

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

**Impairment(s)**

Bacteria/Pathogens     
  Chloride     
  Nitrogen     
  Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*     
  Assabet River Phosphorus     
  Bacteria and Pathogen     
  Cape Cod Nitrogen  
 Charles River Watershed Phosphorus     
  Lake and Pond Phosphorus

*Out of State:*     
  Bacteria/Pathogens     
  Metals     
  Nitrogen     
  Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
  - operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

SWPPPs were developed during permit year 2 for the DPW Facility, the Recycling Center, and the Wastewater Treatment Facility. These reports were developed under separate cover of the SWMP and are made available at each site.

Written catchment investigation methodology and procedure was developed and included as part of the Town's IDDE Plan prepared during permit Year 1. This report was developed under separate cover of the SWMP.

### Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following website:
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town hired a consultant, Weston & Sampson, to prepare and present the IDDE training to municipal staff on September 9, 2020. This training was completed beyond the reporting period due to social distancing requirements enforced by state orders. Proper social distancing was maintained during the training to avoid any excessive exposure.

The Town temporarily stores street sweepings and cleanings at the town's wastewater treatment facility. This storage is temporary until the piles are disposed of. The Town is evaluating alternatives of storage management to properly confine the piles. However, the storage of the piles is not in close proximity of receiving waters.

### **Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town did not provide information to owners of septic systems about proper maintenance during the Year 2 reporting period. However, septic system information was mailed out to owners in August of 2020. There are two residential properties not on sanitary sewer in the catchment areas discharging to the Merrimack River. This message will be distributed again in Permit Year 3 to residents operating on septic systems within a catchment area discharging to impaired waters.

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

Listed in the NOI, the Town identified 16 receiving waters. There were 27 regulated outfalls depicted as discharging to receiving waters and no outfalls discharging to impaired receiving waters. During Permit Year 1, the list of receiving waters and outfalls was modified as additional data was collected. There were 63 additional regulated outfalls located through field reconnaissance at that time. Three of those additional outfalls discharge to the Merrimack River, impaired for bacteria. Further mapping updates were completed during Permit Year 2 to refine the Town's Outfall Map and to collect data on the locations of municipally-owned stormwater treatment structures and open channel conveyances. The Town's Outfall Map has been updated to represent these changes. In total, the Town has identified 89 regulated outfalls discharging to a receiving water and 3 interconnections, and these updates are reflected in the Town's Drainage Map. As the Town works to confirm outfall ownership and regulated status of outfalls, the map will continue to be updated. Outfall locations will be reevaluated during permit year 3 as screening takes place.

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP: Video**

Message Description and Distribution Method:

The Town shared a Think Blue Massachusetts "Fowl Water" video (<https://thinkbluemassachusetts.org/>) advertisement to their Stormwater Management page on the Town's website. This video targets the process of runoff traveling through the drainage system and discharging to a receiving water.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

There were a total of 22,558 social media impressions on this video by the residents of Salisbury. This video is available at <https://www.thinkbluemassachusetts.org/ms4-communities>.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

This message was conducted in addition to the messages outlined in the NOI. This message was provided by the Merrimack Valley Stormwater Collaborative, and was shared with surrounding towns in the Merrimack River watershed.

#### **BMP: Flyer/Brochure**

Message Description and Distribution Method:

The Town provided brochures encouraging proper pet waste management at the Town Hall and Public Works Department and the Town Clerk distributed flyers to dog owners at the time of issuance or renewal of dog licenses.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

There were 664 dog licenses given out from April 1st, 2020 to present. The flyers were given out with each renewal or license and directly targeted residents with dogs.

Message Date(s): FY2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

During the Permit Year 1 reporting period, additional outfalls were located that discharge to the Merrimack River preceding the submission of the NOI. The requirements of Appendix H were applied after these outfalls were identified.

**BMP:Presentation**

Message Description and Distribution Method:

The Town worked with an engineering consulting firm, Weston & Sampson, to present to the Planning Board proposed amendments to the Town's rules and regulations to meet the requirements of the permit. This presentation was aired on television and was open to the public for viewing. In this presentation, Weston & Sampson introduced the MS4 General Permit and the requirements pertaining to post construction stormwater management in new development and redevelopment. This measure was completed during permit year 1 and again during permit year 2.

Targeted Audience: Developers (construction), Residents

Responsible Department/Parties: DPW Operations, Planning and Development

Measurable Goal(s):

This presentation was targeted towards the Planning Board to include the amendments into the Town's rules and regulations. This presentation was recorded and made available for public viewing.

Message Date(s): FY 2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

This educational measure was made in addition to the initiatives identified in the NOI.

