

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*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, 2020 and June 30, 2021 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 (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.

Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 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:

The Town of Winchester made updates to their Rules & Regulations Regarding the Use of Public Sewers and Storm Drains, which includes post-construction stormwater management requirements, during Permit Year 3. The Town began the approval process for the updated regulations in June of 2021, and the regulations were formally adopted at a meeting of the Select Board held on September 13, 2021.

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 website:

- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- 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, provide any additional information, and/or if any of the above annual 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:

### **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

*\* 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:

**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)

*Potential structural BMPs*

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.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

*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:

As reported in Permit Year 2, the Town of Winchester does not currently have any impaired water bodies with an approved TMDL for phosphorus. 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. 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, which is due in Permit Year 4. 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 as part of their Phosphorus Source Identification Report, the Town will track and estimate the phosphorus removed by the BMP consistent with Attachment 3 to Appendix F.

Under their updated post-construction stormwater management regulations, the Town of Winchester will be tracking phosphorus removal attributable to structural BMPs on private developments. This effort will ensure that phosphorus reduction requirements are being met for new development and redevelopment, and will be useful should a TMDL be approved for any of the phosphorus-impaired water bodies in town.

### **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
- 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:

The Town is continuously working to collect the data needed to develop the Catch Basin Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. 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 and receiving waters since the NOI was filed. These changes have come as a result of mapping updates made during outfall inspections and catchment investigations and are included in the SWMP.

The following changes have been made to impairments in Winchester based on the 2016 303(d) list: Upper Mystic Lake is now impaired for enterococcus. The Town will continue to monitor the status of the 2018/2020 303(d) list, which is currently available for public comment, and will take any required action should any impairments related to pollutants commonly found in stormwater be added to any receiving waterbodies in Winchester.

## 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: Brochure/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, information was posted to the Town's stormwater webpage: <https://www.winchester.us/466/Stormwater-Information>

Stormwater brochures are consistently available at the Building and Engineering Departments, however Town Hall was closed to the public for the entirety of Permit Year 3 due to the COVID-19 pandemic.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town's stormwater webpages and linked flyers had a total of 813 visitors 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:

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

#### **BMP:1-2: Local Public Service Announcements -- Residents**

Message Description and Distribution Method:

The Engineering Department aired multiple PSAs on WinCAM during the reporting period. A PSA discussing proper lawn maintenance and replacement aired in July 2020, another discussing porous pavement aired in September 2020, and a new general stormwater video, developed with assistance from the Mystic River Watershed Association (MyRWA) aired in February 2021.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The PSAs aired a total of 136 times during the reporting period. WinCAM has 5,891 subscribers and streams online.

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: 1-3: 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. These messages were primarily distributed on the Town's website and via social media.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The stormwater websites and linked flyers had were viewed 813 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:1-4: Displays/Posters/Kiosks -- Residents**

Message Description and Distribution Method:

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

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

The poster was visible to all Town Hall employees. Due to COVID-19, Town Hall was closed to the public for all of Permit Year 3.

Message Date(s): Permit Year 3

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: 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):

1,407 flyers were distributed to residents with their dog licenses between January 1, 2021, and June 30, 2021. Data is only available for this calendar year.

Message Date(s): Permit Year 3

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: 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. This information can be found at the following 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 website and the linked flyers were visited 813 times during the reporting period.

Message Date(s): Permit Year 3

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: Brochures/Pamphlets -- Residents**

Message Description and Distribution Method:

The Town mailed information about proper system maintenance to all owners of septic systems.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

Flyers were distributed to the 16 properties with septic systems during the reporting period.

Message Date(s): Permit Year 3

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 - Residents**

Message Description and Distribution Method:

The Town continued to maintain its stormwater webpage, which was developed during Permit Year 1 and updated during Permit Years 2 and 3. The Town will continue to maintain the stormwater webpage for the duration of the permit term.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The Stormwater Information webpage was visited 396 times during the reporting period.

