

Municipality/Organization: Town of Salem, New Hampshire

NOV 16 2005

EPA NPDES Permit Number: NHR041031

Annual Report Number

& Reporting Period: No. 1: March 04-March 05

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Rodney A. Bartlett

Title: Director of Public Works

Telephone #: 603-890-2150

Email: RBartlett@ci.salem.nh.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:



Printed Name: Dr. Henry E. LaBranche

Title: Town Manager

Date: 11/10/05

## **Part II. Self-Assessment**

The Town of Salem has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part III.F      Failed to submit annual report on or before May 1<sup>st</sup>. Submitted in November.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
1-1	Maintain Existing Watershed Signs at Canobie Lake	Dept. of Public Works	Maintain signs throughout permit term	Watershed marker signs were periodically checked during the permit year	Maintain signs
1-2	Broadcast Informational Stormwater Video on Local Television	Dept. of Public Works	Broadcast video annually beginning with Permit Year 2	Goal was not met - Video was not broadcasted during permit year two	Broadcast video on local television before May 1, 2006
1-3	Develop Stormwater Brochure	Dept. of Public Works	Brochure developed by May 1, 2005	Goal was not met - Sample brochures from EPA and NHDES were reviewed, but a stormwater brochure has not been developed	Develop stormwater brochure before May 1, 2006
	Brochure Available for Distribution	Dept. of Public Works	Available at Town Hall and DPW. Distributed to students annually permit year 3 through 5		Make brochure available to the public at DPW and Town Hall before May 1, 2006

**1. Public Education and Outreach (cont.)**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
1-4	Stormwater Information added to DPW's Website	Dept. of Public Works	Stormwater information added to DPW website by May 1, 2005	Links to EPA websites regarding Stormwater Program, Do's and Don'ts Around the Home, Managing Nonpoint Source Pollution from Households, etc. was added to the Engineering Department's webpage	<b>Completed</b>
	Maintain/update information on DPW Website	Dept. of Public Works	Update/maintain website during permit years 3 through 5	-	Update/maintain website
1-5	Identify locations for 3 kiosks with stormwater bulletins	Dept. of Public Works	Identify location for kiosks by May 1, 2004	Locations identified on Canobie Lake and Hedgehog and Millville Ponds.	<b>Completed</b>
	Design Kiosks	Dept. of Public Works	Complete design of kiosks by May 1, 2005	Goal was not met – kiosks have not been designed	Design kiosks by May 1, 2006
	Install Kiosks	Dept. of Public Works	Install kiosks by May 1, 2006	-	Install kiosks by May 1, 2007
	Maintain Kiosks	Dept. of Public Works	Maintain/update kiosks during permit years 4 through 5	-	-

**1. Public Education and Outreach (cont.)**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
1-6	Approach Private Beaches and the Mall at Rockingham Park about Installing Informational Kiosks	Dept. of Public Works	Approach private beach by May 1, 2006	-	Approach private beach and/or the Mall at Rockingham Park by May 1, 2006
	Coordinate Kiosk Installation if Approved	Dept. of Public Works	Kiosk installed within one permit year upon receiving approval	-	-

