Municipality/Organization: Town of Salem, New Hampshire

EPA NPDES Permit Number: NHR041031

Annual Report Number
& Reporting Period: No. 1: March 03-March 04

2004 APR 30 P 10: 25

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Rodney A. Bartlett Title: Director of Public Works

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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, 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:

Printed Name: Marcia Leighninger

Title: Town Manager

Date: 4-29-04

Part II. Self-Assessment

The Town of Salem has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-1	Maintain Existing Watershed Signs at Canobie Lake	Dept. of Public Works	Maintain signs throughout permit term	Watershed marker signs were periodically checked during the permit year	Maintain signs
1-2	Broadcast Informational Stormwater Video on Local Television	Dept. of Public Works	Broadcast video annually beginning with Permit Year 2	-	Broadcast video on local television. Video will be broadcasted on or before September 1, 2004.
1-3	Develop Stormwater Brochure	Dept. of Public Works	Brochure developed by May 1, 2005	-	Develop stormwater brochure
	Brochure Available for Distribution	Dept. of Public Works	Available at Town Hall and DPW. Distributed to students annually permit year 3 through 5	-	-
1-4	Stormwater Information added to DPW's Website	Dept. of Public Works	Stormwater information added to DPW website by May 1, 2005	-	Stormwater information added to DPW webpage
	Maintain/update information on DPW Webite	Dept. of Public Works	Update/maintain website during permit years 3 through 5	-	-

1. Public Education and Outreach (cont.)

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
1-5	Identify locations for 3 kiosks with stormwater bulletins	Dept. of Public Works	Identify location for kiosks by May 1, 2004	Locations identified on Canobie Lake and Hedgehog and Millville Ponds.	Design kiosks
	Design Kiosks	Dept. of Public Works	Complete design of kiosks by May 1, 2005	-	-
	Install Kiosks	Dept. of Public Works	Install kiosks by May 1, 2006	-	-
	Maintain Kiosks	Dept. of Public Works	Maintain/update kiosks during permit years 4 through 5	-	-
1-6	Approach Private Beaches and the Mall at Rockingham Park about Installing Informational Kiosks	Dept. of Public Works	Approach private beach by May 1, 2006	-	-
	Coordinate Kiosk Installation if Approved	Dept. of Public Works	Kiosk installed within one permit year upon receiving approval	-	-

2. Public Involvement and Participation

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
2-1	Comply with State Public Notification Guidelines	Planning Board and other Town Departments	Post notices on all applicable meetings	The Town complied with the required state meeting notification guidelines. Televised April 12th Board of Selectmen meeting which discussed stormwater initiatives.	Notify public of meetings as necessary
2-2	Publicize and Maintain Public Complaint Hotline and DPW Website	Dept. of Public Works	Maintain hotline and continue to respond to complaints from website	The Town maintained the hotline and continued to respond to public complaints from website.	Continue existing procedure. The Town will consider developing an electronic database to track public complaints.
2-3	Hold Annual Household Hazardous Waste Day	Dept. of Public Works	Household hazardous waste collection day held each year. Amounts of household hazardous wastes collected.	Annual collection event was held on September 6, 2003. Approximately 4,850 gallons of hazardous household waste was collected.	Event scheduled for September 11, 2004
2-4	Continue Mandatory Recycling Program	Dept. of Public Works	Continue existing recycling program throughout permit term	The recycling program was maintained throughout the Permit Year. Approximately 3,585 tons of recyclables was collected in 2003.	Continue existing program
2-5	Schedule Annual Town Roadside Litter Clean-up Day	Dept. of Public Works	Schedule Clean-up day annually. Amount of roadside litter collected and properly disposed.	Annual collection event was held in April 2003. Approximately 12 tons of trash was collected. DPW staff roadside cleanup in February, 2004. Approximately 5 tons of trash was collected.	Event scheduled for week of April 26, 2004. Beach association shoreline cleanup scheduled for April 24th and 25th, 2004.

3. Illicit Discharge Detection and Elimination

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
3-1	Continue inspection of new/updated sewer connections	Dept. of Public Works	Continue inspection of all new/updated sewer connections. Number of sewer connections inspected.	Town inspected 46 new/updated sewer connections.	Continue existing program
3-2	Identify Priority Areas	Dept. of Public Works	Priority areas identified by May 1, 2004	The Town's public drinking water sources and beaches were identified as priority areas	**BMP Completed**
3-3	Map Outfalls/Receiving Waters	Dept. of Public Works	Map completed by May 1, 2007	The Town is currently updating its GIS map of the stormwater drainage system.	Continue to update map, including outfalls and receiving waters
3-4	Complete Dry Weather Screening of Outfalls	Dept. of Public Works	One round of outfall screening completed by end of permit term	-	One round of outfall screening completed by end of permit term
3-5	Stormwater Ordinance	Dept. of Public Works	Draft stormwater ordinance/amendment language by May 1, 2007	Review was conducted, language of new ordinance/ amendment required	Draft stormwater ordinance/amendment language by May 1, 2007
3-6	Develop and Implement System for Elimination of Illicit Discharges	Dept. of Public Works	Based on prioritized results in BMP#3-4, determine procedures to identify and remove illicit connections to drain; maintain records	-	System to be developed pending the results of BMP #3-4

