Municipality/Organization:Spencer Highway Dept.

EPA NPDES Permit Number:MAR041162 2004 APR 30 P 10: 23

MaDEP Transmittal Number: W- 039544

Annual Report Number
& Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person:Warren Ramsey Title: Superintendent

Telephone # (508) 885-7515 Email:wramsey@spencerma.gov

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: Warren Ramey

Printed Name:Warren Ramey

Title:Superintendent

Date: 4/27/04

Part II. Self-Assessment

The Town of Spencer has completed the required self-assessment and has determined that we are at this time in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Household Hazardous Waste Day	Transfer Dept./ BOH	Bi-Annual event	Five Town Consortium	
Revised	*Houshold chemicals and Waste*	Lee Jarvis	Scheduled for May 22,04		
	Water body Restoration	Water Dept.	On Going	On Going : Started in house to attract outside voluntary participation in cooperation with Town Depts.	Seven Mile River: Smithville Rd. to Cooney Rd.
Revised	*Seven Mile RiverWater Dept. to Hgwy Dept.*	Bruce Guyan	Smithville Rd. to Route 9		
	Catch Basin Stencilling Program	Highway Dept.	Complete urbanized area	Volunteer groups along with Highway Dept.	Outlying areas
Revised	*Working out scheduling*	Dean Fritze			
	Public Service Announcements	Highway Dept.	Develop Announcements	Develop and begin to implement program	Full implementation
Revised	*Cable Access/ Brochures/ Mailers*	Deb Graves			
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Household hazardous Waste Day	Transfer Dept./BOH	Bi-annual event	Public Participation invited	
Revised	*Household chemicals and waste*	Lee Jarvis	Scheduled for May22,2004		
	Water body Restoration	Water Dept.	Seven mile River	On going: Started in house to attract out side voluntary participation in cooperation with Town Depts.	Seven mile river Smithvill Rd. to Cooney Rd.
Revised	*Clean up and waste disposal*	Bruce Guyan	Smithville rd. to Rt.9		
	Catch Basin Stenciling Program	Highway Dept.	Complete Urbanized Area	Volunteer Groups along with Highway Dept.	Outlying areas
Revised	*Working out scheduling*	Dean Fritze			
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Identify and Map Outfalls in Urban Area	Highway Dept.	Develop Storm Sewer System Map	Complete Urban Area Map	Begin Mapping of Outfalls in remainder of Town
Revised		Dean Fritze			
	Develop Discharge By-Law	Highway Dept.	Have Draft by end of year one	Deliver Draft to ZBA	Schedule adoption of MA DEP by-law by end of year two
Revised		Warren Ramsey			
	Screening of Urban Outfalls	Highway Dept.	Screen identified outfalls in Urban area	Address Urban Area	Identify and begin screening of outlying areas
Revised		Warren Ramsey			
Revised					
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Spencer will develop a by-law	Conservation Committee	Draft By-law	Submit draft by end of year one	Adopt by-law by end of year two
Revised	*By-law modeling MA DEP by-law*	Malcolm Speicher	Weland and Riverfront Areas		
	Spencer will develop a by-law	Building and Inspectional Services	Draft By-law	Submit draft by end of year one	Adopt by-law by end of year two
Revised	*By-law modeling MA DEP by-law*	Paul Blanchard Lee Jarvis	Non-Wetland and Non-Riverfront areas		
Revised					
Revised					
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Spencer will develop a by-law	Conservation Committee	Draft by-law	Submit draft by end of year one	Adopt by-law by end of year two
Revised	*By-law modeling MA DEP by-law*	Malcolm Speicher	Wetland and Riverfront areas		
	Spencer will develop a by-law	Building and Inspectional Services	Draft by-law	Submit draft by end of year one	Adopt by-law by end of year two
Revised	*By-law modeling MA DEP by-law*	Paul Blanchard Lee Jarvis	Non-wetland and Non riverfront		
Revised					
Revised					
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Catch basin and outfall cleaning	Highway Dept.	Each structure at least twice a year	Completed annual catch basin program	Continue program
Revised		Dean Fritze			
	Street Sweeping	Highway Dept.	Main St Weekly urban area monthly complete town annualy	Completed annual street sweeping program	Continue program
Revised		Dean Fritze			
	Minimize salt and sand use	Highway Dept.	Monitor salt and sand use	Develop expectations	Maintain expectations
Revised		Dean Fritze			
Revised					
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	