NPDES PII Small MS4 General Permit

Annual Report
Years 5 and 6

Part I. General Information

Contact Person: Steven T. Kenney, P.E. Title: Director of Public Works

Telephone #: 978-526-1242 Email: Kenneys@manchester.ma.us

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: [Signature]

Printed Name: Christopher M. Silke, P.E.

Title: Project Manager

Date: June 1, 2009
Enter your transmittal number

Your unique Transmittal Number can be accessed online: http://mass.gov/dep/service/online/trasmfrm.shtml or call MassDEP's InfoLine at 617-338-2255 or 800-462-0444 (from 508, 781, and 978 area codes).

Massachusetts Department of Environmental Protection
Transmittal Form for Permit Application and Payment

A. Permit Information
BRP WM07
1. Permit Code: 7 or 8 character code from permit instructions
Non-Industrial
2. Name of Permit Category
3. Type of Project or Activity

B. Applicant Information – Firm or Individual
Town of Manchester-by-the-Sea
1. Name of Firm - Or, if party needing this approval is an individual enter name below:
Kennedy
2. Last Name of Individual
Steven
3. First Name of Individual
T.
4. MI
5. Street Address
Manchester-by-the-Sea
6. City/Town
Manchester-by-the-Sea
7. State
MA
8. Zip Code
01944
9. Telephone #
978-526-4612
10. Ext. #
11. Contact Person
Steven T. Kenney
12. e-mail address (optional)

C. Facility, Site or Individual Requiring Approval
Manchester-by-the-Sea Wastewater Treatment Plant
1. Name of Facility, Site Or Individual
2. Street Address
12 Church Street
Manchester-by-the-Sea
3. City/Town
4. State
5. Zip Code
6. Telephone #
978-526-4612
7. Ext. #
8. DEP Facility Number (if Known)
9. Federal I.D. Number (if Known)
10. BWSC Tracking # (if Known)

D. Application Prepared by (if different from Section B)*
Wright-Pierce
1. Name of Firm Or Individual
2. Address
200 Brickstone Square, Suite 505
Andover
3. City/Town
4. State
5. Zip Code
6. Telephone #
978-470-0666
7. Ext. #
Christopher M. Silke, P.E.
8. Contact Person

E. Permit - Project Coordination
1. Is this project subject to MEPA review? ☐ yes ☑ no
If yes, enter the project's EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:

EOEA File Number

F. Amount Due

DEP Use Only

Special Provisions:
1. ☐ Fee Exempt (city, town or municipal housing authority)(state agency if fee is $100 or less).
There are no fee exemptions for BWSC permits, regardless of applicant status.
2. ☐ Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).
3. ☐ Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).
4. ☐ Homeowner (according to 310 CMR 4.02).

Rec'd Date:

Reviewer:

Check Number
Dollar Amount
Date
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

Phase II Stormwater Management Plan
Annual Report – Years 5 and 6

NPDES MS4 – MAR041207

for

Manchester by the Sea, Massachusetts

May 2009
Massachusetts Department of Environmental Protection

Transmittal Form for Permit Application and Payment

Enter your transmittal number

1. Please type or print. A separate Transmittal Form must be completed for each permit application.
2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.
3. Three copies of this form will be needed:
   - Copy 1 - the original must accompany your permit application.
   - Copy 2 must accompany your fee payment.
   - Copy 3 should be retained for your records.
4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:
   MassDEP
   P.O. Box 4062
   Boston, MA 02211

*Note:
For BWSC Permits, enter the LSP.

---

**A. Permit Information**

<table>
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<th>Permit Code: 7 or 8 character code from permit instructions</th>
<th>Permit Renewal/Plan Modification</th>
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<tbody>
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<td>BRP WM07</td>
<td></td>
</tr>
</tbody>
</table>

1. Name of Permit Category
2. Type of Project or Activity

---

**B. Applicant Information – Firm or Individual**

<table>
<thead>
<tr>
<th>Town of Manchester-by-the-Sea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall, 10 Central Street</td>
</tr>
</tbody>
</table>

1. Name of Firm - Or, if party needing this approval is an individual enter name below:
   - Kenney
   - Steven

2. Last Name of Individual
3. First Name of Individual

5. Street Address

9. Telephone #

10. Ext. #

---

**C. Facility, Site or Individual Requiring Approval**

<table>
<thead>
<tr>
<th>Manchester-by-the-Sea Wastewater Treatment Plant</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Church Street</td>
</tr>
</tbody>
</table>

1. Name of Facility, Site Or Individual
2. Street Address
5. Zip Code
6. Telephone #
7. Ext. #

---

**D. Application Prepared by (if different from Section B)*

<table>
<thead>
<tr>
<th>Wright-Pierce</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Brickstone Square, Suite 505</td>
</tr>
</tbody>
</table>