## 2. Public Involvement and Participation

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
2-1	Comply with State Public Notification Guidelines	Planning Board and other Town Departments	Post notices on all applicable meetings	The Town complied with the required state meeting notification guidelines.	Notify public of meetings as necessary
2-2	Publicize and Maintain Public Complaint Hotline and DPW Website	Dept. of Public Works	Maintain hotline and continue to respond to complaints from website	The Town maintained the hotline and continued to respond to public complaints from website.  Town developed an electronic database to track public complaints.	Continue existing procedure.
2-3	Hold Annual Household Hazardous Waste Day	Dept. of Public Works	Household hazardous waste collection day held each year. Amount of household hazardous waste collected.	Annual collection event was held on September 11, 2004.  Approximately 5,170 gallons of hazardous household waste was collected.	Event scheduled for September 10, 2005
2-4	Continue Mandatory Recycling Program	Dept. of Public Works	Continue existing recycling program throughout permit term	The recycling program was maintained throughout the Permit Year.  Approximately 4,000 tons of recyclables was collected in 2004.	Continue existing program
2-5	Schedule Annual Town Roadside Litter Clean-up Day	Dept. of Public Works	Schedule Clean-up day annually. Amount of roadside litter collected and properly disposed.	Annual collection event was held in April 2004. Approximately 6.58 tons of trash was collected.	Event scheduled for week of April 18, 2005.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Continue inspection of new/updated sewer connections	Dept. of Public Works	Continue inspection of all new/updated sewer connections. Number of sewer connections inspected.	Town inspected 109 new/updated sewer connections	Continue existing program
3-2	Identify Priority Areas	Dept. of Public Works	Priority areas identified by May 1, 2004	The Town's public drinking water sources and beaches were identified as priority areas	<b>BMP Completed</b>
3-3	Map Outfalls/Receiving Waters	Dept. of Public Works	Map completed by May 1, 2007	The Town has completed updating its GIS map with all information from the 1988 Master Drainage Plans. GIS Map is approximately 65% complete.	Continue to update map, including subdivisions, outfalls and receiving waters
3-4	Complete Dry Weather Screening of Outfalls	Dept. of Public Works	One round of outfall screening completed by end of permit term	-	One round of outfall screening completed by end of permit term
3-5	Stormwater Ordinance	Dept. of Public Works	Draft stormwater ordinance/amendment language by May 1, 2007	-	Draft stormwater ordinance/amendment language by May 1, 2007
3-6	Develop and Implement System for Elimination of Illicit Discharges	Dept. of Public Works	Based on prioritized results in BMP#3-4, determine procedures to identify and remove illicit connections to drain; maintain records	-	System to be developed pending the results of BMP #3-4

#### 4. Construction Site Stormwater Runoff Control

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
4-1	Continue to Implement Land Use Control Regulations which Require Erosion and Sediment Control at Construction Sites	Dept. of Public Works	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	Regulations were enforced during the Permit Year  179 proposed development plans were reviewed in 2004	Continue to enforce regulations
4-2	Maintain Procedures for Site and Subdivision Plan Review	Dept. of Public Works	Continue to enforce regulations throughout permit term. Number of site and subdivision plans reviewed each year.	Procedures were maintained during the Permit Year  179 site and subdivision plans were reviewed in 2004	Continue to enforce regulations
4-3	Maintain Procedure for Collecting and Responding to Public Comments	Dept. of Public Works	Maintain hotline and continue to respond to complaints from website	The Town maintained the hotline and continued to respond to public complaints from website.  Town developed an electronic database to track public complaints	Continue existing procedure.
4-4	Maintain Construction Site Inspections for Erosion Control	Dept. of Public Works	Maintain existing procedure throughout permit term. All construction sites inspected each Permit Year.	The Town completed inspections as required for all construction sites in 2004	Continue existing inspection procedures.
4-5	Amend Land Use Control Regulations to Include Construction Material Management	Dept. of Public Works	Draft amendment to regulations by May 1, 2005. Implement upon approval.	Goal was not met - Draft amendment to regulations was not completed by May 1, 2005	Draft amendment to regulations by May 1, 2007



## 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Maintain Land Use Control Regulations which Require Post-construction Runoff Control for Construction Sites	Dept. of Public Works, Engineering Department and Planning Board	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	BMP addressed individually by project.	Continue to implement regulations. The Town to consider developing a database to track proposed development plans reviewed for post-construction structural BMPs for runoff control.
5-2	Amend Land Use Control Regulations to Require Developers to Submit O&M Plans for Private Structural BMPs	Dept. of Public Works, Engineering Department and Planning Board	Draft amendment to regulations by May 1, 2005. Implement upon approval.	Goal was not met - Draft amendment to regulations was not completed by May 1, 2005	Draft amendment to regulations by May 1, 2007
5-3	Land Use Control Regulations Recommend a Structural BMP Manual for Use by Developers	Dept. of Public Works, Engineering Department and Planning Board	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	Developments with post-construction structural BMPs for runoff control were designed, at a minimum, to the practices as stated in the manual.	Continue to implement regulations. The Town to consider developing a database to track proposed development plans reviewed for post-construction structural BMPs for runoff control.

