

Municipality/Organization: Salisbury, Massachusetts

EPA NPDES Permit Number: MA-041220

MA DEP Transmittal Number: X274765

**Annual Report Number
& Reporting Period:** No. 13: May 2016 – April 2017

NPDES Phase II Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Neil Harrington **Title:** Town Manager

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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 28, 2017

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 Town has had to make the following adjustments to annual budgeting:

- FY10 through FY13 budget cuts totaled more than 25 percent
- 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
- FY15 through FY17 stormwater budgets matched the FY14 \$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 professional time to make continual progress on stormwater management. This includes the recruitment and management of local volunteers and social organizations.

As the new permit takes effect in FY18, the Town is preparing to seek coverage under the permit through the submittal of a Notice of Intent after the July 1, 2017 effective permit date. Once coverage is secured, the Town will work to complete the tasks identified on the attached Year 1 permit requirements table. The Town has included a \$65,000 line item in the FY18 budget to support these efforts.

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 14 (Reliance on non-municipal partners indicated, if any)
1A	Posters	Town Manager	Posting all town buildings	Restocked signs throughout permit year.
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.
1C	Repair shop brochures	Town Manager	Distribute to impacted businesses, complete brochure	BMP online and printed materials were procured through Greenscapes North Shore Coalition and made available throughout the year.
1D	Town Website	Town Manager	Update quarterly	Website intermittently updated as appropriate, which includes the Greenscapes NSC stormwater video as well as links to stormwater websites.
1E	Stormwater Education Video	Public Works Director	Distribute educational materials to appropriate parties.	Continued investment in Greenscapes North Shore Coalition to remain in good standing. Distributed materials to School Dept.
1F	Public Info Mailer	Public Works Director	Make information available online	Online availability has taken the place of direct mailing and brochure distribution.
1G	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Town was not invited to participate in the 2017 event; unclear whether the event was held and is continuing in the future.
Revised				

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)
2A Revised	Citizen Advisory Committee	Town Manager	Master Plan refinement	Conservation Commission and Planning Board working on stormwater bylaw revisions as part of continued efforts to address gaps in local ordinances. This is occurring outside of the traditional Master Plan process.
2B Revised	Waste oil collection	Public Works	Collect once every two years	Conducted a hazardous materials collection day in November 2015 and maintained membership in Essex County waste collection consortium. Next collection day scheduled for November 2017.
2C Revised	Paint collection	Public Works	Collect paint	Continued collection of hazardous materials on an every two years basis. Next collection day scheduled for November 2017.
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 1,120 catch basins, 242 drainage manholes, and 43 outfall pipes through stormwater GIS mapping performed in 2016. This includes all Town roads and MADOT roads; which means that the Town total is fewer than the above quantities. Mapping was conducted by Merrimack Valley Planning Commission (MVPC) staff and is in the process of being integrated into the Town's GIS system.
2E Revised	Coalition membership	Public Works	Maintain membership	Maintained membership and distributed educational materials provided by coalition. Town is evaluating whether continued membership is worthwhile given the new permit's requirements.
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.

2G	Rail Trail Extension	Public Works	Trail Expansion and Public Education	<ul style="list-style-type: none"> • Border to Boston rail trail secured place on FY18 TIP for construction funding. • Amesbury/Salisbury rail trail designed by MADOT to 25% stage. Secured place on the FY18 TIP and has a public hearing scheduled for May 9, 2017. • Completed the Stevens Trail Loop to extend 1 mile off of Eastern Marsh Trail. • Completed the School connection 1 mile trail to connect to Partridge Brook Park. • Advanced study of 1 mile trail extension off the Stevens Trail Loop. • Studied connection trail from Northpointe Village to Partridge Brook Park.
Revised				
2H	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Town was not invited to participate in the 2017 event; unclear whether the event was held and is continuing in the future.
Revised				
2I	Seeking Stormwater Grant Funding	Town Planner	Secure grant and utilize funding	<p>MVPC conducted stormwater compliance training. Activities included:</p> <ul style="list-style-type: none"> • Town staff from Conservation Commission, Planning, and Public Works attended training program on EPA requirements. • MVPC mapped stormwater throughout Town including MADOT roads. Connectivity and record drawing integration and data compilation are to be completed in the future.
Revised				

