

Year 5 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2022-June 30, 2023

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites

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. Please ONLY report on activities between July 1, 2022 and June 30, 2023 unless otherwise requested.

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:

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

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.

Annual Requirements

Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements

Kept records relating to the permit available for 5 years and made available to the public

The SSO inventory has been updated, including the status of mitigation and corrective measures implemented

- This is not applicable because we do not have sanitary sewer
- This is not applicable because we did not find any new SSOs
- The updated SSO inventory is attached to the email submission
- The updated SSO inventory can be found at the following publicly available website:

Updated system map due in year 2 as necessary

Provided training to employees involved in IDDE program within the reporting period

Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

All curbed roadways were swept at least once within the reporting period

Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt

Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

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

Annual Requirements

*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
 - This is not applicable because there are no septic systems present

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

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Pet waste flyers are located in the DPW office and on the Town website. Think Blue Massachusetts made two Facebook posts in June encouraging the proper management of pet waste. Think Blue also made several Facebook posts about the public health, environmental, and economic benefits of a well-maintained septic systems.

Chloride

Annual Requirements

Public Education and Outreach

Included an annual message in November/ December to private road salt applicators and commercial

- industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

The following type(s) of salt were applied **during this reporting period (year 5):**

- Sodium chloride
- Calcium chloride

- Potassium chloride
- Magnesium chloride
- Brine solution

Total amount of salt applied **during this reporting period (year 5) including units:** 0

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Structural BMPs

Completed the evaluation of all permittee owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the Nitrogen Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

- Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date
- Estimated cost of redevelopment or retrofit BMPs
- Engineering and regulatory feasibility of redevelopment or retrofit BMPs

Completed a listing of planned structural BMPs and a plan and schedule for implementation

- The BMP list and implementation schedule is attached to the email submission
- The BMP list and implementation schedule can be found at the following publicly available website:

Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated

consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP, and the estimated nitrogen removed in mass per year by the BMP were documented.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town put a message in the newspaper informing residents and businesses to not blow leaves onto town property. The Town also used Think Blue Massachusetts to reach and engage residents of Spencer via Facebook posts. Think Blue Massachusetts made two Facebook posts in June encouraging the proper management of pet waste and one post in April encouraging the proper use of fertilizer and explaining its downstream impacts. Think Blue Massachusetts also made several Facebook posts encouraging the proper disposal of leaf litter in September, October, and November.

The Town has been working with their consultant on the Nutrient Source Identification Report, which is currently in draft form and will be completed Spring/Summer of 2024.

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Structural BMPs

Completed the evaluation of all permittee owned properties identified as presenting retrofit

- opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

- Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date
- Estimated cost of redevelopment or retrofit BMPs
- Engineering and regulatory feasibility of redevelopment or retrofit BMPs
- Completed a listing of planned structural BMPs and a plan and schedule for implementation
 - The BMP list and implementation schedule is attached to the email submission
 - The BMP list and implementation schedule can be found at the following publicly available website:

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP, and the estimated phosphorus removed in mass per year by the BMP were documented.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs: 0

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The unchecked boxes are a result of the high staff turnover the Town has experienced over the past few permit years, reducing the Town's capacity to meet all permit requirements on time. However, the Town has been working with their consultant on the Nutrient Source Identification Report. The draft report will be finalized in Spring/Summer 2024.

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
 - The street sweeping schedule is attached to the email submission
 - The street sweeping schedule can be found at the following publicly available website:

Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town does not keep a street sweeping schedule, but does track catch basin cleaning and inspections through PeopleGIS. The Town targets high pollutant loading areas with additional street sweeping and catch basin cleaning activities. Streets are swept up to 3-4 times per year in the downtown area, which has most of the Town's curbed streets. Low spots and roads adjacent to ponds are also swept more frequently.

Charles River Watershed Phosphorus TMDL

Completed the written Phase 1 Phosphorus Control Plan (PCP), including: (*select the items in the Phase 1 PCP that have been completed*)

- Planned nonstructural controls
- Planned structural controls
- O&M program for structural controls
- Implementation schedule
- Cost of implementation

The Phase 1 PCP: (*select one of the following options*)

- is attached to the email submission
- can be found at the following publicly available website:

Below, calculate your current phosphorus export rate by first filling out the individual phosphorus loading components (labeled [A], [B], [C], and [D]) and then computing your current phosphorus export rate using the equation provided.