1. Name of Firm Or Individual
2. Address
3. City/Town
5. Zip Code
6. Telephone #
7. Ext. #

**E. Permit - Project Coordination**

1. Is this project subject to MEPA review? ☐ yes ☐ no
   If yes, enter the project’s EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:

**F. Amount Due**

<table>
<thead>
<tr>
<th>Permit No:</th>
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<tbody>
<tr>
<td>☑ Fee Exempt (city, town or municipal housing authority)(state agency if fee is $100 or less).</td>
</tr>
<tr>
<td>☑ Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).</td>
</tr>
<tr>
<td>☑ Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).</td>
</tr>
<tr>
<td>☑ Homeowner (according to 310 CMR 4.02).</td>
</tr>
</tbody>
</table>

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**Special Provisions:**

- There are no fee exemptions for BWSC permits, regardless of applicant status.

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**Transmittal Number**

- X228515

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1-Transmittal Form for Application_MA.doc • rev. 1/07
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<td>Regulatory Mechanism</td>
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<td>4.6.1</td>
<td>Regulatory Mechanism</td>
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<td>Pollution Prevention/Good Housekeeping</td>
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## APPENDICES

A  MS4 Area within Manchester-by-the-Sea
B  NPDES Stormwater General Permit Notice of Intent (NOI)
C  NPDES Phase II Stormwater Management Plan, Year 4 Annual Report
D  Hydrologic Study Summary and Conclusion by Metcalf and Eddy, February 2008
E  Office of the Attorney General's Draft Stormwater Bylaws
F  Stormwater Management Provisions of the Manchester-by-the-Sea Zoning Bylaw
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<th>DESCRIPTION</th>
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<td>2</td>
<td>YEARS 5 AND 6 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES</td>
<td>6</td>
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SECTIOn 1

 INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION AND BACKGROUND

In 1990, The United States Environmental Protection Agency (EPA) began implementing a stormwater management program under the National Pollutant Discharge Elimination System (NPDES). This program, known as Phase I of the NPDES stormwater program, was intended to reduce pollution in stormwater discharges for large urban areas with populations of 100,000 or greater.

On December 8, 1999, the Phase II Rule of the NPDES stormwater program was published to address Municipal Separate Storm Sewer Systems (MS4s) within urban areas of populations less than 100,000 that were not addressed under the Phase I program. Objectives of the Phase II rule are for the MS4s to develop, implement and enforce a storm water program designed to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. In order for an MS4 to meet these objectives, EPA has defined the following six “minimum control measures” that are to be addressed:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control Measures
5. Post-Construction Runoff Control Measures
6. Pollution Prevention/Good Housekeeping for Municipal Operations

The intent is for MS4s to address these six minimum control measures by identifying and applying the appropriate Best Management Practices (BMPs) that apply for their community.
On May 1, 2003 the EPA issued the General Permit for Stormwater Discharges from MS4s. A portion of the Town of Manchester-by-the-Sea is defined as an MS4, and an outline of the designated area is included in Appendix A. The general permit requires that the stormwater program for each MS4 submit an annual evaluation. The Town of Manchester-by-the-Sea filed a Notice of Intent (NOI) for the NDPES Stormwater General Permit on March 10, 2003. The NOI includes a description of the system and a stormwater management plan for each specific measurable goal. A copy of the NOI is included in Appendix B.

The following report contains information regarding the activities on the stormwater program for the previous Stormwater Years 5 and 6. The report contains the information required in the general permit as follows: (a) Self-Assessment Review of Compliance with the Permit Conditions; (b) Assessment of the Appropriateness of the selected BMPs; (c) Assessment of the Program towards Achieving the Measurable Goals; (d) Summary of the Results of Any Information that has been Collected and Analyzed; (e) Discussion of Activities for the Next Reporting Cycle; (f) Discussion of any Changes in Identified BMPs or Measurable Goals; and (g) Reference any Reliance on another Entity for Achieving any Measurable Goal.
SECTION 2

SELF-ASSESSMENT REVIEW OF COMPLIANCE WITH THE PERMIT CONDITIONS

2.1 SELF-ASSESSMENT REVIEW OF COMPLIANCE WITH THE PERMIT CONDITIONS

The Town of Manchester-by-the-Sea filed a National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan in May 2003. In November 2003, the EPA sent a letter to the town stating that the stormwater program was administratively complete and in compliance with the conditions of the General Permit. The General Permit maintains that the applicant file annual compliance reports. Annual reports were filed for the Town of Manchester-by-the-Sea for Years 1 through 4, according to the requirements of the General Permit. An annual report was filed for Year 4 (May 2006 - May 2007). A copy of the Year 4 annual report is included in Appendix C.
SECTION 3

ASSESSMENT OF THE APPROPRIATENESS
OF THE SELECTED BMPS

3.1 ASSESSMENT OF THE APPROPRIATENESS OF THE SELECTED BMPS

The Best Management Practices (BMPs) selected for the stormwater program were appropriate for the Town of Manchester-by-the-Sea. These BMPs are presented in Section 4.0. The Town made a few updates to their original Stormwater Management Plan (SWMP). Table 1 details any revisions to the SWMP or comments on the BMP appropriateness.

