Municipality/Organization: **Town of Rutland, Massachusetts**

EPA NPDES Permit Number: MAR041154

MassDEP Transmittal Number: **W-035069**

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

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

Part I. General Information

Contact Person: Carl Christianson Title: Superintendent of Public Works

Telephone #: 508.886.4105 Email: carlc@townofrutland.org

Mailing Address: 34 Broadway, Rockport, MA 01966

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 R. D'Auteuil

Title: Chairman, Board of Selectmen

Date: April 28, 2008

Part II. Self-Assessment

The Town of Rutland has successfully implemented all the measurable goals, or modified measurable goals noted in the Notice of Intent with the exception of items 3e, 4e, and 5e. These items are related to adopting the Illicit Discharge Detection & Elimination, Construction Site Runoff Control and Post Construction Runoff Control Bylaws, respectively. While the draft bylaws have been developed and reviewed by the Board of Selectmen and Town Counsel, they have not yet been formally adopted. The town has determined that the most effective way to adopt these regulations is to assimilate them into the existing Planning Board Regulations. The town is currently working on this and they will be formally adopted upon completion of this task.

Part III. Summary of Minimum Control Measures

TOWN OF RUTLAND, MASSACHUSETTS
NPDES Stormwater General Permit
Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Stormwater Management Program Summary

BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Five
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
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
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	Items from Northeast Waste Management have been distributed to applicable local industries
1d	Add stormwater information to town website	DPW Superintendent	Update information yearly	Permit term	Town website is under construction with dedicated Stormwater section planned
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 in May 2007 and October 2007
2b	Form Stormwater Advisory Committee	DPW Superintendent	Develop during Year 2, then meet quarterly	Year 2, then quarterly for remaining permit term	A four-member Stormwater Advisory Committee was established last year and has met several times to discuss local stormwater issues
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 by the Lions Club on April 12, 2008
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	Catch basins have been stenciled by DPW; existing stencils were inspected and found to be in good condition
3. Illicit Discharge Detection and Elimination					
3a	Map outfalls and receiving waters; check with MHD annually to determine status of Rtes. 122A and Naquog stormdrain mapping	DPW Superintendent	Map outfalls within 25% of UA each year	Years 1, 2, 3 and 4	All outfall and receiving water mapping was completed in June 2006
3b	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	No activity
3c	Develop illicit discharge detection and elimination plan	DPW Superintendent	Propose recommendations for inclusion into stormwater management plan	Year 2	An Illicit Discharge Detection and Elimination Protocol was developed
3d	Develop/modify general illicit discharge bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	No activity
3e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	Town Counsel and Board of Selectmen reviewed all proposed stormwater bylaws in 2006; the regulations are currently being assimilated into the Planning Board regulations and will be voted upon completion

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BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Five
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	No activity
4b	Develop/modify site inspection program	DPW Superintendent	Propose recommendations for developing or modifying site inspection practices	Year 2	No activity
4c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	No activity
4d	Develop/modify construction site runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	No activity
4e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	Town Counsel and Board of Selectmen reviewed all proposed stormwater bylaws in 2006; the regulations are currently being assimilated into the Planning Board regulations and will be voted upon completion
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	No activity
5b	Develop/modify site inspection and maintenance program	DPW Superintendent	Propose recommendations for developing or modifying practices	Year 2	No activity
5c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	No activity
5d	Develop/modify post construction runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	No activity
5e	Present bylaw for Town Meeting action	DPW Superintendent	Make presentation for Town Meeting action	Year 3	Town Counsel and Board of Selectmen reviewed all proposed stormwater bylaws in 2006; the regulations are currently being assimilated into the Planning Board regulations and will be voted upon completion

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BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Five
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 2007 and in April 2008; some streets swept more frequently as needed
6b	Catch basin cleaning program	DPW Superintendent	Check catch basins quarterly for sediment and clean every year	Permit term	All catch basins within the UA were cleaned in July 2007; inspected quarterly and cleaned as needed
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 and updated plan accordingly
6d	Perform site visits to examine existing practices at municipal facilities	DPW Superintendent	Target all applicable municipal facilities	Year 3	Site visits for all applicable municipal facilities were performed on June 20, 2006 to examine existing practices
6e	Train municipal employees at each site	DPW Superintendent	Target all applicable municipal facilities	Year 3	Training for all municipal employees was performed on May 25 and 26, 2006
6f	Perform follow-up inspections at each site to ensure required practices are being met	DPW Superintendent	Perform annual follow-ups	Years 4-5	Initial audit performed on June 20, 2006 at all applicable municipal facilities; town has performed self-monitoring of municipal facilities to ensure required stormwater good housekeeping practices are being upheld

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UA = Urbanized Area
SWMP = Stormwater Management Plan

Part IV. Summary of Information Collected and Analyzed

No additional information has been collected or analyzed.

Part V. Program Outputs & Accomplishments (OPTIONAL)
(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	($)	
Total program expenditures since beginning of permit coverage	($)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

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

Legal/Regulatory

In Place Reviewing Draft

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

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

	(Preferred Units)	Response
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or per basin contract rate **	($/hr or $ per basin)	
• Disposal cost**	($)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
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)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	