4. Construction Site Stormwater Runoff Control

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
4-1	Continue to Implement Land Use Control Regulations which Require Erosion and Sediment Control at Construction Sites	Dept. of Public Works	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	Regulations were enforced during the Permit Year 44 proposed development plans were reviewed in 2003	Continue to enforce regulations
4-2	Maintain Procedures for Site and Subdivision Plan Review	Dept. of Public Works	Continue to enforce regulations throughout permit term. Number of site and subdivision plans reviewed each year.	Procedures were maintained during the Permit Year 44 site and subdivision plans were reviewed in 2003	Continue to enforce regulations
4-3	Maintain Procedure for Collecting and Responding to Public Comments	Dept. of Public Works	Maintain hotline and continue to respond to complaints from website	The Town maintained the hotline and continued to respond to public complaints from website.	Continue existing procedure. The Town will consider developing an electronic database to track public complaints.
4-4	Maintain Construction Site Inspections for Erosion Control	Dept. of Public Works	Maintain existing procedure throughout permit term. All construction sites inspected each Permit Year.	The Town completed inspections as required for all construction sites in 2003.	Continue existing inspection procedures. The Town will consider developing an electronic database to track site inspections for erosion control.
4-5	Amend Land Use Control Regulations to Include Construction Material Management	Dept. of Public Works	Draft amendment to regulations by May 1, 2005. Implement upon approval.	-	Draft Amendment to Regulations

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5-1	Maintain Land Use Control Regulations which Require Post-construction Runoff Control for Construction Sites	Dept. of Public Works, Engineering Department and Planning Board	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	BMP addressed individually by project.	Continue to implement regulations. The Town to consider developing a database to track proposed development plans reviewed for post-construction structural BMPs for runoff control.
5-2	Amend Land Use Control Regulations to Require Developers to Submit O&M Plans for Private Structural BMPs	Dept. of Public Works, Engineering Department and Planning Board	Draft amendment to regulations by May 1, 2005. Implement upon approval.	-	Draft amendment to regulations
5-3	Land Use Control Regulations Recommend a Structural BMP Manual for Use by Developers	Dept. of Public Works, Engineering Department and Planning Board	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	Developments with post-construction structural BMPs for runoff control were designed, at a minimum, to the practices as stated in the manual.	Continue to implement regulations. The Town to consider developing a database to track proposed development plans reviewed for post-construction structural BMPs for runoff control.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-1	Continue Street Sweeping and Residual Disposal Practices	Dept. of Public Works	Sweep all streets in Town at least once per year	Inspected all streets and swept as needed at least once. Residuals disposed of at a landfill.	Continue existing practices
6-2	Continue Catch Basin Cleaning and Residual Disposal Practices	Dept. of Public Works	Clean 33% of catch basins in Town each year. All CBs inspected and/or cleaned on a three year rotating schedule.	Approximately 2500 catch basins (33% percent of total) were inspected and/or cleaned in 2003; high priority catch basins were cleaned as needed. Residuals disposed of at a landfill.	Continue existing practices
6-3	Continue Salting and Snow Removal Practices	Dept. of Public Works	Continue existing practices throughout permit term	Salt was stored in a salt storage facility and spreaders were calibrated as necessary. Excess snow was taken to an approved area in the landfill.	Continue existing practices
6-4	Continue Vehicle Maintenance Practices	Dept. of Public Works	Continue existing practices throughout permit term	Municipal vehicle maintenance was performed within the DPW garage. Practices include recycling/reusing, alternate products when possible, and absorbing compounds available in the event of a spill.	Continue existing practices
6-5	Continue Vehicle Washing Practices	Dept. of Public Works	Continue existing practices throughout permit term	Municipal DPW vehicles were washed with biodegradable soap on a gravel lot that allow water to percolate into the ground.	Continue existing practices

6-6	Continue Maintenance Activities at Parks and Open Space	Dept. of Public Works	Continue existing practices throughout permit term	The Town minimized the use of pesticides and uses organic fertilizers. Continued program for re-vegetating bare areas to minimize erosion.	Continue existing practices
6-7	Continue Hazardous Waste Storage and Employee Training	Dept. of Public Works	Continue existing practices throughout permit term	The Town's practices include proper storage of hazardous materials, some employees are trained in hazardous materials management, and the Fire Department has a Spill Prevention and Response Plan.	Continue existing practices
6-8	Develop/Implement employee education program	Dept. of Public Works	4 hours of stormwater related training during permit term for each appropriate employee	-	Town to initiate training of employees on stormwater impacts during permit term.

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
	Not Applicable				

Part IV. Summary of Information Collected and Analyzed

Not Applicable.