Message Date(s): Permit Year 3

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: 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, Commercial Facilities

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The stormwater website and the linked flyers were visited 813 times during the reporting period.

Message Date(s): Permit Year 3

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:1-10: 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 website was visited 396 times during the reporting period.

Message Date(s): Permit Year 3

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: 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 website was visited 396 times during the reporting period.

Message Date(s): Permit Year 3

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: 1-12: Brochures/Pamphlets -- Industrial Facilities**

Message Description and Distribution Method:

The Town maintained information by MyRWA that included stormwater tips for industrial facilities to the Town's website during Permit Year 3.

Targeted Audience: Industrial Facilities

Responsible Department/Parties: Engineering Department, DPW

## Measurable Goal(s):

The Town's Stormwater Information website was viewed 396 times during the reporting period.

Message Date(s): Permit Year 3

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:

As described in Permit Year 2, 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: 1-13: 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: Engineering Department, Town Manager

## Measurable Goal(s):

The Stormwater Information website was visited 396 times during the reporting period.

Message Date(s): Permit Year 3

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: Brochures/Pamphlets -- Residents**

## Message Description and Distribution Method:

The Town included information about stormwater runoff, proper lawn and garden care, home improvements to reduce stormwater pollution, vehicle maintenance, and proper pet waste management in a flyer that was included in a sewer bill mailing during the reporting period.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

The informational flyer was sent to every property that receives a sewer bill in town, or approximately 7,242 properties.

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 maintained information geared toward developers about proper stormwater management on construction sites on its website: <https://www.winchester.us/466/Stormwater-Information>

The Town also made stormwater brochures aimed at developers available at the Building Department, Engineering Department, and Conservation Commission during Permit Year 3, however Town Hall was closed for the entire reporting period due to COVID-19. These brochures will continue to be made available in future permit years.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The stormwater websites and linked flyers were visited a total of 813 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:

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 this information was added to the Town's website and distributed in Town offices instead.

### **BMP: 1-16: Web Page -- Developers**

Message Description and Distribution Method:

The town maintained their stormwater web page during Year 3, which included information geared toward developers regarding proper stormwater management on construction sites: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The Stormwater Information website was visited 396 times during the reporting period.

Message Date(s): Permit Year 3

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: Newspaper Articles/Press Releases -- Developers**

Message Description and Distribution Method:

The Town distributed a press release developed by MyRWA with information about Best Management Practices that could be employed by developers.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The press release was distributed to the Daily Times Chronicle and the Winchester Star, and reached all of their subscribers.

Message Date(s): Permit Year 3

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:

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 2020 version of the SWMP, along with the Year 1 & Year 2 Annual Reports, were posted to the Town's website and available for public review during the entirety of Permit Year 3. The updated SWMP was posted to the Town's website for public review and comment in June 2021. In addition to posting the SWMP to the Town's website, a presentation on the SWMP and progress made to date was given at a public meeting of the Select Board on June 7, 2021. The Town also held multiple public meetings as part of the process of approving the updated Rules & Regulations Regarding the Use of Public Sewers and Storm Drains in the Town of Winchester, MA.

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 its annual Household Hazardous Waste Collection Day on October 10, 2020, and collected 10,585 lbs of hazardous materials such as cleaning chemicals, oil-based paints, and batteries, ensuring they were properly disposed of. In lieu of holding a formal clean-up event, the Town worked with the Mystic River Watershed Association (MyRWA) to organize and advertise self-guided clean-ups of various waterbodies in Winchester during April 2021. A total of 27 bags of litter were removed from the Mystic Lakes, the Aberjona River, and Horn Pond. Winchester continued to participate in the Mystic River Steering Committee, and sent a representative to the annual steering committee meetings in September and December, 2020. No students participated in the MWRA Water Conservation Poster Contest in FY2021, however the Town will continue to offer this opportunity for public participation in future permit years.

