

Municipality/Organization: Town of Salem, New Hampshire

EPA NPDES Permit Number: NHR041031

**Annual Report Number
& Reporting Period:**

No. 5: April 07-March 08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard Russell

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: Jonathan Sistare

Title: Town Manager

Date:

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, except for the following provisions:

See Part III for status on BMPs.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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	BMP Completed Continue to maintain signs.
1-2	Broadcast Informational Stormwater Video on Local Television	Engineering Department	Broadcast video annually beginning with Permit Year 2	Stormwater video was broadcast on local television during permit year 5.	BMP Completed
1-3	Develop Stormwater Brochure	Engineering Department	Develop brochure by May 1, 2005	Copies of the EPA pamphlet/fact sheet "Protecting Water Quality from Urban Runoff" is available at the Town Hall front desk.	BMP Completed
	Brochure Available for Distribution	Engineering Department	Make brochure available at Town Hall and DPW by May 1, 2006 and distributed to students annually permit year 3 through 5	Copies of the EPA pamphlet/fact sheet "Protecting Water Quality from Urban Runoff" is available at the Town Hall front desk and at the DPW. Copies of EPA brochure entitled "Does Your Construction Site Need a Stormwater Permit?" is now available at the Town Hall front desk.	BMP Completed

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-4	Stormwater Information added to Engineering Department's Website	Engineering Department	Stormwater information added to Engineering Department website by May 1, 2005	-	BMP Completed
	Maintain/update information on Engineering Department Website	Engineering Department	Update/maintain website during permit years 3 through 5	Website was maintained as necessary.	BMP Completed Continue to update/maintain website.
1-5	Identify locations for 3 kiosks with stormwater bulletins	Dept. of Public Works	Identify location for kiosks by May 1, 2004	-	BMP Completed
	Design Kiosks	Engineering Department	Complete design of kiosks by May 1, 2005	Completed design of kiosks	BMP Completed
	Install Kiosks	Dept. of Public Works	Install kiosks by May 1, 2006	Kiosks were installed at Hedgehog Park and Canobie Lake adjacent to the Water Treatment Plant. The kiosks were installed by the Boy Scouts in Fall 2007.	BMP Completed
	Maintain Kiosks	Dept. of Public Works	Maintain/update kiosks during permit years 4 through 5	The EPA informational stormwater pamphlet was added to the kiosks. The kiosks were maintained as necessary.	BMP Completed Continue to update/maintain kiosks.

1. Public Education and Outreach (cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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	The Mall at Rockingham Park was approached and agreed to a kiosk on the property.	
	Coordinate Kiosk Installation if Approved	Dept. of Public Works	Kiosk installed within one permit year upon receiving approval	Salem Fire Department did not receive funding to build the kiosk.	

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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.	BMP Completed Continue to 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 electronic database and continued to respond to public complaints from website.	BMP Completed Continue existing procedure.
2-3	Hold Annual Household Hazardous Waste Day	Dept. of Public Works	Household hazardous waste collection day held each year. Amount of household hazardous waste collected.	Annual collection event was held on September 8, 2007. Approximately 1,600 gallons of hazardous household waste was collected.	BMP Completed Event scheduled for September 13, 2008.
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 3,300 tons of recyclables was collected in 2007.	BMP Completed 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 2007. Approximately 6.7 tons of trash was collected.	BMP Completed Event scheduled for week in April 2008.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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 22 new/updated sewer connections	BMP Completed Continue existing practices.
3-2	Identify Priority Areas	Dept. of Public Works	Priority areas identified by May 1, 2004	-	BMP Completed
3-3	Map Outfalls/Receiving Waters	Dept. of Public Works	Map completed by May 1, 2007	Town meeting authorized a townwide Drainage Inventory and Assessment project.	The Drainage Inventory and Assessment project will add/update the remaining GIS map and complete this BMP. Town is currently in the process of selecting an engineering firm to complete work this year.
3-4	Complete Dry Weather Screening of Outfalls	Dept. of Public Works	One round of outfall screening completed by end of permit term	Approximately 50 outfalls have been located and screened to date in the upper Policy Brook Watershed Town meeting authorized a townwide Drainage Inventory and Assessment project.	The Drainage Inventory and Assessment project will locate remaining outfalls with GPS and the outfalls will be screened. This work will complete this BMP. Town is currently in the process of selecting an engineering firm to complete work this year.
3-5	Stormwater Ordinance	Dept. of Public Works	Draft stormwater ordinance/amendment language by May 1, 2007	The goal was not met. Stormwater ordinance has not been drafted.	Draft stormwater ordinance/amendment language.

