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**Municipality/Organization:** Spencer

**EPA NPDES Permit Number:** MAR041162

**MassDEP Transmittal Number:** W-

**Annual Report Number & Reporting Period:** April 1, 2007 – March 31, 2008

# NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2008)

**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 Laura Torti | Bi-Annual Event | Events took place on Sept. 29, 2007 and scheduled for May 31, 2008 | 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 | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

### 1a. Additions

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## 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 Laura Torti | Bi-Annual Events | Events took place on Sept. 29, 2007 and scheduled for May 31, 2008 | 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 | Stenciling complete | Maintain stencil integrity |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 2a. Additions

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## 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 | | Margaret Bacon & Interim Supt. | | | |
| | Develop Discharge Bylaw | Dept. of Inspectional Services | Prepare Draft | Draft to ZBA | Schedule adoption of MA DEP Bylaw by end of year |
| 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 Eben Butler | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

### 3a. Additions

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## 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 Riverfront 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 | | | |
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## 4a. Additions

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## 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 Riverfront 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 | | | |
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## 5a. Additions

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## 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 Eben Butler | Clean each structure twice a year | Completed annual catch basin program | Ongoing Program |
| Revised | | | | | |
| | Street Sweeping | HWY Dept. Dean Fritze Eben Butler | Main Street weekly; urban area monthly;complete town annually | Completed annual street sweeping program | Ongoing Program |
| Revised | | | | | |
| | Minimize salt and sand use | HWY Dept. Dean Fritze Eben Butler | Monitor salt and sand use | Developing expectations | Maintain expectations |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 6a. Additions

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## 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 |
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### 7a. Additions

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### 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.) | No |
| Shoreline cleaned since beginning of permit coverage | (mi.) | |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored ** | (#) | 2 |
| ▪ community participation ** | (# or %) | ? |
| ▪ material collected ** | (tons or gal) | 340 gal |
| 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% |

**Construction**

| | (Preferred Units) | Response |
|---|---|---|
| Number of construction starts (>1-acre) ** | (#) | 8 |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control ** | (%) | 100 |
| Site inspections completed ** | (# or %) | 8 |
| Tickets/Stop work orders issued ** | (# or %) | 0 |
| Fines collected ** | (# and $) | 0 |
| Complaints/concerns received from public ** | (#) | 0 |
| | | |
| | | |

**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 |

| | | |
|---|---|---|
| Basin Cleaning Costs | | |
| • Annual budget/expenditure (labor & equipment)** | ($) | |
| • Hourly or per basin contract rate ** | ($/hr or $ per basin) | N/A |
| • Disposal cost** | ($) | |
| Cleaning Equipment | | |
| • Clam shell truck(s) owned/leased | (#) | 1 |
| • Vacuum truck(s) owned/leased | (#) | |
| • Vacuum trucks specified in contracts | (y/n) | |
| • % Structures cleaned with clam shells ** | (%) | 99 |
| • % 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<br>% $CaCl_2$<br>% $MgCl_2$<br>% CMA<br>% Kac<br>% KCl<br>% Sand | 20%<br><br><br><br><br><br>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 | |