

**Municipality/Organization:** Town of Boxborough

**EPA NPDES Permit Number:** MA941183/MaDEP

**MaDEP Transmittal Number:** W-03602

**Annual Report Number**

**& Reporting Period:** No. 11: May 13 – May 14

## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person:** Elizabeth Hughes

**Title:** Town Planner

**Telephone #:** 978-264-1723

**Email:** [ehughes@boxborough-ma.gov](mailto:ehughes@boxborough-ma.gov)

#### 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:** Selina Shaw

**Title:** Town Administrator

**Date:** April 11, 2014

**Part II. Self-Assessment**

The Town of Boxborough has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Permit Year 12 (**Reliance on non-municipal partners indicated)
1.1	Educate the community by informing them that any dumping into town storm drains is illegal.	CC, BoH	Prepare brochure for distribution Post information on CC & BoH web page.	Brochure being drafted as part of illicit storm drain connection bylaw implementation. No progress.	Distribution to residents and business owners in 2014/2015 Put information on the town website.
1.2	Distribute information regarding the following items: <ul style="list-style-type: none"> <li>▪ function and proper maintenance of private wells and septic systems with any well and septic permit.</li> <li>▪ the use of detergents, fertilizers, and other potentially harmful practices.</li> <li>▪ the use of environmentally friendly products.</li> </ul>	CC, BoH	Prepare brochure for distribution in 2007. Post information on CC & BoH web page.	Final brochure distributed to residents and business owners in 2008. Information on town website. Distributed EPA's "The Solution to Stormwater Pollution" brochure at annual Town Meeting on May 2013	Continue to distribute information at various Town sponsored events, Town Meeting and on the Town's web page.

1.3	Distribute information explaining the hazards of dumping hazardous materials and the importance of participating in Hazardous Waste collections.	BoS, BoH, DPW	Prepare brochure and distribute at the town transfer station.	Brochure distributed at least two weeks prior to the collection date – publicized date in the local newspaper, on town website and via BoS email list.  Hazardous Waste Collection day scheduled every other year; Collection day October 2012	Distribute information similar to last year. Hazardous Waste Collection day scheduled for October 2014
1.4	Develop Stormwater Management Plan	PB	Prepare Stormwater Management Plan.	Draft Plan prepared in previous years. No progress on Draft Plan.	Make necessary revisions to the Stormwater Management Plan
1.5	Develop pet waste program for municipal & conservation land	BoS, CC, DPW, TP	Develop informational pamphlet  Provide proper waste disposal items at municipal and conservation land	Eagle Scout project placed pet waste bags and disposal cans at two heavily used conservation lands. Waste pick-up coordinated with DPW.  Pet waste issues included in BoH and CC brochure	Purchase and install additional waste pick-up and disposal cans at other municipal and conservation lands.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
2.1	Water Resources	BoS, CC, PB, BoH	Put water quality monitoring under the WRC's charge.  Volunteer stewardship program adopted	Board of Health has been monitoring water quality reports and assessing pollution issues	Board of Health will continue to monitor reports and follow-up on any pollution issues
2.2	Implement a stewardship program for conservation lands.	BoS, CC		Land Stewardship Committee has evaluated most heavily used trails and began correcting drainage issues through construction activities.	LansCom will continue to evaluate drainage issues on existing trails and will be recommending improvements to the CC for implementation in fall 2014

2.3	Evaluate the Use Schedule of the Zoning Bylaw to further regulate uses that may impact groundwater quality.	PB	Prepare Article for changing Use Schedule so that Automobile fuel/ service stations and repair garages are allowed by special permit instead of by right. Hold public hearings in 2010	Automobile service stations and repair garages allowed only by Special Permit accepted by Town Meeting in 2004	Project completed
2.4	Public hearings on Draft Stormwater Management Plan	PB, BoS	Hold public hearings in 2010	Town currently updating Master Plan. No progress on Draft Stormwater Management Plan. Update to Subdivision Rules & Regulations completed April 2010	Hold public hearing, incorporate changes and have Plan accepted by PB & BoS

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
3.1	Map the location of all catch basins, manholes, pipes, outfall pipes, and the names of all waters that receive discharges from those outfalls on GIS.	DPW	Number of drainage facilities mapped.	All catchbasins and outfalls mapped with GPS and imported into Town's GIS system.	Continue to map any new catchbasins and outfall
3.2	Dry Weather Screening and mapping of Outfalls.	DPW, BoH	Map outfalls and perform inspections.	All outfalls mapped with GPS. No progress on dry weather screening	Dry weather screening scheduled for Fall 2014
3.3	Develop a System for removal, clean-up, and mitigation of Illicit Discharges once detected.	PB, BoH	Number of illegal discharges that have been detected.	No illegal discharges detected	Continued enforcement.

