Municipality/Organization: Town of Boxford

EPA NPDES Permit Number: MA 041184/MADEP

MaDEP Transmittal Number: W- 036290

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

NOV ~~OCT~~ - 3 2005

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Dold

Title: Superintendent of Public Works

Telephone #: (978) 352-6555

Email: Jdold@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: John C. Dold

Printed Name: John C. Dold

Title: Public Works Super.

Date: 11-2-05

	collection and recycling		residents once per month	once per month at Town recycling center	collected once per month at Town recycling center
2D	Implement a catch basin stenciling program	DPW Super	Stencil 25% of catch basins annually	Stencils have been ordered	The catch basins in the historic Boxford Village will be completed in 2006
2E	Hold a stream clean-up day	Lakes, Ponds and Streams Committee	Hold clean-up day annually	A clean-up of Stiles Pond was held in the fall of 2004	A clean-up of Baldpate Pond was held November 5, 2005

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 2)	Planned Activities (Permit Yr 3)
3A	Map outfalls and receiving waters	DPW Super/Conservation Dept.	Map 25% of outfalls in urban area per year	A meeting with the Merrimack Valley Planning Commission was held November 3 to agree upon a work schedule for mapping outfalls in the urban area	Mapping of outfalls in the urban area will be completed in 2006. The DPW plans to add additional drainage structure info at a later time
3B	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill	Done. The existing bylaws and	Done

				prior to the end of November	regulatory boards.

4. Construction and Site Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 2)	Planned Activities (Permit Yr 3)
4A	Review existing site inspection practices	Planning Dept/Conservation Dept	Determine if existing practices fulfill EPA requirements	Existing practices do not meet requirements	Done
4B	Develop/modify site inspection program	Planning Dept/Conservation Dept	Make recommendations for modifying program	Site inspections are incorporated into proposed stormwater management bylaw	Done
4C	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Existing bylaws and regulations do not meet existing requirements	Done
4D	Develop/modify bylaw for construction site runoff	Stormwater Advisory Committee	Propose recommendations for developing/modifying bylaw	Draft bylaw under review by Town boards and elected officials	Review is planned to be completed in time for Town spring meeting
4E	Present bylaw for town meeting action	Stormwater Advisory Committee	Make presentations for Town meeting action	Draft bylaw prepared	Planned for spring, 2006

5. Post Construction Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr	Planned Activities (Permit

	cleaning program		basins once per year	cleaned once per year per contract with third party vendor	will be cleaned in 2006
6C	Perform site visits to examine existing practices at facilities	DPW Super	Target all applicable municipal facilities	Site visit of DPW garage was conducted October 2005	Site visits of other municipal facilities will be conducted in 2006. A salt shed will be constructed in December 2005 to enclose road salt storage and handling area.
6D	Train municipal employees at each facility	DPW Super	Target all applicable municipal facilities	Training of DPW personnel was held October 7, 2005 (see attached)	Training of other Town employees will be held in 2006
6E	Perform follow-ups to ensure required practices are met	DPW Super	Target all applicable municipal facilities	Site visit program was initiated	Site visit and training program will be continued and systematized in 2006

7. **Kendell** will provide language of BOH activities fitting description of illicit discharge prevention plan as outlined in BMP 3c.

8. **Michele** will review model bylaws to find sample illicit discharge model for incorporation into stormwater management bylaw, as outlined in BMP 3d.

9. **Ross** will prepare draft bylaw as outlined in BMP 4a through 5e.

10. **John** will provide language for catch basin cleaning schedule as outlined in BMP 6b, for site inspection as outlined in BMP 6c, and training as outlined in 6d.

TOWN OF BOXFORD

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MEMORANDUM

To: File

From: John C. Dold, PE
Public Works Superintendent

Date: October 7, 2005

RE: Training for DPW Employees

On this date, a training session was held for the DPW employees (6 present including JCD as the trainer) to educate the employees on stormwater and Best Management Practices. During the first part of the discussion, I explained that the Town was granted a five year Permit by the EPA in 2001 to discharge stormwater. I explained that under the terms of this Permit, the Town is obligated to submit Annual Reports documenting their efforts to provide control measures for stormwater discharges. The emphasis of the meeting was instruction on Pollution Prevention and Good Housekeeping in Municipal Operations as required by the Town's NPDES Phase II Small MS4 General Permit stormwater discharges subsection 6.

