

**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

mailed to  
EPA &  
MADEP  
7/20/06

## **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 SUPERINTENDENT

**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 <u>do not</u> 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,<br>May 2006.  |  |
| 3E | Present bylaw<br>for town<br>meeting action | Stormwater<br>Advisory<br>Committee | Make<br>presentations for<br>Town meeting<br>action | Proposed<br>Bylaw was<br>presented at<br>Spring<br>Annual<br>Town<br>Meeting,<br>May 2006. | Draft<br>regulations<br>to implement<br>the<br>Stormwater<br>Management<br>Bylaw will<br>be prepared<br>by the<br>Conservation<br>Commission<br>in 2006. |

#### 4. Construction and Site Runoff Control

| BMP<br>ID# | BMP<br>Description   | Responsible<br>Person                 | Measurable Goals   | Progress on<br>Goals<br>(Permit Yr<br>3)  | Planned<br>Activities<br>(Permit Yr<br>4) |
|------------|--|---------------------------------------|--|---|---|
| 4A         | Review existing<br>site inspection<br>practices            | Planning<br>Dept/Conservation<br>Dept | Determine if existing<br>practices fulfill EPA<br>requirements     | Existing<br>practices do<br>not meet<br>requirements  | Done                                      |
| 4B         | Develop/modify<br>site inspection<br>program               | Planning<br>Dept/Conservation<br>Dept | Make<br>recommendations for<br>modifying program                   | Site<br>inspections<br>are<br>incorporated<br>into<br>proposed<br>stormwater<br>management<br>bylaw | Done                                      |
| 4C         | Review existing<br>bylaws and<br>regulations               | Stormwater<br>Advisory<br>Committee   | Determine if existing<br>bylaws & regs fulfill<br>EPA requirements | Existing<br>bylaws and<br>regulations<br>do not meet<br>existing<br>requirements                    | Done                                      |
| 4D         | Develop/modify<br>bylaw for<br>construction<br>site runoff | Stormwater<br>Advisory<br>Committee   | Propose<br>recommendations for<br>developing/modifying<br>bylaw    | Stormwater<br>Management<br>Bylaw<br>adopted at<br>Town<br>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          | Sweep 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 |