

Year 6 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
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 publicly accessible

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 (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.

Impairment(s)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" 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.

Year 6 Requirements

Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

Street Design and Parking Lot Report will be developed in PY7.

Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

Green Infrastructure Report will be developed in PY7.

Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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 identified six (6) Permittee-owned properties that could be modified or retrofitted with BMPs to mitigate effects of impervious areas. The Town plans to implement one of these projects in PY7.

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:
- Updated the outfall and interconnection inventory and priority ranking as necessary
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Updated system map due in year 5 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- 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:

Implementation of the Town's DPW SWPPP was not completed during Permit Year 6 due to staffing shortages. The Town plans to fully implement the SWPPP by the end of 2024. Town's MS4 consultant is contracted to complete the SWPPP inspections for 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

** 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:

The Town has no septic systems.

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? 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>

- Yes
 No

If yes, describe below, including any relevant impairments or TMDLs:

The Massachusetts 2022 Integrated List of Waters (303d) was approved by the EPA on May 24, 2023. As a result, the following impaired needs to be updated in the Town's SWMP, which deviates from the NOI:

1. Belle Isle Inlet (MA71-14): "Enterococcus" was added.

The SWMP was updated in PY6 to reflect the current Integrated List of Waters (303d).

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 Develop an Education and Outreach Plan

Message Description and Distribution Method:

The Town posts information and links to their Stormwater webpage. The page provides general sotrmwater pollution information, a bulleted list of good stormwater management housekeeping practices such as keeping trash out of catchbasins, sweeping impervious surfaces, picking up pet waste, limiting fertilizer use, and refraining from dumping material into storm drain systems. The page also included contact information to report illegal dumping into the storm drain and links to additional stormwater resources. The Town also maintains a social media account through Facebook which currently has 7,300 Followers. Reminders about street sweeping, trash/recycling, hazardous waste disposal, and curbside leaf pick up are posted on the Facebook page, as well as educational messages and water quality warnings.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain educational content throughout the Permit term.

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:1.2 Street Sweeping

Message Description and Distribution Method:

The Town of Winthrop's Facebook page noted when the town was conducting street sweepings throughout the Town, noting:
2023/2024 Street Sweeping Next Week!
The Town of Winthrop conducts Street Sweeping operations on the last full week of the month (last week

with a Friday) from April through October between 7:00 AM and 4:00 PM on the day of a street's trash collection. If there is a holiday on the week sweeping would normally occur, sweeping is done a week early. Town ordinance prohibits parking in a manner that impedes the street sweeper. Violation of the street sweeping ordinance carries a \$40.00 fine, and your vehicle can be towed. 2024 street sweeping dates are:
 June 24-28 (week of the 24th)
 July 22-26 (week of the 22nd)
 August 26-30 (week of the 26th)
 September 23-27 (week of the 23rd)
 October 21-25 (week of the 21st)

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain educational content throughout the Permit term.

Message Date(s): July 20, 2023, April 9, April 11, June 24, 2024

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 Curbside Leaf-Green Waste Collection

Message Description and Distribution Method:

The Town of Winthrop;s Facebook page noted when the Town was conducting leaf pick-up, noting 2023/2024 CURBSIDE LEAF PICK-UP WILL BE ON (Various Dates) Leaf pick-up will begin at 7:00 AM. Grass and leaves only, no branches and no plastic bags.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Post educations messages on the Town website and Facebook page; maintain education content throughout the Permit term.

Message Date(s): October 18, October 26, November 6, December 13, 2023, January 2, June 17, 2024

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 Yard Waste Drop-Off Facility Open

Message Description and Distribution Method:

The Town of Winthrop's Facebook page noted when the Town was conducting curbside leaf pick-up throughout the Town, noting:

Winthrop's green waste drop-off site is located at the end of Kennedy Drive, where residents may bring their yard waste. The facility will open on April 6, 2024 and close on December 7, 2024.

The hours of operation are Fridays from 9:00 am to Noon and 3:00 pm to 6:00 pm and Saturdays from 9:00 to noon and 1:00 pm to 3:00 pm.

What is "green waste"?

Green waste includes grass, leaves, vines, hedge trimmings and small to medium size branches. Root balls and branches over three inches are not accepted. Operational concerns require that the branches must be separated from the other green waste. Branches should be stacked loosely with the butt end sticking out. Grass, leaves, vines and hedge trimmings can be contained in any manner that you see fit provided the container or bag is not left behind. It is not necessary to purchase special compost bags to participate in the program. It is essential that other wastes, such as rocks, plastic, construction material, trash or animal waste do not mix with green waste. This waste can damage the Town's equipment or result in failed testing parameters. Your assistance is very much appreciated.

Facility Policies - Residents

- Free disposal of leaves and grass clippings for Winthrop residents. Please be prepared to show your driver's license or other proof of residency.
- Residential Branch load tickets will be available at the DPW Building located at 100 Kennedy Drive Monday through Thursday during regular business hours. The cost is \$20.00 per ticket. (Check or money order only)
- Branch loads are not to exceed ONE TRUCK LOAD (5 YARD MAXIMUM).
- Branches larger than 3 inches in diameter will not be accepted at the compost.
- Tree stumps, trash, stones, dirt and other debris is strictly prohibited.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain education content throughout the Permit term.

