

Municipality/Organization: Town of Boxford

EPA NPDES Permit Number: MA 041184/MADEP

MaDEP Transmittal Number: W- 036290

Annual Report Number & Reporting Period: No. 13: May 14-May 15

4/13/15  
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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: John Dold

Title: Director 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 / TOWN ENGINEER

Date:

APRIL 8, 2015

## 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

<b>BMP ID#</b>	<b>BMP Description</b>	<b>Responsible Person</b>	<b>Measurable Goals</b>	<b>Progress on Goals Permit Yr 13</b>	<b>Planned Activities</b>
1A	Distribute nonpoint source pollution posters	DPW Director	Post in all schools and town buildings	New messages posted, including North Shore "Greenscapes" program. Included flyer in select mailings of Conservation Office.	"Greenscapes" program information and "Scoop It" program was distributed at Town Meeting May 2014. Display stormwater info at Earthday and Apple Festival. Will expand flyer mailing program to other regulatory offices. Lakes, Ponds and Streams Committee will distribute flyers at Apple Festival in September.
1B	Broadcast stormwater messages on local access cable channel	Conservation Director	Post one message every month	New messages broadcast on Boxford Cable Access, including YouTube video on stormwater produced by Eagle Scout under direction of Conservation Office. <a href="http://www.youtube.com/watch?v">http://www.youtube.com/watch?v</a>	Continue to broadcast messages, continue coordination with Greenscapes (see Greenscapes 2015 Scope of Services).

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1C	Add stormwater info to Town website	Health Agent, Conservation Director, DPW Director	Update info quarterly	"Greenscapes" Info added to Conservation web page and updated. You tube video added to Conservation and Health Department websites.	Quarterly updates to be made in 2015 to Conservation, DPW and Health Dept. web pages.

## 2. Public Participation

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals Permit Yr 13	Planned Activities
2A	Form Stormwater Advisory Committee (SAC)	DPW Director	Hold meetings twice per year	SAC met twice in 2014	SAC to meet twice in 2015
2B	Hazardous waste collection	Recycling Committee	Hold waste collection annually	Held November 2014	To be held November 14, 2015
2C	Waste Oil collection and recycling	Recycling Committee	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 Director	Stencil 25% of catch basins annually	Stenciling of all catch basins within the Urbanized Area was completed in 2008, and selected stencilings were refreshed as part of program of scheduled	Scheduled refreshing of stencils will be continued in 2015



				maintenance in 2014	
2E	Hold a stream clean-up day	Lakes, Ponds and Streams Committee	Hold clean-up day annually	The Boxford Lakes Ponds and Streams Committee organized a clean-up of several Town waterbodies in 2014.	The Boxford Lakes, Ponds and Streams Committee will organize clean-ups on four ponds on Earth Day, April 22, 2015.

### 3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals Permit Yr 13	Planned Activities
3A	Map outfalls and receiving waters	DPW Director/Conservation Dept.	Map 25% of outfalls in urban area per year	A final map of outfalls was completed in 2010, and updated for the East Village in 2014 with new detail on outfalls.	Done
3B	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Done. The existing bylaws and regs 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	Done

				attached 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.	Done. Stormwater Management Regulations were adopted 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 13	Planned Activities
4A	Review existing site inspection practices	Planning Dept/Conservation Dept/Building Dept	Determine if existing practices fulfill EPA requirements	Existing practices meet requirements	Inter-departmental inspectional practices continue to be reviewed and improved. Sign-off procedure for Building Department to include consideration of site construction access BMPs.
4B	Develop/modify site inspection	Planning Dept/Conservation	Make recommendation	Site inspections are incorporated	Done, will add inspection

	program	vation Dept	ns for modifying program	into stormwater management bylaw, Title 5 permits, building permits, wetland permits	requirements to Driveway Bylaw permits.
4C	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Existing bylaws and regulations meet existing requirements	Done
4D	Develop/modify bylaw for construction site runoff	Stormwater Advisory Committee	Propose recommendatio ns for developing/mod ifying 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. Stormwater Management Regulations adopted by the Conservation Commission in 2007.	Done.

#### 5. Post Construction Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals Permit Yr 13	Planned Activities
5A	Review existing site inspection practices	Planning Dept/Conser vation Dept	Determine if existing practices fulfill EPA requirements	Existing practices meet requirements	Done
5B	Develop/modify inspection and maintenance practices	Planning Dept/Conser vation Dept/Health Dept	Make recommendatio ns for modifying existing practices	Inspection and maintenance practices are incorporated into proposed stormwater management	Done



				bylaw, Title 5, building permit, wetland permits. Driveway post-construction review included in Occupancy Permit review	
5C	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Existing bylaws and regulations 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. Stormwater Management Regulations adopted by the Conservation Commission in 2007.	Done.

## 6. Municipal Good housekeeping

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals Permit Yr 13	Planned Activities
6A	Street sweeping program	DPW Director	Sweep all streets once per year	All streets are swept once per year per contract with third party vendor. DPW sweeper will continue to maintain sensitive areas around salt shed and public water supply wells	All streets will be swept in 2015, and will be swept annually.

6B	Catch basin cleaning program	DPW Director	Clean all basins once per year	All basins cleaned once per year per contract with third party vendor and all collected materials disposed of in a secure landfill.	All basins will be cleaned in fall 2015 and annually thereafter.
6C	Perform site visits to examine existing practices at facilities	DPW Director	Target all applicable municipal facilities	Site visits of all other municipal facilities were conducted in 2014. Tight tanks at East and West Fire Stations and DPW garage were pumped twice in 2014.	Regular inspections of all facilities will continue in 2015.
6D	Train municipal employees at each facility	DPW Director	Target all applicable municipal facilities	Training of DPW personnel was held in 2014. Training was conducted for all DPW personnel on hazardous materials and pollutants at the DPW facility. All DPW personnel attended stormwater training class at the Merrimack Valley Planning Commission.	On-going Training of DPW personnel will be held in 2015.
6E	Perform follow-ups to ensure required practices are met	DPW Director	Target all applicable municipal facilities	Site visit program was continued. Building Department monitors waste disposal affidavits relating to construction debris. Boxford contracts with Clean Harbors to ensure proper	Site visit program will be continued in 2015



				reporting for oils and household hazardous materials disposal	
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