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)
3A Revised	Outfall mapping	Public Works	Map outfalls	MVPC mapped stormwater throughout Town including MADOT roads. Connectivity and record drawing integration and data compilation are to be completed in the future. This also includes future mapping of stormwater outfalls, which will be followed by permit-mandated outfall testing in future years of the new permit.
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. Town working on draft regulatory amendments to advance to Town Meeting or local Boards for adoption, as appropriate.
3C	Develop IDDE Plan	Public Works	Develop Plan of action	Awaiting new General 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.
3E Revised	Test Outfalls	Public Works	Test Outfall	See 3A and new General Permit conditions.
3F Revised	Stream Sampling for Contamination	Public Works	Sample streams for BOD and TSS	See 3A and new General Permit conditions.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)
4A	Review site inspection	Planning	Evaluate existing	Continued 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.
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.
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.

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 14 (Reliance on non-municipal partners indicated, if any)
5A	Site Inspectors	Planning	Evaluate existing	Continued to evaluate and recommend any changes.
5B	Modify Site Inspection Policy//Procedures	Planning	Implement Modifications	Assessed improvements semi-annually at department head meeting.
5C	Review by-laws	Planning	Evaluate existing	Continued 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.
5E	By-law changes	Planning	Proposed Modifications	Continued to evaluate and recommend any changes.

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 14 (Reliance on non-municipal partners indicated, if any)
6A	Street sweeping	Public Works	Majority of town	Maintained the expanded sweeping program in FY17, concentrating on environmentally sensitive areas, through the use of the FY15 purchase of a pre-owned sweeper.
6B	Catch basin cleaning	Public Works	Majority of town	Annual cleaning completed.
6C	Public Facility site inspections and BMP practice review	Public Works Director	Perform Inspections at each Public Facility	Performed annual inspections pursuant to prior program outline.
6D	Training	Town Manager	Train Municipal employee	Educational videos and information have been implemented into training.
6E	Public Facility follow-up	Public Works Director	Perform follow-up inspections	Annual inspections are continued and any follow up is performed.
6F	Improved runoff containment	Public Works	Reduce runoff potential from salt storage areas	Maintain salt shed BMPs.
6G Revised	Infrastructure Management	Public Works	Resolve problematic stormwater system areas	<p>Work conducted in Year 14 included:</p> <ul style="list-style-type: none"> • Stormwater improvements on Pleasant Street • Design of stormwater improvements on Taft, Washington, and Garfield Streets. • ACOE project in punchlist stage of construction. This \$7.0M project includes over 3,000 linear feet of flood management in the area of Blackwater Creek. Expected to be completed in May 2017.

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 14 (Reliance on non-municipal partners indicated, if any)

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Salisbury Beach area **did not** have any beach closures during the 2016 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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Town of Salisbury, Massachusetts

EPA General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Year 1 MS4 Permit Requirements and Goals

