

Municipality/Organization:      Salisbury, Massachusetts

EPA NPDES Permit Number:      MA-041220

MA DEP Transmittal Number:      X270537

Annual Report Number  
& Reporting Period:      No. 13: May 2015 – April 2016

## **NPDES Phase II Small MS4 General Permit Annual Report**

### **Part I. General Information**

Contact Person: Mr. Donald R. Levesque      Title: Director of Public Works

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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: Neil J. Harrington

Printed Name: Neil Harrington

Title: Town Manager

Date: April 29, 2016

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

The Town of Salisbury has had many budgetary limitations in the past several years. The Department of Public Works continues to have a realistic approach with dealing with stormwater concerns. In addition to state cuts in local aid, the Town has had to make the following adjustments to annual budgeting:

- FY10 through FY13 budget cuts totaled more than 25 percent
- FY14 budget was \$15,000 total for all stormwater activities as well as an approved \$54,000 capital expenditure of a pre-owned sweeper that has allowed the Town to increase street sweeping frequency in known problem areas
- FY15 and FY16 stormwater budgets matched the FY14 \$15,000 level

However, given these financial difficulties, the Town has been able to maintain compliance with the permit and achievement of goals through the diligent efforts of in-house staff, who have invested of their time to make continual progress on stormwater management. This includes the recruitment and management of local volunteers and social organizations.

As the new permit takes effect in FY18, the Town is prepared to review the requirements and work with Town staff, elected and appointed officials, and other local stakeholders to develop a plan to achieve compliance with the new mandates.

### 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 13<br>(Reliance on non-municipal partners indicated, if any)                                                                                                              | Planned Activities – Permit Year 14                                                                                                                                                  |
|----------|--------------------------------|------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1A       | Posters                        | Town Manager                             | Posting all town buildings                                   | Restocked signs throughout permit year.                                                                                                                                                                     | Continue to restock signs as necessary.                                                                                                                                              |
| 1B       | Local cable                    | Town Manager                             | Post message monthly                                         | Conservation Commission hearings have been televised all permit year, as well as public participation events and advance notice of volunteer opportunities, including the Greenscapes NSC stormwater video. | Will seek out additional local access opportunities.                                                                                                                                 |
| 1C       | Repair shop brochures          | Town Manager                             | Distribute to impacted businesses, complete brochure         | BMP online and printed materials were procured through Greenscapes North Shore Coalition and made available throughout the year.                                                                            | Maintain available BMP information.                                                                                                                                                  |
| Revised  |                                |                                          |                                                              |                                                                                                                                                                                                             |                                                                                                                                                                                      |
| 1D       | Town Website                   | Town Manager                             | Update quarterly                                             | Website has been updated on a quarterly basis, including the Greenscapes NSC stormwater video.                                                                                                              | Continue to update the website on a quarterly basis.                                                                                                                                 |
| 1E       | Stormwater Education Video     | Public Works Director                    | Distribute educational materials to appropriate parties.     | Maintained Greenscapes North Shore Coalition membership in good standing. Distributed materials to School Dept.                                                                                             | Assessing the value of Greenscapes North Shore Coalition membership relative to new permit requirements. If appropriate to continue, distribute information as it becomes available. |
| 1F       | Public Info Mailer             | Public Works Director                    | Make information available online                            | Online availability has taken the place of direct mailing and brochure distribution.                                                                                                                        | Refer to 1E, above.                                                                                                                                                                  |
| 1G       | Stormwater Management Workshop | Town Planner and Conservation Commission | Distributed educational materials to students and area youth | Workshop held on a Saturday in April 2016 at the Parker River Refuge as part of a multi-town group.                                                                                                         | Town will assess benefits for FY17 in the context of the new permit requirements.                                                                                                    |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description                                                                                     | Responsible Dept./Person Name | Measurable Goal(s)                         | Progress on Goal(s) – Permit Year 13<br>(Reliance on non-municipal partners indicated, if any)                                                                                  | Planned Activities – Permit Year 14                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2A       | Citizen Advisory Committee                                                                          | Town Manager                  | Master Plan refinement                     | Citizen's Master Plan Committee will be focusing part of efforts on stormwater management. Goal is to establish future town-wide progress.                                      | Ensure stormwater remains a focus of the Master Plan effort.                                                                                                                                                                                |
| 2B       | Waste oil collection                                                                                | Public Works                  | Collect once every two years               | Conducted a hazardous materials collection day in November 2015 and maintained membership in Essex County waste collection consortium.                                          | Recent collection days have seen far lower participation rates as homeowner inventory of materials is dropping. Therefore, Town has begun collecting hazardous materials every two years. The next event is scheduled for the fall of 2017. |
| Revised  |                                                                                                     |                               |                                            |                                                                                                                                                                                 |                                                                                                                                                                                                                                             |
| 2C       | Paint collection                                                                                    | Public Works                  | Collect paint                              | Continued collection of hazardous materials on an every two years basis.                                                                                                        | Recent collection days have seen far lower participation rates as homeowner inventory of materials is dropping. Therefore, Town has begun collecting hazardous materials every two years. The next event is scheduled for the fall of 2017. |
| Revised  |                                                                                                     |                               |                                            |                                                                                                                                                                                 |                                                                                                                                                                                                                                             |
| 2D       | Stenciling                                                                                          | Public Works                  | Change to standard grate as part of S.O.P. | Sought to better inventory number of catch basins. Town has identified 623 catch basins, which is much higher than the initial 450 assumed value.                               | Continue using new catch basin grate to indicate "NO DUMPING FLOWS TO DRAIN" as a more permanent measure than stenciling.                                                                                                                   |
| 2E       | Coalition membership                                                                                | Public Works                  | Maintain membership                        | Maintained membership and distributed educational materials provided by coalition.                                                                                              | Annual assessment on the value of Greenscapes North Shore Coalition membership. If continued, distribute information as it becomes available.                                                                                               |
| 2F       | Women in Transition/Trial Court/Middleton Inmates/Beach Betterment Association/Probation Department | Public Works                  | Seasonal cleanup efforts                   | Maintained and expended working relationship with organizations and performed cleanup work throughout town. What was once a quarterly activity has become a year-round program. | Continue to work with organizations and perform regularly-scheduled activities.                                                                                                                                                             |
|          |                                                                                                     |                               |                                            |                                                                                                                                                                                 |                                                                                                                                                                                                                                             |