TABLE 1
SWMP UPDATES AND COMMENTS ON APPROPRIATENESS

<table>
<thead>
<tr>
<th>BMP ID NUMBER</th>
<th>BMP DESCRIPTION</th>
<th>COMMENTS ON APPROPRIATENESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Public Involvement and Participation</td>
<td>Stormwater system and catch basin inspection program</td>
</tr>
<tr>
<td>6.4</td>
<td>Pollution Prevention and Good Housekeeping for Municipal Operations</td>
<td>Street sweeping</td>
</tr>
</tbody>
</table>
SECTION 4

SUMMARY OF MINIMUM CONTROL MEASURES

4.1 SUMMARY OF MINIMUM CONTROL MEASURES

In order to meet the six control measures required by the EPA, the Town created a Stormwater Management Plan (SWMP) which details stormwater best management practices (BMPs) and measurable goals. The following outlines the progress of the town in achieving the measurable goals for Stormwater Years 5 and 6. The annual evaluation of BMPs is also detailed in Table 2. The annual evaluation also discusses activities for the next reporting cycle, and identifies any changes in the identified BMPs or measurable goals.

4.2 PUBLIC EDUCATION AND OUTREACH

The Department of Public Works (DPW) and the Board of Health continue to work together on public education and outreach. The DPW distributed water conservation brochures with the water bills. The Board of Health held an annual hazardous waste collection event.

4.3 PUBLIC PARTICIPATION AND INVOLVEMENT

There are several teams and committees involved with public participation, including the DPW, Conservation Commission and the Manchester-by-the-Sea Stream Team. The DPW and Conservation Commission worked together on a stream cleaning project in the Saw Mill Brook. In addition, the Conservation Commission met twice a month and the Stream Team met once a season. The focus of the Conservation Commission and the Stream Team was stormwater flooding in the Millets Brook and Sawmill Brook. The summary and conclusion of the hydrologic study conducted by Metcalf and Eddy, February 2008, is included in Appendix D.
### 1.0 Public Education and Outreach

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Homeowner Focus</td>
<td>Water Conservation Brochures</td>
<td>DPW</td>
<td>Brochure Distribution (goal of over 1700)</td>
<td>Continue annual mailing</td>
<td>Mail Brochure with Water Bills</td>
</tr>
<tr>
<td>1.2 General Public Focus</td>
<td>Hold Hazardous Waste Collection</td>
<td>Board of Health</td>
<td>Conduct annual event</td>
<td>Held Annual Event</td>
<td>Board of Health held the annual event</td>
</tr>
</tbody>
</table>

### 2.0 Public Involvement and Participation

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 General Public Focus</td>
<td>Stream Cleaning</td>
<td>DPW/Conservation Commission</td>
<td>Conservation Meetings (Goal - 16 times per year)</td>
<td>Complete another Stream/Cleaning Project</td>
<td>DPW and Conservation Commission worked together on the Stream Cleaning project in the Saw Mill Area</td>
</tr>
<tr>
<td>2.2</td>
<td>Stake Holder Meetings</td>
<td>Conservation Commission/Stream Team</td>
<td>Stream Team (Goal - 9 times per year)</td>
<td>Meetings</td>
<td>Conservation Commission meet twice a year and meet once a season</td>
</tr>
</tbody>
</table>

### 3.0 Illicit Discharge Detection and Elimination

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
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</thead>
<tbody>
<tr>
<td>3.1 Stormwater System Mapping</td>
<td>Map stormwater system</td>
<td>DPW</td>
<td>Build GIS system map for stormwater planning, illicit discharge program, tracking system, and maintenance program</td>
<td>GIS map of storm sewer system is 100% complete</td>
<td>GIS map of storm sewer system is 100% complete</td>
</tr>
<tr>
<td>3.2 Regulatory Mechanism</td>
<td>Develop Tow bylaw prohibiting illegal sanitary water discharges into storm sewer system</td>
<td>DPW/Conservation Commission/Planning Board/Building Inspector</td>
<td>Review existing policy and implement recommendations for regulatory revisions</td>
<td>Develop and Implement Bylaw</td>
<td>Bylaw reviewed the OAG models for draft bylaw and adopted in April 2007</td>
</tr>
</tbody>
</table>

