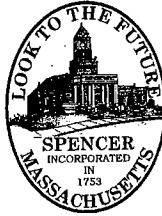


TOWN OF SPENCER
MASSACHUSETTS
BOARD OF SELECTMEN

PETER J. DURANT
ANTHONY J. BOVE, JR.
JOSEPH E. DECOFF II
DONALD R. BERTHIAUME, JR.
SETH W. FANCHER

MEMORIAL TOWN HALL
157 MAIN STREET
SPENCER, MA 01562
TEL: 508-885-7500 x155
FAX: 508-885-7528
TTY: 508-885-7503
www.spencerma.gov



April 30, 2009

MAY 1 2009

Ms. Ann Herrick – CIP
U.S. Environmental Protection Agency – Region 1
One Congress Street, Suite 1100
Boston, MA 02114-2023

Re: Town of Spencer, Massachusetts Compliance with NPDES Phase II Small MS4
General Permit

Dear Ms Herrick:

Please be advised that herewith the Town of Spencer submits its 2008 NPDES Phase II Small MS4 General Permit Annual Report. I trust that all is in order.

Over the past year the Town of Spencer has formed a Stormwater Management Team including our Superintendent of Utilities and Facilities (Public Works), our Planning Director and our Conservation Agent. The team has drafted a comprehensive Stormwater Management By-Law which has been placed upon the May 7th, 2009 Annual Town Meeting Warrant for voter approval.

Please feel free to contact me for support or assistance at your convenience as follows.

Paul J. Guida, Town Administrator
Town Administrator
Town of Spencer
157 Main Street
Spencer, MA 01562
Tel: 508 885-7500, ext. 155

Cell: 508 713-2061

pguida@spencerma.gov

Should you need any additional information or clarification, please feel free to contact this office directly, or through our Superintendent of Utilities and Facilities, Robert D. McNeill, III, at (508) 885-7525.

Again, I look forward to working with you and your staff. Thank you for your consideration and support.

Respectfully,

Paul J. Guida
Town Administrator

cc: BOS
U&F
ODIS

Municipality/Organization: SPENCER, MASSACHUSETTS

EPA NPDES Permit Number: MAR041162

MassDEP Transmittal Number: W-

Annual Report Number Year 6
& Reporting Period: April 1, 2008 – March 31, 2009

NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2009)

Part I. General Information

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

Telephone #: 508.885.7525

Email: rmcneil@spencerma.gov

Mailing Address: 3 Old Meadow Road, Spencer, MA 01562

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:



Printed Name: Paul J. Guida

Title: Town Administrator

Date: April 30, 2009

Part II. Self-Assessment

Spencer is improving our Public Education and Outreach

Our Hazardous Household Waste Collection day was held in May 2008.

Catch Basin Stenciling in the Central Business District continues.

Public service announcements and public education efforts continue.

Illicit Discharge Detection and Elimination has been coordinated with the U&F Department

Storm drain mapping in the Central Business District continues.

A Stormwater Bylaw Committee was formed and a Stormwater Bylaw is on the warrant for the May 7, 2009 Town

Overall, Spencer's awareness level of Stormwater issues has risen primarily due to new staff and Bylaw Committee

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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 5 (Reliance on non-municipal partners indicated, if any)	Planned Act Permit Year
	Household Hazardous Waste Day	U/F Dept. Laura Torti	Bi-Annual Event	Events took place in Sept. 2008 and are scheduled for Summer 2009	Bi-Annual Ev
Revised					
	Water Body Restoration	Water Dept. Bruce Guyan	On-going	Seven Mile River: Smithville Rd. to Cooney Rd. Started	Cranberry Br South Spence
Revised					
	Catch Basin Stenciling Program	Highway Dept. Eben Butler	Complete Urbanized Area	Urbanized area still in progress (Refresh needed on existing basins)	Started some (Start refreshi
Revised					
	Public Service Announcements	U/F Dept. Deb Graves	Develop Announcements	Develop and begin to implement program	Full impleme
Revised					
	Public Awareness	U/F Dept. Rob McNeil	Awards & Participation		National Drin Contest & Op Treatment Pl
Revised					
	Stream Name Signs	Highway Dept. Eben Butler	New signs installed		Raise awaren resources at h
Revised					

1a. Additions

	Public Awareness	ConCom Ginny Scarlet	Public Access TV		Discuss Storm Town, cable
	Public Awareness	U/F Dept. Rob McNeil	Public Access TV		Continue to a local cable ac