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|---------|----------------------------------|------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2G      | Rail Trail Extension             | Public Works                             | Trail Expansion and Public Education                         | <ul style="list-style-type: none"> <li>• Border to Boston rail trail secured place on FY18 TIP for construction funding. The 25% design hearing will be held on June 8, 2015.</li> <li>• Amesbury/Salisbury rail trail designed by MADOT to 25% stage. Not yet on TIP.</li> </ul> | <ul style="list-style-type: none"> <li>• New trail study off of Stevens Trail Loop, approx. 1 mile extension</li> <li>• Connection trail from Northpointe Village to Partridge Brook Park.</li> </ul> |
| Revised |                                  |                                          |                                                              | <ul style="list-style-type: none"> <li>• Stevens Trail Loop to extend 1 mile off of Eastern Marsh Trail.</li> <li>• School connection 1 mile trail to connect to Partridge Brook Park.</li> </ul>                                                                                 |                                                                                                                                                                                                       |
| 2H      | Stormwater Management Workshop   | Town Planner and Conservation Commission | Distributed educational materials to students and area youth | Workshop held on a Saturday in April 2016 at the Parker River Refuge as part of a multi-town group.                                                                                                                                                                               | Town will assess benefits for FY17 in the context of the new permit.                                                                                                                                  |
| 2I      | Seeking Stormwater Grant Funding | Town Planner                             | Secure grant and utilize funding                             | MVPC conducted stormwater compliance training. Activities included:                                                                                                                                                                                                               | MVPC to conduct stormwater compliance training on new permit requirements.                                                                                                                            |
| Revised |                                  |                                          |                                                              | <ul style="list-style-type: none"> <li>• Multiple Town staff attended training program on EPA requirements.</li> <li>• Town public education campaign for stormwater management. Multiple workshops to help the Town assess need for a stormwater utility.</li> </ul>             |                                                                                                                                                                                                       |

### 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description                        | Responsible Dept./Person Name | Measurable Goal(s)             | Progress on Goal(s) – Permit Year 13<br>(Reliance on non-municipal partners indicated, if any)           | Planned Activities – Permit Year 14                                                                                    |
|----------|----------------------------------------|-------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 3A       | Outfall mapping                        | Public Works                  | Map outfalls                   | Funding could not be secured for outfall inventory of assumed 623 structures.                            | New permit requirements will be evaluated and progress made to the degree possible within available budget restraints. |
| 3B       | Review existing bylaws and regulations | Town Manager                  | Evaluate and recommend changes | Continued to track changes to regulations as required by future permits and make changes as appropriate. | Continue to track changes to regulations as required by future permits and make changes as appropriate.                |
| 3C       | Develop IDDE Plan                      | Public Works                  | Develop Plan of action         | Awaiting new permit requirements before acting.                                                          | Awaiting new permit requirements before acting.                                                                        |
| 3D       | IDDE By-law modifications              | Public Works                  | Evaluate and recommend changes | Continued to track changes to regulations as required by future permits and make changes as appropriate. | Continue to track changes to regulations as required by future permits and make changes as appropriate.                |
| 3E       | Test Outfalls                          | Public Works                  | Test Outfall                   | SEE 3A                                                                                                   | SEE 3A                                                                                                                 |
| 3F       | Stream Sampling for Contamination      | Public Works                  | Sample streams for BOD and TSS | SEE 3A                                                                                                   | SEE 3A                                                                                                                 |

