Municipality/Organization:	TOWN OF WILBRAHAM
EPA NPDES Permit Number:	BRPWM08A
MaDEP Transmittal Number: W-	W041099
Annual Report Number & Reporting Period:	No. 1: May 2014 –Mar 2015

NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: Tonya Basch	Title: Assistant DPW Director/Engineer
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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: Tom Sullivan

Printed Name: Thomas Sullivan

Title: Interim Town Administrator

Date: 4/22/15

Part II. Self-Assessment

The Town of Wilbraham has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

Public Education and Outreach

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 11
1.1	Stormwater Website	DPW, IT, Selectmen's Office	Stormwater Website	Town website will be updated annually with new information	Continue to modify layout and add additional information as necessary.
1.2	Public Access Television	DPW, Public Access	Broadcast videos on stormwater education.	Public Access Broadcasted programs related to stormwater i.e clean nearby catch basins tops, remove illegal sumps connections to sewers.	Continue to broadcast stormwater related programs.
1.3	Classroom Education	DPW, Schools	Establish a liaison with the schools.	Liason not established. Work with high school interns so they understand the Phase II Stormwater regulations	Obtain Stormwater educations material from Regional Stormwater Coalition. Help intern develop educational packet to distribute to schools
1.4	Annual Stormwater Report	DPW, Stormwater Committee	Make stormwater report available to public.	Submitted report and posted online.	Complete report make available to public via website
1.5	Septic System Maintenance	DPW, Board of Health	Provide septic system maintenance literature to public.	Septic system maintenance literature displayed at Town Hall.	Display literature for public in DPW office. Continue to educate residents verbally about the importance of proper septic system maintenance.

Public Involvement and Participation

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 11
2.6	Earth Day	DPW	Earth Day	No Earth Day activities for 2014	Try to re-establish Earth Day activities.
2.7	Stormwater Committee	DPW, Stormwater Committee	Stormwater Committee formed	Official Stormwater Committee meeting was held in 2014. Small informal meetings held with DPW staff. Committee member participates in Central Mass Regional Stormwater Coalition	Continue to encourage participation from other members of the committee and attend CMRSWC meetings.
2.7a	Hazardous Waste Collection Day	DPW	Annual Event	Participated in 2014 Hazardous Waste Day	Continue to participate in the annual hazardous waste day.

Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 11
3.8a	Comprehensive Stormwater Management By-law	DPW	Enforce By-law	Enforce By-law	Enforce By-law Post
3.9	Map Drainage System	DPW	Complete Map	Review and update stormwater system maps. Conducted field inspections of outfalls. Purchased mobile devices and applications to complete drainage inspection	Continue to use mobile devices to update and inspect drainage system. Inspect outfalls during wet and dry weather while .
3.10	IDDE Plan	DPW	Establish -law	Interim IDDE plan in place. Waiting for new regulations	Update IDDE
3.11	Septic System Inventory	DPW	Maintain failing septic records and report annually	Created and logged failed Title V reports	Log Title V reports.

Construction Site Stormwater Runoff Control

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 11
4.11a	Comprehensive	DPW	Enforce By-law	Enforce By-law	Enforce bylaw

	Stormwater Management By-law				Post application in Bldg Dept and DPW

Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 11
5.15a	Comprehensive Stormwater Management By-law	DPW	Enforce By-law	Enforce By-law	Enforce bylaw

Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 11
6.18	Street Sweeping and Cleaning of Catch Basins	DPW	Sweep every public street once per year, clean as many catch basins as possible.	Swept public streets and cleaned 20% of catch basins. Continue with drainage system maintenance. Extended Bundled NOI.	Sweep every public street once per year and clean as many catch basins as possible. Continue with bundled NOI activity
6.19	Paint Shed	DPW	Eliminated paint shed	Proper disposal of paints under the supervision of DRC attendant.	Hazardous Waste Day anticipated to be schedule for Sept 2015
6.20	Reduce Sand/Salt	DPW	Sandless snow removal operation	Used sand during snow removal operation. Swept as soon as possible	Continue to minimize the use of sand.
6.21	Community Emergency Management Plan	Fire Department	Plan completed and Updated	Fire Chief is responsible for CEMP.	Fire Chief is responsible for CEMP.
6.22	Employee Training	DPW	Conduct stormwater pollution prevention training before May 1st	Employee training held.	Annual employee training to be held, date yet to be established.
6.23	Reduction of Infiltration and Inflow from Sewers	DPW	Inspect Sanitary Sewer System	DPW inspections SMH during dry weather. Remove I&I when discovered.	Inspection Sanitary sewer systems where I&I problems are suspected.