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

04/27/07

April 24, 2007

Ms. Ann M. Herrick
Environmental Protection Specialist
Office of Ecosystem Protection
U. S. EPA (CIP)
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 have also faxed a copy of the report to your office as requested.

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. Mr. Fred Civian, Stormwater Coordinator, DEP Office of Watershed Management

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 4	Planned Activities Permit Year 5
1.	Water Conservation Brochures	DPW	Number of brochures mailed (Goal over 1700 (revised)	1859 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 01, 2006	Continue holding annual event
2.	**Public Participation**				
3.	Stream Cleaning	DPW/Conservation Commission	Annual Project	Millets Brook from Millets Ln to Route 128 was cleaned in Jan 2007	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 22 times Stream Team meetings 9 times during the 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	Storm Drain mapping in progress	Complete Mapping on Sept 30, 2007
6.	Develop & Implement Illicit Discharge Policy/ Regulations	DPW/ Conservation Commission, Planning Board, Building Inspector	Complete implementation by May 31, 2008	None	Develop and Implement program
4.	**Construction Site Runoff Control**				
7.	Develop and implement construction runoff policy/regulations	see BMP 6	Complete implementation by June 30, 2007	Zoning By-Laws adopted April 4, 2007	Planning Board implement regulations
5.	**Post Construction Runoff Control**				
8.	Development and Implement post construction policy/regulations	See BMP 6	Complete implementation by June 30, 2007	Zoning By-Laws adopted April 4, 2007	Planning Board implement regulations

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 4	Planned Activities Permit Year 5
6.	**Municipal Good Housekeeping**				
9.	Sweep all streets by June 1	DPW	Complete by June 1	Completed May 8, 2006	Achieve Goal
10.	May through September min bi-weekly sweeping main roads	DPW	Goal minimum of 10 bi-weekly sweepings	Completed 14 Sweepings of main roads through November 2006	Continue to achieve goals
11.	Septic System controls	Board of Health	Number of new septic systems or repairs	45 system upgrades construction of new systems for 2 new houses	Continue to monitor septic system improve-ments.