#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                | Responsible Dept./Person Name | Measurable Goal(s)      | Progress on Goal(s) – Permit Year 13<br>(Reliance on non-municipal partners indicated, if any)                                                | Planned Activities – Permit Year 14                                                                                                          |
|----------|--------------------------------|-------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 4A       | Review site inspection         | Planning                      | Evaluate existing       | Continued assessment/monitoring of inspection program.                                                                                        | Continue assessment/monitoring of inspection program.                                                                                        |
| 4B       | Modify Site Inspection Program | Planning                      | Recommend Modifications | Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements. | Continue to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements. |
| 4C       | Review by-laws                 | Planning                      | Determine adequacy      | Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements. | Continue to evaluate and recommend any changes to bylaws, specifically as they pertain to revised stormwater management guidelines.          |
| 4D       | Modify by-laws                 | Planning                      | Recommend Modifications | Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new General Permit requirements. | Continue to evaluate and recommend any changes to bylaws, specifically as they pertain to revised stormwater management guidelines.          |

## 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 13<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14                           |
|----------|--------------------------------------------------|-------------------------------|-------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 5A       | Site Inspectors                                  | Planning                      | Evaluate existing       | Continued to evaluate and recommend any changes.                                               | Continue to evaluate and recommend any changes.               |
| 5B       | Modify Site Inspection Policy//Procedures        | Planning                      | Implement Modifications | Assessed improvements semi-annually at department head meeting.                                | Assess improvements semi-annually at department head meeting. |
| 5C       | Review by-laws                                   | Planning                      | Evaluate existing       | Continued to evaluate and recommend any changes.                                               | Continue to evaluate and recommend any changes.               |
| 5D       | Modify by-laws for Post Construction Site Runoff | Planning                      | Implement Modifications | Continued to evaluate and recommend any changes.                                               | Continue to evaluate need for future changes.                 |
| 5E       | By-law changes                                   | Planning                      | Proposed Modifications  | Continued to evaluate and recommend any changes.                                               | Continue to seek potential revisions.                         |



## 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 13<br>(Reliance on non-municipal partners indicated, if any)                                                           | Planned Activities – Permit Year 14                                                                         |
|----------|----------------------------------------------------------|-------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 6A       | Street sweeping                                          | Public Works                  | Majority of town                                | Maintained the expanded sweeping program, concentrating on environmentally sensitive areas, through the use of the FY15 purchase of a pre-owned sweeper. | Continue program in FY17.                                                                                   |
| 6B       | Catch basin cleaning                                     | Public Works                  | Majority of town                                | Annual cleaning completed.                                                                                                                               | Continue current program.                                                                                   |
| 6C       | Public Facility site inspections and BMP practice review | Public Works Director         | Perform Inspections at each Public Facility     | Performed annual inspections pursuant to prior program outline.                                                                                          | Continue current program.                                                                                   |
| 6D       | Training                                                 | Town Manager                  | Train Municipal employee                        | Educational videos and information have been implemented into training.                                                                                  | Continue to provide annual training with appropriate educational information and videos as appropriate.     |
| 6E       | Public Facility follow-up                                | Public Works Director         | Perform follow-up inspections                   | Annual inspections are continued and any follow up is performed.                                                                                         | Continue annual inspections.                                                                                |
| 6F       | Improved runoff containment                              | Public Works                  | Reduce runoff potential from salt storage areas | Maintain salt shed BMPs.                                                                                                                                 | Continue current program.                                                                                   |
| 6G       | Infrastructure Management                                | Public Works                  | Resolve problematic stormwater system areas     | Work conducted in Year 13 included: <ul style="list-style-type: none"> <li>Stormwater improvements on</li> </ul>                                         | Year 14 work expected to include: <ul style="list-style-type: none"> <li>Stormwater improvements</li> </ul> |

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|---------|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revised |  |  |  | <p>Lincoln Avenue and Howard George Court.</p> <ul style="list-style-type: none"> <li>• Culvert replacement on Ferry Road.</li> </ul> | <p>ongoing on Pleasant Street.</p> <ul style="list-style-type: none"> <li>• Design of stormwater improvements on Taft, Washington, and Garfield Streets ongoing.</li> <li>• Culvert replacements on Ferry Road and Locust Street to improve stormwater management and sediment transfer.</li> <li>• ACOE project ongoing to install 3,000 linear foot flood management project. Estimated construction cost approx. \$5.5M in area of Blackwater Creek. Estimated completion date November 2016.</li> </ul> |
|---------|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) Not Applicable**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 13<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|----------|-----------------|-------------------------------|--------------------|------------------------------------------------------------------------------------------------|-------------------------------------|
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**7a. Additions**

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**7b. WLA Assessment**

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

Salisbury Beach area **did not** have any beach closures during the 2015 recreational summer season, based on water quality monitoring performed by the Salisbury Board of Health and the Massachusetts Division of Marine Fisheries.

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