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Act Permit Year
	Cable viewers	N/A	Talk around Town	Discuss Stormwater on Talk of the Town, cable access program	Continue to d on Talk of the program
Revised					
	Haz waste collections	U&F Dept. Rob McNeil	Collect HHHW Materials	Held HHHW event in Sept. 2008	Hold another
Revised					
	Establish Stormwater Committee	ConCom Ginny Scarlet	Stormwater Bylaw	Stormwater Bylaw established, supported by Town Departments	Adoption of r at May 7, 200 development
Revised					
	Public attendees at draft bylaw presentations and hearings	N/A	Feedback on Draft Stormwater Bylaw	Incorporate feedback and public comments	Adoption of r at May 7, 200 development
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Act Permit Year
Revised	Identify and map outfalls in urban area	U/F Dept. Rob McNeil	Develop storm sewer map (ongoing w/ GIS)	Mapping in progress with catch basin cleaning	More complete
Revised	Develop Discharge Regulations	Stormwater Committee & Planning Board	Prepare Draft	Bylaw Drafted	Adoption of r at May 7, 200 development
Revised	Screening of Urban outfalls	Highway Dept. Eben Butler	Trace system outfalls in urban area (TV)	Complete urban areas	Identify and t areas
Revised	Smoke Testing Sewer Mains	Sewer Dept. Mark Robidoux	Trace illegal sewer connections in urban area	Maple Street completed as part of roadway improvements	Additional lin programmed
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Act Permit Year
Revised	Develop Construction Site Stormwater Runoff Control Regulations	Stormwater Committee & Planning Board	Prepare Draft	Bylaw Drafted	Adoption of r at May 7, 200 development
Revised	Site Inspections	ConCom Ginny Scarlet	Identifying and Tracking Violations	Violations identified and tracked until resolved	Continue lder Violations
Revised					
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
	Develop Post-Construction Stormwater Management Regulations	Stormwater Committee & Planning Board	Prepare Draft	Bylaw Drafted	Adoption of new Stormwater Bylaw at May 7, 2009 Town Meeting & development of regulations
Revised					
	Site Inspections	ConCom Ginny Scarlet	Identifying and Tracking Violations	Violations identified and tracked until resolved	Continue Identifying and Tracking Violations
Revised					
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
	Catch basin and outfall cleaning	HWY Dept. Eben Butler Ray Holmes	Clean each structure twice a year (min.); maintain log of conditions, etc.	Completed annual catch basin program; updated maps and records	Ongoing Program
Revised					
	Street Sweeping	HWY Dept. Eben Butler Kevin Simonovitch	Main Street weekly; urban area monthly; complete town annually	Completed annual street sweeping program	Ongoing Program
Revised					
	Minimize salt and sand use & exposure	Highway Dept. Eben Butler	Monitor salt and sand use – cover pile off season	Developing expectations & train staff; cover pile in the off season	Maintain expectations & continue training; investigate adding a new salt shed
Revised					
	Close police firing range at Town well site	U/F Dept. Rob McNeil	Close Range from further use	Range Closed – all items removed	Keep Range Closed
Revised					
Revised					
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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Some storm drain systems have been TV'd to establish information prior to replacement (Maple Street & Elm Street).

Sewer main (Maple Street) was smoke tested; illicit connections were identified and disconnected.

Catch basin maintenance records updated and added to were appropriate.

Outfall mapping updated. GIS conversion of storm drain info planned for 2009.

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)	Yes (Committee)
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	5,000
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	2.5 mi
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	2
▪ community participation **	(# or %)	25
▪ material collected **	(tons or gal)	350 gals

School curricula implemented	(y/n)	yes
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Legal/Regulatory

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

Mapping and Illicit Discharges

	(Preferred Units)		Response
Outfall mapping complete	(%)	50%	
Estimated or actual number of outfalls	(#)	100	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	50%	
Mapping method(s)			
▪ Paper/Mylar	(%)	100%	
▪ CADD	(%)	0%	
▪ GIS	(%)	0%	
Outfalls inspected/screened **	(# or %)	50%	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)		
Illicit discharges identified **	(#)	5	
Illicit discharges identified (Since beginning of permit coverage)	(#)		
Illicit connections removed **	(#); and (est. gpd)	4 (200 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 **	(%)	80%
Site inspections completed **	(# or %)	25
Tickets/Stop work orders issued **	(# or %)	2
Fines collected **	(# and \$)	N/A
Complaints/concerns received from public **	(#)	5

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	80%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	5
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	YES
Low-impact development (LID) practices permitted and encouraged	(y/n)	YES

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	2 times/year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	2 times/year
Qty of structures cleaned **	(#)	1000
Qty. of storm drain cleaned **	(%, LF or mi.)	500 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)	landfill
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$20,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	No
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vacator **	(%)	0%

(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)	Landfill
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	20,000
• Hourly or lane mile contract rate **	(\$/hr. or in mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	No
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0%