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Municipality/Organization: Spencer –

EPA NPDES Permit Number: MAR041162

MassDEP Transmittal Number: W-

Annual Report Number & Reporting Period: April 1, 2006 – March 31, 2007

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2007)

Part I. General Information

Contact Person: Robert D. McNeil III, P.E. Title: Interim Superintendent

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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: Paul J. Guida

Printed Name: PAUL J. GUIDA

Title: TOWN ADMINISTRATOR

Date: 5/1/08

Part II. Self-Assessment

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Household Hazardous Waste Day	U/F Dept. Mary Williams	Bi-Annual Event	Events took place on Sept. 30, 2006 and June 2, 2007	Bi-Annual Events
Revised					
	Water Body Restoration	Water Dept. Bruce Guyan	On-going	Seven Mile River: Smithville Rd. to Cooney Rd. Started	Cranberry Brook from Howe Rd. to South Spencer Rd.
Revised					
	Catch Basin Stenciling Program	Water Dept. Bruce Guyan	Complete Urbanized Area	Urbanized area still in progress	Started some outlying areas
Revised					
	Public Service Announcements	U/F Dept. Mary Williams	Develop announcements	Develop and begin to implement program	Full implementation
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Household Hazardous Waste Day	U/F Dept. Mary Williams	Bi-Annual Events	Events took place on Sept. 30, 2006 and June 2, 2007	Bi-Annual Events
Revised					
	Water Body Restoration	Water Dept. Bruce Guyan	On-going	Seven Mile River: Smithville Rd. to Cooney Rd. Started	Cranberry Brook from Howe Rd. to South Spencer Rd.
Revised					
	Catch Basin Stenciling Program	Water Dept. Bruce Guyan	Complete Urbanized Area	In progress with summer interns and staff	Begin Stenciling outlying areas
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Identify and map outfalls in urban area	U/F Dept. Warren Ramsey	Develop storm sewer map (ongoing)	Mapping in progress with summer interns	Complete mapping
Revised					
	Develop Discharge Bylaw	Dept. of Inspectional Services	Prepare Draft	Draft to ZBA	Schedule adoption of MA DEP Bylaw by end of year Check with Karen—did this happen?
Revised		Karen Cullen			
	Screening of Urban outfalls	Hwy Dept.	Screen identified outfalls in urban area	Complete urban areas	Identify and begin screening outlying areas
Revised		Dean Fritze			
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Spencer will develop a Bylaw modeling MA DEP Bylaw	Dept. of Inspectional Services	Draft Bylaw Wetland and Riverfron areas	All Bylaws being rewritten in Draft form	Institute and enforce Bylaws
Revised		Karen Cullen			
	Spencer will develop a Bylaw modeling MA DEP Bylaw	Dept. of Inspectional Services	Draft Bylaw for non-wetland and non-riverfront areas	All Bylaws being rewritten in Draft form	Institute and enforce Bylaws
Revised		Karen Cullen			
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Spencer will develop a Bylaw modeling MA DEP Bylaw	Dept. of Inspectional Services	Draft Bylaw Wetland and Riverfron areas	All Bylaws being rewritten in Draft form	Institute and enforce Bylaws
Revised		Karen Cullen			
	Spencer will develop a Bylaw modeling MA DEP Bylaw	Dept. of Inspectional Services	Draft Bylaw for non-wetland and non-riverfront areas	All Bylaws being rewritten in Draft form	Institute and enforce Bylaws
Revised		Karen Cullen			
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Catch basin and outfall cleaning	HWY Dept. Dean Fritze	Clean each structure twice a year	Completed annual catch basin program	Ongoing Program
Revised					
	Street Sweeping	HWY Dept. Dean Fritze	Main Street weekly; urban area monthly;complete town anjnually	Completed annual street sweeping program	Ongoing Program
Revised					
	Minimize salt and sand use	HWY Dept. Dean Fritze	Monitor salt and sand use	Developing expectations	Maintain expectations
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures **	($)	0
Total program expenditures since beginning of permit coverage	($)	0
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Yes 6 miles
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	2
▪ community participation **	(# or %)	?
▪ material collected **	(tons or gal)	640
School curricula implemented	(y/n)	No

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	30%
Estimated or actual number of outfalls	(#)	50
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	30%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	10%
Outfalls inspected/screened **	(# or %)	50%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	50%
% of population on septic systems	(%)	50% MARK?

Construction Get from Ginny & Rob

	(Preferred Units)	Response
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	2 times/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	2 times/yr
Qty of structures cleaned **	(#)	1000
Qty. of storm drain cleaned **	(%, LF or mi.)	300 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	100 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Yes

New info request

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or per basin contract rate **	($/hr or $ per basin)	
• Disposal cost**	($)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1 time/year
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	6 times/year
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	750 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	South Spencer Road
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	No
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Integrated Pest Management (IPM) Practices Implemented	(y/n)	No

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	20% 80%
Pre-wetting techniques utilized **	(y/n or %)	NO
Manual control spreaders used **	(y/n or %)	Yes 50%
Zero-velocity spreaders used **	(y/n or %)	Yes 50%
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	20%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	