

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State: ☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus

- Out of State: ☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- ☒ Develop and begin public education and outreach program
☐ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - ☐ The SSO inventory is attached to the email submission
 - ☐ The SSO inventory can be found at the following website:

No sewer in Boxford

☒ Develop written IDDE plan including a procedure for screening and sampling outfalls
☒ IDDE ordinance complete
☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
 - ☒ The priority ranking of outfalls/interconnections can be found at the following website:

https://www.town.boxford.ma.us/sites/boxfordma/files/uploads/illicit_discharge_detection_and_elimination_plan.pdf

☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete
☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures
☒ Develop written procedures for site plan review
☐ Keep a log of catch basins cleaned or inspected
☒ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☐ Annual training to employees involved in IDDE program
- ☒ All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☐ Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

Boxford sends Pet Waste Brochure to all residents and businesses with annual tax bills (not just dog owners). Boxford is in process of procuring/producing a document for septic system owners. The Town of Boxford is under contract to have all catch basins inspected and cleaned in October of 2019. Annual Staff training was conducted on September 26, 2019 (outside of the report period). See additional information within the report.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Scoop the Poop

Message Description and Distribution Method:

Pet Waste Brochure mailed to all Boxford households and businesses with annual tax bill

Targeted Audience: Residents and Business/Institutions and Commercial Facilities

Responsible Department/Parties: Conservation/Town Clerk

Measurable Goal(s):

2,900 Pet Waste Brochures were mailed to Boxford Residents and Business/Institutions and Commercial Facilities with the annual census mailing

Message Date(s): November 2018

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Stormwater: Why should we care? & M S S S S (MS4)

Message Description and Distribution Method:

Stormwater Brochures available at Boxford Town Hall Offices

Targeted Audience: Residents & Developers

Responsible Department/Parties: Conservation & Planning

Measurable Goal(s):

50 brochures distributed

Message Date(s): May 2018 - June 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: LID Workshop

Message Description and Distribution Method:

Workshop/Seminar reintroduced the basics of low impact development and its importance. MS4 requirements, as they relate to LID were discussed and Fred Civian (MassDEP) provided tips for designing and passing municipal ordinances to promote LID.

Targeted Audience: Developers (via municipal planners, conservation comm. members and DPW workers)

Responsible Department/Parties: Greenscapes North Shore Coallition

Measurable Goal(s):

Attended by 35. Presentation PDF and "Tip Sheet" sent to municipal contacts and was temporarily available on Greenscapes website.

Message Date(s): Jan-17-19, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

Not proposed in NOI - New BMP added through membership in the Greenscapes North Shore Coalition

BMP: ThinkBlue "Fowl Water" Video

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video defines stormwater and explains the impact that pollution like trash, oil, cigarettes and dog poop can have on stormwater and our waterways. Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>) Advertisement on Facebook, Instagram, & YouTube

Targeted Audience: Residents

Responsible Department/Parties: Conservation and DPW, ThinkBlue MA, Greenscapes North Shore Coalition

Measurable Goal(s):

Outreach/"# of impressions" was evaluated in 9 out of 23 Greenscapes Communities. Results claimed that 121,520 impressions were made on Facebook or Youtube. The video was posted on the ThinkBlue website

and the Greenscapes website at www.greenscapes.org/resources-videos/.
25,935 social media impressions reported for residents of Boxford

Message Date(s): June 23, 2019 - June 30, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

Social Media not proposed in NOI - Available to community through benefit of Merrimack Valley & State Stormwater Coalition participation

BMP: Leave grass clippings to fertilize lawn naturally; Know before you mow

Message Description and Distribution Method:

Think Blue social media post in Spring time frame encouraging the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers.

