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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. 8: May 10-May 11

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: **DPW SUPT.**

Date: **9-6-11**

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 7)	Planned Activities
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".
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 7)	Planned Activities
2A	Form Stormwater	DPW Super	Hold meetings	SAC met twice in 2010	SAC to meet twice in 2011

	Advisory Committee (SAC)		twice per year		
2B	Hazardous waste collection	Recycling Committee	Hold waste collection annually	Held November 2010	To be held November, 2011
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	Stenciling of all catch basins within the Urbanized Area was completed in 2008	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 Lakes Ponds and Streams Committee organized a clean-up of several Town waterbodies in 2010.	The Boxford Lakes Ponds and Streams Committee held a clean-up of several ponds on Earth Day 2011.

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 7)	Planned Activities
3A	Map outfalls and receiving waters	DPW Super/Conser vation Dept.	Map 25% of outfalls in urban area per year	A final map of outfalls was completed in 2008	Engineering study being performed of all outfalls
3B	Review existing bylaws and regulations	Stormwater Advisory Committee	Determine if existing bylaws & regs fulfill EPA requirements	Done. The existing bylaws and regs do fulfill requirements	Done
3C	Develop illicit discharge detection & elimination plan	Stormwater Advisory Committee	Make recommendations for inclusion into proposed	Potential pollutant "hotspot" activities have	Done

			plan	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)	
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 7)	Planned Activities
4A	Review existing site inspection practices	Planning Dept/Conservation Dept	Determine if existing practices fulfill EPA requirements	Existing practices do meet requirements	Done
4B	Develop/modify	Planning	Make	Site inspections	Done

	site inspection program	Dept/Conservation Dept	recommendations for modifying program	are incorporated into stormwater management bylaw	
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.	Done. Stormwater Management Regulations adopted by the Conservation Commission

5. Post Construction Runoff Control

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 7)	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	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 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.	Done. Stormwater Management Regulations adopted by the Conservation Commission in 2007.

6. Municipal Good housekeeping

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 7)	Planned Activities
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 2011, 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 have been cleaned in spring 2011 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.	Regular inspections will be conducted of the salt storage area and DPW parking area to eliminate trash and remove sources of potential pollutants.