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Municipality/Organization: Town of Boxford

EPA NPDES Permit Number: MA 041184/MADEP

MaDEP Transmittal Number: W- 036290

Annual Report Number & Reporting Period: No. 3: May 05-May 06

JUL 24 2006

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Dold

Title: Superintendent 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: John C Dold

Printed Name: JOHN C. DOLD

Title: Public Works Supt

Date: 7/20/06

Part II. Self-Assessment

The Town of Boxford is on track to complete its obligations under the NPDES Phase II General Permit. Progress in meeting these obligations is detailed in Attachment A.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
1A	Distribute nonpoint source pollution posters	DPW Super	Post in all schools and town buildings	New messages posted	Done
1B	Broadcast stormwater messages on local access cable channel	Town Manager	Post one message every month	New messages broadcast	See list of messages for each upcoming month, attached
1C	Add stormwater info to Town website	Web Committee, Health Agent, Conservation Director	Update info quarterly	Info added to Conservation Dept. page	Info added to home page. Quarterly updates to be made

2. Public Participation

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
2A	Form Stormwater Advisory Committee (SAC)	DPW Super	Hold meetings twice per year	SAC met twice in 2005	SAC to meet twice in 2006
2B	Hazardous waste collection	Recycling Committee	Hold waste collection annually	Held May and November 2005	To be held May and November, 2006
2C	Waste Oil collection and	DPW Super	Collect from residents	Collected once per	To be collected

	recycling		once per month	month at Town recycling center	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 obtained and summer student interns are currently stenciling basins within the Urbanized Area	25% of the basins within the Urbanized Area will be completed in 2006. 25% of the basins will be stenciled (or refreshed) per year thereafter.
2E	Hold a stream clean-up day	Lakes, Ponds and Streams Committee	Hold clean-up day annually	A clean-up of Baldpate Pond was held in the November 5, 2005	The Boxford EarthDay Committee organized a clean-up of several Town waterbodies. The Boxford Lakes, Ponds and Streams Committee will organize a fall clean-up of a designated waterbody

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
3A	Map outfalls and receiving waters	DPW Super/Conservation Dept.	Map 25% of outfalls in urban area per year	A draft map of all outfalls in the	The location of mapped outfalls will

				Urbanized Area was completed in Spring, 2006.	be field verified in years 4 and 5 of the permit.
3B	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Done. The existing bylaws and regs do not fulfill requirements	Done
3C	Develop illicit discharge detection & elimination plan	Stormwater Advisory Committee	Make recommendations for inclusion into proposed plan	Ppotential pollutant "hotspot" activities have been incorporated into a Stormwater Management Bylaw. Boxford has no industry and very little commercial development. Septic discharge is controlled by the Board of Health (see attached measures)	Done
3D	Develop/modify general illicit discharge bylaw	Stormwater Advisory Committee	Propose recommendations for modifying plan	Potential pollutant "Hotspot" activities addressed in Stormwater Management Bylaw adopted at Spring Annual Town	Done (see Stormwater Management Bylaw attached)

				Meeting, May 2006.	
3E	Present bylaw for town meeting action	Stormwater Advisory Committee	Make presentations for Town meeting action	Proposed Bylaw was presented at Spring Annual Town Meeting, May 2006.	Draft regulations to implement the Stormwater Management Bylaw will be prepared by the Conservation Commission in 2006.

4. Construction and Site Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
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	Stormwater Management Bylaw adopted at Town Meeting,	Done

				May 2006.	
4E	Present bylaw for town meeting action	Stormwater Advisory Committee	Make presentations for Town meeting action	Stormwater Management Bylaw adopted at Town Meeting, May 2006.	Draft regulations to implement the Stormwater Management Bylaw will be prepared by the Conservation Commission in 2006.

5. Post Construction Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
5A	Review existing site inspection practices	Planning Dept/Conservation Dept	Determine if existing practices fulfill EPA requirements	Existing practices do not meet requirements	Done
5B	Develop/modify inspection and maintenance practices	Planning Dept/Conservation Dept	Make recommendations for modifying existing practices	Inspection and maintenance practices are incorporated into proposed stormwater management bylaw	Done
5C	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
5D	Develop/modify bylaw for construction site runoff	Stormwater Advisory Committee	Propose recommendations for developing/modifying bylaw	Stormwater Management Bylaw adopted at Town Meeting,	Done

				May 2006.	
5E	Present bylaw for town meeting action	Stormwater Advisory Committee	Make presentations for Town meeting action	Stormwater Management Bylaw adopted at Town Meeting, May 2006.	Draft regulations to implement the Stormwater Management Bylaw will be prepared by the Conservation Commission in 2006.

6. Municipal Good housekeeping

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 3)	Planned Activities (Permit Yr 4)
6A	Street sweeping program	DPW Super	Sweet all streets once per year	All streets are swept once per year per contract with third party vendor	All streets have been swept in 2006, and will be swept annually
6B	Catch basin cleaning program	DPW Super	Clean all basins once per year	All basins cleaned once per year per contract with third party vendor	All basins will be cleaned in fall 2006 and annually thereafter.
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 all other municipal facilities will be conducted in 2006. A salt shed will be constructed in Summer, 2006 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