Baseline phosphorus export reduction required from PCP Area, as identified in Appendix F (**lbs/year**) [A]:

Documented the nonstructural control measures implemented during **this reporting period** and their phosphorus reduction

total phosphorus reduction from all nonstructural controls this reporting period (**lbs/year**) [B]:

No nonstructural control measures were implemented

The above referenced nonstructural control measures information is attached to the email submission

The above referenced nonstructural control measures information can be found at the following publicly available website:

Documented the structural control measures implemented during **this reporting period and all**

previous years, including location, phosphorus reduction in mass/year, and date of last completed maintenance and inspection for each control

total phosphorus reduction from all structural controls installed this reporting period and all previous years (**lbs/year**) [C]:

- No structural control measures were implemented
- The structural control measures information is attached to the email submission
- The structural control measures information can be found at the following publicly available website:

Phosphorus load increase due to development incurred since 2005 in **lbs/year [D]:**

Current phosphorus export rate from the PCP Area in **lbs/year [=A-(B+C)+D** from above]:

I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance

with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.

All municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

NON-TRADITIONAL AND TRANSPORTATION MS4s ONLY- municipalities please skip this section:

Describe the planned phosphorus reduction activities on site and coordination progress with the applicable municipality:

Lake and Pond Phosphorus TMDL

Completed the written Lake Phosphorus Control Plan (LPCP), including: *(select the items in the LPCP that have been completed)*

- Planned nonstructural controls
- Planned structural controls
- O&M program for structural controls
- Implementation schedule
- Cost of implementation

The LPCP: *(select one of the following options)*

- is attached to the email submission

can be found at the following publicly available website:

Below, calculate your current phosphorus export rate by first filling out the individual phosphorus loading components (labeled [A], [B], [C], and [D]) and then computing your current phosphorus export rate using the equation provided.

Baseline phosphorus export reduction required from LPCP Area
(lbs/year) [A]:

 0

Documented the nonstructural control measures implemented during **this reporting period** and their phosphorus reduction

total phosphorus reduction from all nonstructural controls this reporting period **(lbs/year) [B]:**

 0

- No nonstructural control measures were implemented
- The nonstructural control measures information is attached to the email submission
- The nonstructural control measures information can be found at the following publicly available website:

Documented the structural control measures implemented during **this reporting period and all previous years**, including location, phosphorus reduction in weight/year, and date of last completed maintenance and inspection for each control

total phosphorus reduction from all structural controls installed this reporting period and all previous years **(lbs/year) [C]:**

 0

- No structural control measures were implemented
- The structural control measures information is attached to the email submission
- The structural control measures information can be found at the following publicly available website:

Phosphorus load increase due to development incurred since baseline loading was **0** calculated in **lbs/year [D]:**

Current phosphorus export rate from the LPCP Area in **lbs/year [=A-(B+C)+D** from above]:

 0

I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.

All municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31.00 pertaining to proper use of fertilizers on turf grasses

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town has identified the scope of the Lake Phosphorous Control Plan (LPCP) and the scope is the urbanized area within the Town's jurisdiction discharging to the impaired waterbody. The Town is currently working with their consultant to calculate Phosphorous base loading and draft the LPCP. The Town anticipates this task to be completed by the next annual report.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

The Town is also incorporating information it has pertaining to recently designed BMPs along the Seven Mile River and elsewhere into the Nutrient Source Identification Reports and will make this information available with the next annual 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 this reporting period:** 8

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

BMP: Stormwater Pamphlet

Message Description and Distribution Method:

Hard-copies of the Stormwater Pamphlets are located at the DPW facility. These flyers are available to anyone to take and are given to engineers and applicants when they come into the DPW office.

Several Stormwater Pamphlets are also posted on the Town website:

https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/pollution_prevention_guide.pdf

https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/what_you_can_do_as_a_citizen.pdf

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of flyers distributed and number of views measured as number of unique page visits.

Message Date(s): Rolling throughout the year.

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:

Hard copies provided for pick-up at DPW location. This flyer is an addition, not specified in the NOI.

BMP: Automotive Maintenance & Car Care

Message Description and Distribution Method:

Flyer is posted to the town website

<https://www.spencerma.gov/planning-board/pages/automotive-maintenance-car-care>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Town Clerk

Measurable Goal(s):

Number of views measured as number of unique page visits.

Message Date(s): Rolling throughout the year.

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:

This flyer is an addition, not specified in the NOI.

BMP: Pet Waste Management (PE-1)

Message Description and Distribution Method:

Think Blue Massachusetts made several posts on Facebook throughout the summer reminding residents to pick up dog waste to keep water clean.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk; Think Blue Massachusetts

Measurable Goal(s):

Number of post views, shares and likes.

