Municipality/Organization: Town of Boxford

EPA NPDES Permit Number: MA 041184/MADEP

MaDEP Transmittal Number: W- 036290

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: David E. Durkee Title: D.P.W. Superintendent

Telephone #: (978) 352-6555 Email: D.Durkee@Town.Boxford.MA.US

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: David E Durkee

Printed Name: David E. Durkee

Title: D.P.W. Superintendent

Date: 10-8-04

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 B	Stormwater messages Local Cable	DPW	Educate Public on Local Channel	Continue to post stormwater message on Local Cable Channel	Post new Educational messages
Revised					
1 C	ADD stormwater to Towns website	DPW/Cons Com	Post link sites for stormwater Info.	we just started up our Towns website we are in process creating stormwater site	UP DATE site
Revised					
Revised					
Revised					
Revised					
Revised					

1a. Additions

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
2A	Stormwater Advisory Comm.	DPW	Establish Comm.	meeting scheduled for Oct. 19, 2004	Set up 2 meeting First one in Spring
Revised					
2C	Waste Oil Collection Recycling	Recycling Comm.	Collect Waste Oil	Waste oil collection is going well. Recycling center is very active on Saturdays	Increase Waste oil Day from once per month to Two
Revised					
2D	Implement Stormwater Catch Basin Stenciling	DPW.	In Process	To mark 25% of all Basins	To continue program with help from Boy Scouts.
Revised					
2E	Stream Cleanup Day	DPW Cons Com.	Organize Shore Cleanup	Organize volunteers to clean up Stiles Pond Oct 23, 2004	Continue Cleanup other locations
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3 A	MAP OUTFALLS and Recieving waters	DPW Cons comm		In Process	
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

3a. Additions

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 A		Planning Cons Com			
Revised					
4 B		Planning Cons Com			
Revised					
4 C		SWAC			
Revised					
Revised					
Revised					
Revised					

4a. Additions

2010 NOV 1 P 3:40

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
5A		Planning Cons Com			
Revised					
5B		Planning Cons Com			
Revised					
5C		SWAC			
Revised					
Revised					
Revised					
Revised					

5a. Additions

2011 NOV 11 P 3:40

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
6A	STReet Sweeping	DPW	Sweep all streets	Sweep all streets in Spring 04	Sweep all streets Spring 05
Revised					
6B	Clean Basens	DPW	Clean all catch Basens	Clean all Basen Fall 04	Clean all Basens Fall 05
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

2004 NOV 11 P 3:50

2004 NOV 11 P 8:40

TOWN OF BOXFORD

MASSACHUSETTS
01921

Self Assessment 2004

Background: The Town of Boxford has been identified based upon 2000 census data as operating a municipal separate storm sewer system (MS4) within an "urbanized area." Under the Phase II rules of the NPDES permitting program, Boxford is therefore required to have a valid NPDES permit for the discharge of storm water. Most of the relevant discharges in Boxford relate to road drainage.

Boxford Submitted a Notice of Intent for the NPDES permit in 2003, and the EPA and DEP jointly granted a NPDES permit to the Town that is valid until May 1, 2008. The permit conditions require the Town to submit to the EPA and DEP an annual report by May 1st of each year demonstrating compliance with the Town's Storm water Management Plan.

Annual Report: Boxford's Storm water Management Plan obligates the Town to implement 28 different Best Management Practices (BMPs) in a scheduled fashion. At this time, the Town is scheduled to have initiated 17 of the BMPs. The following is a brief description of the status of each of the 17 BMPs, as discussed at the meeting:

BMP 1a - Distribute/Post Nonpoint Source Pollution Posters: **Done.** Posters has been posted as required

BMP 1b – Broadcast Storm water Message on Local Cable Access Channel: **Done.** Messages are changed on regular basis as required. Jeanine from DPW office is charged with this task.

BMP 1c – Add Storm water Information to Town Website: **In Progress.** Hazardous Waste Day information and flyer was added to the Home Page, and Oil Collection Day information added to Home Page. **Earth Day announcement to be added to recycling and Garden Club pages. Add language to DPW website on storm drains. Add links to LID sites and Storm water sites.**

BMP 2a – Form Storm water Advisory Committee: **Done.** The recipients of this memo are the members of the Committee.

BMP 2b – Hold Annual Hazardous Waste Collection Program: **Done.** Boxford has two HW collection days per year. The last HW collection day was held in the spring of 2004, the next one will be in November.

Phone: (978) 887-6000 x506 / Fax: 978-887-3466
7A Spofford Road, Boxford, MA 01921

BMP 2c – Collect Waste Oil from Residents Once per Month: **Done.** Boxford collects oil from residents once per month at the recycling center.

