

# Year 7 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2024-June 30, 2025

**\*\*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, 2024 and June 30, 2025 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](#):

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input checked="" type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input checked="" type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<a href="#">Clear Impairments and TMDLs</a>			

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.

### Year 7 Requirements

- ☐ Completed catchment investigations associated with Problem Outfalls
- ☐ Completed catchment investigations where information gathered on the outfall/interconnection indicated sewer input

### 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 10 with information from completed catchment investigations
- ☒ 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:

*Preparations for a System Vulnerability Factor Analysis, Key Junction Structure Identification, and Catchment Investigation Plan were all completed in Year 7. The Town is working with its engineering consultant to complete catchment investigations at Key Junction Structures in Year 8, as well as wet-weather sampling at outfalls. Stormwater system mapping will be updated as needed when the Town begins Catchment Investigations.*

*In Year 7, the Town finished construction of a new salt storage shed.*

## **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 F and H 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 and septic system information is always accessible to the public on the Town website. The Town also used Think Blue Massachusetts and Central Massachusetts Regional Stormwater Coalition (CMRSWC) to reach and engage residents of Spencer via social media posts. Think Blue Massachusetts posted three times on Facebook within the reporting year about proper management of pet waste. CMRSWC posted on Facebook, Instagram, and X (formerly Twitter) during the months of June through September about pet waste activities and septic system maintenance activities.*

*The Town also maintains "Protect Your Lake or Pond from Stormwater Pollution: Be a Beneficial Lake Effect" on its website, which recommends regular septic system maintenance to prevent stormwater pollutants from entering local waterbodies (<https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/>)*

## **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 F and H 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*

- ☐ Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

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: 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:

*Information on pet waste, stormwater BMPs, fertilizer use, grass clippings, leaf litter, and septic systems is always accessible to the public on the Town website (<https://www.spencerma.gov/planning-board/pages/residents-homeowners>). The Town does not have social media accounts. The Town also used Think Blue Massachusetts and CMRSWC to reach and engage residents of Spencer via social media posts. Think Blue Massachusetts posted three times on Facebook within the reporting year about proper management of pet waste. The CMRSWC posted on Facebook (9), Instagram (9), and X (formerly Twitter) (62), primarily*



through the months of July through September about pet waste activities. CMRSWC also posted on social media about lawn care activities and leaf/yard waste.

In Year 6, the Town's consultant drafted the Nutrient Source Identification Report. This report details the nutrient loading in town, highlighting catchments that exhibit the greatest loading. A BMP implementation schedule and inventory of previously constructed BMPs was developed as part of the Town's Phosphorus Control Plan. Within the Long Island Sound watershed, the Town has already installed retrofits at the Mechanic Street parking lot, Meadowbrook Lane/Pioneer Valley Road, Powder Mill Park, the Highway Department facility, and the Wire Village School, which are all located within the Town's Regulated Area. The Water Department facility, directly adjacent to the Town's Regulated Area, has also been retrofitted.

In Year 7, the Town installed rain gardens at the intersection of Meadow Road/Pleasant Street (within the Regulated Area) and at 84 N. Spencer Road (outside of the Regulated Area). The Town is also 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 David Prouty High School renovation project was also completed in Year 7 and incorporates GSI in the form of subsurface infiltration and bioretention structural BMPs. The Town continues to look for additional opportunities to implement green infrastructure, as funding and staffing constraints allow.

The Town aims to sweep all streets twice per year, but due to staff limitations the Town prioritizes the Main Street, and sweeps the downtown area more frequently dependent on debris accumulation. Municipal owned country roads are not swept if there are no sidewalks, stormwater infrastructure, or debris accumulation.

