

Year 7 Annual Report

Massachusetts Small MS4 General Permit

Reporting Period: July 1, 2024-June 30, 2025

****Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites****

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2024 and June 30, 2025 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

| | | | |
|---------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|----------------------------------------------|
| Impairment(s) | | | |
| <input type="checkbox"/> Bacteria/Pathogens | <input type="checkbox"/> Chloride | <input type="checkbox"/> Nitrogen | <input type="checkbox"/> Phosphorus |
| <input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals | | | |
| TMDL(s) | | | |
| <i>In State:</i> | <input type="checkbox"/> Assabet River Phosphorus | <input type="checkbox"/> Bacteria and Pathogen | <input type="checkbox"/> Cape Cod Nitrogen |
| | <input type="checkbox"/> Charles River Watershed Phosphorus | <input type="checkbox"/> Lake and Pond Phosphorus | |
| <i>Out of State:</i> | <input type="checkbox"/> Bacteria/Pathogens | <input type="checkbox"/> Metals | <input checked="" type="checkbox"/> Nitrogen |
| | | | <input type="checkbox"/> Phosphorus |
| | | | Clear Impairments and TMDLs |

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 7 Requirements

- ☒ Completed catchment investigations associated with Problem Outfalls
- ☒ Completed catchment investigations where information gathered on the outfall/interconnection indicated sewer input

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - ☐ This is not applicable because we do not have sanitary sewer
 - ☒ This is not applicable because we did not find any new SSOs
 - ☐ The updated SSO inventory is attached to the email submission
 - ☐ The updated SSO inventory can be found at the following publicly available website:

- ☐ Updated system map due in year 10 with information from completed catchment investigations
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town of Rutland focused on completing major mapping updates within the urbanized area during Permit Year 7. The Town will begin catchment investigations and wet weather investigations during future permit years.

All mapped Town-owned BMPs in the urbanized area were inspected in June 2025.

Each year, the Town repairs structurally damaged catch basins. Records of catch basins that have received structural repairs is kept. During Permit Year 7, 19 catch basins were rebuilt.

The Town of Rutland held six yard waste drop off days at the DPW. Three occurred in the fall and three occurred in the spring.

The Town of Rutland does not have any Problem outfalls or outfalls with likely sewer input sampling results. Therefore, catchment investigations for Problem outfalls and outfalls with sewer input found during sampling are complete.

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix F and H for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Structural BMPs

- ☐ Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated

- ☐ consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP, and the estimated nitrogen removed in mass per year by the BMP were documented.

- ☒ No BMPs were installed
- ☐ The above referenced BMP information is attached to the email submission
- ☐ The above referenced BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town began developing the Phase 1 Nitrogen Source Identification Report during Permit Year 7, after mapping updates in the urbanized area within the Long Island Sound watershed were finalized. The report will be finalized in Permit Year 8. The Town intends to prepare the Phase 2 Nitrogen Source Identification Report and identify potential nitrogen BMP retrofit locations during Permit Year 8.

During Permit Year 7, the Town updated their website to include additional public education for general stormwater pollution prevention for residents, best management practices for restaurants, and erosion control information for developers.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

COVID, staff turnover, and limited resources have impacted the Town's ability to complete some permit requirements to date. During Permit Year 7, the Town updated their SWMP, performed stormwater GIS updates, drafted stormwater regulations, and began developing the Phase 1 Nitrogen Source Identification Report. The stormwater enterprise fund that was implemented by the Town in recent years has helped to ensure a certain level of sustainable funding for MS4 Permit compliance needs.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☒ Yes

☐ No

If yes, describe below, including any relevant impairments or TMDLs:

During stormwater GIS updates, updates to the Town's outfall mapping and receiving waters were made. The Town's updated outfall mapping can be viewed in the SWMP.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

BMP: Stormwater Public Education Web Page

Message Description and Distribution Method:

The Town created a web page that provides educational material on stormwater pollution prevention, lawn care, pet waste, septic systems, swimming pools, yard waste, leaf litter, preventing stormwater pollution in the automotive industry, dumpsters, stormwater best management practices for restaurants, erosion, stormwater pollution prevention for construction sites, and stormwater pollution prevention for industrial sites.

The web page also has links to the Central Massachusetts Regional Stormwater Coalition website, Department of Conservation & Recreation brochures for keeping public waters clean and safe, and the Think Blue Massachusetts website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Social Media - Growing Wild Massachusetts

Message Description and Distribution Method:

Social media content encouraging the use of native plants with information on starter kits available from Bemis Farms Nursey.

Targeted Audience:

Responsible Department/Parties: Bemis Farms Nursey and Town of Rutland

Measurable Goal(s):

Facebook: 78 likes, 14 comments, and 23 shares

Message Date(s): May 28, 2025

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:Earth Day Clean Up

Message Description and Distribution Method:

One earth day clean up was held in Rutland. Volunteers helped pick up trash in the center of town.

