

Municipality/Organization: Town of Winthrop
EPA NPDES Permit Number: MAR051085
MassDEP Transmittal Number: W040721
**Annual Report Number
& Reporting Period:** Year 12
April 1, 2014 – March 31, 2015

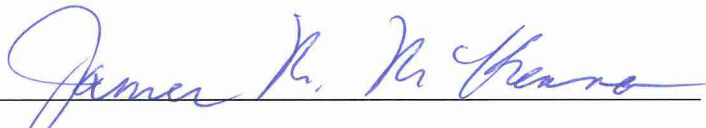
NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

Contact Person: Steven R. Calla **Title:** Director of Public Works
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Certification:

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

Signature: 
Printed Name: James M. McKenna
Title: Town Manager
Date: 4/13/2015

Part II. Self-Assessment

In Permit Year 12 (April 1, 2014 through March 31, 2015), the Town of Winthrop continued to implement its Stormwater Management Program.

As part of developing the annual report, the Town evaluated compliance of the stormwater management program with the conditions of the *NPDES General Permit for Stormwater Discharges from Small MS4s*, effective May 1, 2003, as required by Part II.D.1 of the permit. This year's evaluation shows the Town has continued to implement the Best Management Practices (BMPs) identified in the Notice of Intent (NOI) and has met the measurable goals for these BMPs, and has continued to meet numerous General Permit requirements.

As part of the annual report development, the Town also evaluated the appropriateness of all BMPs in efforts towards achieving the defined measurable goals. In previous years, some BMPs and measurable goals were improved. This year, BMPs and measurable goals continue to be appropriate.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1a	Distribute/ Post Nonpoint Source Pollution Posters	DPW Director	Hang posters	Measurable goal met. Town posted new and updated non-point source posters featuring education about fertilizers cigarette butts, and pet waste during Permit Year 9 & 10. During Permit Year 11 & 12, these posters continued to be displayed at the Library, Town Hall, Schools, DPW, and Chamber of Commerce.	As budget and staff time allow, continue to make posters available.
Revised					Town will reassess value of posters for compliance with public education and outreach requirements of the next MS4 General Permit, once finalized.
1b	Air Stormwater Message on Local Cable Channel	DPW Director and WCAT	Air PSAs	Measurable goal met. During previous permit years, the Town aired “Help Prevent Pollution – Become Educated on Stormwater Drains” on WCAT. Town obtained EPA’s Reduce Runoff: Slow it Down, Spread it Out, Soak it In!	Town will reassess value of PSAs for compliance with public education and outreach requirements of the next Small MS4 General Permit, once finalized.
Revised					
1c	Educate public about the impact of stormwater discharges on waterbodies and steps/ activities public can take to reduce stormwater pollution.	DPW Director	Make brochures available and information on Town website available.	Measurable goal met. During previous permit years, DPW distributed letters to auto repair shops in April 2006, August 2008, and August 2009. In PY 12, the Town provided sewer/water bill insert regarding appropriate surbside	Town will continue public education and outreach activities to provide information concerning the impact of stormwater discharges on waterbodies and activities the public can take to reduce the pollutants in

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				trash placement, packaging and timing of placement to avoid trash getting into roadway and drainage systems. The Town annually hosts Public Works Day at the DPW facility. Over 100 attendees are informed of drainage system maintenance and the importance of this maintenance on clean water. The Town also maintains Water Conservation, Clean Water – Everybody's Business, and Non-permitted Discharges to the Storm Drain System brochures at the DPW. Town also makes information available on Town's Conservation Commission and DPW website (See BMP 1d)	stormwater runoff. Town will reassess its public education and outreach program for compliance with requirements of the next Small MS4 General Permit, once finalized.
1d	Add Stormwater Information to Town's Website	DPW Director	Frequent updates	Measurable goal met. In Permit Year 3, the Town originally posted stormwater information on its website. In Permit Year 9,	As budget and staff time allow, revise website as needed to comply with next Small MS4

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				Town website was revised to include updated Stormwater Management Program information, including the impact of stormwater on waterbodies and steps/activities the public can take to reduce pollution in stormwater. Throughout Permit Year 12, Town continues to provide information on the website. See http://www.town.winthrop.ma.us/Pages/FV1-0001BA09/S03601020-03601338 Conservation Commission website also provides information on stormwater management, including Town's illicit discharge ordinance: http://www.town.winthrop.ma.us/pages/WinthropMA_Conservation/index	General Permit.