3. Illicit Discharge Detection and Elimination (Cont.)

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	Town meeting authorized a townwide Drainage Inventory and Assessment project.	System to be developed pending the results of BMP #3-4. The Drainage Inventory and Assessment project includes the establishment of an illicit discharge investigation/elimination program, if necessary.
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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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
4-1	Continue to Implement Land Use Control Regulations which Require Erosion and Sediment Control at Construction Sites	Engineering Department	Continue to enforce regulations throughout permit term. Number of proposed development plans reviewed each year.	Regulations were enforced during the Permit Year 174 proposed development plans were reviewed in 2007	BMP Completed Continue to enforce regulations.
4-2	Maintain Procedures for Site and Subdivision Plan Review	Engineering Department	Continue to enforce regulations throughout permit term. Number of site and subdivision plans reviewed each year.	Procedures were maintained during the Permit Year 174 site and subdivision plans were reviewed in 2007	BMP Completed 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 electronic database and continued to respond to public complaints from website.	BMP Completed Continue existing procedure.
4-4	Maintain Construction Site Inspections for Erosion Control	Engineering Department	Maintain existing procedure throughout permit term. All construction sites inspected each Permit Year.	The Town completed inspections as required for all construction sites in 2007	BMP Completed Continue existing inspection procedure.
4-5	Amend Land Use Control Regulations to Include Construction Material Management	Engineering Department	Draft amendment to regulations by May 1, 2005. Implement upon approval.	-	BMP Completed

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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.	BMP Completed Continue to implement regulations.
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.	Goal was not met - Draft amendment to regulations has not been completed.	Draft language for 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.	BMP Completed Continue to implement regulations.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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.	BMP Completed 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 19% percent of catch basins were inspected and/or cleaned in 2007; high priority catch basins were cleaned as needed. Town meeting passed a \$100,000 Catch Basin Cleaning article. Residuals disposed of at a landfill.	In addition to continuing existing practices, the town is currently in the process of selecting a company to perform additional CB cleaning with the funding from the approved CB cleaning article.

6-3	Continue Salting and Snow Removal Practices	Dept. of Public Works	Continue existing practices throughout permit term	<p>Salt was stored in a salt storage facility.</p> <p>Town meeting approved an article to fund the design drawings a new storage shed for the sand/salt mixture and new truck wash down area.</p> <p>The town began to equip their fleet with speed controlled spreaders. 3 of 15 have been equipped. The remainder of the town's fleet will be equipped with speed controlled spreaders as soon as State funds become available.</p> <p>Excess snow was taken to an approved area in the landfill.</p>	<p>Continue existing practices.</p> <p>Submit RFP, select a firm and complete the design of the salt/sand storage shed and wash down area.</p> <p>Attempt to obtain funding to construct the sand/salt storage shed and wash down area.</p>
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6. Pollution Prevention and Good Housekeeping in Municipal Operations (Cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
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.	<p>BMP Completed</p> <p>Continue existing practices.</p>

6-5	Continue Vehicle Washing Practices	Dept. of Public Works	Continue existing practices throughout permit term	<p>Municipal DPW vehicles were washed on a paved pad that allows water to percolate into a leaching basin. Most of the vehicles are washed with water only and some with regular car wash.</p> <p>Town meeting approved an article to fund the design drawings a new storage shed for the sand/salt mixture and new truck wash down area.</p>	<p>Continue existing practices.</p> <p>Submit RFP, select a firm and complete the design of the salt/sand storage shed and wash down area.</p> <p>Attempt to obtain funding to construct the sand/salt storage shed and wash down area.</p>
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 (only around Town buildings and the work is performed by a licensed contractor) and generally uses organic fertilizers.	<p>BMP Completed</p> <p>Continue existing practices.</p>
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, and the Fire Department has a Spill Prevention and Response Plan.	<p>BMP Completed</p> <p>Continue existing practices.</p>

6. Pollution Prevention and Good Housekeeping in Municipal Operations (Cont.)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-8	Develop/Implement employee education program	Dept. of Public Works	4 hours of stormwater related training during permit term for each appropriate employee	No training has been provided.	Town will provide 4 hours of training to DPW employees provided funding is appropriated in the Town's future budget.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
	Not Applicable				

Part IV. Summary of Information Collected and Analyzed

Not Applicable.