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LETTER OF TRANSMITTAL

TO:

US Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

DATE	JOB NO.
April 28, 2005	204404
ATTENTION:	
RE:	Rutland NPDES PII MS4 General Permit Annual Report

WE ARE SENDING YOU:

- [ ] Shop Drawings
- [x] Attached
- [ ] Plans
- [ ] Samples
- [ ] Change Order
- [ ] Prints
- [ ] Copy of Letter
- [ ] Specifications
- [ ] Other:
- [ ] Under separate cover via:

COPIES	DATE	NO.	DESCRIPTION
1	April 2005		Rutland NPDES PII MS4 General Permit Annual Report

THESE ARE TRANSMITTED AS CHECKED BELOW:

- [ ] For approval
- [x] Approved as submitted
- [ ] Resubmit copies for approval
- [x] For your use
- [ ] Approved as noted
- [ ] Submit copies for distribution
- [ ] For review and comment
- [x] As requested
- [ ] Return corrected prints
- [ ] FOR BIDS DUE
- [ ] Prints returned after loan to us
- [ ] Returned for corrections
- [ ] Other

REMARKS:

Enclosed please find the Rutland NPDES PII MS4 General Permit Annual Report.

COPY TO: Carl Christianson

SIGNED: Hillary Lacirignola, P.E., Project Manager

If enclosures are not as noted, kindly notify us at once.

Municipality/Organization: Town of Rutland, Massachusetts

EPA NPDES Permit Number: MAR 041154

MaDEP Transmittal Number: **W-035069**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Carl Christianson Title: Superintendent of Public Works

Telephone #: 508.886.4105 Email: carlc@townofrutland.org

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name: Donald D'Auteuil

Title: Chairman, Board of Selectmen

Date: 04/25/05

Part II. Self-Assessment

The Town of Rutland, Massachusetts has completed the required self-assessment and has determined that, based on available information, the town is in compliance with the conditions of the permit, with the minor exception of where implementation of our minimum control measures did not meet our stated schedule documented as part of the Notice of Intent. The specific exceptions are detailed in Part III and described below:

- We have begun the process of collecting data and pertinent mapping and will perform 75% of the stormwater outfall mapping during year 3.
- We have been unable to form a Stormwater Advisory Committee but will increase efforts to develop one during year 3.

Part III. Summary of Minimum Control Measures

Stormwater Management Program Summary

BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Two	Planned Activities - Permit Year Three
1. Public Education						
1a	Distribute/post non-point source pollution poster	DPW Superintendent	Post in schools, community hall, library, etc…	Permit term	Posters have been displayed in Community Hall, Library, DPW Garage, and Rutland Community Center	Continue to post in public buildings
1b	Air stormwater message on local cable channel	DPW Superintendent	Post one new message every month	Permit term	Messages have been posted and changed monthly	Continue to post one new message every month
1c	Distribute items from Northeast Waste Management to local businesses, auto body shops, etc.	DPW Superintendent	Make information available to local businesses.	Years 1, 3 and 5	No activity planned for year 2	Information to be provided to 15 businesses within the UA during year 3
1d	Add stormwater information to town website	DPW Superintendent	Update information yearly	Permit term	The town is in the process of coordinating the postings with the Conservation Commission's website manager	Continue to update information yearly
2. Public Participation						
2a	Oil and hazardous waste collection day	Regionally with town of Holden/ Rutland Fire Department	Hold waste collection day once per year	Permit term	Regional oil and hazardous waste collection was held on May 1, 2004 and October 28, 2004	Continue to hold waste collection day once per year (May 2005)
2b	Form Stormwater Advisory Committee	DPW Superintendent	Develop during Year 2, then meet quarterly	Year 2, then quarterly for remaining permit term	No activity	Develop Stormwater Advisory Committee
2c	Volunteer cleanup day through 122A Lions Club and Masonic Club	DPW Superintendent	Hold one cleanup day each spring	Permit term	Volunteer cleanup day was held May 2004	Continue to hold cleanup day each spring
2d	Catch basin stenciling program through local boy scouts and other community groups	DPW Superintendent	Update catch basin stenciling in 25% of the catch basins within the UA each year	Years 2, 3, 4 and 5	Boy Scouts stenciled 50 catch basins in May 2004. Town inspected the stenciling this year and it is in good condition	No activity planned for Year Three
3. Illicit Discharge Detection and Elimination						
3a	Map outfalls and receiving waters; check with MHD annually to determine status of Rtes. 122A and Naquog storm drain	DPW Superintendent	Map outfalls within 25% of UA each year	Years 1, 2, 3 and 4	Have begun the process of collecting data. Scheduled for completion July 1, 2005	Map 25% of UA
3b	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Have reviewed existing bylaws and regulations to determine whether plan requirements are being met	No activity planned for Year Three
3c	Develop illicit discharge detection and elimination plan	DPW Superintendent	Propose recommendations for inclusion into stormwater management plan	Year 2	Proposed recommendations for development of stormwater management plan	No activity planned for Year Three
3d	Develop/modify general illicit discharge bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	Developed stormwater management bylaw	No activity planned for Year Three
3e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	No activity	Present bylaws for Town Meeting action
4. Construction Site Runoff Control						
4a	Review existing site inspection practices	DPW Superintendent, Conservation Commission and Planning Department	Determine whether stormwater management plan requirements are being met	Year 2	Have reviewed existing bylaws, regulations and processes to determine whether plan requirements are being met. Bylaw was developed to bring into compliance.	No activity planned for Year Three
4b	Develop/modify site inspection program	DPW Superintendent	Propose recommendations for developing or modifying site inspection practices	Year 2	Have developed construction site runoff guidelines which include inspection guidelines for town	No activity planned for Year Three
4c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Determined whether stormwater management plan requirements are being met under existing bylaws and regulations.	No activity planned for Year Three
4d	Develop/modify construction site runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	Developed new construction site runoff bylaw.	No activity planned for Year Three

