and runoff speeds and promotes 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 web page where the link is stored was viewed 172 times during the reporting period.

[Empty text box]

Message Date(s): Permit Year 6

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:

[Empty text box]

BMP: 1-3: Web Page - Tips For Residents - Salt & Deicer Tips

Message Description and Distribution Method:

The Town posted information on its website regarding the use of salt and deicers to educate residents on the harmful impacts of salt and sand on waterways, and promote the smart application of deicers. This information can be found here: <https://www.winchester.us/1218/Tips-for-Residents>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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:

[Empty text box]

BMP: 1-4: Web Page - Tips For Businesses - Salt & Deicers Tips

Message Description and Distribution Method:

The Town posted information on its website regarding the use of salt and deicers to educate businesses on the harmful impacts of salt and sand on waterways, and promote the smart application of deicers. 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page - Tips For Businesses - Parking Lot Maintenance

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, providing additional trash receptacles to reduce litter, and repairing any cracks in parking lots 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page - Tips For Businesses - Dumpster & Trash Maintenance

Message Description and Distribution Method:

The Town posted information on its website to educate business owners on proper dumpster and trash maintenance. This included information on how dumpsters can have a detrimental impact on our waterways, the importance of keeping dumpster lids closed, the importance of keeping dumpster areas clean, and proper maintenance. 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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 - Dog Waste and Water Quality

Message Description and Distribution Method:

The Town posted information on their website educating dog owners on the impacts 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page/Video - MyRWA - Fertilizer Use

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 link to the video can be found here: <https://www.winchester.us/922/Fertilizer-Use>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: 1-9: Web Page/Video - Leaf Litter

Message Description and Distribution Method:

The Town posted information on its website to educate residents on water quality impacts caused by leaf litter, and 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page/Video - Mystic River Watershed Association - Trash

Message Description and Distribution Method:

The Town maintained a video from the 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: 1-11: Brochure - Winter Maintenance and De-Icing

Message Description and Distribution Method:

The Town maintained a brochure on their website educating residents on proper winter maintenance and deicing practices. The brochure highlights information on the impacts of salt and sand, de-icers, and how Winchester is doing their part to minimize stormwater pollution caused by winter maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: 1-12: Web Page - Tips for Industrial and Commercial Properties - Automotive

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 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page - Tips for Industrial and Commercial Properties - Parking Lot Maintenance

Message Description and Distribution Method:

The Town posted tips on parking lot maintenance directed at industrial and commercial properties. The web page highlights proper operation and maintenance procedures 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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- Tips for Industrial and Commercial Properties - Dumpster & Trash Maintenance

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 operation and maintenance procedures 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page - Tips for Development & Construction

Message Description and Distribution Method:

The Town maintained information on their website containing tips directed towards developers on sediment and erosion 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: Web Page/Video - Importance of Road Salt Reduction

Message Description and Distribution Method:

The Town maintains a video created by DCR highlighting the use of road salt, pollution potential, impacts 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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: 1-17: Web Page/Video - Low Impact Development & Stormwater Pollution

Message Description and Distribution Method:

The Town maintained two videos created by MyRWA. One video highlights how low impact development can help reduce stormwater runoff entering our waterways. The second video educates all audiences on how pollution can be transferred though stormwater conveyance. These 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):

This web page was viewed 34 times during this permit year.

Message Date(s): Permit Year 6

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: Web Page - Spring Maintenance and Fertilizing

Message Description and Distribution Method:

The Town maintained a website link, educating everyone on spring maintenance and fertilizing. The website 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 web page where the link is stored was viewed 172 times during the reporting period.

[Empty text box]

Message Date(s): Permit Year 6

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:

[Empty text box]

BMP: 1-19: Brochure - Pet Waste Flyer - Residents

Message Description and Distribution Method:

The Town posted a brochure containing educational information on proper disposal of dog waste as well as the Town of Winchester's municipal 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 web page where the link is stored was viewed 172 times during the reporting period.

Message Date(s): Permit Year 6

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:

[Empty text box]

BMP: 1-20: Brochure - Stormwater Education Flyer - Residents

Message Description and Distribution Method:

The Town maintained a flyer highlighting general stormwater education. The information is geared towards residents providing tips on lawn care, home repair, pet care, and vehicle maintenance. The brochure can be found here: <https://www.winchester.us/DocumentCenter/View/3866/Stormwater-Education-Flyer>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page where the link is stored was viewed 172 times during the reporting period.

[Empty text box]

Message Date(s): Permit Year 6

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: 1-21: Mailer - Pet Waste - Residence

Message Description and Distribution Method:

The Town distributes a flyer at the time of dog license renewal to all residents to educate residents on proper pet waste management.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

Approximately 1,850 flyers were distributed at the time of license renewal.

Message Date(s): Permit Year 6

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: 1-22: Web Page - Stormwater Information

Message Description and Distribution Method:

The Town maintains a web page providing residents with background information on stormwater runoff, pollutants, and the water cycle. The web page is maintained year round at the following link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page was viewed 377 times during this permit term.