The training and discussions were as detailed by the following BMP ID #'s:

1. BMP ID #6A - The Town has performed the street sweeping requirements throughout the whole Town in the Spring of 2005
2. BMP ID #6B - 763 Catch Basins are scheduled to be cleaned in the fall of 2005
3. BMP ID #6C - A site visit was performed by the DPW Superintendent and five DPW employees of the DPW facility located at 7B Spofford Road, Boxford, MA on this date. The following practices were examined and discussed by all present:

- Overall cleanliness - a concerted effort will be made to cleanup and organize the facility as time and weather permits over the coming months. Some cleanup and painting efforts

TOWN OF BOXFORD

MASSACHUSETTS
01921

Self Assessment 2005, Permit Year 3

Background: The Town of Boxford has been identified based upon 2000 census data as operating a municipal septarate storm sewer system (MS4) within an "urbanized area." Under the Phase I 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 of rht NPDES permit in 2003, and the EPA and DEP jointly granted a NPDES permit to the Town that is valid until May1, 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 Stormwater Management Plan.

Annual Report: Boxford's Stormwater 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 intitiated of the BMPs. The following is a brief description of the status of each of the BMPs, as discussed below:

BMP 1a - Distribute/post nonpoint source pollution posters: Done. Posters has been posted as required

BMP 1b – Broadcast stormwater message on local cable access channel: Done. Messages are changed on regular basis as required. The Boxford Board of Selectmen will direct the execution of this task.

BMP 1c – Add stormwater 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. Add cable messages to home page.

BMP 2a – Form Stormwater Advisory Committee: Done. The recipients of this memo are the members of the Committee. Meetings have been held at least twice per year.

Phone: (978) 887-6000 x506 / Fax: (978) 887-0758
7A Spofford Road, Boxford, MA 01921

BMP 5a – Post Construction Runoff Related Review Existing Site Inspection Practices: (See 4a)

BMP 5b – Post Construction Runoff Related Development/Modification of Site Inspection Program: (See 4a)

BMP 5c – Post Construction Runoff Related Review of Existing By-laws and Regulations: (See 4a)

BMP 5d – Develop/modify bylaws for post-construction site runoff: Draft Bylaw prepared

BMP 5e – Present Bylaw for Town meeting action: To be done spring 2006

BMP 6a – Sweep All Streets Annually: Per contract with vendor

BMP 6b – Clean All Catch Basins Annually: Per contract with vendor

BMP 6c – Perform site visits to examine existing practices at facilities: Site visit of DPW garage conducted October 2005. New salt storage shed to be constructed to enclose road salt activities in winter 2005-2006.

BMP 6d – Train municipal employees at each facility: Fall training conducted

BMP 6e – Perform follow-ups to ensure required practices are met: Inspection program to be systematized.

management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;

4. Encourage the use of nonstructural stormwater management practices or "low-impact development practices", such as reducing impervious cover and the preservation of greenspace and other natural areas, to the maximum extent practicable.

5. Establish provisions for the long-term responsibility for and maintenance of structural stormwater control facilities and nonstructural stormwater management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety;

6. Establish provisions to ensure there is an adequate funding mechanism, including surety, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this Bylaw;

7. Establish administrative procedures and fees for the submission, review, approval or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up;

B) Nothing in this Bylaw is intended to replace the requirements of the Town of Boxford Wetlands Protection Bylaw or any other Bylaw that may be adopted by the Town of Boxford. Any activity subject to the provisions of this Bylaw must comply with any other applicable Town, State or Federal requirement.

DEFINITIONS

The following definitions shall apply in the interpretation and implementation of this Bylaw. Additional definitions may be adopted by separate regulation:

ALTER: Any activity, which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Alter may be similarly represented as "alteration of drainage characteristics," and "conducting land disturbance activities."

BEST MANAGEMENT PRACTICE (BMP): Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. "Structural" BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. "Nonstructural" BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

land disturbance of one acre (43,560 square feet), where the existing land has been subject to previous development.

STORMWATER AUTHORITY: The Town of Boxford Conservation Commission or its authorized agent(s).

STORMWATER MANAGEMENT PERMIT (SMP): A permit issued by the Boxford Conservation Commission, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious affects of uncontrolled and untreated stormwater runoff.

51-3 AUTHORITY

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34, and as authorized by the residents of the Town of Boxford at Town Meeting, dated XX.

51-4 ADMINISTRATION

A) The Conservation Commission, shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Conservation Commission may be delegated in writing by the Conservation Commission to its employees or agents. Other Boards and/or departments of the Town of Boxford, including (but not limited to) the Conservation Commission, Board of Health, and Department of Public Works, may participate in the review process as defined in the Stormwater Regulations adopted by the Conservation Commission.

