

Municipality/Organization: Salisbury, Massachusetts
EPA NPDES Permit Number: MA-041220
MA DEP Transmittal Number: X280387
**Annual Report Number
& Reporting Period:** No. 15: May 2017 – April 2018

NPDES Phase II Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Neil Harrington **Title:** Town Manager
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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 27, 2018

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 through FY18 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 professional 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 FY19, the Town is preparing to seek coverage under the permit through the submittal of a Notice of Intent after the July 1, 2018 effective permit date. Once coverage is secured, the Town will work to complete the tasks identified on the attached Year 1 permit requirements table. The Town has included a \$20,000 line item in the FY19 budget to support these efforts.

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 15 (Reliance on non-municipal partners indicated, if any)
1A	Posters	Town Manager	Posting all town buildings	Restocked signs throughout permit year.
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.
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.
1D	Town Website	Town Manager	Update quarterly	Website intermittently updated as appropriate, which includes the Greenscapes NSC stormwater video as well as links to stormwater websites.
1E	Stormwater Education Video	Public Works Director	Distribute educational materials to appropriate parties.	Continued investment in Greenscapes North Shore Coalition to remain in good standing. Distributed materials to School Dept.
1F	Public Info Mailer	Public Works Director	Make information available online	Online availability has taken the place of direct mailing and brochure distribution.
1G	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Town was not invited to participate in the 2018 event; unclear whether the event was held and is continuing in the future.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)
2A	Citizen Advisory Committee	Town Manager	Master Plan refinement	Conservation Commission and Planning Board working on stormwater bylaw revisions as part of continued efforts to address gaps in local ordinances. This is occurring outside of the traditional Master Plan process.
2B Revised	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. Next collection day not yet scheduled
2C Revised	Paint collection	Public Works	Collect paint	Continued collection of hazardous materials on an every two years basis. Next collection day not yet scheduled.
2D Revised	Stenciling	Public Works	Change to standard grate as part of S.O.P.	Sought to better inventory number of catch basins. Town has identified 1,120 catch basins, 242 drainage manholes, and 43 outfall pipes through stormwater GIS mapping performed in 2016. This includes all Town roads and MADOT roads; which means that the Town total is fewer than the above quantities. Mapping was conducted by Merrimack Valley Planning Commission (MVPC) staff and has been integrated into the Town's GIS system. Supplemental data collection will occur in accordance with new permit requirements.
2E	Coalition membership	Public Works	Maintain membership	Maintained membership and distributed educational materials provided by coalition. Town is evaluating whether continued membership is worthwhile given the new permit's requirements.
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.

2G	Rail Trail Extension	Public Works	Trail Expansion and Public Education	• Border to Boston rail trail secured place on FY18 TIP for construction funding. • Amesbury/Salisbury rail trail designed by MADOT, is on FY18 TIP and anticipating forthcoming construction start. • Completed study of 1-mile trail extension off the Stevens Trail Loop.
Revised				
2H	Stormwater Management Workshop	Town Planner and Conservation Commission	Distributed educational materials to students and area youth	Town was not invited to participate in the 2017 event; unclear whether the event was held and is continuing in the future.
Revised				
2I	Seeking Stormwater Grant Funding	Town Planner	Secure grant and utilize funding	MVPC conducted stormwater compliance training. Activities included: • Town staff from Conservation Commission, Planning, and Public Works attended training program on EPA requirements. • MVPC mapped stormwater throughout Town including MADOT roads. Connectivity and record drawing integration and data compilation are to be completed in the future. • Monthly MVPC training sessions attended by DPW Director.
Revised				

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)
3A	Outfall mapping	Public Works	Map outfalls	MVPC mapped stormwater throughout Town including MADOT roads. Connectivity and record drawing integration and data compilation are to be completed in the future. Full mapping of all stormwater features will be completed in accordance with new permit requirements.
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. Town working on draft regulatory amendments to advance to Town Meeting or local Boards for adoption, as appropriate.
3C Revised	Develop IDDE Plan	Public Works	Develop Plan of action	IDDE planning to be conducted in accordance with new permit requirements.
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.
3E	Test Outfalls	Public Works	Test Outfall	See 3A and new permit requirements.
Revised				
3F	Stream Sampling for Contamination	Public Works	Sample streams for BOD and TSS	See 3A and new permit requirements.
Revised				

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)
4A	Review site inspection	Planning	Evaluate existing	Continued 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 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 permit requirements.
4D	Modify by-laws	Planning	Recommend Modifications	Continued to assess improvements semi-annually at department head meeting, with particular attention paid to new permit requirements.

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 15 (Reliance on non-municipal partners indicated, if any)
5A	Site Inspectors	Planning	Evaluate existing	Continued to evaluate and recommend any changes.
5B	Modify Site Inspection Policy//Procedures	Planning	Implement Modifications	Assessed improvements semi-annually at department head meeting.
5C	Review by-laws	Planning	Evaluate existing	Continued 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.
5E	By-law changes	Planning	Proposed Modifications	Continued to evaluate and recommend any changes.

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 15 (Reliance on non-municipal partners indicated, if any)
6A Revised	Street sweeping	Public Works	Majority of town	Maintained the expanded sweeping program in FY17, concentrating on environmentally sensitive areas, through the use of the town-owned sweeper. New policies enacted for FY18: • Expand program to sweep all streets annually. • Meter sweeper water usage to track efficiency. New policy planned for FY19: • 100% elimination of sand from road treatment program.
6B Revised	Catch basin cleaning	Public Works	Majority of town	Annual cleaning completed in Year 15, planned for Year 16 following conclusion of street sweeping operations. Cleaning in future years expected to be less burdensome due to removal of sand from road treatment program, see 6A.
6C Revised	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. In FY19, the DPW intends to investigate the merits of a vehicle wash station.
6D Revised	Training	Town Manager	Train Municipal employee	• Educational videos and information have been implemented into training. • DPW Director attended several training sessions related to stormwater management offered by Essex County Highway Association and Bay State Roads. • Multiple DPW staff attended MS4 technical session at the MADOT Public Works Expo in September 2017.
6E	Public Facility follow-up	Public Works Director	Perform follow-up inspections	Annual inspections are continued and any follow up is performed.

6F	Improved runoff containment	Public Works	Reduce runoff potential from salt storage areas	Maintain salt shed BMPs.
6G	Infrastructure Management	Public Works	Resolve problematic stormwater system areas	Work conducted in Year 15 included: • Stormwater improvements completed on Pleasant Street. • Design of stormwater improvements on Taft, Washington, and Garfield Streets completed, construction phase begun spring 2018. • ACOE project in final, minor punchlist stage of construction. This \$7.0M project includes over 3,000 linear feet of flood management in the area of Blackwater Creek. Operational as of May 2017, working well as observed during multiple major coastal storm events.
Revised				
6H	Pollution Reduction	Public Works	Reduce pollution caused by dog waste	DPW to initiate a dog waste reduction program in FY19 targeting nuisance waste and associated pollution.
New				

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 15 (Reliance on non-municipal partners indicated, if any)

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Salisbury Beach area **did not** have any beach closures during the 2017 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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