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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 06-May 07**

## **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: 

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 Boxford Earthday Committee held a clean-up of several ponds on April 26 <sup>th</sup> . 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 <u>do not</u> 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	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 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