

Municipality/Organization: Salisbury, Massachusetts

EPA NPDES Permit Number: MA-041220

MA DEP Transmittal Number: X260856

**Annual Report Number
& Reporting Period:** No. 11: May 2013 – April 2014


NPDES Phase II Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Donald R. Levesque **Title:** Director of Public Works

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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: Neil Harrington

Title: Town Manager

Date: April 30, 2014

Part II. Self-Assessment

The Town of Salisbury has had many budgetary limitations in the past several years. The Department of Public Works continues to have a realistic approach with dealing with stormwater concerns. In addition to state cuts in local aid, the FY10 through FY13 budget cuts totaled more than 25 percent. The FY14 budget was \$15,000 total for all stormwater activities as well as an approved \$54,000 capital expenditure of a pre-owned sweeper that has allowed the Town to increase street sweeping frequency in known problem areas. The FY15 stormwater budget is expected to match this \$15,000 level.

However, given these financial difficulties, the Town has been able to maintain compliance with the permit and achievement of goals through the diligent efforts of in-house staff, who have invested of their time to make continual progress on stormwater management. This includes the recruitment and management of local volunteers and social organizations.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
1A	Posters	Town Manager	Posting all town buildings	Restocked signs throughout permit year.	Continue to restock signs as necessary.
1B	Local cable	Town Manager	Post message monthly	Conservation Commission hearings have been televised all permit year, as well as public participation events and advance notice of volunteer opportunities, including the Greenscapes NSC stormwater video.	Will seek out additional local access opportunities.
1C	Repair shop brochures	Town Manager	Distribute to impacted businesses, complete brochure	BMP brochures were procured through Greenscapes North Shore Coalition and made available throughout the year.	Maintain available BMP information.
1D	Town Website	Town Manager	Update quarterly	Website has been updated on a quarterly basis, including the Greenscapes NSC stormwater video.	Continue to update the website on a quarterly basis.
1E	Stormwater Education Video	Public Works Director	Distribute educational materials to appropriate parties.	Maintained Greenscapes North Shore Coalition membership in good standing. Distributed online materials to School Dept. and community at large.	Assessing the value of Greenscapes North Shore Coalition membership. If continued, distribute information as it becomes available.
1F	Public Info Mailer	Public Works Director	Make information available online	Online availability has taken the place of direct mailing and brochure distribution.	Refer to 1E, above.
1G	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Workshop held on a Saturday in April 2014 at the Parker River Refuge as part of a multi-town group.	Town will assess benefits for FY15, may look at conducting in a Town location, potentially at a Salisbury school during a school day
New					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
2A	Citizen Advisory Committee	Town Manager	Master Plan refinement	Citizen's Master Plan Committee will be focusing part of efforts on stormwater management. Goal is to establish future town-wide progress.	Ensure stormwater remains a focus of the Master Plan effort.
2B Revised	Waste oil collection	Public Works	Collect once per year	Continued annual collection of hazardous materials and maintained membership in Essex County waste collection consortium.	Recent collection days have seen far lower participation rates as homeowner inventory of materials is dropping. Town will assess need for annual program in FY15.
2C Revised	Paint collection	Public Works	Collect paint	Continued annual collection of hazardous materials.	Recent collection days have seen far lower participation rates as homeowner inventory of materials is dropping. Town will assess need for annual program in FY15.
2D Revised	Stenciling	Public Works	Change to standard grate as part of S.O.P.	Sought to better inventory number of catch basins. Town has identified 623 catch basins, which is much higher than the 450 assumed value.	Continue using new catch basin grate to indicate "NO DUMPING FLOWS TO DRAIN" as a more permanent measure than stenciling.
2E Revised	Coalition membership	Public Works	Maintain membership	Maintained membership and distributed educational materials provided by coalition.	Assessing the value of Greenscapes North Shore Coalition membership. If continued, distribute information as it becomes available.
2F	Women in Transition/Trial Court/Middleton Inmates/Beach Betterment Association/Probation Department	Public Works	Seasonal cleanup efforts	Maintained and expended working relationship with organizations and performed cleanup work throughout town. What was once a quarterly activity has become a year-round program.	Continue to work with organizations and perform regularly-scheduled activities.