Item No.	Requirement	Action	Targeted Deadline
YEAR 1			
1.0 INTRODUCTION			
1.7.2	Notice of Intent	Prepare/submit Notice of Intent	90 days from Effective Date (ED)
1.9.1	Documentation Regarding Endangered Species	Document Endangered Species	
1.9.2	Documentation Regarding Historic Properties	Document Historic Properties	
1.10.2	SWMP update I	Update existing SWMP; add IDDE & GH/PP procedures	End of Year 1
1.10.2	SWMP updates concurrent with deadlines in Appendix F and H	Bacteria TMDL (App F)	See App. F table below
2.0 NON-NUMERIC EFFLUENT LIMITATIONS			
2.1.1.d	Eliminate WQ violations	If occur	60 days of awareness
2.2	Identify outfalls/interconnections subject to TMDL or Impaired w/o TMDL	Include in SWMP	In SWMP (1 year from ED); Annual Report
2.2.1	Requirements for Impaired Waters with TMDL	See table below	See table below
2.2.2	Requirements for Impaired Waters w/o TMDL	Not applicable at this time	--
Public Education & Outreach			
2.3.2.a-d	Distribute at least 2 messages to 4 required audiences	Prepare/distribute messages	Begin year 1; continue t/o permit term
2.3.2.e	Identify method to evaluate effectiveness of message	Identify method	Not specified
2.3.2.f	Modify ineffective messages/methods	As needed only	Before next message distribution
2.3.2.g	Report on messages as per permit	Include in annual report	Annual Report
Public Involvement & Participation			
2.3.3.a	SWMP & Annual Report available to public	Post SWMP/Annual reports on website	Continuous
2.3.3.b	Public opportunity to participate in review/implementation of SWMP	Include in annual report	Annual Report
2.3.3.c	Report on Public Participation	Include in annual report	Annual Report
Illicit Discharge Detection & Elimination			

2.3.4.2.a	Eliminate illicit discharges	Find/fix if identified/reported	60 days of Awareness
2.3.4.4.a	Mitigate SSOs	If occur	Expediently as possible; start in Year 2
2.3.4.4.b	Identify where SSOs have discharged to MS4	Prepare list/map of past SSOs	1 year from ED; No SSO's in 10+ years
2.3.4.4.c	Report SSOs to EPA verbally; to EPA/DEP in writing	Existing practice	Verbal: 24 hours; Written: 5 days
2.3.4.4.d	Report on SSO inventory/mitigation/correction	Include in annual report	Annual Report
2.3.4.5.b	System mapping: Phase II	Add required attributes to existing GIS	Report progress annually; 100% 10 years from ED
2.3.4.5.e	Report on progress of map	Not applicable at this time	Annual Reports
2.3.4.6	Written IDDE program	Update IDDE Program	1 year from ED
2.3.4.6.a	Reference legal authority in IDDE	Include in 2.3.4.6	In IDDE Plan (1 yr from ED)
2.3.4.6.b	Written IDDE responsibility statement	Include in 2.3.4.6	In IDDE Plan (1 yr from ED)
2.3.4.6.c	Program Procedures	Include in 2.3.4.6	In IDDE Plan (1 yr from ED)
2.3.4.7.a	Outfall/Interconnection and initial ranking	Assess & rank regulated catchments	1 year from ED
2.3.4.7.b.i	Written screening and sampling procedure	Include in 2.3.4.6	In IDDE Plan (1 yr from ED)
2.3.4.7.f	Report removed illicit	Include in annual report	Annual Reports
2.3.4.8.c.i	Document the presence or absence of system vulnerability factors	Include SVFs in ranking of catchments	Annual Reports
2.3.4.8.c.ii	Wet weather sampling	Sample outfalls with wet-weather SVFs	Upon completion of dry weather investigation
2.3.4.8.e	Confirmatory outfall or interconnection screening	Re-sample after IDDE	1 year from removal of discharges
2.3.4.11	IDDE Training	Conduct training	Annually
Construction Site and Stormwater Runoff Control			
2.3.5.a	Continue CSSWRC from 2003 permit	Completed	Continuous
2.3.5.c.i	CSSWRC ordinance	Update Bylaw if needed	Confirm in place in Year 1
2.3.5.c.ii	Written site inspection/enforcement procedures	Confirm enforcement is included in existing Town code; inspection procedures are not.	1 year from ED
2.3.5.c.iii	Requirements for sediment/erosion BMPs	Update Bylaw if needed	Not specified
2.3.5.c.iv	Requirements for waste control	Update Bylaw if needed	Not specified
2.3.5.c.v	Written site plan review procedures	In existing Zoning Bylaw; updates may be needed to meet new permit requirements	1 year from ED
Post-Construction Stormwater Management			
2.3.6.a	Continue Post-Construction SW Mgmt from 2003 permit	Completed	Continuous

