

Municipality/Organization: Town of Salem, New Hampshire

EPA NPDES Permit Number: NHR041031

Annual Report Number
& Reporting Period:

No. 4: April 06-March 07

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard Russell

Title: Director of Public Works

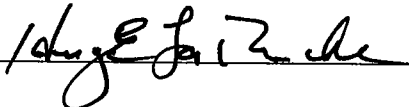
Telephone #: (603) 890 - 2154

Email: RRussell@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:

5-29-07

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 1st. Submitted in May.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 three	Broadcast video on local television before May 1, 2008
1-3	Develop Stormwater Brochure	Dept. of Public Works	Develop brochure by May 1, 2005	Copies of the EPA pamphlet/fact sheet "Protecting Water Quality from Urban Runoff" is available at the Town Hall front desk.	Consider other making other pamphlets from EPA or DES available.
	Brochure Available for Distribution	Dept. of Public Works	Make brochure available at Town Hall and DPW by May 1, 2006 and distributed to students annually permit year 3 through 5	Copies of the EPA pamphlet/fact sheet "Protecting Water Quality from Urban Runoff" is available at the Town Hall front desk.	Make brochure available to the public at DPW before May 1, 2008. Consider other making other pamphlets from EPA or DES available.

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-4	Stormwater Information added to DPW's Website	Dept. of Public Works	Stormwater information added to DPW website by May 1, 2005	-	Completed
	Maintain/update information on DPW Website	Dept. of Public Works	Update/maintain website during permit years 3 through 5	The Town added a note on the DPW Transfer Station page with Household Hazardous Waste Day information.	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	-	Completed
	Design Kiosks	Dept. of Public Works	Complete design of kiosks by May 1, 2005	Completed design of kiosks	Completed
	Install Kiosks	Dept. of Public Works	Install kiosks by May 1, 2006	Goal was not met – Kiosks scheduled for installation in summer 2007	Install kiosks by May 1, 2008
	Maintain Kiosks	Dept. of Public Works	Maintain/update kiosks during permit years 4 through 5	-	-

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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	The Mall at Rockingham Park was approached and agreed to a kiosk on the property.	Approach private beach (Arlington Pond) by May 1, 2008.
	Coordinate Kiosk Installation if Approved	Dept. of Public Works	Kiosk installed within one permit year upon receiving approval	Salem Fire Department applied for grant to obtain funding to build the kiosk.	Provided grant funding appropriated, Salem Fire Department will build the kiosk and save room on bulletin board for stormwater information.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 electronic database and continued to respond to public complaints from website.	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 9, 2006. Approximately 4,350 gallons of hazardous household waste was collected.	Event scheduled for September 2007
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 2006.	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 2007. Approximately 4.65 tons of trash was collected.	Event scheduled for week in April 2008.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 57 new/updated sewer connections	Continue existing program
3-2	Identify Priority Areas	Dept. of Public Works	Priority areas identified by May 1, 2004	-	BMP Completed
3-3	Map Outfalls/Receiving Waters	Dept. of Public Works	Map completed by May 1, 2007	GIS Map is approximately 75% 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	The Town located and screened 53 outfalls that discharge to Policy Brook and 40 outfalls that discharge to Arlington Pond. Town ballot vote did not approve proposed funding to locate and screen remainder of outfalls.	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	The goal was not met. Stormwater ordinance has not been drafted.	Draft stormwater ordinance/amendment language by May 1, 2008
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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 152 proposed development plans were reviewed in 2006	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 152 site and subdivision plans were reviewed in 2006	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 electronic database and continued to respond to public complaints from website.	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 2006	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.	Draft amendment to regulations was completed. Amendment was adopted by Planning Board on 10/10/2006.	BMP Completed

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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.
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 has not been completed.	Draft amendment to regulations by May 1, 2008
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.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 25% percent of catch basins were inspected and/or cleaned in 2006; 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 on a gravel lot that allow water to percolate into the ground. Most of the vehicles are washed with water only and some with regular car wash.	Short term - Continue existing practices. Long term – Attempt obtain funding in Town's 2008 budget to extend a sanitary sewer to the DPW garage and construct a self contained vehicle wash down area that drains to sewer.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 (only around Town buildings and the work is performed by a licensed contractor) and generally uses organic fertilizers.	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, one additional employee was trained in hazardous materials management in 2006, 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 will provide 4 hours of training to DPW employees provided funding is appropriated in the Town's 2008 budget.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Not Applicable				

Part IV. Summary of Information Collected and Analyzed
Not Applicable.