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Municipality/Organization:	TOWN OF WILBRAHAM
EPA NPDES Permit Number:	BRPWM08A
MaDEP Transmittal Number: W-	W041099
Annual Report Number & Reporting Period:	No. 1: March 05-March 06

Pv

Received 5-10-06

NPDES PII Small MS4 General Permit Annual Report

(06)

Part I. General Information

Contact Person: Tonya Basch	Title: Assistant Town 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:	Tonya Basch
Printed Name:	Tonya Basch
Title:	Assistant Town Engineer
Date:	5/1/06

Part II. Self-Assessment

The Town of Wilbraham has completed the required self-assessment and have 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 4
1.1	Stormwater Website	DPW, IT, Selectmen's Office	Stormwater Website	New Town website created. Old website inactive	New Links to be created and updated for Stormwater. Continue adding information to website as needed
1.2	Public Access Television	Public Access	Broadcast videos on stormwater education.	Broadcasted four programs related to stormwater, ordered new video from EPA. Broadcast interview with EPA spokesperson.	Continue to broadcast stormwater related programs. Find new programs.
1.3	Classroom Education	DPW and School	Provide stormwater literature to schools.	Stormwater literature given to all grades.	Research new ideas to incorporate stormwater education in the schools.
1.4	Annual Stormwater Report	Stormwater Committee	Make stormwater report available to public	Submitted report and provide copies to public at town hall	Post a copy of annual report on the website
1.5	Septic System Maintenance	Board of Health	Provide system maintenance literature to public	Septic system maintenance literature available at Town Hall	Distribute literature to public at Town Hall and make available on website.

Public Involvement and Participation

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 4
2.6	Earth Day	DPW	Earth Day	Earth Day completed	Continue to promote Earth Day with volunteers/distribute various flyers, local pond and area cleanup

2.7	Stormwater Committee	Board of Selectmen	Stormwater Committee formed	Stormwater Committee appointed. Reviewed annual report and suggested program improvements	Publicize committee meetings on Town website. Review program for improvements.
2.7a	Hazardous Waste Collection Day	DPW	Annual Event	Hosted Annual Event with volunteers	Host or sponser Annual Event

Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 4
3.8a	Comprehensive Stormwater Management By-law	Planning Dept/DPW/Building	Prepare by-law for Town Meeting	Continued researching existing mechanisms, collection of bylaws from various towns	Establish draft of bylaw
3.9	Map Drainage System	DPW	Completed Map	Mapped over 75% of town's stormwater on GIS	Continue to locate outfalls in the field, continue GIS
3.10	Detect and Response Plan	DPW	Completed Plan	Utilized existing procedures	Draft IDDE Plan and implement
3.11	Septic System Inventory	DPW	Maintain failing septic records and report annually	Created and logged every failed Title V	Log all 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 4
4.11a	Comprehensive Stormwater Management By-law	Planning Dept	Prepare by-law for Town Meeting	Continued researching existing mechanisms, continue gathering information	Continue drafting bylaw or modifying existing mechanisms to comply with regulations
4.13	Establish permitting process for all construction	Building/DPW/Planning Dept	Interim system in place using Subdivision Regulations/Driveway Permit/Ridgeline and Hillside District/ZBA Driveway Permit	Developed driveway permit process through building department/DPW for all new construction. Continue utilizing existing regulatory mechanism for other construction.	Continue driveway permit for all new construction, require ESC plan submittal for > 1 acre through ZBA, Planning Board/Building and DPW, incorporate into 4.11a
4.14	Inspections and Penalties	Building/DPW/Planning Dept	Interim system in place w/o penalties using	Random site inspection of all	Incorporate existing system

			Subdivision Regulations/Driveway Permit/Ridgeline and Hillside District/ZBA	new construction through Building Inspector & DPW	into Town bylaw, see 4.11a

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 4
5.15a	Comprehensive Stormwater Management By-law	Planning Board	Prepare by-law for Town Meeting	Continue researching existing mechanisms	Continue drafting bylaw or modifying existing mechanisms for comply with regulations

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 4
6.18	Street Sweeping and Cleaning of catch basins	DPW	Sweep every public street once per year, clean ¼ of the catch basins annually.	Every public street swept and clean as many catch basins as possible.	Sweep every public street once per year
6.19	Paint Shed	DPW	Frequent paint shed available at Transfer Station	Monthly paint shed available at Transfer Station April through October	Frequent paint shed available at Transfer Station
6.20	Reduce Sand/Salt	DPW	Sandless snow removal operation	Sandless snow removal operation	Continue sandless snow removal operation
6.21	Spill Prevention and Control Plan	DPW	Plan completed	Plan in-place	Update Plan as necessary
6.22	Employee Training	DPW	Conduct stormwater pollution prevention training before May 1st	Employee training held	Continue annual employee training and update agenda per Stormwater Committee recommendations