**BMP:[Message name here]**

Message Description and Distribution Method:

Targeted Audience: Responsible Department/Parties: Measurable Goal(s):  
Message Date(s): Message Completed for: Appendix F Requirements  Appendix H Requirements Was this message different than what was proposed in your NOI? Yes  No If yes, describe why the change was made:  

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## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The completed Stormwater Management Program (SWMP) was posted to the Town website in June 2020 and is available for public comment. Once submitted, this Annual Report will be appended to the SWMP and the version on the Town website will be updated accordingly.

Was this opportunity different than what was proposed in your NOI? Yes  No 

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town participated in recycling collection at the Recycling Center. There was a total of 123.07 tons of recyclables collected during the reporting period. The Town also participated in yard waste collection at the Recycling Center. In the 2019 calendar year, 629 recycling passes were purchased at the Recycling Center.

The Town has maintained its relationship with the Merrimack Valley Stormwater Coalition and the Director of Public Works attends meetings.

During this permit year, the Town has renewed its membership with Greenscapes North Shore Coalition. Typically, representatives of Greenscapes NSC annually visit the Salisbury elementary school to provide a program pertaining to stormwater management. Due to the impacts of COVID-19 and the social distancing guidelines, this measure was not completed during this permit year term.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

Check off the box below if the statement is true.

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

*Optional:* Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

During this reporting period, additional elements were mapped to abide by the Phase I mapping requirements outlined in the permit. Open channel conveyances and stormwater treatment structures were mapped and the Town's drainage map was updated to reflect this new data. Initial catchment delineations were reevaluated to incorporate the new data and connectivity.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened **during this reporting period**.

Number of outfalls screened:

#### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period.***

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date.***

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

The Town did not have any problem catchments and therefore did not have to begin catchment investigations during permit year 2. The system vulnerability factors (SVF) were identified for each catchment and the SVF matrix is attached to the annual report submission.

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

**Employee Training**

Describe the frequency and type of employee training conducted **during the reporting period**:

The IDDE employee training was not completed during the reporting period due to the impacts and restrictions of COVID-19. However, the training was completed on September 9, 2020 by the Town's consultant, Weston & Sampson Engineers, Inc. Annual training will be conducted for the duration of the permit term.

**MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****Ordinance or Regulatory Mechanism**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

**As-built Drawings**

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

The Town has amended revisions to their existing rules and regulations during the reporting period to require the submission of as-built drawings. These revisions were presented to the Planning Board in June of 2020 and the revisions were adopted. This includes modifications to the Town's Site Plan Review Rules and Regulations and Subdivision Regulations.

### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town will work on a street design and parking lots assessment, as outlined in the NOI and the report will be complete within 4 years of the permit effective date.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town will work on the green infrastructure report, as outlined in the NOI, and the report will be complete within 4 years of the permit effective date.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town has developed a list of all municipally owned properties, and will begin to identify at least 5 properties that could be retrofitted with BMPs in FY2022, as outlined in the NOI. The inventory will be complete within 4 years of the permit effective date.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The Town did not begin catch basin cleaning or inspections until after the reporting period. The Town and its consultant, Weston & Sampson, have coordinated with Merrimack Valley Planning Commission to update the Town's electronic catch basin cleaning form to include additional field entries that will contribute to the catch basin optimization efforts. These additional fields include: depth of top sediment to the rim of the basin, depth to bottom of the basin after cleaning, and the depth to invert of the outlet pipe. These form edits were prepared prior to the initiation of the catch basin cleanings and inspections for 2020.

There are 1,090 catch basins town-wide, as identified in the Town's SWMP. However, there are 665 catch basins that are municipally-owned in their MS4 system.

### **Street Sweeping**

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

Number of miles cleaned:

Volume of material removed:  [Select Units]

Weight of material removed:  [Select Units]

### **O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

### **Stormwater Pollution Prevention Plan (SWPPP)**

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

The SWPPP inspections mentioned above were conducted at the time the SWPPPs were developed. The facilities will be inspected quarterly going forward. The Town is working to address recommendations included in the SWPPPs, but no corrective actions have been taken to date. Quarterly inspections at each of the facilities were completed on September 23, 2020.

## **Additional Information**

### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Due to COVID-19 and the social distancing orders enforced, the employee trainings for each of the three SWPPP facilities were delayed. Once a space was determined which could accommodate the staff while remaining socially distanced, the trainings were completed by the Town's consultant, Weston & Sampson, in

September of 2020.

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:

All activities completed by the Town during permit year 3 will be documented in the next annual report.

## Part V: Certification of Small MS4 Annual Report 2020

### 40 CFR 144.32(d) 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, I certify that 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.

Name:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*

*Note: When prompted during signing, save the document under a new file name.*

### Annual Report Submission

*Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

MassDEP: [laura.schifman@mass.gov](mailto:laura.schifman@mass.gov)

### Paper Signature:

*If you did not sign electronically above, you can print the signature page by clicking the button below.*

*Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.*