

Municipality/Organization: Town of Salem, New Hampshire

EPA NPDES Permit Number: NHR041031

Annual Report Number

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

4/30/10

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

**Part I. General Information**

Contact Person: Richard Russell

Title: Director of Public Works


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Mailing Address: Public Works, 21 Cross Street, Salem, New Hampshire 03079

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 LaBranche

Title: Acting Town Manager

Date: 4-29-10

## **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:

See Part III for status of BMPs.

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 (if applicable)
1-1	Maintain Existing Watershed Signs at Canobie Lake	Dept. of Public Works	Maintain signs throughout permit term	New watershed signs were put up around Canobie Lake during the 7 <sup>th</sup> permit year.	Continue to maintain watershed signs around Canobie Lake.
1-2	Broadcast Informational Stormwater Video on Local Television	Engineering Department	Broadcast video annually beginning with Permit Year 2	The stormwater video was broadcast on local television during Permit Year 7 and aired 58 times on various dates between April and August of 2009.	Continue to broadcast the stormwater video on the local cable access channel.
1-3	Develop Stormwater Brochure Brochure Available for Distribution	Engineering Department	Develop brochure by May 1, 2005 Make brochure available at Town Hall and DPW by May 1, 2006 and distribute to students annually in Permit Years 3 through 5	Copies of the EPA pamphlet/fact sheet “Protecting Water Quality from Urban Runoff” are available at the Town Hall front desk and at the DPW.	Continue to make copies of the EPA pamphlet/fact sheet “Protecting Water Quality from Urban Runoff” available at Town Hall and the DPW.
1-4	Stormwater Information added to Engineering Department’s website Maintain/update information on Engineering Dept. Website	Engineering Department	Stormwater information added to Engineering Department website by May 1, 2005 Update/maintain website during Permit Years 3 through 5	<b>BMP Completed.</b> The Town continued to maintain/update links to stormwater resources on the Town’s website.	<b>BMP Completed.</b> Continue to maintain/update links to stormwater resources on the Town’s website.
1-5	Identify locations for 3 kiosks with stormwater bulletins Design Kiosks Install Kiosks Maintain Kiosks	Dept. of Public Works Engineering Dept. Dept. of Public Works Dept. of Public Works	Identify location for kiosks by May 1, 2004 Complete design of kiosks by May 1, 2005 Install kiosks by May 1, 2006 Maintain/update kiosks during Permit Years 4 through 5	<b>BMP Completed.</b> <b>BMP Completed.</b> <b>BMP Completed.</b> <b>BMP Completed.</b>	<b>BMP Completed.</b> <b>BMP Completed.</b> <b>BMP Completed.</b> Continue to maintain kiosks at Canobie Lake and Hedgehog Pond and update kiosks with new stormwater information.
1-6	Approach Private Beaches and Mall at Rockingham Park about Installing Informational Kiosks Coordinate Kiosk Installation if Approved	Dept. of Public Works Dept. of Public Works	Approach private beach by May 1, 2006 Kiosk installed within one permit year upon receiving approval	The Salem Fire Dept. pursued funding to build additional kiosks at private beaches and Rockingham Park. However, the Fire Dept. was unable to secure the grant they were pursuing.	Continue to explore funding opportunities for building additional kiosks.



## 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 (if applicable)
5-1	Maintain Land Use Control Regulations which Require Post-Construction Runoff Control for Construction Sites	Dept. of Public Works, Engineering Dept. & Planning Board	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	The Town's existing Land Use Control Regulations establish criteria for stormwater runoff in new developments. The Town continued to follow their existing policies during Permit Year 7.  In 2009, proposed subdivision and site development plans were submitted for review a total of 65 times. Both initial plan reviews and review of subsequent plan revisions are tracked and included in this total.	Continue to maintain Land Use Control Regulations which require post-construction runoff control for construction sites.
5-2	Amend Land Use Control Regulations to Require Developers to Submit O&M Plans for Private Structural BMPs	Dept. of Public Works, Engineering Dept. & Planning Board	Draft Amendment to regulations by May 1, 2005. Implement upon approval.	A draft amendment to the Town's existing Land Use Control Regulations requiring developers to submit operation & maintenance plans for the long-term maintenance of any private BMPs for stormwater runoff control was drafted during Permit Year 6, but has not yet been adopted. In Permit Year 7, O&M notes for individual BMPs were added to plan sets.	Present proposed Amendment to the Planning Board mid-year 2010 for adoption.
5-3	Land Use Control Regulations Recommend a Structural BMP Manual for Use by Developers	Dept. of Public Works, Engineering Dept. & Planning Board	Maintain reference to BMP Manual throughout Permit Term.	The Town's Land Use Control regulations reference the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire" for use by developers. The reference to this Structural BMP Manual was maintained throughout Permit Year 7.	Maintain reference to Structural BMP Manual.

## 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 (if applicable)
6-1	Continue Street Sweeping and Residual Disposal Practices	Dept. of Public Works	Sweep all streets in Town at least once per year	All streets were swept at least once, with some streets swept twice. All residuals were disposed of at the Shannon Road landfill where they were monitored and tested.	Continue existing street sweeping and residual disposal 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 rotating schedule. Continue existing practices throughout Permit Term	The Town has 3,800 catch basins, of which 1,260 were cleaned over the past year. All residuals were disposed of at the Shannon Road landfill where they were monitored and tested.	Continue existing catch basin and residual disposal practices.
6-3	Continue Salting and Snow Removal Practices	Dept. of Public Works	Continue existing practices throughout Permit Term	The Town is still in the final phases of trying to secure state approval and funding of the “Scope and Plan” for Salt Mitigation to construct the sand/salt storage shed and purchase new equipment. The Town is waiting on the state to release the necessary funds.  Currently, two of the fifteen salt trucks that the Town has are equipped with ground control spreaders. The Town purchased an additional 5 new trucks, but they have not yet been equipped with salt spreaders.	Secure state approval and funding of the “Scope and Plan” for Salt Mitigation to construct the sand/salt storage shed and purchase new equipment.
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 reducing the amount of solvents/chemicals used through recycle/reuse, using alternative products whenever possible, and having absorbing compounds available for employee use in the event of a spill.	Continue to follow existing vehicle maintenance practices.



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

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

(Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering April 1, 2009 through March 31, 2010)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> <li>▪ days sponsored **</li> <li>▪ community participation **</li> <li>▪ material collected **</li> </ul>	(#) (# or %) (tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					