2.3.6.c	Assess local regulations to allow green practices	Prepare report	Report progress annually; complete 4 years from ED
Good Housekeeping & Pollution for Permittee-Owned Operations			
2.3.7.a.i	Written O&M procedures for municipal activities	Prepare procedures	In SWMP; 1 year from ED
2.3.7.a.iii.2	CB inspection/cleaning: maximize in construction areas & no sump >50% full	Note sumps >50% full; increase cleaning	Document in SWMP/Annual Reports
2.3.7.a.iii.2	Investigate excessive sediment	As needed only	In SWMP; Annual Reports
2.3.7.a.iii.2	Log/report CB cleaning	Continue ongoing CB cleaning	Annual Reports
2.3.7.a.iii.3	Establish/implement sweeping program for streets/parking lots	Document street sweeping program	Sweep at least once/year
2.3.7.a.iii.4	Ensure proper storage of CB cleanings & street sweepings to prevent runoff	Store spoils properly	Town stockpiles and contracts disposal
2.3.7.a.iii.4	Report miles cleaned & amount of material removed (sweeping)	Improve recordkeeping if necessary	Annual Reports
2.3.7.a.iii.5	Establish procedures for winter road maintenance	Document winter operations procedures	Not specified (assume in SWMP)
2.3.7.a.iii.5	Inspection/maintenance procedures for structural BMPs	Write up BMP inspection procedures	In SWMP; Annual Reports
2.3.7.a.iii.6	Implement inspection and maintenance for stormwater treatment structures	Completed inspection/maintenance	Inspect \geq annually; Annual Reports
2.3.7.a.iv	Report on all GH/PP requirements	Include in annual report	Annual Report
2.3.7.b.ii.4.h	GH/PP Training	Conduct training	Annually
2.3.7.b.iii	Repair/replace inoperative controls identified during inspection	As needed only	Before next storm event
2.3.7.b.iii	Report on inspections	Include in annual report	Annual Report
2.3.7.b.iv	Maintain written records of all SWPPP activities	Maintain records	Continuous
3.0 ADDITIONAL REQUIREMENTS FOR DISCHARGES TO SURFACE DRINKING WATER SUPPLIES & TRIBUTARIES			
3.0.a	MS4 discharges to drinking water sources made a priority in SWMP	No known MS4 discharges; To be confirmed	Continuous; Annual Report
3.0.b	MS4 discharges to drinking water sources; provide treatment/spill prevention		N/A - no known discharges
3.0.c	Direct discharges to Class A waters to be avoided		Continuous; Annual Report
4.0 PROGRAM EVALUATION, RECORDKEEPING & REPORTING			
4.1.a	Self-evaluate compliance with the permit	Continue recordkeeping & reporting	Annually
4.1.b	Evaluate BMP effectiveness & change if needed under provisions of permit		Annual Report
4.2.a	Must keep records for \geq 5yrs; make available to public		Continuous
4.3.b	Submit results of outfall monitoring		Annual Report
4.3.c	Submit results of all other stormwater or water quality monitoring		Annual Report

4.4	Submit Annual Report within 90 days of close of reporting period (~Sep. 30th)		Annual Report
BACTERIA / PATHOGEN TDML			
F.A.III.1.a.i.1	Distribute residential message on pet waste management (over/above 2.3.2)	Prepare & distribute pet waste info	Annually
F.A.III.1.a.i.1	Disseminate required public ed. info to dog owners		At license renewal (or similar)
F.A.III.1.a.i.1	Send public ed. materials to septic system owners	Prepare & distribute septic info	Not specified; assume annually
F.A.III.1.a.i.2	2.3.4.7 IDDE - Catchments to Bacteria/Pathogen Impaired Waters to be ranked Problem or High	Rank as high; no additional effort	With 2.3.4.7; 1 year from ED