Targeted Audience: Businesses, institutions and commercial facilities; Residents

Responsible Department/Parties: Conservation & DPW, State Stormwater Coalition

Measurable Goal(s):

3,549 people reached through Think Blue Massachusetts Facebook post

Message Date(s): March 18, 2019; May 22, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

Social Media not proposed in NOI - Available to community through benefit of Merrimack Valley & State Stormwater Coalition participation

BMP: Keeping Water Clean Workshop

Message Description and Distribution Method:

Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained. Workshop presented by Greenscapes to two classrooms at the Spofford School in Boxford

Targeted Audience: Residents (students, parents, teachers)

Responsible Department/Parties: Conservation

Measurable Goal(s):

Over 60 students parents and teachers attending

Message Date(s): December 19, 2018

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Miscellaneous Greenscapes Tabling Events

Message Description and Distribution Method:

Informational table with Greenscapes demonstrations and materials at local community and school events, including: Grow Spring Expo, Essex STEM Night, Middleton Earth Day, STEAM Night Beverly, Ipswich Garden Club Plant Sale, MassAudubon Nature Fest, Cape Ann Farmer's Market, Rowley Farmer's Market, Beverly Farmer's Market, North Reading Farmer's Market, Billerica Farmer's Market, Waldorf School at Moraine Farm, Wilmington Farmer's Market, Underwater in Salem Sound Lecture Series, Beverly Public Library Lecture Series

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition

Measurable Goal(s):

Variable event attendance

Message Date(s): Events held September '18 - May '19. Farmers markets held weekly in the spring/summer.

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

Not proposed in NOI - New BMP added through membership in the Greenscapes North Shore Coalition

BMP: Do your Doody for Clean Water

Message Description and Distribution Method:

Social media posts shared in the Summer time frame encouraging the proper management of pet waste. Original post from Think Blue Massachusetts.

Targeted Audience: Residents

Responsible Department/Parties: Conservation, State Stormwater Coalition

Measurable Goal(s):

7,170 people reached through Think Blue Massachusetts Facebook post

Message Date(s): June 7, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

Social Media not proposed in NOI - Available to community through benefit of Merrimack Valley & State Stormwater Coalition participation

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

Public meeting for public input on the Stormwater Management Plan and IDDE Plan was held on June 20, 2019. The Boxford Stormwater Advisory Committee met on June 20, 2019 as well as on July 30 and August 13, 2019 (outside the reporting period).

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted during the reporting period:

Boxford participated in the Massachusetts Statewide Municipal Stormwater Coalition (Statewide Coalition). The Statewide Coalition presented on the Think Blue Massachusetts public awareness campaign and regional collaboration on stormwater at the following public events:

- Massachusetts Municipal Association (MMA) Meeting & Trade Show (Jan 18-19 2019)
- New England Water Environment Association Annual Conference (Jan 28 2019)
- Massachusetts Association of Conservation Commissions Annual Conference (March 2, 2019)
- Massachusetts Congress of Lake and Pond Associations Annual Workshop (April 12, 2019)
- New England American Public Works Association Spring Conference (April 17, 2019)
- Ecotarium Earth Day activities (April 16 – 19, 2019)
- New England Water Environment Association Spring Meeting (June 4, 2019)

Boxford also participated in monthly meetings of the Merrimack Valley Stormwater Coalition

Boxford participated in the Greenscapes North Shore Coalition

Boxford Hazardous Waste Collection Day - October 27, 2018

Earth Day (Litter Collection & Recycling) - April 27, 2019

MCM3: Illicit Discharge Detection and Elimination (IDDE)**Sanitary Sewer Overflows (SSOs)**

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town of Boxford MS4 map includes outfalls and receiving waters, open channel conveyances, pipes, culverts, structures, and inlets. Further planned refinements, to be completed by June 30, 2020, include initial catchment delineations, identification of additional stormwater treatment structures, interconnections with other stormwater systems (if any) and indication of applicable water body impairments as identified on the most recent EPA approved Massachusetts Integrated Waters List. Further, the town has entered a contract with the MVPC to implement the use of a mobile app, that will allow for the town to document, store, and report as-built conditions of the closed drainage system and any changes to the system such as new CBs, drainage pipe or manholes.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- ☐ The outfall screening data is attached to the email submission
☐ The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened:

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened:

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period:

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

The Town of Boxford has entered into a contract with a consultant to complete the Catchment Investigation procedure by December 31, 2019 and conduct Screening of Outfalls/Interconnections in order to update the existing initial prioritization of outfalls by June 30, 2021.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Once illicit discharges (if any) have been identified as a result of outfall screening and catchment investigation as described above, the illicit discharges will be removed in accordance with the Town of Boxford's IDDE

plan dated June 28, 2019, Section 7.5 Illicit Discharge Removal.