1a. Additions

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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2a Revised	Maintain Stormwater Advisory Committee (SAC)	DPW Director	Hold SAC meetings as needed.	Component eliminated in Year 7. Due to pending new permit, this BMP was reinstated in Permit Year 9. Town did not have formal SAC meetings in Permit Year 12, but discussions about stormwater occur through existing plan review procedures and constant interdepartmental coordination between Planning, Health, Conservation, and Building.	Continue interdepartmental coordination as needed. Reassess need for SAC once next General Permit is issued.
2b Revised	Encourage Public Participation in Household Hazardous Waste Collection	DPW	Provide HHW collection	Held HHW collection on May 3 and October 4, 2014. In addition, Town removes trash on a daily basis from at least 45 trash barrels located throughout the Town in priority areas such as public beaches, parks, athletic fields, municipal lots, bus stops, and the business district. Information on HHW collection is provided on Town website: http://www.town.winthrop.ma.us/Pages/WinthropMA_DPW/trashandrecycling	As Town budget allows, continue to hold HHW collection. The next HHW collection days will be held on May 3 and October 4, 2014.
2c Revised	Implement Catch Basin Stenciling Program	DPW Director	Purchase and install Decals	Measurable goal met. Town has installed “No Dumping – Drains to Ocean” catch basin markers on numerous catch basins during previous permit years but has experienced problems with epoxy mounted decal installations. Due to budget limitations, in Permit Year 12, catch basin program was delayed.	Town may re-instate program as budget and time allows, pending new permit requirements and will consider street marking stencils as an alternative.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2d	Hold Water Resource Cleanup Days, and Advertise Belle Isle Day	DPW Director	Collect trash and debris	DPW supports trash removal for all cleanups in Town, throughout the year. The Town advertises beach cleanup days through electronic message boards.	Hold additional cleanups as needed, and as budget and staff time allow.
Revised		DPW Director & Conservation Commission		The Winthrop Cares organization continues to hold cleanups throughout the Town. The DPW is responsible for bag pickups. State Representative Bob DeLeo and DCR co-sponsor a Winthrop Beach Cleanup Day annually, which included Winthrop and Yirrell Beaches in early May or June. In addition, the Friends of Belle Isle Marsh sponsored the Annual Earth Day cleanup in 2014. The Town participated in the Cupid Splash Benefit on March 29, 2014. DPW contracts with Sheriff's Dept. to clean up roads, sidewalks, cemeteries, etc. Also, the DPW contracts with a Juvenile cleanup program for community service.	

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3a	Map Outfalls and Receiving Waters	DPW Director	Map outfalls during Years 2 & 3 Update Existing Maps and Field verify information as needed	BMP complete. In previous permit years, Town obtained access to GIS online. Town's online GIS system includes location of outfalls. Throughout Permit Year 12, Town continued to have access to GIS system	Town will continue to update mapping as needed and to comply with the terms of the next Small MS4 General Permit, once finalized.
Revised				Town also has a paper map of its drainage system, which shows location of MS4 outfalls and receiving water bodies, and locations of drainage structures (CBs, DMH), as well as pipe direction.	
3b	Review existing Bylaws and Regulations	Planning Department & DPW Director	Determine if existing bylaws/regulations adequate Year 2	BMP complete. Town determined a new IDDE bylaw was needed. On October 20, 2009, the Town Council voted to approve the Municipal Stormwater Ordinance that regulates illicit discharges and connections, and illegal dumping to the MS4.	DPW to enforce ordinance as needed.
Revised					
3c	Develop and implement IDDE Plan	Planning Department & DPW Director	Develop Plan and begin implementation. Screen outfalls during dry weather conditions.	BMP complete. In a previous permit year, Town hired consultant to develop and implement an IDDE program in priority areas, including dry weather observations of outfalls and dry weather sampling. In 2010, 79 outfall locations were identified for dry weather observation, and 18	Town will continue IDDE program as needed and will revise IDDE plan to comply with the terms of the next Small MS4 General Permit, once finalized.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				outfalls were sampled for pH, temperature, fluoride, ammonia, potassium, and surfactants. During Permit Year 10, the Town worked with a consultant to improve the written IDDE Plan. Town also worked with consultant to conduct visual inspections of outfalls and drainage system in highest priority areas identified in the IDDE plan, which were prioritized based on findings from 2010 IDDE work. As a result, three outfalls were sampled for bacteria, ammonia, and surfactants. In Permit Year 12, the Town sampled 3 priority outfalls as identified in the IDDE Plan. The Town has obtained the services of a CCTV contractor to investigate the nearby sanitary sewer line for leaks or diversions in the vicinity of one suspect outfall.	
3d	Develop/Modify General Illicit Discharge Bylaw	Planning Board & DPW Director	Recommend modification/development of bylaw Year 2	BMP complete. In Permit Year 5, Town hired a consultant and drafted bylaw. On October 20, 2009, the Town Council voted to approve the municipal stormwater ordinance that regulates illicit discharges and connections, and illegal dumping to the MS4.	DPW to enforce ordinance as needed.
Revised					
3e	Present to Town Council	Planning Board & DPW Director	Town council to adopt	BMP complete. On October 20, 2009, the Town Council voted to approve the municipal stormwater ordinance that regulates illicit discharges and connections, and illegal dumping to the MS4.	DPW to enforce ordinance as needed.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3f	Education about Illicit Discharges/ Illegal dumping	DPW Director	Educate public employees, businesses, and the general public of hazards associated with illegal discharges and improper waste disposal.	In Permit Year 12, Town continued to offer a brochure about Illicit Discharges and Illegal Dumping at DPW. In addition, the Town sent a brochure Help Prevent Flooding and Keep Winthrop's Beaches Clean with water and sewer bills. As part of Public Education and outreach BMPs 1a and 1d, DPW has educated schools and the public about illicit discharges and illegal dumping. DPW also educates public about trash and household hazardous waste disposal. DPW informally educates staff about proper pollution prevention and waste disposal. Conservation Commission has public education information available on website about proper waste disposal, pet waste, storm drain pollution, auto industry pollution, and pollution prevention practices. See http://www.town.winthrop.ma.us/Pages/WinthropMA_Conservation/mysticriver.pdf	Continue current education practices as budget and staff time allow.

