



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

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April 26, 2006

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

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

Submitted by: Donald R. Levesque, Director  
Department of Public Works  
Salisbury, Massachusetts 01952

Dear Sir:

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

APR 28 2006

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

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**EPA NPDES Permit Number:** MA-041220

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**MA DEP Transmittal Number:** W-035934

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**Annual Report Number**

**& Reporting Period:** No. 3: March 05-March 06

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## NPDES PII 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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**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:**



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**Printed Name:** Neil Harrington

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**Title:** Town Manager

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**Date:** 4/26/06

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## **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 3 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. A more dedicated local access cable coordinator is now volunteering for the town. Messages will be posted more regularly with pertinent Stormwater information.**

**1D – The Town website is relatively new and quarterly updates were 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. Better website management lends itself to simpler updates.**

**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; it has been determined at this time to not be needed.**

**3C/3D/3E – Anticipated assistance from Eight Towns and A Bay did not materialize, and local funding for sampling and analysis could not be procured. FY07 funding may be available to perform these tasks.**

### 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1A Revised	Posters	Town Manager	Posting all town buildings	Continue to replace signs as needed	Restock signs as needed
1B Revised	Local cable	Town Manager	Post message monthly	Provide more frequent updates of information and contact numbers	Develop tracking database
1C Revised	Repair shop brochures	Town Manager	Distribute to impacted businesses, complete brochure	Distributed brochures	Maintain brochure inventory
1D Revised	Town Website	Town Manager	Update quarterly	Website adding a link to Stormwater BMPs in Spring of 2006	Update website on a quarterly basis
1E Revised	Stormwater Education Video	Public Works Director	Obtain a regional education video and distribute to schools and provide to local access	Obtained regional video. Planned viewing in Spring 2006 (schools and local cable)	Follow up with a record of viewings. Provide to Local Access and evaluate the number of times it plays
1F Revised	Public Info Mailer	Public Works Director	Obtain and distribute mailer	Obtain an appropriate public education mailer and distribute to residents in Spring 2006	

**2. Public Involvement and Participation**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 4</b>
2A Revised	Citizen advisory Committee	Town Manager	Expand committee	Posted vacancies for Advisory Committee and presented to Board of Selectmen and to local access	Pending creation of the committee, hold minimum of two meetings
2B Revised	Waste oil collection	Public Works	Collect once per year	Annual collection and Essex County waste oil collection consortium member	Continue annual collection and maintain consortium status
2C Revised	Paint collection	Public Works	Collect paint	Continue annual collection	Continue annual collection
2D Revised	Stenciling	Public Works	25% catch basins	Posted for volunteers, none identified	Post vacancies for volunteers
2E Revised	Town cleanup	Public Works	Hold cleanup	Quarterly cleanup activities	Continue quarterly collection

**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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3A Revised	Outfall mapping	Public Works	Map outfalls	MVPC completed mapping	Continue mapping stormwater features, summer employee/inventory assessment
3B Revised	Review existing bylaws and regulations	Town Manager	Evaluate and recommend changes	Citizen advisory committee not formed (see 2A)	Once formed, make an agenda item and present to Board of Selectmen, town staff to discuss regulations/bylaws and initiate any recommended changes.
3C Revised	Develop IDDE Plan	Public Works	Develop Plan of action	Local funding unsuccessful, Eight Towns and a Bay provided limited assistance	Public works staff to obtain sampling results and utilize sampling (see 3E) to begin general planning
3E Revised	Test outfalls	Public Works	Test outfall	MVPC and Eight Towns and a Bay provided only limited assistance	Collect/sample/analyze several critical outfalls

#### 3a. Additions

3D	IDDE By-law Modifications	Public Works	Evaluate and recommend changes	N/A	Review concurrent with IDDE plan creation
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#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4A Revised	Review site inspection	Planning	Evaluate existing	Improved review/coordination process to ensure compliance	
4B Revised	Modify Site Inspection Program	Planning	Recommend Modifications	See 4A	Assess improvements semi-annually at department head meeting
4C Revised	Review by-laws	Planning	Determine adequacy	Initiated process to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town meeting)	Continue to evaluate and recommend any changes
4D Revised	Modify by-laws	Planning	Recommend Modifications	See 4C	
Revised					
Revised					

#### 4a. Additions


## 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5A Revised	Site Inspectors	Planning	Evaluate existing	Continued to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town Meeting)	
5B Revised	Modify Site Inspection Policy//Procedures	Planning	Implement Modifications	See 4A	Assess improvements semi-annually at department head meeting
5C Revised	Review by-laws	Planning	Evaluate existing	Initiated process to evaluate and recommend any changes and implement through appropriate governmental body (BOS or Town meeting)	Continue to evaluate and recommend any changes
5D Revised	Modify by-laws for Post Construction Site Runoff	Planning	Implement Modifications	See 4C	
Revised					
Revised					

### 5a. Additions

5E	By-law Changes	Planning	Proposed Modifications	N/A	Present proposed changes to BOS

## 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
6A Revised	Street sweeping	Public Works	Majority of town	Expanded annual program to cover additional roadway lengths	Continue expanded program and seek additional funding for additional sweeping in critical areas
6B Revised	Catch basin cleaning	Public Works	Majority of town	Expanded annual program to cover additional roadway lengths	Continue expanded program and seek additional funding for additional sweeping in critical areas
6C Revised	Public Facility site inspections and BMP practice review	Public Works Director	Perform Inspections at each Public Facility	Visited and inspected for compliance with Phase 2 BMP's, improvements implemented	Perform annual inspections
6D Revised	Training	Town Manager	Train Municipal employee	Provide annual employee training with video	Continue to provide annual training with appropriate educational information and videos as appropriate.
Revised					
Revised					

### 6a. Additions

6E	Public Facility follow-up	Public Works Director	Perform follow-up inspections	N/A	Perform annual inspections

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

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

**7a. Additions**


**7b. WLA Assessment**

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

Salisbury Beach area did not have any beach closures during the 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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