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Salisbury

Town of Salisbury
DEPARTMENT OF PUBLIC WORKS
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SALISBURY, MASSACHUSETTS
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Donald R. Levesque
Director

Sewer-Customer Service	978-465-1430
Treatment Plant	978-465-4058
Emergency	978-465-2798
Water	1-800-553-5191
Highway	978-462-7611
Parks & Cemetaries	978-462-7611
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April 28, 2005

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Re: **Permit #: MA041220/MaDEP Transmittal #: W 035934**
NPDWS Phase II Small MS4 General Permit
Annual Reporting Requirements Summary

Dear Sir:

Enclosed is the Annual Reporting Requirements Summary of the NPDES Phase II Small MS4 General Permit.

Please call Donald R. Levesque, Director of Public Works at 978-463-0656 if you have any questions.

Cc: Neil Harrington, Town Manager

Municipality/Organization: Salisbury, Massachusetts

EPA NPDES Permit Number: MA-041220

MaDEP Transmittal Number: W- 035934

Annual Report Number & Reporting Period: No. 2: March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

Telephone #: 978-463-0656 Email: dlevesque@salisbury.ma.gov

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 Harrington

Printed Name: Neil Harrington

Title: Town Manager

Date: 4/29/05

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. As indicated in Part III, the majority of our Year 2 goals were achieved or are presently being completed/implemented. Deviations from the proposed goals include:

1b - Monthly updates on the local access cable channel were not provided. Messages will be posted more regularly with pertinent Stormwater information.
1d – The town website is relatively new and quarterly updates where not realistic. The Town Manager and Director of Public Works propose to update the website with appropriate public information on an as needed basis, but at a minimum semi – annually.

2a – A Citizen Advisory Committee was proposed. However, volunteers were not found.
2b – Waste Oil Collection- The annual collection has been determined to provide the residents with a sufficient mechanism for disposal. Semi –annual collection will be reviewed, but at this time has been determined to not be needed

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1A	Posters	Town Manager	Posting all town buildings	Check signs, replace as necessary	Continue to replace signs as needed
Revised					
1B	Local cable	Town Manager	Post message monthly	Continue with monthly updates for message **(Local access volunteers needed to assist with updates)**	Provide more frequent updates of information and contact numbers
Revised					
1C	Repair shop brochures	Town Manager	Distribute to impacted businesses, complete brochure	Brochure distributed and posted	
Revised					
1D	Town Website	Town Manager	Update quarterly	Website has a link to Stormwater BMPs and other information **(Website assistance is needed)**	Update website on a quarterly basis
Revised					

1a. Additions

1e	Stormwater Education Video	Public Works Director	Obtain a regional education video and distribute to schools and provide to local access	Obtained regional video	Distribute to School Dept. and follow up with a record of viewings. Provide to Local Access and evaluate the number of times it plays
1f	Public Info Mailer	Public Works Director	Obtain and distribute mailer		Obtain an appropriate public education mailer and distribute to residents

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2A	Citizen advisory Committee	Town Manager	Expand committee	Post committees vacancies and hold 2 meetings **(No volunteers were provided)**	Post vacancies for Advisory Committee and hold a meeting
Revised					
2B	Waste oil collection	Public Works	Collect once per year	Continue semi-annual collection and investigate regional collection	Continue semi-annual collection and investigate regional collection
Revised					
2C	Paint collection	Public Works	Collect paint	Continue annual collection	Continue annual collection
Revised					
2D	Stenciling	Public Works	25% basins	Continue annual collection	Continue annual collection
Revised					
2E	Town cleanup	Public Works	Hold cleanup	Continue annual collection	Continue annual collection
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised 3A	Outfall mapping	Public Works	Map outfalls	Continue mapping **(the town is working with the Merrimack Valley Planning Commission to complete the mapping)**	Continue mapping **(the town is working with the Merrimack Valley Planning Commission to complete the mapping)**
Revised 3E	Test outfalls	Public Works	Test outfall	Continue annual collection/sampling	Continue annual collection/sampling **(MVPC and Eight Towns and a Bay are providing assistance and monitoring)**
Revised					
Revised					

3a. Additions

3b	Review existing bylaws and regulations	Town Manager	Evaluate and recommend changes	N/A	Town staff to discuss regulations/bylaws and initiate any recommended changes
3c	Develop IDDE Plan	Public Works	Develop Plan of action	N/A	Public works staff to obtain sampling results and develop an IDDE Plan

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
				Formalize town departments coordinating and review	Continue to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town Meeting)
Revised 4A	Review site inspection	Planning	Evaluate existing		
				Formalize town departments coordinating and review	Continue to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town Meeting)
Revised 4C	Review by-laws	Planning	Determine adequacy		
Revised					
Revised					
Revised					
Revised					

4a. Additions

4b	Modify Site Inspection Program	Planning	Recommend Modifications	N/A	Develop a complete list of recommendations and initiate implementation of changes
4d	Modify by-laws	Planning	Recommend Modifications	N/A	Develop a complete list of recommendations and initiate implementation of changes

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised 5A	Site Inspectors	Planning	Evaluate existing	Formalize town departments coordination and review	Continue to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town Meeting)
Revised 5C	Review by-laws	Planning	Evaluate existing	Review activities	Continue to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town Meeting)
Revised					
Revised					
Revised					
Revised					

5a. Additions

5b	Modify Site Inspection Policy//Procedures	Planning	Implement Modifications	N/A	Develop a complete list of recommendations and initiate implementation of changes
5d	Modify by-laws for Post Construction Site Runoff	Planning	Implement Modifications	N/A	Develop a complete list of recommendations and initiate implementation of 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised 6A	Street sweeping	Public Works	Selected areas	Continue annual program	Continue annual program and seek additional funding for additional sweeping in critical areas
Revised 6B	Catch basin cleaning	Public Works	Selected areas	Continue annual program	Continue annual program and seek additional funding for additional sweeping in critical areas
Revised 6D	Training	Town Manager	Train Municipal employee	Provide annual employee training with video	Provide annual training with appropriate educational information and videos as appropriate.
Revised					
Revised					
Revised					

6a. Additions

6c	Public Facility site inspections and BMP practice review	Public Works Director	Perform Inspections at each Public Facility	N//A	All applicable municipal facilities will be visited and inspected for compliance with Phase 2 BMP's

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Six to eight outfall locations were sampled and analyzed by Merrimack Valley Planning Commission and volunteers from Eight Towns and a Bay. All sample results indicated bacteria results below thresholds.

Salisbury Beach area did not have any beach closures during season.