## **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*

- ☒ Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. biofiltration):

Rain gardens at Meadow Road and 84 N. Spencer Road

- 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:

*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:

*Information on pet waste, stormwater BMPs, fertilizer use, grass clippings, leaf litter, and septic systems is always accessible to the public on the Town website (<https://www.spencerma.gov/planning-board/pages/residents-homeowners>). The Town does not have social media accounts. The Town also used Think Blue Massachusetts and CMRSWC to reach and engage residents of Spencer via social media posts. Think Blue Massachusetts posted three times on Facebook within the reporting year about proper management of pet waste. The CMRSWC posted on Facebook (9), Instagram (9), and X (formerly Twitter) (62) during the months of June through September about pet waste activities. CMRSWC also posted on social media about lawn care activities and leaf/yard waste.*

*In Year 6, the Town's consultant drafted the Nutrient Source Identification Report. This report details the nutrient loading in town, highlighting catchments that exhibit the greatest loading. A BMP implementation schedule and inventory of previously constructed BMPs was developed as part of the Town's Phosphorus Control Plan. Within the Long Island Sound watershed, the Town has already installed retrofits at the Mechanic Street parking lot, Meadowbrook Lane/Pioneer Valley Road, Powder Mill Park, the Highway Department facility, and the Wire Village School, which are all located within the Town's Regulated Area. The Water Department facility, directly adjacent to the Town's Regulated Area, has also been retrofitted.*

*In Year 7, the Town installed rain gardens at the intersection of Meadow Road/Pleasant Street (within the Regulated Area) and at 84 N. Spencer Road (outside of the Regulated Area). The Town is also 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 David Prouty High School renovation project was also completed in Year 7 and incorporates GSI in the form of subsurface infiltration and bioretention structural BMPs. The Town continues to look for additional opportunities to implement green infrastructure, as funding and staffing constraints allow.*

*The Town does not currently have a street sweeping schedule or the ability to track street sweeping activities. The Town aims to sweep all streets twice a year, but focuses on the downtown area and sweeps 3-4 times per year, which has most of the town's curbed streets. Low spots and roads adjacent to ponds are also swept more frequently. Due to recent staff turnover and limited capacity, the Town has been prioritizing sweeping high-priority areas, as needed.*

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 rate from LPCP Area (lbs/year) [A]:	508.20000000
Total phosphorus reduction from all nonstructural controls this reporting period (lbs/year) [B]:	0.00000000
Total phosphorus reduction from all structural controls installed this reporting period and all previous years (lbs/year) [C]:	42.30000000
Phosphorus load increase due to development incurred since baseline loading was calculated in lbs/year [D]:	0
Current phosphorus export rate from the LPCP Area in lbs/year [=A-(B+C)+D from above]:	465.90000000

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

☐ Implemented all nonstructural control measures **during this reporting period** and documented the measures and their phosphorus reduction. The nonstructural control measure information:

☒ is attached to the email submission

☐ 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. The structural control measure information:

☒ is not applicable; no structural control measures were implemented

☐ is attached to the email submission

☐ can be found at the following publicly available website:

The LPCP: (select one of the following options. If you submitted your LPCP in a prior year and have an updated website, please include the website below)

☐ was submitted with a prior annual report

☒ is attached to the email submission

☐ can be found at the following publicly available website:

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:

In watersheds subject to LPCP requirements, the Town has installed retrofits at the Mechanic Street parking

*lot, Meadowbrook Lane/Pioneer Valley Road, Powder Mill Park, the Highway Department facility, and the Wire Village School, which are all located within the Town's Regulated Area. The Water Department facility, directly adjacent to the Town's Regulated Area, has also been retrofitted.*

*The David Prouty High School renovation project was completed in Year 7 and incorporates GSI in the form of subsurface infiltration and bioretention structural BMPs. In Year 7, the Town constructed a rain garden at the intersection of Meadow Road/Pleasant Street (within the Regulated Area) and at 84 N. Spencer Road (outside of the Regulated Area).*

*The Town does not currently have a street sweeping schedule or the ability to track street sweeping activities. The Town aims to sweep all streets twice a year, but focuses on the downtown area and sweeps 3-4 times per year, which has most of the town's curbed streets. Low spots and roads adjacent to ponds are also swept more frequently. Due to recent staff turnover and limited capacity, the Town has been prioritizing sweeping high-priority areas, as needed.*