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4a	Review Existing Site Inspection Practices	Planning Department & DPW Director	Develop regulatory compliance analysis Develop site inspection checklists	In Permit Year 12, DPW, Building, and Conservation Commission continued to coordinate inspections of construction sites and clarify contractor expectations for stormwater management on construction sites. Utilized inspection checklists as needed.	Continue existing inspection practices. Revise BMP as needed to comply with the next General Permit, once issued.
Revised					
4b	Develop/Modify Site Inspection Program	Planning Department & DPW Director	Draft program and review with Building Department	Town continues to utilize existing checklist and sign-offs to verify construction is being conducted according to plans.	Continue existing inspection program. Revise BMP as needed to comply with the next General Permit, once issued.
Revised					
4c	Review Existing Bylaws and Regulations	Planning Department & DPW Director	Determine if existing bylaws/ regulations adequate Year 2	No activities planned for Permit Year 12. Measurable goal met in prior permit years. In a previous permit year, DPW determined that existing code, building code and wetlands bylaw appear to be adequate to regulate stormwater runoff from construction sites.	None. Revise BMP as needed to comply with the next General Permit, once issued.
Revised					
4d	Develop/Modify Bylaws for Construction Site Runoff	Planning Department & DPW Director	Develop bylaw based on 4a thru c	No activities planned for Permit Year 12. Assessment conducted in previous permit year determined that a new bylaw to manage stormwater runoff from construction is not necessary.	None. Revise BMP as needed to comply with the next General Permit, once issued.
Revised					
4e	Present Bylaw to Town Council	Planning Department	Submit Town Meeting Article	No activities planned for Permit Year 12. Assessment conducted in previous permit year determined that a new bylaw to manage stormwater runoff from construction is not necessary.	None. Revise BMP as needed to comply with the next General Permit, once issued.
Revised					

4a. Additions

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5a	Review Existing Site Inspection Practices	Planning Board & DPW Director	Develop Regulatory compliance analysis Develop site inspection checklists	Throughout Permit Year 12, DPW, Building, and Conservation Commission continued to coordinate inspections of construction sites and clarify contractor expectations for post-construction stormwater management on new development and redevelopment.	Continue existing inspection practices. Revise BMP as needed to comply with next General Permit, once issued.
Revised					
5b	Develop/Modify Inspection & Maintenance Practices	Planning Board & DPW Director	Draft program and review with Building Dept	Town continues to utilize existing checklist and sign-offs to verify construction is being conducted according to plans.	Continue existing inspection program. Revise BMP as needed to comply with next Permit, once issued.
Revised					
5c	Review Existing Bylaws and Regulations	Planning Department	Determine if existing bylaws/regulations are adequate, Year 2	No activities planned for Permit Year 12. Measurable goal met in prior permit years. Prior to Permit Year 12, DPW determined existing code, building codes and wetlands bylaw appear to be adequate to regulate post-construction stormwater management on new development and redevelopment.	None. Revise BMP as needed to comply with next Permit, once issued.
Revised					
5d	Develop/Modify Bylaws for Post Construction Site Runoff	Planning Department	Develop bylaw based on 5a thru c	No activities planned for Permit Year 12. Assessment conducted during previous permit year determined that a new bylaw to manage post-construction stormwater management on new development and redevelopment is not necessary.	None. Revise BMP as needed to comply with next Permit, once issued.
Revised		Planning Board & DPW Director			

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5e Revised	Present Bylaw to Town Council	Planning Board & DPW Director	Submit Town Meeting Article	No activities planned for Permit Year 12. BMP not necessary due to assessment conducted in previous permit year that determined a new bylaw to manage post-construction stormwater management on new development and redevelopment is not necessary.	None. Revise BMP as needed to comply with the next General Permit, once issued.

