

Municipality/Organization:	TOWN OF WILBRAHAM
EPA NPDES Permit Number:	BRPWM08A
MaDEP Transmittal Number: W-	W041099
Annual Report Number & Reporting Period:	No. 1: May 2017 –Mar 2018

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: <i>Nick Breault</i>
Printed Name: Nick Breault
Title: Town Administrator
Date: <i>4/24/18</i>

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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 15
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.	No changes in the Public Access Broadcasts were completed.	Continue to broadcast stormwater related programs.
1.3	Classroom Education	DPW, Schools	Establish a liaison with the schools.	Liaison was not established. Contacted schools but they didn't follow up.	Provide education material to the schools via intern.
1.4	Annual Stormwater Report	DPW, Stormwater Committee	Make stormwater report available to public.	Submitted report and posted online.	Complete report made 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 15
2.6	Earth Day	DPW	Earth Day	No Earth Day activities for 2017	Try to re-establish Earth Day activities.
2.7	Stormwater Committee	DPW, Stormwater Committee	Stormwater Committee formed	Stormwater Committee members met informally a few times throughout the year to discuss Town's compliance and upcoming regulatory changes, Joined Pioneer Valley Planning Commission Stormwater Coalition.	Continue to find ways to educate the Town employees and officials as necessary.
2.7a	Hazardous Waste Collection Day	DPW	Annual Event	Participated in 2017 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities-Permit Year 15
3.8a	Comprehensive Stormwater Management By-law	DPW	Enforce By-law	Enforce By-law	Enforce By-law Post on Town web site
3.9	Map Drainage System	DPW	Update Map	Inspected 110 outfalls with no illicit discharge detected. Mapped the 110 outfalls and identified remaining outfalls to be inspected. Created mobile apps for ipad to collect cb and outfall data.	Finish inspected outfalls for dry weather illicit discharge and create map of all locations. Continue using ipad to collect mobile data for cb cleaning and identification of illicit discharge
3.10	IDDE Plan	DPW	Establish by-law	Interim IDDE plan in place. Waiting for new regulations	Update IDDE when regs are finalized.
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 14 (Reliance on non-municipal	Planned Activities-Permit Year 15
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				partners indicated, if any)	
4.11a	Comprehensive Stormwater Management By-law	DPW	Enforce By-law	Enforce By-law	Enforce bylaw 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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 15
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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities- Permit Year 15
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 840 catch basins. Continue with drainage system maintenance.	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 2018
6.20	Reduce Sand/Salt	DPW	Reduced sand use during snow removal operation	No sand was used during the snow removal operation of 2017.	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. DPW managers attended workshops on new regulations.	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	I&I inspection are in progress on sewer line. Improvements to pump stations were made to reduce chances of failure and overflow. Found 18 SMH with I&I which were repaired	Continue I&I inspection and correct issues where I&I occur.