Message Date(s): August 21, September 13, 2023, April 9, May 1, June 6, 2024

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 Belle Isle Marsh Regional Collaboration

Message Description and Distribution Method:

The Town of Winthrop's Facebook page posted about the Belle Isle Marsh Collaboration. The project focuses on working with the marsh to reduce the impact of flooding to surrounding communities while preserving marsh health. When: November 15, 2023, and June 17, 2024. For a full description of the project go to: <https://www.mysticriver.org/belleislemarsh>

Targeted Audience: Residents, Visitors, Industry

Responsible Department/Parties: Friends of Belle Isle Marsh

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain education content throughout the Permit term.

Message Date(s): March 20, March 28, April 9, April 11, April 18, 2024

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 Flood Risk Open House

Message Description and Distribution Method:

The Town of Winthrop's Facebook page posted about the following event: FEMA, Flood Risk Open House, Do you know your flood risk? Find out more! Join FEMA, State and Local officials for an opportunity to view the updated flood maps for the Suffolk County Charles River Watershed Floodplain Mapping Study. Public Open House Meeting, Wednesday, June 12, 2024 4:00-7:00 PM, Boston City Hall, 1 City Hall Square, Boston, MA. This is an opportunity to chat one on one with FEMA, State and Local officials to get assistance with: Finding your property on new flood maps, Understanding your flood risk, Flood Insurance.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: FEMA

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain education content throughout the Permit term.

Message Date(s): May 16, 2024

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 Notification of Upcoming Drainage Road Work

Message Description and Distribution Method:

The Town's Facebook page posted about the following construction on the drainage system:
 NOTIFICATION OF WATER MAIN AND DRAINAGE WORK ON (Crest Avenue, Winthrop Street and Revere Street). Estimated date ranges were noted on the posts, and the areas on impact.
 If you have any questions related to this work, please contact the Winthrop Department of Public Works during regular business hours at (617) 846-1341 or Paul Sarnaglia at 978-985-9414 for any off-hours emergencies.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Post educational messages on the Town website and Facebook page; maintain education content throughout the Permit term.

Message Date(s): August 29, August 31, 2023, May 8, May 16, May 29, June 12, June 24, 2024

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 Town of Winthrop posts their Stormwater Management Plan Updates on their Stormwater webpage (<https://www.town.winthrop.ma.us/departments-public-works/pages/stormwater>) and at their DPW for public review and comment. No comments regarding these documents were received during this permit.

The "SeeClickFix" app is live for the Town of Winthrop. Through this app, the public can report stormwater issues throughout the Town directly to the DPW.

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:**

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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).***

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Percent of Phase II map complete:

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

The Town of Winthrop updates their storm sewer system infrastructure attributes/map during capital projects and as new information is discovered through catchment investigations and other investigation activities.

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:

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:

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:

Illicit discharges were verified on March 3, 2024 and March 12, 2024 for 411 Revere Street and 419 Revere Street respectively. Both illicit discharges were abated and confirmatory dye testing was completed May 17, 2024 and May 14, respectively.

Employee Training

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

The Town staff associated with facility and infrastructure maintenance have been informed about the Town’s IDDE program through outreach described in MCM #1. Opportunistic trainings occur regularly during DPW staff meetings.

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:

No projects exceeding one acre of disturbance or common scheme were under construction during PY6.

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

Ordinance or Regulatory Mechanism

Date ordinance was completed:

2006; date unknown

Website of ordinance or regulatory mechanism:

Zoning: [https://library.municode.com/ma/winthrop/codes/code_of_ordinances?](https://library.municode.com/ma/winthrop/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.44ADPRRE_17.44.090ILPL)

nodeId=TIT17ZO_CH17.44ADPRRE_17.44.090ILPL

Conservation: https://www.town.winthrop.ma.us/sites/g/files/vyhlf8421/f/pages/process_sf.pdf

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:

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 weight of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system, if known.

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:

If necessary, schedule adjustments will be made to prioritize catch basins located at known problem areas (low spots) and near construction activities. If inspections and maintenance activities indicate excessive sediment and debris loading (i.e. the sump is more than 50% full during two consecutive routine inspections/cleanings), these catch basins will be marked for more frequent cleaning.

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:
- 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:

Staffing shortages prevented the Town from fully implementing requirements related to SWPPP inspections for the DPW. The Town anticipates SWPPP facility inspections will resume during Permit Year 7. The Permit Year 7 SWPPP inspections will be managed by the Town's MS4 consultant.

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. If any of the above year 6 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 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Continue public education and outreach program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Sweep all curbed roadways at least once within the reporting period
- Annual training to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspections of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Implement 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
- Enclose all road salt storage piles or facilities and implement 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

Provide any additional details on activities planned for permit year 7 below:

Part VI: 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]