B) The Conservation Commisison may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection, and/or consultant fees), procedures and administration of this Stormwater Management Bylaw by majority vote of the Conservation Commission, after conducting a public hearing to receive comments on any proposed rules and regulations, or revisions thereto. Such hearing dates shall be advertised in a newspaper of general local circulation, at least fourteen (14) days prior to the hearing date. The Conservation Commission may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Conservation Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this Bylaw.

C) Stormwater Management Manual. The Conservation Commission will utilize the policy, criteria and information including specifications and standards of the latest edition of the Massachusetts Stormwater Management Policy, for execution of the provisions of this Bylaw. This Policy includes a list of acceptable stormwater treatment practices, including the specific design criteria for each stormwater

Commission;

4. Any work or projects for which all necessary approvals and permits have been issued before the effective date of this Bylaw;

PROCEDURES

Permit Procedures and Requirements shall be defined and included as part of any rules and regulations promulgated as permitted under Section XX of this Bylaw.

ENFORCEMENT

The Conservation Commission or an authorized agent of the Conservation Commission shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations. Enforcement shall be further defined and included as part of any Stormwater regulations promulgated as permitted under Section XX of this Bylaw.

SEVERABILITY

The invalidity of any section, provision, paragraph, sentence, or clause of this Bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

BOXFORD - MIDDLETON - TOPSFIELD RESIDENTS
[Households Only - No Businesses]

Protect your health and your property values —

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY

When: Saturday, November 5, 2005
Where: MASCONOMET REGIONAL HIGH SCHOOL (Parking Lot)
Time: 9:00 a.m. to *1:00 p.m. Proof of residency required
*collection will be ended sooner if funds run out.

SAVE in original, labeled containers

WHAT TO BRING: Household hazardous waste no longer needed, Up to **25 gallons of liquid chemicals or 25 pounds of dry chemicals,** kept in original, sealed and labeled container with screw cap if possible, i.e.,

- **paints: oil-based only, consolidate**
- **gas cylinders- propane**, helium****
- **cleaners: oven, toilet bowl, drain**
- **corrosives, degreasers**
- **polishes: furniture, floor**
- **resins & adhesives**
- **poisons, pesticides, insecticides**
- **herbicides, fertilizers, fungicides**
- **mercury: fluorescent bulbs, thermometers**
- **waste fuels: kerosene, gasoline**
- **spot removers**
- **varnish strippers**
- **solvents, stains**
- **fire extinguishers****
- **batteries: car**, rechargeable**
- **photo chemicals**
- **chemistry kits**
- **swimming pool chemicals**
- **anti-freeze**
- **auto products**

***charges will apply*

SAVE in original, labeled containers

WHAT NOT TO BRING:

*waste motor oil
latex paint: pop lid, let dry, throw away
tires
smoke detectors
radioactive wastes
pathological wastes
asbestos
PCBs
EMPTY containers
commercial wastes
alkaline batteries
ammunition
any unknown chemicals
light ballasts
capacitors
newspapers

SPONSORED BY: the Towns of Boxford, Middleton, Topsfield and the League of Women Voters of Topsfield-Boxford-Middleton.

INQUIRIES: Leo Cormier, 978-777-1869

***REMINDER:** *Waste motor oil is collected on a regular basis at the Boxford and Middleton Waste Oil Facilities. Call for scheduled dates and times.*

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The Town of Boxford, MA

Recycling

Waste Motor Oil Disposal
Waste motor oil can be disposed of at the oil collection center behind the DPW garage on the first Saturday of each month from 8 AM to noon.

Frequently Asked Questions

Announcements

Waste Motor Oil Disposal
Download voucher for use at Boxford Waste Motor Oil Facility on first Saturday of any mo from 8:00 a.m. to noon.
Posted: Oct 25, 2004

This website has been developed for the benefit of residents of Boxford.
We welcome your questions, comments, and feedback.

Contact Alan Benson at: ABenson@town.boxford.ma.us.

Search

Boxford, Massachusetts 01921 USA

September	Divert runoff from pavement to grassy, planted, or wooded areas of your property.
October	If you see a suspicious discharge to a waterbody or storm drain (catch basin, slotted manhole), contact Boxford's Conservation Administrator at (978) 887-6000.
November	Inspect your vehicles and equipment for leaking and damaged parts.
December	Pick up letter or pet waste – waste ends up in our streams either directly or through storm drains.

At the bottom of the screen for each month's tip will be the following:

REMEMBER: The Boxford storm drain system does not provide any treatment for the removal of pollutants. Anything that enters the system eventually reaches our waterways.