*The Town plans to implement a street sweeping tracking program in the coming permit years, which will be used to estimate phosphorus load reductions from nonstructural practices. However, this will be dependent upon the capacity of Town staff.*

*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 currently working with a consultant to identify and developed projects on 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.*

### **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:**

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 for anyone to take and are given to engineers and applicants when they come into the DPW office.*

*Several Stormwater Pamphlets are 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/pollution_prevention_guide.pdf)*

*[https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/what\\_you\\_can\\_do\\_as\\_a\\_citizen.pdf](https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/what_you_can_do_as_a_citizen.pdf)* +

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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

Message Date(s):

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 and Car Care**

Message Description and Distribution Method:

*Automotive maintenance and car care flyer posted on Town website:*

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

Targeted Audience:

Responsible Department/Parties:

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*

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### **BMP:Pet Waste Management**

Message Description and Distribution Method:

*Think Blue Massachusetts is used to reach and engage residents of Spencer via Facebook posts. Think Blue Massachusetts posted three times on Facebook within the reporting year about proper management of pet waste.*

Targeted Audience: *Residents*

Responsible Department/Parties: *Town Clerk; Think Blue Massachusetts*

Measurable Goal(s):

*Number of post views, shares, and likes.*

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:

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

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### **BMP:Landscaping Infographic**

Message Description and Distribution Method:

*Landscaping infographic and lawn fertilizer flyers are posted to the Town website:  
<https://www.spencerma.gov/planning-board/pages/stormwater-best-practices-fertilizing-lawn>  
<https://www.spencerma.gov/transfer-station/news/lawn-and-garden-management-stormwater-pollutionprevention>  
Think Blue Massachusetts also posted an educational infographic that reaches Spencer residents on reducing stormwater pollution, including fertilizer use and proper disposal of yard waste (grass clippings and leaf litter).*

Targeted Audience: *Residents*

Responsible Department/Parties: *Town Clerk; Think Blue Massachusetts*

Measurable Goal(s):

*Number of post views, shares, and likes.*

Message Date(s): *Rolling throughout the year; Fall and 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:

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**BMP:*Pet Waste Flyer Distribution***

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 bulletin board:*

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

*[https://www.spencerma.gov/sites/g/files/vyhlij1246/f/uploads/pet\\_waste\\_management.pdf](https://www.spencerma.gov/sites/g/files/vyhlij1246/f/uploads/pet_waste_management.pdf)*

Targeted Audience: *Residents*

Responsible Department/Parties: *Utilities and Facilities*

Measurable Goal(s):

*Number of flyers distributed, measured as a number of new dog licenses issued. In Year 7, the Town issued 1,920 dog licenses each accompanied with a Pet Waste flyer.*

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:

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**BMP:*Think Blue Massachusetts Advertising Campaign***

Message Description and Distribution Method:

*Think Blue assists MS4 communities by creating advertising campaigns targeting different audiences aimed to help viewers visualize stormwater pollution issues on Facebook.*

Targeted Audience: *Residents; Businesses, institutions, commercial facilities, developers*



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 as the Town does not maintain any social media.*

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***BMP: Think Blue Developers Sediment Control Flyer Distribution***

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 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:

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***BMP: Central Massachusetts Regional Stormwater Coalition Advertising Campaign***

Message Description and Distribution Method:

*The Town does not have social media accounts, however, the Town is a part of the Central Massachusetts Regional Stormwater Coalition (CMRSWC). CMRSWC assists MS4 communities by creating advertising campaigns targeting different audiences aimed to help viewers visualize stormwater pollution issues on Facebook, Instagram, and X (formerly Twitter).*

Targeted Audience: *Residents, Businesses, institutions and commercial facilities*

Responsible Department/Parties: *Central Massachusetts Regional Stormwater Coalition*

Measurable Goal(s):

*Number of posts, likes, reactions, and clicks*

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:

*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, with contact information, on its website for public review and comment.*

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:**

*The Town accepts electronic recycling year-round and grass clippings and leaves at the Transfer Station.*