3.4	Stencil all storm drains with "NO DUMPING – Drains to the Environment" stencils.	DPW	Stencil basins	Stencil created and storm drains painted fall 2013	Project completed
3.5	Illicit discharge bylaw	BoS, BoH, DPW	Implementation and enforcement of Illicit Discharge Bylaw.	Illicit discharge bylaw adopted by Town Meeting in 2007	Continued enforcement

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
4.1	Review existing regulations for adequate construction site erosion and post-construction stormwater management.	CC, PB, BoH	Amendments to existing regulations and develop standard conditions of approval.	Regulations have been put into place requiring the submission of erosion control plans and standard conditions of approval. ECP form adopted requiring inspections by Town's consulting engineer at specific times during construction  Updated Subdivision Rules & Regulations adopted April 2010 and include LID measures and current BMP measures  Site Plan Rules and Regulations Updated April 2011 to incorporate current LID and BMP measures	Continued enforcement of site construction erosion control measures.
4.2	Building Inspector to aggressively enforce regulations and bylaws pertaining to construction run-off.	BoS, BI, TP	Number of enforcement orders issued.	No enforcements issued  Town's consulting engineer conducted site visits of current construction projects	Continued enforcement of site construction erosion control measures.

4.3	Erosion Control Plan	PB, TP	Submission of Erosion Control Plan for subdivisions and commercial developments	<p>Regulations have been put into place requiring the submission of erosion control plans and standard conditions of approval. A revised ECP form adopted requiring inspections and sign-off by Town's consulting engineer at specific times during construction.</p> <p>Updated Subdivision Rules &amp; Regulations adopted April 2010 and include LID measures and current BMP measures</p> <p>Site Plan Rules and Regulations Updated April 2011 to incorporate current LID and BMP measures</p>	Continue implementation of regulation and conditions and inspections.
-----	----------------------	--------	---	---	---

### 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
5.1	Review existing regulations for adequate construction site erosion and post-construction stormwater management.	CC, PB, BoH	Amendments to existing regulations and develop standard conditions of approval.	<p>Updated Subdivision Rules &amp; Regulations adopted April 2010 and include LID measures and current BMP measures</p> <p>Site Plan Rules and Regulations Updated April 2011 to incorporate current LID and BMP measures</p>	Continued enforcement of site construction erosion control measures.

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
6.1	Minimize the use of road salt.	DPW	Miles of public road where a reduced salt mix has been used.	DPW converted to a liquid magnesium and salt mixture ratio that requires significantly less material application to roadways, limits spray coverage as is typical with traditional sand/salt mixture and is a further reduction in the amount of salt then sand/salt mixture.	Continue to use a magnesium/salt mixture for winter of 2014-2015.
6.2	Sweep all streets and town parking lots annually by June 1 <sup>st</sup> .	DPW	Miles of streets swept.	All streets swept by June 1, 2014	Sweep all streets by June 1, 2015
6.3	Clean all town catch basins annually.	DPW	Number of catch basins cleaned	All catch basin cleaned by November 1, 2013	Clean all town catch basins by November 1, 2014
6.4	Test Water Quality in municipal buildings once every two years.	BoH	Number of tests performed.	Blanchard Memorial School/Fire/Police water tested on a regular basis as a Community Water Supply.	Continue testing every 2 years unless more frequent testing is required due to State regulations
6.5	Municipal employee training.	BoS, DPW	Establish procedures to train municipal employees on using BMPs for all municipal operations	No action to date	Draft employee training manual
6.6	Monitor 21E sites and their clean up.	BoH	Number of sites monitored.	Continue to monitor all open 21E Sites.	Continue to monitor all open 21E sites
6.7	Track failed septic systems on GIS	BoH, TP	Number of failed systems mapped.	No failed systems mapped to date.	Continue failed septic system failure mapping on GIS.

6.8	Continue groundwater monitoring program along with Site Plan Approval and continue to monitor groundwater quality reports prepared by the Littleton Water Department. Track results on GIS.	BoH, PB, TP	Require groundwater monitoring for all commercial operations requiring Site Plan Approval from the Planning Board.	Commercial Site Plans groundwater monitoring was conducted by Littleton Water Department.	Continue commercial groundwater monitoring.  Put Groundwater Monitoring information on GIS.
-----	---	-------------	--	---	---

(BoS: Board of Selectmen; PB: Planning Board; TP: Town Planner; BI: Building Inspector; BoH: Board of Health; CC: Conservation Commission; DPW: Public Works Director)

**7. Certification of Eligibility – Endangered Species Act & National Historic Preservation Act**

Based upon the NHESP Priority Habitat Map, the Town does not discharge into any Priority Habitats of Endangered Species and meets the eligibility criteria. Massachusetts Historical Commission has previously submitted a letter regarding no impact under the National Historic Preservation Act.

**8. Discharges into Water Quality Impaired Waters**

The Town does not discharge into any water quality impaired waters.

**9. Discharges into Waters with Approved Total Maximum Daily Load Allocations**

The Town does not discharge into any waters with approved TMDL allocations.

**10. Stressed Basins**

The Town has reviewed the *Stressed Basins in Massachusetts* report. The Town of Boxborough is not located within any basins identified as a “high” or “medium” stressed.