

Municipality/Organization: Town of Boxford

EPA NPDES Permit Number: MA 041184/MADEP

MaDEP Transmittal Number: W- 036290

Annual Report Number & Reporting Period: No. 15: May 2016-May 2017

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 in imprisonment for knowing violations.

Signature: 

Printed Name: John C. Dold

Title: DPW Superintendent / Town Engineer

Date: April 18, 2017

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	Goals	Progress on Goals Permit Yr 15	Planned Activities
1A	Distribute nonpoint source pollution posters	DPW Director	Post in all schools and town buildings	Greenscapes flyers distributed at Earth Day, Apple Festival and Town Meeting. Conducted educational program for 6 th graders.	“Keeping Waters Clean” educational program for 6 th graders to be conducted by the Ipswich River Watershed Association.
1B	Broadcast stormwater messages on local access cable channel	Conservation Director	Post one message every month	Maintained a community demonstration garden adjacent to Town Hall to showcase good gardening practices. Continued messages on BCATv cable.	Continue to broadcast messages, continue coordination with Ipswich River Watershed Association and the Merrimack Valley Planning Commission (MVPC) Stormwater Collaborative.
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. Provided drought and water conservation info on website. A link was provided to the MVPC Stormwater Collaborative website.	Quarterly updates to be made to Conservation, DPW and Health Dept. web pages.

2. Public Participation

BMP ID#	BMP Description	Responsible Person	Goals	Progress on Goals Permit Yr 15	Planned Activities
2A	Form Stormwater Advisory Committee (SAC)	DPW Director	Hold meetings twice per year	SAC met twice May 2016-May 2017	SAC will meet numerous times over next year to coordinate town's response to new MS4 NPDES regulations.
2B	Hazardous waste collection	Recycling Committee	Hold waste collection annually	Held November 2016	To be held November 12, 2017
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 stenciling were refreshed as part of program of scheduled maintenance in 2016	Scheduled refreshing of stencils will be continued in 2017
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 2016.	The Boxford Lakes, Ponds and Streams Committee will organize clean-ups on four ponds on Earth Day, April 29, 2017.

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Goals	Progress on Goals Permit Yr 15	Planned Activities
3A	Map outfalls and receiving waters	DPW Director/Conservation Dept.	Map 25% of outfalls in urban area per	A final map of outfalls was completed in 2010, and updated for the	Boxford is working with MVPC to update stormwater infrastructure maps

			year	East Village in 2015 with new detail on outfalls. Initiated effort to upgrade maps with MVPC.	and to enlist interns from Essex Agricultural School to conduct field reconnaissance.
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 attached measures)	New initiative to evaluate catchment areas and prioritize field work of interns in preparation for new MS4 requirements. Will engage consultant to prepare pollution prevention plan for Boxford DPW facilities. Will prepare NOI for new MS4 requirements including measures to detect and eliminate illicit discharges.
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.	Will identify regulatory measures for control of illicit discharges as part of new MS4 requirements.
3E	Present bylaw for town meeting action	Stormwater Advisory Committee	Make presentations for Town meeting action	Proposed Bylaw was presented and adopted at Town Meeting, May 2006.	Done. Stormwater Regulations were adopted by The Conservation Commission in 2007.

4. Construction and Site Runoff Control

BMP ID#	BMP Description	Responsible Person	Goals	Progress on Goals Permit Yr 15	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	Done. 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 program	Planning Dept/Conservation Dept	Make recommendations for modifying program	Site inspections are incorporated into stormwater management bylaw, Title 5 permits, building permits, wetland permits	Done, will add inspection 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 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. Stormwater Regulations adopted in 2007.	Done.

5. Post Construction Runoff Control

BMP ID#	BMP Description	Responsible Person	Goals	Progress on Goals Permit Yr 15	Planned Activities
5A	Review existing site inspection practices	Planning Dept/Conservation Dept	Determine if existing practices fulfill EPA requirements	Existing practices meet requirements	Done
5B	Develop/modify inspection and maintenance practices	Planning Dept/Conservation Dept/Health Dept	Make recommendations for modifying existing practices	Inspection and maintenance practices are incorporated into proposed stormwater management bylaw, Title 5, building permit, wetland permits. Driveway post-construction review included in Occupancy Permit review	Done
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	Goals	Progress on Goals Permit Yr 15	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 2017, 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 2017 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 2016. Tight tanks at East and West Fire Stations and DPW garage were pumped multiple times in 2016.	Regular inspections of all facilities will continue in 2017.
6D	Train municipal employees at each facility	DPW Director	Target all applicable municipal facilities	Training of DPW personnel was held in 2016. Training was conducted for all DPW personnel on hazardous materials and pollutants at the DPW facility.	On-going Training of DPW personnel will be hosted by MVPC in 2017 .
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	Site visit program will be continued in 2017

				relating to construction debris. Boxford contracts with Clean Harbors to ensure proper reporting for oils and household hazardous materials disposal	
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“Keeping Water Clean” Greenscapes School Program

An educational experience for 6th grade students in your community.

