Municipality/Organization:	TOWN OF WILBRAHAM
EPA NPDES Permit Number:	BRPWM08A
MaDEP Transmittal Number: W-	W041099
Annual Report Number & Reporting Period:	No. 1: March 04-March 05

2005 MAR 30 P 12:47

1025

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Tonya Basch	Title: Assistant Town Engineer
Telephone#: 413-596-2807	Email: tbasch@ci.wilbraham.ma.us

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: William J. Fogarty

Printed Name: William J. Fogarty

Title: Town Administrator

Date: 3/23/05

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 3
1.1	Stormwater Website	John Sternala/MIS	Create links on Town website dedicated to Stormwater	Browsed EPA/DEP websites for ideas to develop Town website.	Continue utilizing EPA/DEP website to add stormwater information on Town Website
1.2	Public Access Television	Caroline Cunningham/Public Access	Broadcast videos on stormwater quality	Broadcasted four programs related to stormwater, ordered new video from EPA, Broadcast interview with EPA spokesperson	Continue to broadcast stormwater related programs
1.3	Classroom Education	Curt Wing/Science Department Chair	Provide stormwater literature to schools.	Curriculum updated to place more emphasis on stormwater in the hydrological cycle.	Continue with Environmental club to focus on stormwater. Stormwater committee to provide ideas for environmental club .
1.4	Annual Stormwater Report	Stormwater Committee	Make stormwater report available to public	Submit 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, Lorri McCool	Display septic system maintenance literature	Septic system maintenance literature available at Town Hall	Distribute literature to public at Town Hall

Public Involvement and Participation

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 3
2.6	Earth Day	Marna Huber/DPW	Earth Day	Earth Day 2004 completed	Continue to promote 2005 Earth Day with volunteers/distribute various flyers, local pond and area cleanup
2.7	Stormwater	Board of Selectmen	Stormwater	Stormwater Committee	Continue soliciting

	Committee		Committee formed	appointed. Reviewed annual report and suggested program improvements	for volunteers from public to attend committee meetings. Review program for improvements.
2.7a	Hazardous Waste Collection Day	Marna Huber/DPW	Annual Event	Hosted Annual Event with volunteers	Host or sponser Annual Event scheduled Sept 10, 2005

Illicit Discharge Detection and Elimination

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 3
3.8a	Comprehensive Stormwater Management By-law	John Pearsall/Planning Board	Prepare by-law for Town Meeting	Started researching existing mechanisms, collection of bylaws from various towns	Continue drafting bylaw or modifying existing mechanisms to comply with regulations
3.9	Map Drainage System	Tonya Basch/DPW	Completed Map	Started a GIS for town's stormwater system	Begin locating outfalls in the field, continue GIS
3.10	Detect and Response Plan	Tonya Basch/DPW	Completed Plan	Utilize and enforce existing plan	Incorporate existing plan into proposed bylaw, see 3.8a

Construction Site Stormwater Runoff Control

BMP ID#	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s)-Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 3
4.11a	Comprehensive Stormwater Management By-law	John Pearsall/Planning Board	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 Board	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 Board	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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 3
5.15a	Comprehensive Stormwater Management By-law	John Pearsall/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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 2
6.18	Street Sweeping and Cleaning of catch basins	Frank Shea/DPW	Sweep every public street once per year, clean ¼ of the catch basins annually.	Every public street swept and	Sweep every public street once per year
6.19	Paint Shed	Marna Huber/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	Frank Shea/DPW	Sandless snow removal operation	Sandless snow removal operation	Continue sandless snow removal operation
6.21	Spill Prevention and Control Plan	Ron Lavoie/DPW	Plan completed	Plan in-place	Plan updated
6.22	Employee Training	Ron Lavoie/DPW	Conduct stormwater pollution prevention training before May 1st	Employee training held	Continue annual employee training and update agenda per Stormwater Committee recommendations