

# Year 3 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2020-June 30, 2021

**\*\*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, 2020 and June 30, 2021 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization: Town of Salisbury

EPA NPDES Permit Number: MAR041220

### Primary MS4 Program Manager Contact Information

Name: Lisa DeMeo, P.E.

Title: Director of Public Works

Street Address Line 1: 39 Lafayette Road

Street Address Line 2: NA

City: Salisbury

State: MA

Zip Code: 01952

Email: ldemeo@salisburyma.gov

Phone Number: (978) 462-7611

### Stormwater Management Program (SWMP) Information

SWMP Location (web address): [https://www.salisburyma.gov/sites/g/files/vyhlf1166/f/pages/salisbury\\_draft\\_swmp\\_year\\_2\\_updated.pdf](https://www.salisburyma.gov/sites/g/files/vyhlf1166/f/pages/salisbury_draft_swmp_year_2_updated.pdf)

Date SWMP was Last Updated: June 30, 2021

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 3 Requirements

- ☒ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)  
☒ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary  
☒ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

**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 3 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 updated their outfall/interconnection list for priority ranking following the completion of the dry weather inspections and development of the report. There were new outfalls encountered during these investigations. Their catchments were delineated following the completion of the report and just beyond the permit year 3 end.

### 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:

[https://www.salisburyma.gov/sites/g/files/vyhlif1166/f/pages/salisbury\\_swmp\\_year\\_3\\_updated\\_1.pdf](https://www.salisburyma.gov/sites/g/files/vyhlif1166/f/pages/salisbury_swmp_year_3_updated_1.pdf)

- ☐ 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 system map due in year 2 as necessary
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Inspected all permittee owned treatment structures (excluding catch basins)

*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 temporarily stores street sweepings on Elm Street, adjacent to the Town's wastewater treatment facility. Sweepings are stored there until piles are disposed of. The Town is evaluating alternatives for storage management to properly confine the piles until proper disposal.

The Town and its consultant, Weston & Sampson, worked to develop the Town's O&M Plan and three SWPPP's for municipally-owned facilities during permit year 2. The plans are updated as new information becomes available and if any changes are implemented at municipally-owned facilities. The Town has taken into consideration the recommendations set forth in the SWPPPs and is in the process of implementing the procedures included as part of the O&M.

The Town hired a consultant, Weston & Sampson, to prepare and present the IDDE training to municipal staff on July 13, 2021. This training was completed beyond the reporting period due to social distancing and to obtain a location that could accommodate all staff. Proper social distancing was maintained during the training to avoid any excessive exposure.

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:

Educational materials regarding pet waste are made available at the Town Clerk's office for residents that look to obtain a dog license or re-issuance in-person. The Town plans to disseminate education materials to dog owners at the time of issuance or renewal of dog licenses in the subsequent permit years.

*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:

During Permit Year 2, the Town finalized the phase I mapping requirements by collecting locations of all drainage structures throughout town and collected data on the locations of municipally-owned stormwater treatment structures and open channel conveyances. At that time, the Town identified that there were 89 regulated outfalls discharging to a receiving water and 3 interconnections. During Permit Year 3, the Town conducted the dry weather outfall and interconnection sampling and screening. This field reconnaissance required representatives to investigate each regulated outfall and interconnection throughout the town. During those investigations, mapping deficiencies were encountered and updates were made to the Town's Drainage Map. There are 92 regulated outfalls and 3 interconnections. As the Town works to confirm outfall ownership and regulated status of outfalls, the map will continue to be updated in subsequent years.

## 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: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 made flyers available to dog owners at the time of issuance or renewal of dog licenses.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

There are approximately 700 dog licenses given out to date. The flyers are made available at Town Hall to residents that visit for issuance or renewal of dog licenses.

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:

During 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.

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[Add an Educational Message](#)

### 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 2021 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 were a total of 133.25 tons of recyclables collected during the reporting period. The Town also participated in yard waste collection at the Recycling Center. During the permit year period, 660 recycling passes were purchased at the Recycling Center.

During this permit year, the Town has continued its membership with Greenscapes North Shore Coalition. Typically, representatives from Greenscapes NSC visit the Salisbury elementary school annually to provide an educational lesson pertaining to stormwater management. Due to the impacts of COVID-19 and the encouragement of social distancing, 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**

*Optional: Provide additional status information regarding your map:*

During this reporting period, mapping updates were made following the dry weather outfall and interconnection investigations. The Town's drainage map was updated to reflect these new findings.

#### **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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ☐ No outfalls were inspected
- ☒ 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:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

*Optional: Provide additional information regarding your outfall/interconnection screening:*

During the screening, there were outfalls that were found to not exist, outfalls that could not be located and there were newly encountered outfalls. The screenings reflected these encounters. Where outfalls could not be located, screenings were conducted at the nearest upstream structure where possible. For catchments that outfalls could not be located and screenings could not be completed at the nearest upstream structure due to the structure being inaccessible, the outfalls were recorded as 'could not locate', and are planned to be investigated further in subsequent permit years.

### **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.*

- ☒ No catchment investigations were conducted
- ☐ 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:*

### **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.*

- ☒ No illicit discharges were found
- ☐ 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 this 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 July 13, 2021 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**

### **As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

### **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 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 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:

During Permit Year 2, the Town and its consultants, Weston & Sampson, 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. During this permit year term, the Town hired a contractor to complete the catch basin cleanings and they collected the proper measurements in the inspection forms to contribute to the catch basin optimization efforts.

**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:

☐ Weight of material removed:

**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:

Inspections have been conducted at each of the three SWPPP facilities once every quarter of the permit year term - DPW Facility, Recycling Center, and Wastewater Treatment Facility. Recommendations were made as part of each SWPPP that the Town has taken under consideration. However, no corrective actions were taken at any of these facilities during Permit Year 3.

## **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 3 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 encouragement, the employee trainings for each of the three SWPPP facilities were delayed. Once a space was determined which could accomodate the staff while remaining socially distanced, the trainings were completed by the Town's consultant, Weston & Sampson, in July of 2021.

### **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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

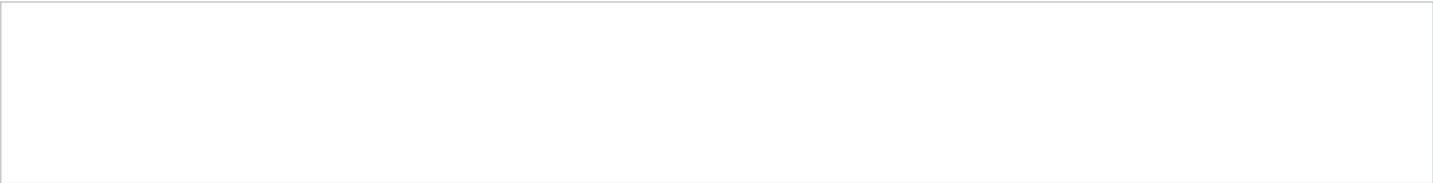
- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

#### 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- 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
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

All activities completed by the Town during Permit Year 4 will be documented in the next annual report.



## Part V: Certification of Small MS4 Annual Report 2021

### **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:

Neil Harrington

Title:

Town Manager

Signature:

Date:

*[Signatory may be a duly authorized  
representative]*