### 4.0 Construction Site Storm Water Runoff Control

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Regulatory Mechanism</td>
<td>Develop and implement Tow bylaws regulating erosion and sediment control for construction sites utilizing appropriate BMPs</td>
<td>DPW/Conservation Commission/Planning Board/Building Inspector</td>
<td>Implement Tow bylaws</td>
<td>Finalize Bylaw</td>
<td>Bylaw adopted in April 2007 included in Zoning Bylaw</td>
</tr>
</tbody>
</table>

### 5.0 Post-Construction Storm Water Management in New Development and Redevelopment

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Regulatory Mechanism</td>
<td>Develop and implement bylaws regulating controls for post-construction runoff utilizing appropriate BMPs</td>
<td>DPW/Conservation Commission/Planning Board/Building Inspector</td>
<td>Implement bylaws</td>
<td>Finalize Bylaw</td>
<td>Bylaw adopted in April 2007 included in Zoning Bylaw</td>
</tr>
</tbody>
</table>

### 6.0 Pollution Prevention and Good Housekeeping for Municipal Operations

<table>
<thead>
<tr>
<th>BMP Category in Notice of Intent (NOI)</th>
<th>BMP</th>
<th>Department Responsible for Implementing BMP</th>
<th>Measurable Goals</th>
<th>5th Year Goals</th>
<th>Progress on Goal(s) - Year</th>
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</thead>
<tbody>
<tr>
<td>6.1 Stormwater Sewer System Operation and Maintenance</td>
<td>Stormwater system and catch basin inspection program</td>
<td>DPW</td>
<td>Annual inspection</td>
<td>Inspect each basin/determine if cleaning frequency should be increased</td>
<td>DPW inspected catch basins and cleaned as needed</td>
</tr>
<tr>
<td>6.2</td>
<td>Septic System Controls</td>
<td>BOH</td>
<td>New Septic System Repairs</td>
<td>Continue to Monitor Septic System Improvements</td>
<td>Sewage Septic System Upgrade</td>
</tr>
<tr>
<td>6.3 Municipal Roads</td>
<td>Street sweeping</td>
<td>DPW</td>
<td>Street sweeping is conducted annually and All roads swept by June 1</td>
<td>Complete Street Sweeping by June 1</td>
<td>Street sweeping is conducted annually and All roads swept by June 1</td>
</tr>
</tbody>
</table>

| Goal - Minimum bi-weekly sweeping | Street Sweeping Main Roads | Main Roads swept as soon as possible |

### TABLE 2
MANCHESTER BY THE SEA, MASSACHUSETTS
NPDES PHASE II STORMWATER MANAGEMENT PLAN
YEARS 5 AND 6 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES
The stormwater management provisions of the bylaws are included in Appendix F. The construction best management practices (BMPs) were amended in April 2007 and the models were utilized to amend the BMPs to include construction and post-construction measures. The Town reviewed the OAG model bylaws for construction and post-construction measures.

4.4.1 Regulatory Mechanism

CONSTRUCTION SITE RUNOFF CONTROL MEASURES

The Town determined that there is not one specific way to handle all types of illicit discharges. Procedures for identifying and removing illicit discharges are highly dependent on the circumstances of the discharge. Each circumstance will be handled on a case-by-case basis.

4.4.3 Illicit Discharge Detection and Elimination Plan

The Town reviewed the OAG model bylaws for similar towns in the area. The Town is currently reviewing the Best Practices for Enforcement. The Town is considering possible illicit discharges and include procedures for enforcement. The Town is working to draft a bylaw which will include illicit discharges. A copy of the OAG Office of the Attorney General (OAG) models for draft Town bylaws is included in Appendix E. A copy of the recommended bylaw from the Department of Public Works (DPW) will be included in Appendix E.
4.6 POST-CONSTRUCTION RUNOFF CONTROL MEASURES

4.6.1 Regulatory Mechanism

The Town reviewed the OAG model bylaws for construction and post construction measures. The models were utilized to amend the Zoning Bylaws to include construction and post construction best management practices. The Zoning Bylaws were amended in April 2007 and the stormwater management provisions of the bylaw are included in Appendix F.

4.7 POLLUTION PREVENTION/GOOD HOUSEKEEPING

4.7.1 Employee Training

The Town incorporates stormwater training into several of its departments including the Conservation Commission, Fire Department and DPW.

4.7.2 Stormwater System Operation and Maintenance

The DPW inspected the stormwater structures including outfalls and catch basins. Outfall and catch basins were cleaned and repaired, as necessary. In addition, the DPW inspects the structural BMPs annually and after each major storm. The goal is to maintain this program.

4.7.3 Municipal Operations

The municipal housekeeping measures include regular street sweeping. The DPW swept all streets by June 1 and continued to sweep the main streets regularly throughout the summer season (May through September).