*The Town participated in a Household Hazardous Waste Day on November 16, 2024 and plans to continue providing these opportunities in 2025.*

## 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:

Number of SSOs removed:

**MS4 System Mapping**

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

*The Town updated a substantial portion of its stormwater records during this reporting period to add to its mapping for outfalls and most system components, including the location of manholes, catch basins and pipes, including directionality and size. The Town successfully mapped components of newer developments not previously included in the system mapping as well as making edits to existing information in areas where data may be inaccurate.*

**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:

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

Percent of outfalls screened:

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:

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

Percent of total catchments investigated:

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

*The Town is working with their consultant to complete Catchment Investigations at Key Junction Structures in Year 8.*

### **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:**

*One employee involved in the IDDE program watched the CMRSWC virtual IDDE training video in Year 7.  
<https://www.centralmstormwater.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:

*No enforcement actions were needed in Year 7.*

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****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 engineering consultant completed the Street Design and Parking Lot Guidelines Report in Year 7, which is to be finalized by the Town in Year 8.*

## **Green Infrastructure Report**

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

*In Year 6, the Town is reviewed recommendations made by the Town's consultant to update various Town bylaws and regulations to remove remaining barriers to using green infrastructure. The Town also met with the EPA in summer 2024 to address additional revisions. In Year 7, the Town adopted revisions to the town Stormwater Regulations that reflected the recommended changes and discussions with the EPA to keep the Town in compliance with MS4 requirements.*

## **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.*

*In Year 7, the Town's engineering consultant submitted a draft version of a Green Infrastructure Retrofit Report, which identified five (5) locations for potential stormwater retrofit design concepts. The locations are as follows:*

- 1. Meadow Road at Route 9*
- 2. Lake Street School*
- 3. Wall Street Parking Lot*
- 4. Depot Rail Trail Trailhead*
- 5. Maple Street Senior Center*

*The Town is reviewing this recommended locations and suggested BMPs to mitigate impervious surfaces and address flooding concerns for implementation in coming permit years, as funding is available.*

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 and the type of BMP(s) implemented. 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.

*Retrofits have been installed at the Mechanic Street parking lot, Meadowbrook Lane/Pioneer Valley Road, Powder Mill Park, the Highway Department facility, and the Wire Village School, which are all located within the Town's Regulated Area. The Water Department facility, directly adjacent to the Town's Regulated Area, has also been retrofitted.*

*In Year 7, the David Prouty High School renovation project, which is currently under construction, also incorporates GSI. The Town also installed rain gardens at the intersection of Meadow Road/Pleasant Street (within Regulated Area) and at 84 N. Spencer Road (outside of Regulated Area).*

## 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: 526.000000

Number of catch basins cleaned: 526.000000

Total volume or mass of material removed from all catch basins: 6300.000000 cubic feet

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

Total number of catch basins: 1350.000000

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 PeopleGIS. 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 six (6) months.

### Street Sweeping

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

☒ Number of miles cleaned: 65.00000000

☐ 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:

The Town does not currently have a street sweeping schedule or the ability to track street sweeping activities.

*The Town aims to sweep streets 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. Due to recent staff turnover and limited capacity, the Town has been prioritizing sweeping high-priority areas, as needed.*

*The Town plans to implement a tracking program in the coming permit years, which will be used to estimate phosphorus load reductions from nonstructural practices. However, this will be dependent upon the capacity of Town staff.*

## **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:

### **Additional Information**

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.

*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 has been working diligently with their consultant to bring several requirements into compliance over the past permit year. The Town will continue these efforts, as funding and staff capacity allows, over the coming permit years.*



## Year 8

### **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 8 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 8 below:



## Part V: Certification of Small MS4 Annual Report 2025

### 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.

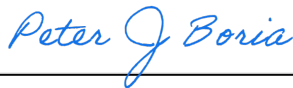
Name:

Peter Boria

Title:

Utilities &amp; Facilities Superintendent

Signature:



Date:

9/29/2025

*[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:

MassDEP:

### 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.*

[Lock Form](#)