The goal of this program is to engage students in fun, hands-on activities that introduce them to the following concepts: the effect of the built environment on the natural water cycle, what happens to water that enters the storm drain, water conservation and how water flows in the local watershed.

Program components:

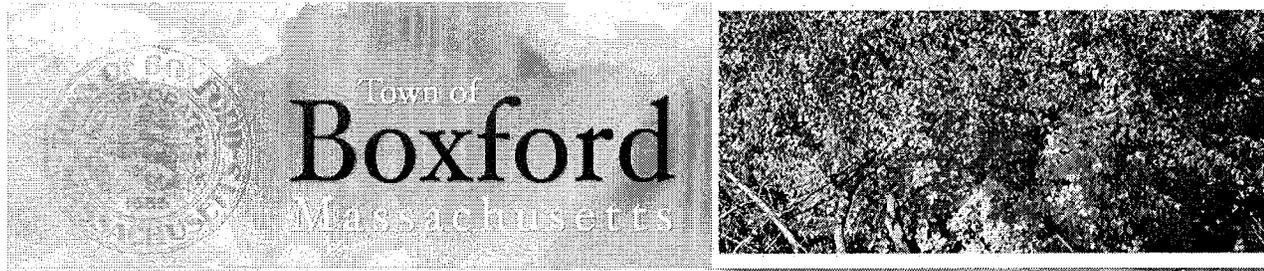
- Pre-visit classroom activity (power point) that provides students and teachers with background information about the watershed and Jeopardy game that engages students in a fun review of what they learned.
- Hands-on, interactive stations for students conducted by *Greenscapes* educators and parent volunteers.

On the day of the program:

- Program will be implemented with the fifth grade classes at one school in one day.
- Two classes will participate in the program at a time.
- The program will take about one hour per 2 classes.
- Parent volunteers and *Greenscapes* educators will lead all stations.
- Teachers will participate in managing students.

School responsibilities:

- Communicate with our educator to schedule event
- Recruit at least 6 parent volunteers to arrive one hour before the program and stay for the entire program.
- Conduct the pre-visit activity in the classroom before the day of the program.
- Provide 2 classrooms or a large enough space to hold two classes of students (i. e., gymnasium) without carpeted floors for two hours.
- Classroom teachers participate in the program, helping to manage students.



Where Do I Go For...? Departments Boards & Committees Pay Online

GO

ON OUR SITE

Conservation Commission

[Printer-Friendly Version](#)

- About Boxford
- Current Job Opportunities
- Forms & Applications
- Bylaws
- Meeting Minutes
- Boxford Schools
- Masconomet Regional School District
- Essex Technical High School
- Tri-Town School Union
- Tri-Town Council
- Town Library
- Send Us Comments
- Subscribe to E-Alerts
- Previously Recorded Meetings On Demand
- Return to Home

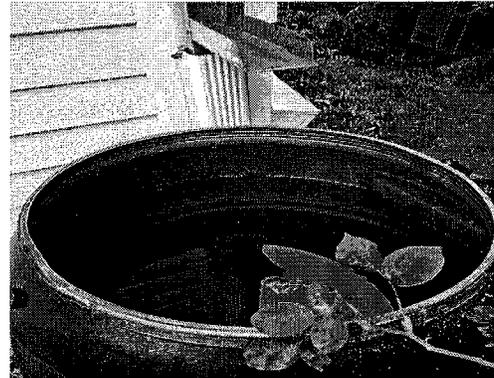
Contact: Ross Povenmire
 Director of Conservation 978-887-6000x181
Judi Stickney
 Minutes Secretary

Address: 7A Spofford Rd.
 Boxford, MA 01921

Phone: 978-887-6000 x181

Fax: 978-887-0758

Hours: Mon-Thurs 8:30- 2:00, or after 2:00 by appt.
 Fri CLOSED



Drought Tips – Get a Rain Barrel! Could you use more water for your garden, flowers, shrubs and trees without drawing water from your well? Even though this rain barrel was empty just a week ago a few hours of rain over a couple of days filled it! Widely available and inexpensive (e.g. \$69 at Corliss Brothers Garden Center).