Message Date(s): Annually in the 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:

Pet waste social media posts came from Think Blue Massachusetts this permit year.

BMP: Landscaping Infographic (PE-9)

Message Description and Distribution Method:

Landscaping infographic and lawn fertilizer flyers are posted to the town website:

<https://www.spencerma.gov/transfer-station/news/lawn-and-garden-management-stormwater-pollution-prevention>

https://www.spencerma.gov/sites/g/files/vyhlif1246/f/news/mcm1-pe9_tbm-landscaping_company-infographic-fina_1.pdf

<https://www.spencerma.gov/planning-board/pages/stormwater-best-practices-fertilizing-lawn>

Think Blue Massachusetts also posted several educational infographics and links on their Facebook page, reaching Spencer residents. Some of these educational materials describe lawn and garden tips to reduce stormwater pollution, proper disposal of yard waste (grass clippings and leaf litter), and fertilizer use.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk; Think Blue Massachusetts

Measurable Goal(s):

Number of views measured as number of unique page visits as well as likes, shares, comments on social media.

Message Date(s): Rolling throughout the year; Fall & spring

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: Pet Waste Flyer Distribution (PE-2)**Message Description and Distribution Method:**

A flyer describing the negative effects of pet waste on water quality will be distributed with each new dog license issued. This flyer is also posted on the Town website and on the bulletin board.

<https://www.spencerma.gov/planning-board/pages/pet-waste-management>

https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/swmp_mcm1_flyer_think_blue_pet_waste_flye

Targeted Audience: Residents

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of flyers distributed, measured as number of new dog licenses issued.

Message Date(s): Annually, May 15-June 30

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: Think Blue Massachusetts Advertising Campaign

Message Description and Distribution Method:

Town will maintain a link to the “Think Blue Massachusetts” organization website. Think Blue assists MS4 communities by maintaining their website and create advertising campaigns targeting different target audiences aimed to help viewers visualize stormwater pollution issues.

The current advertising campaign is a YouTube video called “Fowl Water: Think Blue Massachusetts” and can be found on the Think Blue Massachusetts homepage on the town stormwater page (<https://www.thinkbluemassachusetts.org/>)

Targeted Audience: Residents; Businesses, institutions and commercial facilities; Developers (construction)

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

Social media impression estimated for Spencer residents.

Message Date(s): Continuous.

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:

The Town benefits from Think Blue's posts of educational materials that reach Spencer residents.

BMP: Think Blue Developers Sediment Control Flyer Distribution (PE-5)

Message Description and Distribution Method:

A flyer describing the importance of erosion controls for construction sites will be distributed with every approved construction permit.

The Sediment Control Flyer is also posted to the town website.

<https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/toc-tbm-construction-flyer-06262018.pdf>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of flyers distributed per year.

Message Date(s): Continuous.

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:Think Blue Business Waste Disposal Social Media Post (PE-4)

Message Description and Distribution Method:

A social media post will be shared on the Town's Facebook page annually in the fall. The social media post reminds business owners to keep dumpsters covered to keep water clean and provides a link to the Think Blue Massachusetts website.

Several social media posts were shared on the Think Blue Massachusetts Facebook page in the fall.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of post views, shares, and likes.

Message Date(s): Annually in the fall.

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:

The Town does not have social media and instead relies on the Think Blue Massachusetts Facebook page for social media outreach.

[Add an Educational Message](#)

MCM2: Public Participation

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

The Town has posted the SWMP on its website for public review with contact information.

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

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

In April 2023, the Town coordinated with the Church & Community Group of First Congregational Church of Spencer, UCC, to host the annual Spencer Clean Up Day. Spencer's Highway Department provided the materials used by the volunteers who participated in the event and collected the bags of trash throughout the Town.

The Town has also provided support to other organizations that host clean up events, such as the local Senior Center and Camp Marshall.

The Town has also conducted public engagement with local schools, including presentations by the Town Planner on conservation and waste management.

The Town has a compost pile at the transfer station and allows residents to drop off grass clippings and leaves. The Town now accepts electronic recycling year-round at the transfer station.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

This SSO section is NOT applicable because we DO NOT have sanitary sewer

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

Number of SSOs identified: 0

Number of SSOs removed: 0

MS4 System Mapping

Optional: Provide additional status information regarding your map:

The Town has not made any additional map updates in Year 5 but is looking into a new GPS locator to update the mapping.