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
6-1	Continue Street Sweeping and Residual Disposal Practices	Dept. of Public Works	Sweep all streets in Town at least once per year	Inspected all streets and swept as needed at least once.  Residuals disposed of at a landfill.	Continue existing practices
6-2	Continue Catch Basin Cleaning and Residual Disposal Practices	Dept. of Public Works	Clean 33% of catch basins in Town each year. All CBs inspected and/or cleaned on a three year rotating schedule.	Approximately 57% percent of catch basins were inspected and/or cleaned in 2004; high priority catch basins were cleaned as needed.  Residuals disposed of at a landfill.	Continue existing practices
6-3	Continue Salting and Snow Removal Practices	Dept. of Public Works	Continue existing practices throughout permit term	Salt was stored in a salt storage facility and spreaders were calibrated as necessary.  Excess snow was taken to an approved area in the landfill.	Continue existing practices
6-4	Continue Vehicle Maintenance Practices	Dept. of Public Works	Continue existing practices throughout permit term	Municipal vehicle maintenance was performed within the DPW garage. Practices include recycling/reusing, alternate products when possible, and absorbing compounds available in the event of a spill.	Continue existing practices
6-5	Continue Vehicle Washing Practices	Dept. of Public Works	Continue existing practices throughout permit term	Municipal DPW vehicles were washed with biodegradable soap on a gravel lot that allow water to percolate into the ground.	Continue existing practices

**6. Pollution Prevention and Good Housekeeping in Municipal Operations (Cont.)**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
6-6	Continue Maintenance Activities at Parks and Open Space	Dept. of Public Works	Continue existing practices throughout permit term	The Town minimized the use of pesticides and uses organic fertilizers.  Continued program for re-vegetating bare areas to minimize erosion, which included placing sod at Michelle Park and planting 680 trees, lilacs and daffodils in the Town	Continue existing practices
6-7	Continue Hazardous Waste Storage and Employee Training	Dept. of Public Works	Continue existing practices throughout permit term	The Town's practices include proper storage of hazardous materials, some employees are trained in hazardous materials management, and the Fire Department has a Spill Prevention and Response Plan.	Continue existing practices
6-8	Develop/Implement employee education program	Dept. of Public Works	4 hours of stormwater related training during permit term for each appropriate employee	-	Town to initiate training of employees on stormwater impacts during permit term.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
	Not Applicable				

**Part IV. Summary of Information Collected and Analyzed**

Not Applicable.



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fax: 603 645-6891

November 14, 2005

United States Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, MA 02114

New Hampshire Department of Environmental Services  
Water Division  
Wastewater Engineering Bureau  
P.O. Box 95  
Concord, NH 03302-0095

Subject: Salem, New Hampshire (NPDES# NHR041031)  
NPDES Phase II Small MS4 General Permit – Second Annual Report (2005)

Dear Sir/Madam:

On behalf of the Town of Salem, New Hampshire, Camp Dresser & McKee, Inc. (CDM) is pleased to submit this Second Annual Report for coverage under the EPA's National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for the period from April 2004 to March 2005.

We trust that this Annual Report meets the compliance requirements of the Phase II Stormwater Rule General Permit conditions. Please do not hesitate to contact Rodney Bartlett, Director of Public Works, at 603-890-2150 or me at 603-222-8377 if you have any questions regarding this submittal.

Very truly yours,

Joseph L. Laliberte, P.E.  
Camp Dresser & McKee Inc.

cc: Rodney A. Bartlett, Town of Salem  
Robert E. Puff Jr. P.E., Town of Salem  
Tony Omobono, CDM