2G	Rail Trail Extension	Public Works	Trail Expansion and Public Education	<ul style="list-style-type: none"> Border to Boston rail trail secured FY17 construction funding. Amesbury/Salisbury rail trail to be designed by MDOT to 25% stage to secure place on TIP. Made rail trail connection to the school as part of a negotiated land swap. 	<ul style="list-style-type: none"> Working on 25% design hearing for the Border to Boston rail trail.
Revised					
2H	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Workshop held on a Saturday in April 2014 at the Parker River Refuge as part of a multi-town group.	Town will assess benefits for FY15, may look at conducting in a Town location, potentially at a Salisbury school during a school day
New					
2I	Seeking Stormwater Grant Funding	Town Planner	Secure grant and utilize funding	N/A	MVP submitted for EPA stormwater compliance and CIC grant: Goals include: <ul style="list-style-type: none"> Town training on EPA requirements. Town public education campaign for stormwater management. Multiple workshops to help the Town assess need for a stormwater utility.
New					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) -- Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 12
3A	Outfall mapping	Public Works	Map outfalls	Funding could not be secured for outfall inventory of assumed 623 structures.	New permit requirements will be evaluated and progress made to the degree possible within available budget restraints.
3B Revised	Review existing bylaws and regulations	Town Manager	Evaluate and recommend changes	Continued to track changes to regulations as required by future permits and make changes as appropriate.	Continue to track changes to regulations as required by future permits and make changes as appropriate.
3C	Develop IDDE Plan	Public Works	Develop Plan of action	Awaiting new permit requirements before acting.	Awaiting new permit requirements before acting.
3D	IDDE By-law modifications	Public Works	Evaluate and recommend changes	Continued to track changes to regulations as required by future permits and make changes as appropriate.	Continue to track changes to regulations as required by future permits and make changes as appropriate.
3E	Test Outfalls	Public Works	Test Outfall	SEE 3A	SEE 3A
3F	Stream Sampling for Contamination	Public Works	Sample streams for BOD and TSS	SEE 3A	SEE 3A

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
4A	Review site inspection	Planning	Evaluate existing	Continued assessment/monitoring of inspection program.	Continue assessment/monitoring of inspection program.
4B	Modify Site Inspection Program	Planning	Recommend Modifications	Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements.	Continue to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements.
4C	Review by-laws	Planning	Determine adequacy	Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements.	Continue to evaluate and recommend any changes to bylaws, specifically as they pertain to revised stormwater management guidelines.
4D	Modify by-laws	Planning	Recommend Modifications	Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements.	Continue to evaluate and recommend any changes to bylaws, specifically as they pertain to revised stormwater management guidelines.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
5A	Site Inspectors	Planning	Evaluate existing	Continued to evaluate and recommend any changes.	Continue to evaluate and recommend any changes.
5B	Modify Site Inspection Policy//Procedures	Planning	Implement Modifications	Assessed improvements semi-annually at department head meeting.	Assess improvements semi-annually at department head meeting.
5C	Review by-laws	Planning	Evaluate existing	Continued to evaluate and recommend any changes.	Continue to evaluate and recommend any changes.
5D	Modify by-laws for Post Construction Site Runoff	Planning	Implement Modifications	Continued to evaluate and recommend any changes.	Continue to evaluate need for future changes.
5E	By-law changes	Planning	Proposed Modifications	Continued to evaluate and recommend any changes.	Continue to seek potential revisions.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
6A Revised	Street sweeping	Public Works	Majority of town	Expanded sweeping program, concentrating on environmentally sensitive areas, through the use of the FY14 purchase of a pre-owned sweeper.	Continue expanded program in FY15.
6B	Catch basin cleaning	Public Works	Majority of town	Annual cleaning completed.	Continue current program.
6C Revised	Public Facility site inspections and BMP practice review	Public Works Director	Perform Inspections at each Public Facility	Performed annual inspections. Town conducted a DPW operations study in FY14; it did not identify pollution prevention or good housekeeping issues that required attention.	Continue current program.
6D	Training	Town Manager	Train Municipal employee	Educational videos and information have been implemented into training.	Continue to provide annual training with appropriate educational information and videos as appropriate.
6E	Public Facility follow-up	Public Works Director	Perform follow-up inspections	Annual inspections are continued and any follow up is performed.	Continue annual inspections.
6F	Improved runoff containment	Public Works	Reduce runoff potential from salt storage areas	Maintain salt shed BMPs.	Continue current program.
6G	Infrastructure Management	Public Works	Resolve problematic stormwater system areas	Work conducted in FY14 included: <ul style="list-style-type: none"> Cable Avenue replaced a 	Year 12 work to include: <ul style="list-style-type: none"> 72 Ferry Rd. secured easement

Revised

				<p>collapsed CMP pipe with HDPE to improve site runoff.</p> <ul style="list-style-type: none">• Gardner Street Phase 2 construction completed spring 2013.• Design complete for Lincoln Avenue and Howard George Court. Will make improvements when upgrading water mains.	<p>that will improve conditions, working to finalize.</p> <ul style="list-style-type: none">• Tide gate on Town Creek to mitigate storm surges under construction, completion expected spring 2014.
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) Not Applicable

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Salisbury Beach area **did not** have any beach closures during the 2013 recreational summer season, based on water quality monitoring performed by the Salisbury Board of Health and the Massachusetts Division of Marine Fisheries.

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