BMP 2d – Implement a Catch Basin Stenciling Program: **In Progress.** Ross has obtained permission from the Haverhill Lakes Alliance to borrow their stencils for the first round of stenciling. Dave Durkee will contact Boy Scouts, and Michele will contact MASCO to obtain assistance with stenciling effort. Stencils have been delivered to the Boxford DPW as of 11/1/2004.

BMP 2e – Hold a Stream Clean-up Day Annually: **Done.** Dave Durkee and Ross Povenmire are working to publicize a clean-up of Stiles Pond to be held Saturday, October 23. DPW will provide a truck at Stiles Pond Beach to remove collected trash. Boy scouts, BTA/BOLT and newspapers have been contacted. **The clean-up day was held on October 23.**

BMP 3a – Map Outfalls and Receiving Waters: **In Progress.** As a member of the Merrimack Valley Planning Commission, the Town is entitled to a limited amount of free GIS mapping assistance each year. The MVPC GIS specialist has estimated that it would take 75 hours to complete the mapping of the Town's outfalls and streams. Dave Durkee will write to the MVPC requesting 5 hours assistance for next year. The assistance will be to help format the CADD system and provide training to Ross so he may enter the information directly into the CADD system.

BMP 4a – Construction Site Runoff Related Review Existing Site Inspection Practices: **In Progress.** SAC members should discuss ways to review their practices to ensure they are compliant with NPDES requirements. At the meeting SAC members discussed the MA Attorney General's model storm water management by-law and agreed that it would be presented to the Conservation Commission and Planning Board for review and comment. This was done and the Conservation Commission has requested a meeting with the Board of Selectmen to discuss the mechanics of adoption and implementation of such a by-law. The Planning Board has decided it is not interested in taking an active role in enforcing such a by-law.

BMP 4b – Construction Site Runoff Related Development/Modification of Site Inspection Program: **In Progress (see 4a).** SAC members should discuss ways to review their site inspection programs to ensure they are compliant with NPDES requirements.

BMP 4c - Construction Site Runoff Review of Existing By-laws and Regulations: **In Progress (see 4a).** SAC members should discuss ways to review their regulations and By-laws to ensure they are compliant with NPDES requirements.

BMP 5a – Post Construction Runoff Related Review Existing Site Inspection Practices: **In Progress (see 4a).** SAC members should discuss ways to review their practices to ensure they are compliant with NPDES requirements.

BMP 5b – Post Construction Runoff Related Development/Modification of Site Inspection Program: **In Progress (see 4a).** SAC members should discuss ways to review their site inspection programs to ensure they are compliant with NPDES requirements.

BMP 5c – Post Construction Runoff Related Review of Existing By-laws and Regulations: **In Progress (see 4a).** SAC members should discuss ways to review their regulations and By-laws to ensure they are compliant with NPDES requirements.

STream Cleanup

COMING UP

Box-Top Thrift Shop sale

The Box-Top Thrift Shop, 7 School St., Tospfield, will hold its annual Autumn Bag Sale ($3 to fill a bag) on the thrift side through **Saturday, Oct. 23**. Shop hours are Monday to Thursday, 9:30 a.m. to 2:30 p.m., and Saturday from 9:30 a.m. to 12:30 p.m. The shop is closed on Fridays.

Boxford 'Stream Cleaning' Day needs volunteers

The Boxford Dept. of Public Works in conjunction with Boxford Conservation Commission, will host a "stream-cleaning" day to tidy up the area near Stiles Pond on **Saturday, Oct. 23** from 8 a.m. to noon.

According to DPW Superintendent David Durkee, the town must hold a stream cleanup day as part of the Boxford Stormwater Management Plan. Disposable gloves and trash bags will be handed out to all clean-up volunteers who will be asked to walk along Stiles Pond near the dam where a stream feeds into the pond, and pick up trash and debris.

Volunteers are needed and welcomed. For more information, call the Boxford Conservation Commission at 978-887-6000.

Adults: Want to dress up for Halloween?

Encore! The Performing Arts Society of Middleton is looking for adults who like to dress up in costume for Halloween and would like to help "haunt" King Street in Middleton for the town's annual Pumpkin Festival on **Saturday, Oct. 23** (rain date: Sunday, Oct.

NEWS DIGEST

Veterans eligible for more local bennies

Indigent veterans who did not serve in war, will now be eligible for benefits.

Town Administrator Alan Benson notified the Selectmen last week that while indigent veterans who had not taken part in a war were denied local town benefits, the new law assures that "now peacetime vets will receive the same indigent benefits through town programs."

A.S.

Stiles Pond clean-up

Volunteers are welcome to assist with the Stiles Pond clean up day in Boxford on Oct. 23 from 8 a.m. to noon. Under the storm water management practices, part of the plan is to host a stream cleanup program. The DPW will station a truck at the stream outfall near the dam, where volunteers can pick up litter and debris and deposit it on the truck, according to DPW Superintendent David Durkee. For more information about the cleanup contact the Conservation Commission office, 978-887-6000.