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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- No outfalls were inspected
- The above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available website:

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

Number of outfalls screened: 0

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

Percent of outfalls screened: 100

Optional: Provide additional information regarding your outfall/interconnection screening:

Outfall investigations were completed in permit Year 3.

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.

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

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.

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available 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: gallons/day

*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 (July 1, 2018)**.*

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:

Employee Training

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

Two employees involved in the IDDE program watched the CMRSWC virtual IDDE training video.

<https://www.centralmastormwater.org/toolbox/pages/2020-idde-workshop-ms4-assistance-grant>

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:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

In Year 5, the Town completed a total of 11 site plan reviews and conducted 106 inspections. From this, the Town identified project sites not in compliance and issued 22 Notice of Violations (one for each offense). The offenses ranged from unauthorized tree removal, unauthorized filling of wetlands, deviation from approved plans, zoning violations, and stormwater runoff from active construction site. Following the Notice of Violation, the Town issued fines and Enforcement Orders to some of the non responsive site operators. Of the 22 individual violations, 18 were resolved by the Town. The Town continues to work with the 4 remaining non compliant sites.

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

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

As-built Drawings

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

Street Design and Parking Lots Report

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

The Town's consultant has completed a regulatory review with recommendation for revisions to local regulations to meet, and in some cases exceed, permit requirements. The Town is in the process of reviewing the recommended changes and updates to various local regulations and will be looking to make updates to meet permit requirements during the Fall Town Meeting. Presently, there are few barriers to using green infrastructure.

Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

The Town is currently reviewing recommendations made by the Town's consultant to update various Town bylaws and regulations to remove remaining barriers to using green infrastructure.

Retrofit Properties Inventory

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

In 2019, the Town was part of a joint MVP Action Grant with the Town of Charlton that assessed several water resources related vulnerabilities, including stormwater. A section of the plan is devoted to identifying opportunities to incorporate green infrastructure and retrofits on Town-owned properties. The plan includes 10 concept designs for Town-owned sites with recommendations on how to implement green infrastructure.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

The Town is currently working with a consultant to identify Town-owned properties that could be modified or retrofitted with BMPs to mitigate impervious surfaces and address flooding concerns. The Town continues to look for additional opportunities to implement green infrastructure.

MCM6: Good Housekeeping

Catch Basin Cleaning

*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: 796

Number of catch basins cleaned: 796

Total volume or mass of material removed from all catch basins: 8,620 cubic feet

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

Total number of catch basins: 1,350

If applicable:

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

The number of catch basins cleaned and inspected, the total volume, and the total number of catch basins listed above are for all Town-owned catch basins in Spencer, not just those in the regulated area. Material in all catch basins is measured during inspections and recorded in People GIS. If a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events, an inspection is conducted to identify the source of sediment and the CB is scheduled to be cleaned within the next 6 months.

Street Sweeping

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

- Number of miles cleaned: 91
- Volume of material removed: _____ [Select Units]
- Weight of material removed: _____ [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed: 0

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

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 publicly available 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:

Three water quality studies/reports were conducted in Year 5:

1. 2022 Aquatic Plant Survey Report, Stiles Reservoir - Prepared by Solitude Lake Management for the Stiles Lake Water District
2. Whittemore Lake - Spencer, Massachusetts 2022 Year End Report - Prepared by Solitude Lake Management for the Spencer Conservation Commission
3. Sugden Reservoir, Spencer, MA - 2023 Year End Report - DEP#292-0918 - Prepared by Water & Wetland for the Spencer Conservation Commission

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. If any of the above year 5 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Over the past few permit years, the Town has had considerable turnover of staff related to its MS4 program. This has delayed some of the MS4 processes the Town has been planning. The Town anticipates bringing several requirements into compliance over the coming permit year. The Town is working with their consultant to develop and adopt regulatory changes in order to be compliant with permit requirements. The Town anticipates completing this by Spring or Summer of 2024.

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 6 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

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
- 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 6 below:

The Town is already working on updating its regulations and is developing a final draft of the nutrient source identification reports with its hired consultant. The Town is also working with its consultant to help complete the Town's Phosphorus Control Plan, which the Town plans to complete for the next permit year.

Part V: Certification of Small MS4 Annual Report 2023

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:

Peter Boria

Title:

Utilities & Facilities Superintendent

Signature:



Date:

5/2/2024

[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.gov

MassDEP: Stormwater.DEP@mass.gov

Paper Signature:

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

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.