Message Date(s): Permit Year 6

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:

[Empty text box for describing changes]

BMP: 1-23: Web Page Stormwater Infiltration Trench Project

Message Description and Distribution Method:

The Town has partnered with MyRWA, and received grant funding, to design and construct a series of infiltration trenches. The Town maintained a web page providing information on how infiltration trenches operate and the water quality benefits they provide. The Town also provided links to a public meeting that was held, as well as an informational video. The web page can be viewed here: <https://www.winchester.us/1193/Stormwater-Infiltration-Trench-Project>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

The web page was viewed 260 times this permit term.

Message Date(s): Permit Year 6

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:

[Empty text box for describing changes]

BMP: 1-24: Web Page - MS4 Stormwater Permit

Message Description and Distribution Method:

The Town maintained a web page providing general background information on the 2016 MS4 Permit. This web page also contains links to past annual reports, the Town's Stormwater Management Plan, and public education materials. The web page can be viewed here: <https://winchester.us/168/MS4-Stormwater-Permit>

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

This web page was viewed 172 times during this permit term.

Message Date(s): Permit Year 6

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: 1-25: Web Page - Stormwater Reviews for Development

Message Description and Distribution Method:

The Town maintained a web page providing developers information on their stormwater management review process. The Town provided links to their Rules & Regulations including technical requirements, as well as specific information as it relates to requirements regarding test pits, inspections, as-builts and O&M Plans. The web page can be viewed here: <https://www.winchester.us/1137/Stormwater-Reviews-for-Development>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

This website was viewed 57 times during the permit term.

Message Date(s): Permit Year 6

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: 1-26: Web Page - Stormwater Pollutants

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

This web page was viewed 51 times.

[Empty text box]

Message Date(s): Permit Year 6

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:
[Empty text box]

BMP: 1-27: Septic System Mailer

Message Description and Distribution Method:

The Town mailed information to all septic system owners on how to maintain a healthy septic system through proper maintenance procedures.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

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

Message Date(s): Permit Year 6

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:
[Empty text box]

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 version of the SWMP, along with the Year 1, 2, 3, 4, & 5 Annual Reports, were available for public review on the Town's website during Permit Year 6. The SWMP was updated again in June 2024 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 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 3, 2024.

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:**

During Permit Year 6, the Town joined 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/1123/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 4, 2024 in an effort to improve the appearance and water quality of the Aberjona River. Over 100 people showed up to collect trash, and remove invasive species along the river banks. Also, one student from Winchester who participated in the MWRA Water Conservation Poster Contest in Permit Year 6 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 44 catch basins adopted to date. Residents can adopt a drain online here: <https://www.winchester.us/992/>

The Town held a joint public meeting with MyRWA on March 20, 2024 to discuss the design and siting of infiltration trenches in various parts of town to improve water quality by promoting phosphorus removal. The meeting was held virtually. There were 22 people in attendance.

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 6 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 6, which included sampling of 12 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 115 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 6. 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 6, the Town actively worked to follow-up in other catchment areas with likely sewer input, including performing dye testing, and will continue to investigate these catchment areas to confirm any sources of illicit discharges.

The Town identified two common sewer/drain manholes during construction of the Lynch Elementary School. Separate manholes were installed for each utility.

Employee Training

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

Training on the Transfer Station SWPPP and IDDE Program was conducted with 6 employees on June 6, 2024. Training on the DPW SWPPP and IDDE Program was held with 15 employees from the Water & Sewer Department on June 7, 2024.

In addition, the Assistant Town Engineer attended an IDDE Training course hosted by Baystate Roads on February 29, 2024.

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

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 7 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 7 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) - 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.

Infiltration trenches were designed at the locations noted above during Permit Year 6. These infiltration trenches will be constructed during Permit Year 7 and removed from this list at that time.

Stormwater improvements at the Lynch Elementary School are primarily complete, although other site improvements are still ongoing.

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:

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:

At the Transfer Station, the Town completed construction of 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 in April 2024. The Transfer Station SWPPP report and inspection form were updated to reflect the updated site and practices.

Any deficiencies observed as part of SWPPP inspections at the DPW Facility and Transfer Station, and any associated corrective actions taken during Permit Year 6, include:

- During the 12/23/23 and 3/27/24 SWPPP inspections at the DPW Facility, Outfall 232 was noted as needing cleaning due to debris build-up in the drainage pipe from the adjacent bridge construction. The outfall was cleared of debris prior to the 6/27/24 SWPPP inspection.
- During the 3/27/24 SWPPP inspection at the Transfer Station, erosion was observed at drainage swale DA-16 and Outfall 92 from the swale. Recommended maintenance included replacement of rip rap at the forebay and outfall. Maintenance for DA-16 and the new subsurface infiltration system at the facility was planned for July-August 2024 at the time of the 5/30/24 inspection.

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 7

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 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

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 7 below:

Part V: Certification of Small MS4 Annual Report 2024

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]