



Weston & Sampson Engineers, Inc.
 Five Centennial Drive
 Peabody, Massachusetts 01960-7985
 www.westonandsampson.com
 Tel: (978) 532-1900 Fax: (978) 977-0100
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2005 MAY 18 11:01 AM

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
- 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 |
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THESE ARE TRANSMITTED AS CHECKED BELOW:

- For approval
- Approved as submitted
- Resubmit copies for approval
- For your use
- Approved as noted
- Submit copies for distribution
- For review and comment
- 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 inspection or modifying site | 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 |

O:\Rutland MA\SW Asst Yr 2 204404\Regulatory\SWMP Summary - Annual report year 2.xls\Sheet1

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) |
| | |
| | |