

**Municipality/Organization: Town of Boxford**

**EPA NPDES Permit Number: MA 041184/MADEP**

**MaDEP Transmittal Number: W- 036290**

**Annual Report Number & Reporting Period: No. 10: May 11-May 12**

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

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

Contact Person: John Dold

Title: Superintendent of Public Works

Telephone #: (978) 352-6555

Email: [jdold@town.boxford.ma.us](mailto: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 known violations.

Signature:

*John C Dold*

Printed Name:

*JOHN C. DOLD*

Title:

*DPW SUPT*

Date:

*4-10-2012*

## 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 10)	Planned Activities
1A	Distribute nonpoint source pollution posters	DPW Super	Post in all schools and town buildings and at Town Meeting	New messages posted, including North Shore "Greenscapes" program information	Continue to distribute "Greenscapes" program information, see attached
1B	Pursue opportunities to promote Boxford's stormwater program	Greenscapes will coordinate	Press releases and other outreach methods	Messages had been broadcast on Boxford Cable Access	Look for opportunities to broadcast messages on Boxford Cable Access Channel and Greenscapes to promote opportunities for outreach via press releases
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 10)	Planned Activities
2A	Form Stormwater Advisory Committee	DPW Super	Hold meetings twice per year	SAC met twice in 2011	SAC to meet twice in 2012

	(SAC)				
2B	Hazardous waste collection	Recycling Committee	Hold waste collection annually	Held November 2011	To be held November, 2012
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 2011.	The Boxford Lakes Ponds and Streams Committee will hold a clean-up of several ponds on Earth Day 2012.

### 3. Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Person	Measurable Goals	Progress on Goals (Permit Yr 10)	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 2012	Engineering study of outfalls completed in 2012
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 recommendatio ns for inclusion into proposed plan	Potential pollutant "hotspot" activities have been incorporated	Done

				into a Stormwater Management Bylaw. Boxford has no industry and very little commercial development. Septic discharge is controlled by the Board of Health	
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 10)	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 site inspection program	Planning Dept/Conservation Dept	Make recommendations for modifying	Site inspections are incorporated into stormwater management	Done

			program	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 10)	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	Stormwater Advisory Committee	Propose recommendations for	Stormwater Management Bylaw adopted at	Done

	site runoff		developing/modifying bylaw	Town Meeting, May 2006.	
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 10)	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	Streets will be swept in 2012, and will continue to 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 spring 2012 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.
6D	Train municipal employees at each facility	DPW Super	Target all applicable municipal	Training of DPW personnel was held in 2011	Training of other Town employees was held in

			facilities		2012. The Boxford Fire Department engages in regular hazmat training on an annual basis.
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. The Boxford DPW continues to participate in Hazardous Waste Clean Up Day once a year as sponsored by the Boxford Dept. of Health. Waste chemicals are disposed of on that day.



## Greenscapes North Shore Coalition



March 14, 2012

John Dold  
Superintendent of DPW  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921

Dear Mr. Dold,

Planning for the 2012 Greenscapes program is underway, and we look forward to Boxford's continued participation. Since its inception in 2007, the Greenscapes North Shore Program has been successful in helping communities like Boxford meet the public education and outreach requirements under the NPDES Phase II Stormwater program as well as their water conservation measures required under the Massachusetts Water Management Act.

We would like to meet with you in the near future to show you what we have developed for the Outreach and Education component of Boxford's upcoming NPDES MS4 Phase II Stormwater permit Notice of Intent (NOI). This permit, which was supposed to have been issued by EPA in 2011, continues to be delayed. However, we remain fully committed to the project and once the permit is issued we will complete the NOI outreach and education section in the permit.

Regarding the 2012 Greenscapes Program, we have learned that most of our North Shore communities feel strongly that educating homeowners continues to be a priority. Since the new permit will not go into effect until next year, we have the opportunity to continue this very important work.

This year's educational materials include an updated full color "Guide to Greenscaping." This multi-page guide provides comprehensive and detailed information about environmentally-friendly gardening and lawn care practices that protect and conserve water supplies. Articles address how to grow a healthy and attractive lawn that uses less water; alternatives to fertilizers and pesticides; how to make and use compost; how to create a rain garden; suggestions for drought tolerant plants; and more.