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

Staff Training was held on September 26, 2019. The training was an in house seminar with a video presentation and review of printed materials presented by the DPW Director. The presentation can be found at the following link: https://www.town.boxford.ma.us/sites/boxfordma/files/uploads/pdf-training_9-26-19_-_dpw.pdf

Attendees: Town Administrator, Director of Planning and Land Dev., DPW Administrator, DPW Admin, DPW Foreman, DPW Asst. Foreman, and 5 DPW staff members.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed: 0*

Number of inspections completed: 0*

Number of enforcement actions taken: 0*

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

In process of reviewing/updating Stormwater Bylaw and associated Regulations to comply with year 2 permit requirements including those to meet sections 2.3.6 (a)(ii)

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

In process of reviewing/updating Stormwater Bylaw and associated Regulations to comply with year 2 permit requirements including those to meet sections 2.3.6 (a)(iii)

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

In process of reviewing/updating Stormwater Bylaw and associated Regulations to comply with year 2 permit requirements including those to meet sections 2.3.6 (b)

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

In process of reviewing/updating relevant Bylaws and associated Regulations to comply with year 2 permit requirements including those to meet sections 2.3.6 (c)

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

Boxford will work to identify 5 permittee-owned properties that could potentially be modified or retrofitted in accordance with section 2.3.6 (d) of the permit by the end of year four

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Contract signed with BMC to complete cleaning of all catch basins in October. Boxford has also contracted with

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☒ The catch basin cleaning optimization plan or schedule can be found at the following website:

<https://www.town.boxford.ma.us/conservation-commission/agenda-items/public-hearing-ms4-stormwater-management-program-swmp-plan>

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: Number of catch basins cleaned: Total volume or mass of material removed from all catch basins: [UNITS]

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Procedures can be accessed in the Municipal Stormwater Infrastructure Operation and Maintenance Plan within the SWMP at the following link: https://www.town.boxford.ma.us/sites/boxfordma/files/mai/files/boxford_swmp_june_2019_draft.pdf

Report on street sweeping completed during the reporting period using one of the three metrics below.

☐ Number of miles cleaned:

☒ Volume of material removed: cubic yards

☐ Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

The majority of Boxford's roadways are rural and uncurbed. They are swept as soon as feasible in the Spring following the winter maintenance operations, when sand content is highest.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

See Stormwater Management Plan at: https://www.town.boxford.ma.us/sites/boxfordma/files/mai/files/boxford_swmp_june_2019_draft.pdf

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

By the end of permit year 2, Boxford will inventory: all permittee owned facilities (within the MS4) for Parks and Open Space, Buildings and Facilities where Pollutants are exposed to Stormwater Runoff, and Vehicles and Equipment

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

By the end of permit year 2, Boxford will establish operation and maintenance procedures in accordance with section 2.3.7 (a) ii of the permit for all permittee owned facilities (within the MS4) for Parks and Open Space, Buildings and Facilities where Pollutants are exposed to Stormwater Runoff, and Vehicles and Equipment.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

By the end of permit year 2, Boxford will develop and fully implement a SWPPP fore each of the following permittee-owned or operated facilities (within the MS4) in accordance with section 2.3.7 (b) of the permit: maintenance garages, public work yards, transfer station and other waste handling facilities where pollutants are exposed to stormwater (where a SWPPP does not already exist).

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

2.3.7 (a) (iii) 6. Written procedures can be found in the Boxford Stormwater Management Plan at:
https://www.town.boxford.ma.us/sites/boxfordma/files/mai/files/boxford_swmp_june_2019_draft.pdf

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☐ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

*No projects within the MS4 requiring Site Plan Review or Inspections.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space,

- buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

As mentioned previously, Boxford plans to clean catch basins this fall and will conduct annual DPW staff training on the SWMP and IDDE Plan. Boxford has begun a program with the local community television channel (BCATv). Currently six Greenscapes videos are playing at various intervals on BCATv as well as the Community Bulletin Board Channel.

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) 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, I certify that 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.

Name:

Christopher Olbrot

Title:

DPW Superintendent/Town Engine

Signature:

Date:

*[Signatory may be a duly authorized
representative]*

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.govMassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

[Print Signature Page](#)

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

[Lock Form](#)