MANCHESTER-BY-THE-SEA

DEPARTMENT OF PUBLIC WORKS • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-1242 FAX (978) 526-2001

05

April 27, 2005

Ms. Ann M. Herrick
Environmental Protection Specialist
Office of Ecosystem Protection
U. S. EPA
1 Congress Street, Suite 1100
Boston, MA 02114-2023

SUBJECT: NPDES Permit Number MAR041207
Annual Report

Dear Ms. Herrick:

Manchester-by-the-Sea is pleased to submit the enclosed annual report for progress made to date in accordance with the subject Permit.

We are also forwarding a copy of this report to the Massachusetts Department of Environmental Protection, Department of Watershed Management.

Please do not hesitate to call f you have any questions.

Very truly yours,

Robert W. Moroney

Robert W. Moroney, P.E.
Director of Public Works

Encl.

Cy. Ms. Linda Domizio, DEP

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

EPA NPDES Permit Number: MAR041207

MaDEP Transmittal Number: W- 036274

Annual Report Number & Reporting Period: No.2 : March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert W. Moroney, P.E. Title: Director of Public Works

Telephone #: 978-526-1242 Email: rwmoroney@hotmail.com

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: Daniel W. Senecal

Title: Chairperson, Board of Selectmen

Date: 26 Apr 05

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 2	Planned Activities Permit Year 3
1.	Water Conservation Brochures	DPW	Number of brochures mailed (Goal over 1700 (revised)	1840 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 03, 2004	Continue holding annual event
2.	**Public Participation**				
3.	Stream Cleaning	DPW/Conservation Commission	Annual Project	A portion of Causeway Brook* was cleaned in December 04	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 23 times Stream Team meetings 10 times during year	Continue Stake holder meetings

* From the railroad tracks south of Sweeney Park to Essex County Club driveway north of Summer Street

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 2	Planned Activities Permit Year 3
3.	**Illicit Discharges Detection and Elimination**				
5.	Map of Storm drains	DPW	Complete Map by June 30, 2006	None - GIS mapping of utilities is ongoing	Complete for 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

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 2	Planned Activities Permit Year 3
6.	**Municipal Good Housekeeping**				
9.	Sweep all streets by June 1	DPW	Complete by June 1	Completed May 2004	Achieve Goal
10.	May through September min bi-weekly sweeping main roads	DPW	Goal minimum of 10 bi-weekly sweepings	completed 16 sweepings of main roads through November 2004	Continue to achieve goals
11.	Septic System controls	Board of Health	Number of new septic systems or repairs	25 septic systems upgrades construction of new systems for 4 new houses	Continue to monitor septic system improve-ments.