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6a Revised	Maintain Street Sweeping Program	DPW	Sweep all street twice per year, Years 1-5	In 2014, Town swept each street numerous times. Town-wide street sweeping was held the last week of each month, April through October. In addition, main streets were swept a second time each month. Sweepings were removed and disposed of by Casella Waste in accordance with Massachusetts Street Sweeping Guidelines.	Town plans to continue street sweeping as budget allows.
6b Revised	Maintain Catch Basin Cleaning Program	DPW	Check basins annually Clean basins as required	Town cleans catch basins as required, and to address complaints and problem areas. In 2014, Town inspected and cleaned approximately 250 Catch Basins. The Town owns a catch basin cleaning vacuum truck. Town provides curbside leaf pickup two weeks per year, as well as Christmas Tree pickup two weeks per year. April through November the Town offers lawn and leaf drop off at the compost facility at the DPW.	Town plans to continue catch basin cleanings as budget allows. Town will re-assess cleaning program as needed to comply with the next General Permit, once issued.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6c	Perform Site Visits to Examine Existing Practices at Facilities	DPW Director	Target all applicable municipal facilities Year 3	Town facilities include: DPW building, two fire stations, Police Department Town Hall, two elementary schools, middle school, high school, cemeteries, and ball fields and parks. Facilities Director performs site visits to buildings and schedules maintenance as needed. Parks and Recreation Department and DPW Department inspect and manage the ball fields and parks. The Cemetery Division of the DPW manages the cemeteries.	Continue site visits and maintenance practices. Revise BMP as needed to comply with next General Permit, once issued.
Revised				In PY 12, air quality testing and inspection performed in schools. As a result, schools are now purchasing only “green” cleaning products for less toxic exposure and presumed benefits for any outdoor exposure of these materials.	
6d	Train Municipal Employees at Each Facility	DPW Director	Target all applicable municipal facilities Year 3	Municipal employees are trained informally and on-the-job on pollution prevention and good housekeeping practices for municipal facilities. Due to budget constraints, formal training was not held in Permit Year 12.	Continue existing education efforts. Revise BMP as needed to comply with next MS4 General Permit, once issued.
Revised				Audit discussed above allowed staff to be trained on procurement and use of less toxic cleaning agents within school facilities.	
6e	Perform Follow-ups to ensure Required Practices are met	DPW Director	Target all applicable municipal facilities Years 4 & 5	As described in BMP 6c, inspections and maintenance are conducted by Town Staff.	Continue existing program. Revise BMP as needed to comply with next MS4 General Permit, once issued.
Revised			Target all applicable municipal facilities by year 6		

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Based on review of the Massachusetts 2012 Integrated List of Waters, Lynn Harbor (MA93-53) is covered in the Pathogen TMDL Report developed for the North Coastal Watersheds. A Draft Pathogen TMDL Report was developed for the Boston Harbor Watershed and addresses Winthrop Bay (MA70-10) and Boston Harbor (MA70-01). The following BMPs were previously included in annual reports and continue to be listed to address the discharge of pollutants of concern from the MS4 to impaired waterbodies.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7a Revised	Implement BMPs listed in MCM 3	DPW Director	During Years 2 and 3	No measurable goals planned for Permit Year 12.	Continue to implement IDDE BMPs under MCM 3 as budget and staff time allow.
7b Revised	Review Winthrop Bay Existing Water Quality Data	DPW Director	Determine Winthrop contribution Year 4	No measurable goals planned for Permit Year 12. Town has previously coordinated with Mystic River Watershed Associated on water quality testing.	None.
7c Revised	Review Effect of MWRA CSO on Water Quality	DPW Director	Determine MWRA CSO contribution Year 4	No measurable goals planned for Permit Year 12.	None.
7d Revised	Initiate Illicit Connection Detection and Elimination Plan	DPW Director	Begin plan during Year 5	See BMP 3.c.	Continue IDDE efforts as budget and staff time allow, in accordance with 2003 General Permit requirements.
7e	Enforce Dog Waste disposal ordinance (Chapter 6.04)	Animal Control Officer / Health Inspector	Enforce ordinance as needed	Enforced Town ordinance which requires that “each person who owns, possesses or controls a dog walking in	Continue to enforce as needed.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised				any area of Winthrop other than his or her own private property is responsible for the removal and disposal of any feces left by the dog on any sidewalk, gutter, street or other public area. Persons walking dogs must carry with them a device designed to dispose of dog feces. Such devices include but are not limited to plastic or paper bags or pooper-scoopers. Exempt from the requirements of this section are assistance dogs in the service of their handlers.”	

7a. Additions

Part IV. Summary of Information Collected and Analyzed

Sampling was conducted at Winthrop's public beaches. Results are available at http://mass.digitalhealthdepartment.com/public_21/beaches.cfm