Municipality/Organization: Town of Manchester-by-the-Sea

EPA NPDES Permit Number: MAR041207

MaDEP Transmittal Number: W- 036274

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert W. Moroney, P.E. 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: Daniel W. Senecal

Printed Name: Daniel W. Senecal

Title: Chairman. Board of Selectmen

Date: 28 April 04

NPDES PII Small MS4 General Permit Annual Report

1. Public Education and Outreach

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 1	Planned Activities Permit Year 2
1.	Water Conservation Brochures	DPW	Number of brochures mailed (Goal over 1700 (revised)	1771 brochures mailed with May Water bills	Continue annual mailing Develop stormwater mailing
2.	Household hazardous waste collection	Board of Health	Conduct annual event	Event held on April 12, 2003	Continue holding annual event
2.	**Public Participation**				
3.	Stream Cleaning	DPW/Conservation Commission	Annual Project	A portion of Milletts Brook was cleaned in August 2003	Complete another stream cleaning project
4.	Stake holder meetings	Conservation Com-mission/Stream Team	Revised Conservation meetings goal 16/year Stream Team goal 9 times per year	Conservation Commission meetings 20 Times Stream Team meetings 10 times during year	Continue Stake holder meetings

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3.	**Illicit Discharges Detection and Elimination**				
5.	Map of Storm drains	DPW	Complete Map by June 30, 2006	None	Start developing map using GIS
6.	Develop & Implement Illicit Discharge Policy/ Regulations	DPW/ Conservation Commission, Planning Board, Building Inspector	Complete implementation by June 30, 2007	None	Start collecting regulations from other communities
4.	**Construction Site Runoff Control**				
7.	Develop and implement construction runoff policy/regulations	see BMP 6	Complete implementation by June 30, 2007	None	See BMP 6
5.	**Post Construction Runoff Control**				
8.	Development and Implement post construction policy/regulations	See BMP 6	Complete implementation by June 30, 2007	None	See BMP 6

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6.	**Municipal Good Housekeeping**				
9.	Sweep all streets by June 1	DPW	Complete by June 1	Completed May 2003	Achieve Goal
10.	May through September min bi-weekly sweeping main roads	DPW	Goal minimum of 10 bi-weekly sweepings	completed 17 sweepings of main roads through October 2003	Continue to achieve goals
11.	Septic System controls	Board of Health	Number of new septic systems or repairs	23 septic system upgrades construction of new systems for 6 new houses	Continue to monitor septic system improve-ments.