Additional Links:

- [Frequently Asked Questions](#)
- [Stormwater](#)
- [2017 Meeting Schedule](#)
- [Applications, Forms, and Information](#)
- [Draft Agricultural Licenses](#)
- [Border to Boston Highway Plan](#)
- [Border to Boston Preliminary Right of Way](#)
- [Meeting Agenda and Materials](#)

Members

Name	Title	Term Expiration
Peter Delaney	Chair	2017
Lana Spillman	Vice Chair	2018
Frank DiLuna	Member	2017
Natasha Grigg	Member	2019
Mark Mitsch	Member	2019
Alan Fowler	Member	2019
Paris Beckett	Member	2018
Associate Members		
Name	Function	Term Expiration

When is a Permit Required?

Any activity that involves disturbance of the soil or vegetation within 100 feet of wetlands, intermittent streams, waterbodies, or land subject to flooding, or within 200 feet of perennial streams, may require a permit from the Conservation Commission. Contact the Conservation Office at 978-887-6000 for more information.



Boxford is a member of the Merrimack Valley Stormwater Collaborative. The Collaborative is a coordinated effort to improve stormwater management in the region. To find out more, please click: <http://www.merrimackvalleystormwater.org/>



Essex County is in a "Drought Advisory" status as of March 1, 2017. Please conserve water use. For tips on water conservation, including lawns and gardens, please click <http://www.mass.gov/eea/agencies/massdep/water/watersheds/water-conservation.html>



EARTH DAY PROCLAMATION

WHEREAS: *The Boxford Village Garden Club and Boxford Recycling Committee have combined efforts for the twentieth year to sponsor a town-wide litter clean up; and*

WHEREAS: *Many local businesses and community groups have joined in support of this venture; and*

WHEREAS: *All citizens of Boxford are invited to participate in this effort from 10:00 am to 3:00 PM on Saturday, April 29, 2017;*

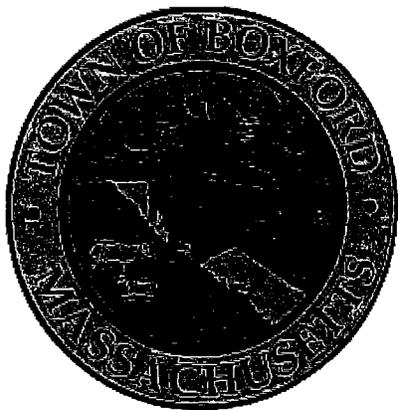
NOW THEREFORE, *We, the Board of Selectmen of the Town of Boxford, do hereby proclaim....*

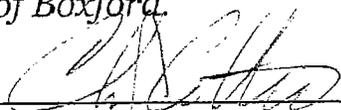
April 29, 2017

as

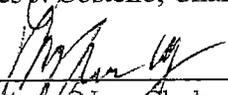
Earth Day

in the Town of Boxford.

