

Municipality/Organization: Manchester-by-the-Sea, MA

EPA NPDES Permit Number: MAR041207

MassDEP Transmittal Number: W-036274

Annual Report Number Year 7
& Reporting Period: April 1, 2009 – March 31, 2010

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

Part I. General Information

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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: 

Printed Name: Steven T. Kenney

Title: Director of Public Works

Date: 3/30/11

Part II. Self-Assessment

From April 1, 2009 – March 31, 2010 the Town of Manchester-by-the-Sea continued to make progress implementing BMPs and meeting requirements of EPA's 2003 General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s). Town Staff from the DPW, Conservation Commission, Building Department, Board of Health, and Planning Board conducted stormwater management activities.

The DPW and Board of Health continue to keep information on stormwater available at the Town Hall. Good housekeeping measures, including catch basin cleaning, street sweeping, and drainage infrastructure maintenance and cleaning, continue to be administered through the DPW.

BMPs selected continue to be appropriate for the Town.

Notes on Permit Year 7 Annual Report:

- In the Permit Year 5 Annual Report, the Town assigned new BMP ID#s, to better link the BMP to the MCM (i.e., BMP 1 became BMP 1.1, BMP 2 became BMP 1.2, and BMP 3 became BMP 2.2, etc). All BMPs identified in the Notice of Intent continue to be implemented.
- In the Permit Year 6 Annual Report, the Town added a BMP (#6.1) to include a stormwater system and catch basin inspection program.
- This year, Town added BMPs #1.3, 1.4 and 6.5.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1.1	Water Conservation Practice Brochures	DPW	Number of brochures mailed	Mailed approximately 2,000 water conservation brochures with water bills. Each water customer receives a bill.	Continue mailings as needed and as budget allows.
Revised			Revised Year 1: Brochure distribution (goal of over 1,700)		
1.2	Hold Hazardous Waste Collection	Board of Health	Conduct annual event	Annual household hazardous waste day was held by Board of Health on a weekend in April 2009.	Continue annual event as budget allows.
Revised				Town continued to provide recycling information on Town Website	Continue to provide recycling information on website as necessary.

1a. Additions

1.3	Stormwater Brochures at Town Hall	DPW/ Conservation/ Stream Team	Make stormwater-related brochures available at Town Hall	Three stormwater brochures are available in Town Hall: “The Importance of Streamside Buffers”, “Make the Stormwater Connection” and “Pet Waste and Bathing Beaches – Guidelines for Pet Owners”	As budget allows, continue to make brochures available in Town Hall.
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1.4	Animal Control Bylaw (Town's General Bylaws Article X Section 28)	Police/ Board of Health	Enforce Animal Control Bylaw	<p>Town Bylaw prohibits disposal of dog waste on beaches, sidewalks, streets, parks, in town storm drains and on public beaches. The Police continued to enforce the Animal Control Bylaw, including patrolling beaches, parks, recreational areas and cemeteries and monitoring the 'dog waste stations.'</p> <p>The Board of Health also promotes compliance with this bylaw, and educates people about the bylaw.</p>	Continue to promote and enforce bylaw as needed and as budget allows.
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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – (Permit Year 8)
2.1 Revised	Stream Cleaning	DPW/ Conservation Commission	Annual Project	<p>The Town has undertaken numerous stream cleaning projects over the permit term:</p> <ul style="list-style-type: none"> • A portion of Milletts Brook was cleaned in August 2003. • A portion of Sawmill Brook (from Mill Street south to Essex Country Club) was cleaned in December 2005. • Millets Brook (from Millets Lane to Rote 128) was cleaned in January 2007. • Since 2007, DPW and Conservation Commission worked together on a stream cleaning project in the Saw Mill Brook. • This year, budget prohibited cleaning activities. 	Continue annual stream cleanings as budget allows.

2.2	Stakeholder Meetings	Manchester Coastal Stream Team/ Conservation Commission	Number of meetings	The Manchester Coastal Stream Team met once a month for most of the year to discuss environmental issues that affect water bodies in Manchester-by-the-Sea and to plan corrective measures to address identified issues. All projects include public participation and involvement.	Continue meetings, as possible.
Revised			Revised in Permit Year 1: Conservation Commission Meetings (Goal – 16 times per year) Stream Team Meetings (Goal – 9 times per year)	The Conservation Commission met twice a month (second and fourth Tuesday). Additional meetings were scheduled as needed. Abutters and general public were invited to consider drainage and stormwater manage issues as related to the Wetlands Protection Act and related state and local laws. All public involvement activities complied with state public notice requirements at MGL Chapter 39 Section 23B and local public notice requirements.	

