Municipality/Organization:	**Town of Rutland, Massachusetts**
EPA NPDES Permit Number:	MAR041154
MassDEP Transmittal Number:	**W-035069**
Annual Report Number & Reporting Period:	**Year 10 April 1, 2012 – March 31, 2013**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

Part I. General Information

Contact Person: Gary Kellaher Title: Superintendent of Public Works

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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: 4-26-13

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.

Catch basins were inspected and cleaned as needed.

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 Ten
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	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 has been added
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	Household hazardous waste day was held with West Boylston at the Wachusett Regional Recycling Collection Center in Fall 2012. Electronic recycling is ongoing.
2b	Form Stormwater Advisory Committee	DPW Superintendent	Develop during Year 2, then meet quarterly	Year 2, then quarterly for remaining permit term	Stormwater items are discussed regularly at Board of Selectmen and Town Meetings, mostly in regards to the upcoming regulation and budgeting.
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 June 2012.
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	DPW inspected several catch basins throughout the Town and no repairs were necessary. A catch basin stenciling program is planned for 2013.
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	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. DPW staff regularly clean typical dumping sites of debris as necessary.
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

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Stormwater Management Program Summary

BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Ten
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	Complete; no activity
4b	Develop/modify site inspection program	DPW Superintendent	Propose recommendations for developing or modifying site inspection practices	Year 2	Complete; no activity
4c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Complete; no activity
4d	Develop/modify construction site runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	Complete; 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 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
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	Complete; no activity
5b	Develop/modify site inspection and maintenance program	DPW Superintendent	Propose recommendations for developing or modifying practices	Year 2	Complete; no activity
5c	Review existing bylaws and regulations	DPW Superintendent	Determine whether stormwater management plan requirements are being met	Year 2	Complete; no activity
5d	Develop/modify post construction runoff bylaw	DPW Superintendent	Propose recommendations for developing or modifying bylaw	Year 2	Complete; 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 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

BMP ID #	Best Management Practice	Responsible Person / Department	Measurable Goal	Duration	Progress on Goal(s) - Permit Year Ten
6. Municipal Good Housekeeping					
6a	Street sweeping program	DPW Superintendent	Sweep all streets within UA once per year	Permit term	All streets within UA have been swept during the permit year; and 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 have been cleaned; catch basins are also inspected and cleaned as needed. Approximately 30% of the catch basins Town-Wide have been cleaned in the past 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 and is in compliance
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 in 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 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		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft 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	