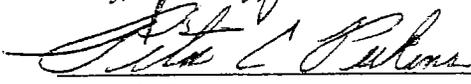




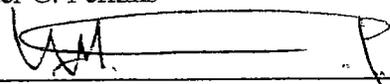
Charles J. Costello, Chair



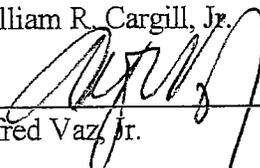
Mary/Anne Nay, Clerk



Peter C. Perkins

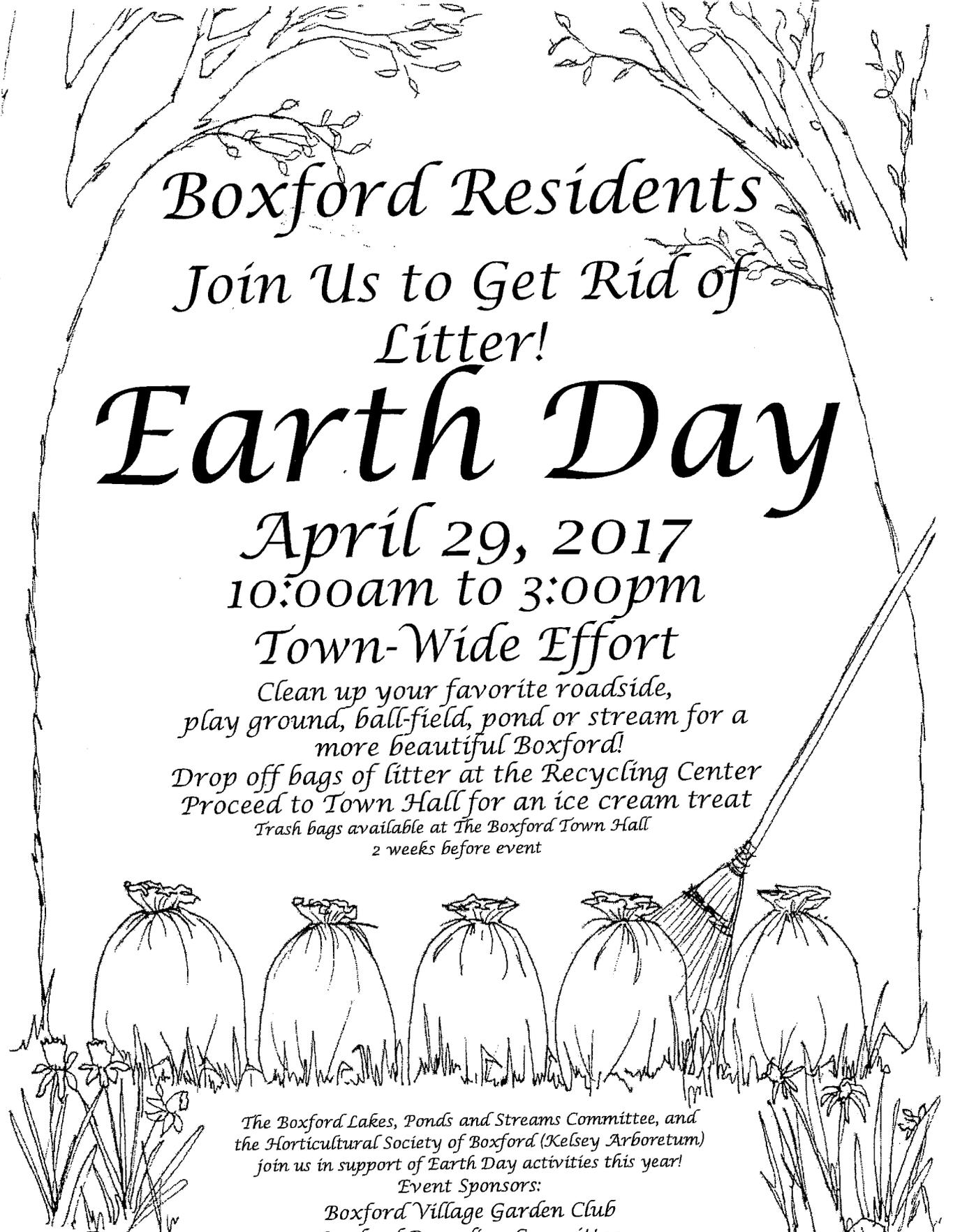


William R. Cargill, Jr.



Alfred Vaz, Jr.

BOARD OF SELECTMEN



Boxford Residents

*Join Us to Get Rid of
Litter!*

Earth Day

*April 29, 2017
10:00am to 3:00pm*

Town-Wide Effort

*Clean up your favorite roadside,
play ground, ball-field, pond or stream for a
more beautiful Boxford!*

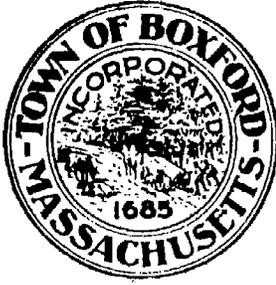
*Drop off bags of litter at the Recycling Center
Proceed to Town Hall for an ice cream treat*

*Trash bags available at The Boxford Town Hall
2 weeks before event*

*The Boxford Lakes, Ponds and Streams Committee, and
the Horticultural Society of Boxford (Kelsey Arboretum)
join us in support of Earth Day activities this year!*

Event Sponsors:

*Boxford Village Garden Club
Boxford Recycling Committee*



Town of Boxford

7A Spofford Road
Boxford, Massachusetts
01921

Storm Water Advisory Committee Meeting

April 12, 2017

Members Present: Ross Povenmire, John Dold, Kendell Longo, Joe Cosgrove, Alan Benson

The Committee went through the NPDES PII Small MS4 General Permit Annual Report, updates are due May 1, 2018 for a new permit

New permit outline requirements are as follows:

September 29, 2017 to file a NOI

Storm water management plan is due July 1, 2018

There was some discussion about the cuts of programs that EPA is having, John Dold discussed this situation with an EPA employee at a conference.

Earth Day is April 29, 2017; a flyer was submitted for our submittal with a proclamation.

John Dold is planning on an intern from Essex Vocational School to work on the map outfalls project. The intern will be using a mobile application in the field to locate map outfalls and receiving water locations.

Ross will make edits to the permit and circulate to the members and also Ross will update John on the drought information.

Joe Cosgrove discussed the draft of the NOI, it should not be submitted before July 1, 2017. This NOI will be reviewed by EPA and DEP. Mass DEP and EPA will also have informational training and guidance for communities doing their NOI.

The next meeting will be on May 24th, 2017 at 10:30

Meeting Adjourned

Minutes Respectfully Submitted by;

Kendell Longo