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – (Permit Year 8)
3.1	Map of Storm Drains	Public works	Complete by June 30, 2006	GIS map of storm sewer system (outfalls, catch basins, and other drainage structures) is complete. Connectivity, where know, is included on map.	BMP complete; measurable goal met. Update map as needed.
Revised					
3.2	Illicit Discharge Policy/Regs	DPW/ Conservation Commission/ Planning Board/ Building Inspector	Complete by June 30, 2007	DPW reviewed a copy of the Attorney General's model bylaw. Town reviewed bylaws of similar nearby communities.	Draft bylaw and put Bylaw on Warrant for Town Meeting
Revised			Revised in Permit Year 4: Complete implementation by May 31, 2008		

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – (Permit Year 8)
4.1	Develop and Implement Construction Runoff Policy/Regulations regulating erosion and sediment control	DPW/ Conservation Commission/ Planning Board/ Building Inspector	Complete by June 30, 2007	<p>“Stormwater Management Special Permit” added to Town Zoning By-law in April 4, 2007. Planning Board has adopted Regulations.</p> <p>This bylaw requires sediment and erosion control at construction sites, and includes sanctions to ensure compliance.</p> <p>Planning Board continues to implement Bylaw and regulations.</p>	<p>BMP complete and measurable goal achieved.</p> <p>Continue to implement bylaw and regulations</p>
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – (Permit Year 8)
5.1	Develop and implement Post Construction Policy	DPW/ Conservation Commission/ Planning Board/ Building Inspector	Complete by June 30, 2007 Implement bylaws	<p>“Stormwater Management Special Permit” added to Town Zoning By-law in April 4, 2007. Planning Board adopted regulations.</p> <p>This bylaw addresses storm water runoff from new development and redevelopment projects that disturb one or more acres</p> <p>Planning Board continues to implement Bylaw and regulations.</p>	<p>BMP complete and measurable goal achieved.</p> <p>Continue to implement bylaw and regulations.</p>
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – (Permit Year 8)
6.1	Stormwater System and Catch Basin Inspection Program	DPW	Annual Inspections	DPW inspected catch basins and cleaned as necessary	Continue annual inspections and as-needed cleanings.
6.2	Septic system controls	Board of Health	Number of new systems or repairs	Based on inspections, failing systems were upgraded as needed. The Town has a tracking system for pump outs.	Continue to monitor septic systems as needed.
6.3	Sweep all streets by June 1	DPW	Completed on time	The DPW swept streets by June 1, 2010.	Continue to sweep streets once per year, as budget allows.
Revised			Revised Year 1: Complete by June 1		
6.4	May through September, Minimum of biweekly sweeping of main streets	DPW	Number of sweepings complete	The DPW swept main streets regularly throughout the summer season (May through September).	Continue to sweep main streets as needed and as budget allows.
Revised			Revised Year 1: Goal: Minimum of 10 bi-weekly sweepings Revised Year 5: Sweep as necessary		

6a. Additions

6.5	Employee Training	Conservation Commission/ Fire Department/ DPW	Train staff annually	Town continues to incorporate stormwater training into annual trainings of Conservation Commission, the Fire Department, and the DPW. Training includes understanding how to recognize illicit discharges.	Continue annual stormwater trainings.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Not applicable. None of Manchester-by-the-Sea's receiving waters have approved TMDL reports at this time. A Draft Pathogen TMDL for the North Coastal Watershed has been developed, but is not yet final.

Part IV. Summary of Information Collected and Analyzed

- Salem Sound Coastwatch's Clean Beaches and Streams sampling results are available at their website.
<http://www.salemsound.org/CB&S.html>
- Town's Board of Health maintains records of weekly sampling results and beach closings for the Town's eight beaches. The Massachusetts Department of Public Health also presents sampling results on their website:
http://mass.digitalhealthdepartment.com/public_21/index.cfm