We will also provide Boxford with newspaper articles on Greenscaping practices for local papers, access to a free workshop on organic lawn care, the Greenscapes website, and seasonal monthly Greenscapes e-newsletters.

Participation fees for the 2012 Greenscapes Program are \$1800. Please see attached scope of work.

We look forward to talking with you about your continued participation in the Greenscapes program. If you have any questions, please contact me.

Warm Regards,

Cynthia Ingelfinger  
Outreach Coordinator  
Ipswich River Watershed Association  
978-412-8200; [cingelfinger@ipswichriver.org](mailto:cingelfinger@ipswichriver.org)



## ***Greenscapes North Shore Coalition***

### **2012 Greenscapes North Shore Program**

#### **Scope of Work**

Salem Sound Coastwatch, Ipswich River Watershed Association, and Eight Towns and the Bay Committee are pleased to offer Boxford the following for the 2012 Greenscapes program:

#### **Program Outreach Deliverables for 2012:**

- **Updated full color "Guide to Greenscaping"**  
This multi-page guide provides comprehensive and detailed information about environmentally-friendly gardening and lawn care practices that protect and conserve water supplies. Articles address how to grow a healthy and attractive lawn that uses less water; alternatives to fertilizers and pesticides; how to make and use compost; how to create a rain garden; suggestions for drought tolerant plants; and more. Quantity: 500, more available for additional \$50 per hundred guides
- **Newspaper articles**  
Greenscapes will provide three articles on various water conservation, stormwater, and green lawn care topics for your local papers.
- **Homeowner's Workshops on Greenscapes Practices**
  - A free full day workshop on Saturday, March 31: 9am – 3pm at the Parker River National Wildlife Refuge Headquarters in Newbury about organic land care practices and what landowners can do in their own backyards to protect local watersheds. Topics include lawn care, landscaping with native plants, healthy soils, and low impact development methods for reducing stormwater runoff.
  - A free lecture by Doug Tallamy, author of "Bring Nature Home: How Native Plants Sustain Wildlife in Our Gardens", at the Newbury Elementary School on Saturday, April 7: 10am.
  - Free putting your garden to bed workshop, Fall 2012
- **"Greenscapes 101" Presentation**  
"Greenscapes 101" provides an overview of Greenscaping practices for the homeowner. As a participating community, the North Shore Greenscapes Coalition will make a presentation to the residents of Boxford at the time and venue of your choice. Please contact Cynthia Ingelfinger, your Greenscapes Coordinator to schedule the presentation.
- **Media Relations:** Greenscapes will actively pursue opportunities for media coverage of Boxford's participation in the Greenscapes program, and will promote the Greenscapes program through press releases and other outreach methods.
- **Greenscapes Web Site**  
The Greenscapes website is filled with comprehensive and up-to-date program information, downloadable gardening and lawn care information, links to certified landscaping and irrigation professionals and more. [www.greenscapes.org](http://www.greenscapes.org)

- **E-mail Newsletter**

Boxford residents will be encouraged to subscribe to Greenscapes free monthly email newsletters which are sent from April through October. The e-mail newsletter includes gardening and lawn care tips, links to information on watering restrictions, notices of upcoming Greenscapes events, and more.

- **Greenscapes Web-link and Image**

Boxford will be provided with html code and a descriptive Greenscapes image linking the town's web site to the Greenscapes web site.

**Total Costs to TOWN NAME:**

Membership Fee	\$1500
Materials Fee	\$ 300 (based on proposed quantity 500 of "Guide to Greenscaping")
Total	\$1800

Checks should be made payable Salem Sound Coastwatch (fiscal agent for Greenscapes North Shore Coalition):

Mail to: Salem Sound Coastwatch  
201 Washington St, Suite 9  
Salem, MA 01970

**Note: NPDES Outreach and Education NOI Assistance**

Last year's deliverable will be provided as soon as the new MS4 permit is official.

We will meet with you in the near future to show you what we have developed for the Outreach and Education component of Boxford's upcoming NPDES MS4 Phase II Stormwater permit Notice of Intent (NOI). This permit, which was supposed to have been issued by EPA in 2011, continues to be delayed. However, we remain fully committed to the project and once the permit is issued we will complete the NOI outreach and education section in the permit.

With your continued participation in the Greenscapes program over the five years of the NPDES permit, we will develop and offer the required educational materials and messages for the four targeted audiences based on your town's priorities.