## 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 continued to update its MS4 map as necessary during Permit Year 3 as a result of ongoing field investigations as any unmapped or incorrectly mapped stormwater infrastructure is encountered. MS4 mapping was 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 outfall screening data is attached to the email submission
- The outfall screening data can be found at the following 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 of Winchester completed its dry-weather outfall and interconnection screening in Permit Year 2. The Town began wet-weather sampling during Permit Year 3, visiting 36 outfalls where at least one (1) SVF was identified in the tributary catchment area.

**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 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:*

The Town completed investigations in Permit Year 3 in a number of catchments where investigations were initiated in Permit Year 2. The Town also began investigations of new catchments not previously investigated during Permit Year 3. To date, the Town has completed investigations in 23 catchments. Per the permit, the Town is only reporting that catchment investigations are complete in catchments where outfalls/interconnections have been sampled during wet weather as well, and where there has been no indication of likely sewer input. Most outfalls in Winchester has at least one SVF, therefore wet weather outfall/

interconnection sampling must be conducted for catchment investigations to be considered complete. Catchment investigation data for all catchments visited to date, including those where wet weather sampling has not yet been completed and those catchments where investigations were initiated during Permit Year 2, is attached to this email submission.

### **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 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:

An illicit discharge was identified emanating from a private hospital. One of the hospital's washing machines was found connected to the Town's MS4. The connection was removed on April 8, 2021. The Town has conducted follow-up sampling at this location since the connection was removed, and investigations are ongoing to locate other potential sources of illicit discharges from this facility.

### **Employee Training**

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

Winchester held its annual IDDE training on March 5, 2021. The training was attended by 8 members of the Winchester Water & Sewer Department. The Town also held SWPPP trainings for its DPW facility and the Transfer station, which were held on March 5, March 8, and March 12. Due to the ongoing COVID-19 pandemic, municipal employees were shown a pre-recorded training rather than holding a totally in-person training.

### **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 site plan reviews identified were for projects disturbing less than 1 acre. These reviews were completed as part of Zoning Board of Appeals submissions. The Town did not conduct any construction site inspections for sites disturbing one acre or more (or those sites where a stormwater permit was issued).

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

#### **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:

The Town only received one as-built plan for a project that disturbed one acre or more during the reporting period. This plan was for the drainage improvements and stormwater BMP installed on Wildwood Street and at West Side Field.

#### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

Winchester is in the process of developing its Street Design and Parking Lots Report. This report will be completed in Permit Year 4.

#### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

Winchester is in the process of developing its Green Infrastructure Report. This report will be completed in Permit Year 4.

**Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

Winchester is in the process of identifying properties that are suitable for BMP retrofit. The retrofit inventory will be completed in Permit Year 4.

**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:

As reported above, the Town is still working to collect additional data to develop their Catch Basin Optimization Plan to ensure that no sump is ever more than 50% full. The Town is close to having two data points for each catch basin, at which point the Town will develop a catch basin cleaning schedule that meets permit requirements and outlines procedures for actions to be taken if a catch basin sump is more than 50% full during two consecutive routine cleaning events. The Town does have an electronic catch basin inspection and cleaning form, which is linked to their GIS. It has an accompanying dashboard, which allows the Town to track and monitor catch basin cleaning operations as they proceed in the field. The Town has also encountered many locations where mapped catch basins were determined not to exist or to be privately owned. These locations have been updated in GIS and will not be visited as part of future catch basin cleaning efforts.

**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:

**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:

The Town is working to correct some areas that were identified as contributing to stormwater pollution when the SWPPPs were developed. At the Transfer Station, the Town has plans to create a covered, contained area to store appliances containing freon, to cover the scrap metal and construction materials dumpsters, and to install structural BMPs to treat some stormwater runoff that currently discharges to the Aberjona River. At the DPW facility, plans are in place to construct a covered vehicle storage area.

**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 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:

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

### **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)

Provide any additional details on activities planned for permit year 4 below:


### Part V: Certification of Small MS4 Annual Report 2021

#### 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]*