

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

**EPA NPDES Permit Number:** MAR041154

**MassDEP Transmittal Number:** W-035069

**Annual Report Number & Reporting Period:** Year 8  
April 1, 2010 – March 31, 2011

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

### Part I. General Information

**Contact Person:** Gary Kellaher **Title:** Superintendent of Public Works

**Telephone #:** 508.886.4105 **Email:** GaryK@townofrutland.org

**Mailing Address:** 17 Pommogussett Road, Rutland, MA 01543

#### 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:** Gary Kellaher

**Title:** Superintendent of Public Works

**Date:** 4-28-2011

## Part II. Self-Assessment

The Town of Rutland has continued to focus efforts on minimum control measures that were slated for the entire permit term, such as public education and participation, and good housekeeping activities.

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. The draft bylaws have been developed and reviewed by the Board of Selectmen and assimilated into the Planning Board Rules and Regulations. The town is actively working to formally adopt the bylaws in the coming year.

Approximately 240 linear feet of new storm drainage were constructed on Glenwood Road during the permit year.

Catch basin inlets throughout the town that were identified as needing repair were rehabilitated/rebuilt during the last permit year. These repairs will continue in the coming year.

Approximately 700 linear feet of storm drains were inspected on Vista Circle in July 2010.

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                 |   | Responsible Person / Department                         | Measurable Goal  | Duration   | Progress on Goal(s) - Permit Year Eight  |
|---|---|---|--|--|--|
| <b>1. Public Education</b>                            |   |   |  |  |  |
| 1a  | Best Management Practice<br>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                                      | Stormwater message was posted each month on local cable television   |
| 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  |
| 1d  | Add stormwater information to Town website  | DPW Superintendent                                      | Update information yearly  | Permit term                                      | A stormwater management section on the Town's website is under construction  |
| <b>2. Public Participation</b>                        |   |   |  |  |  |
| 2a  | Oil and hazardous waste collection day  | Regionally with Town of Holden/ Rutland Fire Department | Hold waste collection day once per year  | Permit term                                      | Household hazardous waste day was held with West Boyston at the Wachusett Regional Recycling Collection Center at 131 Raymond Huntington Highway in December 2010  |
| 2b  | Form Stormwater Advisory Committee  | DPW Superintendent                                      | Develop during Year 2, then meet quarterly                                       | Year 2, then quarterly for remaining permit term | The Stormwater Advisory Committee has continued to meet on a regular basis   |
| 2c  | Volunteer cleanup day through 122A Lions Club and Masonic Club  | DPW Superintendent                                      | Hold one cleanup day each spring   | Permit term                                      | The Volunteer cleanup day was held in Town Center in July 2010.  |
| 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                              | Goal not attained. DPW rehabilitated/rebuilt thirteen catch basins throughout the Town   |
| <b>3. Illicit Discharge Detection and Elimination</b> |   |   |  |  |  |
| 3a  | Map outfalls and receiving waters; check with MHD annually to determine status of Rtes. 122A and Naquoag 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   | Complete; no activity  |
| 3c  | Develop illicit discharge detection and elimination plan  | DPW Superintendent                                      | Propose recommendations for inclusion into stormwater management plan            | Year 2   | The Illicit Discharge Detection and Elimination Protocol continues to be followed; there were no reports of illicit discharges/connections   |
| 3d  | Develop/modify general illicit discharge bylaw  | DPW Superintendent                                      | Propose recommendations for developing or modifying bylaw                        | Year 2   | Complete; 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 have reviewed all proposed stormwater bylaws; the regulations are currently being assimilated into the Planning Board regulations and are in the process of being formally adopted |

**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 |  | Measurable Goal   | Duration | Progress on Goal(s) - Permit Year Eight  |
|---------------------------------------|--|---|----------|--|
| BMP ID #                              | Best Management Practice   | Responsible Person / Department                                     |          |  |
| 4a                                    | 4. Construction Site Runoff Control<br>Review existing site inspection practices                 | DPW Superintendent, Conservation Commission and Planning Department | Year 2   | Complete; no activity  |
| 4b                                    | Develop/modify site inspection program   | DPW Superintendent  | Year 2   | Complete; no activity  |
| 4c                                    | Review existing bylaws and regulations   | DPW Superintendent  | Year 2   | Complete; no activity  |
| 4d                                    | Develop/modify construction site runoff bylaw  | DPW Superintendent  | Year 2   | Complete; no activity  |
| 4e                                    | Present bylaw for Town Meeting action  | DPW Superintendent  | Year 3   | Town Counsel and Board of Selectmen have reviewed all proposed stormwater bylaws; the regulations are currently being assimilated into the Planning Board regulations and are in the process of being formally adopted |
| 5a                                    | 5. Post Construction Runoff Control<br>Review existing site inspection and maintenance practices | DPW Superintendent  | Year 2   | Complete; no activity  |
| 5b                                    | Develop/modify site inspection and maintenance program   | DPW Superintendent  | Year 2   | Complete; no activity  |
| 5c                                    | Review existing bylaws and regulations   | DPW Superintendent  | Year 2   | Complete; no activity  |
| 5d                                    | Develop/modify post construction runoff bylaw  | DPW Superintendent  | Year 2   | Complete; no activity  |
| 5e                                    | Present bylaw for Town Meeting action  | DPW Superintendent  | Year 3   | Town Counsel and Board of Selectmen have reviewed all proposed stormwater bylaws; the regulations are currently being assimilated into the Planning Board regulations and are in the process of being formally adopted |

**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 |   | Stormwater Management Program Summary |  |
|---------------------------------------|---|---------------------------------------|--|
| BMP ID #                              | Best Management Practice  | Responsible Person / Department       | Measurable Goal  |
| 6a                                    | Municipal Good Housekeeping<br>Street sweeping program                                | DPW Superintendent                    | Sweep all streets within UA once per year                      |
| 6b                                    | Catch basin cleaning program  | DPW Superintendent                    | 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)                        |
| 6d                                    | Perform site visits to examine existing practices at municipal facilities             | DPW Superintendent                    | Target all applicable municipal facilities                     |
| 6e                                    | Train municipal employees at each site  | DPW Superintendent                    | Target 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                                      |
|                                       |   |                                       | Duration   |
|                                       |   |                                       | Progress on Goal(s) - Permit Year Eight                        |

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UA = Urbanized Area  
SWMP = Stormwater Management Plan

**Part IV. Summary of Information Collected and Analyzed**

No data 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  |               |  |
| <ul style="list-style-type: none"> <li>▪ days sponsored **</li> <li>▪ community participation **</li> <li>▪ material collected **</li> </ul> | (#)           |  |
| School curricula implemented   | (# or %)      |  |
|  | (tons or gal) |  |
|  | (y/n)         |  |

**Legal/Regulatory**

|  | In Place<br>Prior to<br>Phase II | Reviewing<br>Existing<br>Authorities | Drafted | Draft<br>in<br>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<br>(est. gpd) |          |
| Illicit connections removed (Since beginning of permit coverage)   | (#); and<br>(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 vacor **              |  | (%)                     |  |

|   | (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 in 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 **<br>(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% 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 |  |
| <ul style="list-style-type: none"><li>• Treatment units induce infiltration within 500-feet of a wellhead protection area</li></ul> | # or y/n |  |