07-06-07
P

**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 06-May 07**

# 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: DPW Supt.

Date: July 2, 2007

**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 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 1A | Distribute nonpoint source pollution posters | DPW Super | Post in all schools and town buildings | New messages posted, including North Shore "Greenscapes" program information | Continue to distribute "Greenscapes" program information |
| 1B | Broadcast stormwater messages on local access cable channel | Administrative Assistant to the Town Manager | Post one message every month | New messages broadcast on Boxford Cable Access, including segments on "Boxford's Environment Matters" TV News Magazine on water related issues | Continue to broadcast messages and "Boxford's Environment Matters". Planned segments include one on improvements to stormwater discharge to vernal pool |
| 1C | Add stormwater info to Town website | Web Committee, Health Agent, Conservation Director, DPW Director | Update info quarterly | "Greenscapes" Info added to Conservation and DPW Dept. pages. | Quarterly updates to be made. |

**2. Public Participation**

| BMP ID# | BMP Description | Responsible Person | Measurable Goals | Progress on Goals (Permit Yr 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 2A | Form Stormwater | DPW Super | Hold | SAC met | SAC to |

| | | | | | |
|---|---|---|---|---|---|
| | Advisory Committee (SAC) | | meetings twice per year | twice in 2006 | meet twice in 2007 |
| 2B | Hazardous waste collection | Recycling Committee | Hold waste collection annually | Held May and November 2006 | Held May 2007, and will be held November, 2007 |
| 2C | Waste Oil collection and recycling | DPW Super | Collect from residents once per month | Collected once per month at Town recycling center | To be collected once per month at Town recycling center |
| 2D | Implement a catch basin stenciling program | DPW Super | Stencil 25% of catch basins annually | 50% of the basins within the Urbanized area have been stenciled in 2006 | An additional 25% of the basins within the Urbanized Area will be completed in 2007. Existing stenciled basins will be refreshed as needed. |
| 2E | Hold a stream clean-up day | Lakes, Ponds and Streams Committee | Hold clean-up day annually | The Boxford EarthDay Committee organized a clean-up of several Town waterbodies in 2006. | The Boxofrd Earthday Committee held a clean-up of several ponds on April 26th. 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 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 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 Urbanized Area was completed in Spring, 2006, and verified by end of year 2006. | Done |
| 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 | Potential 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 | Done |

| | | | | | |
|---|---|---|---|---|---|
| | | | | measures) | |
| 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 Meeting, May 2006. | Done |
| 3E | Present bylaw for town meeting action | Stormwater Advisory Committee | Make presentations for Town meeting action | Proposed Bylaw was presented and adopted at Spring Annual Town Meeting, May 2006. | Draft regulations to implement the Stormwater Management Bylaw have been prepared, and acted upon by the Conservation Commission in 2007. |

**4. Construction and Site Runoff Control**

| BMP ID# | BMP Description | Responsible Person | Measurable Goals | Progress on Goals (Permit Yr 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 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 stormwater | Done |

| | | | | | |
|---|---|---|---|---|---|
| | | | | management bylaw | |
| 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, May 2006. | Done |
| 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 2007. |

**5. Post Construction Runoff Control**

| BMP ID# | BMP Description | Responsible Person | Measurable Goals | Progress on Goals (Permit Yr 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 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 | Done |

| | | | | | |
|---|---|---|---|---|---|
| | | | | management bylaw | |
| 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, May 2006. | Done |
| 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 2007. |

**6. Municipal Good housekeeping**

| BMP ID# | BMP Description | Responsible Person | Measurable Goals | Progress on Goals (Permit Yr 4) | Planned Activities (Permit Yr 5) |
|---|---|---|---|---|---|
| 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 2007 and annually thereafter. |

| | | | | | |
|---|---|---|---|---|---|
| 6C | Perform site visits to examine existing practices at facilities | DPW Super | Target all applicable municipal facilities | Preliminary Site visits of all other municipal facilities were conducted in 2006. A salt shed was constructed in Fall, 2006 to enclose salt storage and handling area. A new drain at the West Fire Station was installed to minimize ponding of stormwater on driveway and parking area. | Improvements will be made to the irrigation system on the Chadwick playing fields to minimize the potential for runoff. Regular inspections will be conducted of the salt storage area and DPW parking area to eliminate trash and remove sources of potential pollutants. A new drain is proposed at the Cole Pond School to eliminate flooding on playing fields and parking lot. |
| 6D | Train municipal employees at each facility | DPW Super | Target all applicable municipal facilities | Training of DPW personnel was held in association with a debriefing session related to the DPW's response to the May, 2006 | Training of other Town employees will be held in 2007 |

| | | | | | |
|---|---|---|---|---|---|
| | | | | flooding event in Boxford (the "Mother's Day Storm"). | |
| 6E | Perform follow-ups to ensure required practices are met | DPW Super | Target all applicable municipal facilities | Site visit program was continued | Site visit and training program will be continued and systematized in 2007 |