Part III. Summary of Minimum Control Measures

Stormwater Management Program Summary

BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Two	Planned Activities - Permit Year Three
4e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	No activity	Will present bylaw for Town Meeting action
5. Post Construction Runoff Control						
5a	Review existing site inspection and maintenance practices	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Have reviewed existing bylaws and regulations to determine whether plan requirements are being met	No activity planned for Year Three
5b	Develop/modify site inspection and maintenance program	DPW Superintendent	Propose recommendations for developing or modifying practices	Year 2	Have developed post construction site runoff guidelines which include inspection guidelines for town.	No activity planned for Year Three
5c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Determined whether stormwater management plan requirements are being met under existing bylaws and regulations.	No activity planned for Year Three
5d	Develop/modify post construction runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	Developed new post construction runoff bylaw. Added stormwater quality to scope of review for new developments.	Continue to review subdivision plans for stormwater management.
5e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	No activity	Will present bylaw for Town Meeting action
6. Municipal Good Housekeeping						
6a	Street sweeping program	DPW Superintendent	Sweep all streets within UA once per year	Permit term	All streets within UA were swept in Spring 2004. Select streets were swept Fall 2005. Began sweeping for Spring 2005 on April 11, 2005 - Is expected to be complete May 15, 2005	Continue to sweep all streets within UA once per year - Next inspection scheduled for July 2005.
6b	Catch basin cleaning program	DPW Superintendent	Check catch basins quarterly for sediment and clean every year at a minimum.	Permit term	All catch basins within the UA were cleaned in August 2004 and inspected December 2004 and April 2005	Continue to check catch basins quarterly for sediment and clean every year
6c	Ensure that DPW adheres to existing SPCC Plan	DPW Superintendent	Review of practices (annual follow-ups)	Permit term	The town has reviewed the practices outlined in the SPCC plan	Continue to review practices and perform annual follow-ups. Update SPCC plan pending town appropriation of funds
6d	Perform site visits to examine existing practices at municipal facilities	DPW Superintendent	Target all applicable municipal facilities	Year 3	No activity	Perform site visits to examine existing practices at all applicable municipal facilities
6e	Train municipal employees at each site	DPW Superintendent	Target all applicable municipal facilities	Year 3	No activity	Train municipal employees at all applicable municipal facilities
6f	Perform follow-up inspections at each site to ensure required practices are being met	DPW Superintendent	Perform annual follow-ups	Years 4-5	No activity	No activity planned for Year Three

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UA = Urbanized Area
SWMP = Stormwater Management Plan

Part IV. Summary of Information Collected and Analyzed

No information was collected or analyzed.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	

Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	