Targeted Audience: Residents

Responsible Department/Parties: Rutland Event Committee

Measurable Goal(s):

50 residents

Message Date(s): May 3, 2025

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Yard Waste Drop Off

Message Description and Distribution Method:

During the fall and spring, Rutland DPW held yard waste drop off days. The DPW accepted yard waste from Monday - Friday and on six Saturdays (October 5, 2025, October 19, 2025, November 2, 2025, April 19, 2025, May 3, 2025, and May 17, 2025).

Targeted Audience: Residents

Responsible Department/Parties: Rutland DPW

Measurable Goal(s):

Message Date(s): Fall 2024 and Spring 2025

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:[Message name here]

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☐

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Town continues to maintain a copy of the Stormwater Management Plan on the Town's website and is

open to receiving comments and feedback from residents on the document. The Town updated their Stormwater Management Plan in June 2025.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town of Rutland is a member of the Central Massachusetts Regional Stormwater Coalition.

The Town of Rutland is a partner with Wachusett Earth Day, which is a non-profit organization that offers a place to reuse, recycle, or dispose of household items.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

Additional mapping updates were completed for regulated outfalls in the urbanized area during Permit Year 7. This includes mapping of outfalls, catch basins, drain manholes, storm drain pipes and catchment delineations. In addition, the Town has comprehensively mapped their sanitary sewer system.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- ☒ No outfalls were inspected
- ☐ The above referenced outfall screening data is attached to the email submission
- ☐ The above referenced outfall screening data can be found at the following publicly available website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened: 0

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened: 88

Optional: Provide additional information regarding your outfall/interconnection screening:

Regulated outfalls in the urbanized area of the Town were screened during dry weather in Permit Years 5 and 6. To date, 49/56 outfalls have been screened under dry weather conditions. Four outfalls were mapped and determined to be regulated during Permit Year 8. These four outfalls as well as three outfalls that could not be located during Permit Year 6, still require dry weather outfall screening. Efforts will be made to sample these seven outfalls during Permit Year 8. The Town's Catchment Prioritization & Ranking Matrix is attached.

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☒ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following publicly available website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period: 0

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

The Town elected to prioritize GIS mapping updates in the urbanized area during Permit Year 7. Now that the map is complete, the Town plans to begin catchment investigations in future permit years. The Town's System Vulnerability Factor Matrix is attached for reference.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☒ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following publicly available website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018)**.*

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

No illicit discharges have been identified during dry weather outfall screening and sampling.

Employee Training

Describe the frequency and type of employee training conducted **during this reporting period**:

Town employees received IDDE and SWPPP training at the DPW facility on June 5, 2025. Seven (7) employees attended the training.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

No site plans were reviewed and no inspections occurred during Permit Year 7.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

As-built Drawings

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

The Town did not receive any as-built drawings during Permit Year 7.

Street Design and Parking Lots Report

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

The Town developed a Street Design and Parking Lots Report during Permit Year 6. The Town plans to implement recommendations from the report in future permit years to the extent feasible.

Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

The Town developed a Green Infrastructure Report during Permit Year 6. The Town plans to implement recommendations from the report in future permit years to the extent feasible.

Retrofit Properties Inventory

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

The Town developed a BMP Retrofit Inventory Report during Permit Year 6. The following permittee-owned

properties have been examined for potential BMP retrofit: Rutland Town Hall, Rutland Fire Department and Recreation Center, Rutland Community Center, Naquaq Elementary School, and Central Tree Middle School.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

N/A

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins: [Select Units]

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Street Sweeping

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

- ☒ Number of miles cleaned:
- ☐ Volume of material removed: [Select Units]
- ☐ Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

During Permit Year 7, a new salt shed was constructed over the resident use salt stockpile.

Two site inspections were performed at the DPW facility on March 24, 2025 and June 5, 2025.

Additional Information**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following publicly available website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above.

During Permit Year 7, the Town drafted a Stormwater Management Bylaw and accompanying Rules and Regulations. The Town plans to adopt the bylaw in Permit Year 8 at Fall Town Meeting, and will move forward with adoption of the supporting Stormwater Rules & Regulations by December 31, 2025 to fully meet the requirements of the 2016 MS4 Permit.

The Town began developing the Phase 1 Nitrogen Source Identification Report during Permit Year 7, but it will be finalized during Permit Year 8. Once completed, the Town will begin developing their Phase 2 Nitrogen Source Identification Report for the urbanized area within the Long Island Sound watershed.

During Permit Year 7, the Town experienced difficulties hiring a contractor to perform catch basin cleaning within town. A contractor is now on board in Permit Year 8 to move this work forward.

During Permit Year 7, the Town worked with an outside consultant to assist the Town into coming into compliance with permit requirements.

Year 8

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 8 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt

- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 8 below:

During Permit Year 8, the Town plans to continue to secure funding from the Stormwater Enterprise Fund and will continue to work with an outside consultant to assist the Town into coming into compliance with permit requirements through Permit Year 8.

Part V: Certification of Small MS4 Annual Report 2025

40 CFR 144.32(d) 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, I certify that 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.

Name:

Seth Knipe

Title:

Acting Town Administrator

Signature:

Seth Knipe

Date:

9/29/2025

*[Signatory may be a duly authorized
representative]*