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**Municipality/Organization:** TOWN OF WINDHAM, NH  
**EPA NPDES Permit Number:** GENERAL NPDES MS4 PERMIT  
**Mass DEP Transmittal Number:** W-  
**Annual Report Number:**  
**Reporting Period:** 2011

## NPDES PHASE II Small MS4 General Permit Annual Report (Due: May 1, 2012)

### Part I. General Information

**Contact Person:** DAVID POULSON **Title:** STORM WATER CONTACT

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**Mailing Address:** P.O. BOX 120 WINDHAM, NH 03087

#### 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:** 

**Printed Name:** DAVID POULSON

**Title:** STORM WATER CONTACT

**Date:** 3/14/2012

## **Part II. Self-Assessment**

**Windham continues to do its best to comply with its US EPA NPDES Permit, Storm Water Management Plan, its BMPs, and to ensure our water resources are protected from storm water contamination. As a community, we make every effort to protect our water resources and reduce the negative impacts of storm water run-off within Windham, NH. As reflected in the report, Windham can and will improve on many BMPs. We have limited resources and staff to dedicate to storm water oversight and continue to share the BMP responsibilities among a committee of Town staff members.**

### 1a. Additions

7	Media articles	David Poulson Town		Environmental articles.
8	Working w/ other State coalitions & Towns	David Poulson Town		Working w/ other State coalitions and communities.

### 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1 Revised	Salt Reduction	David Poulson, Town Jack McCartney, Highway		Private Sector participation Assisted by NH DES; Salt Reduction Plan completed and approved by DES/DOT Group.	
2 Revised	Clean-up Day spring 2011	David Poulson Town		Assisted by a civic environmental group and recreation director.	
3 Revised	Storm water controls on I-93 project	David Poulson Town		Assisted by NH DOT and NH DES on I-93 construction activities and meeting the Construction Storm Water Permit.	
4 Revised	Civic organizations	David Poulson Town		Working with Cobbetts Pond Improvement Association and Canobie Lake Association on storm water initiatives.	
	Litter Prevention Program	Town Policy Committee		Implemented a formal Litter Prevention Program for Town.	

**2a. Additions**


**3. Illicit Discharge Detection and Elimination**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 5</b>
1 Revised	Outfall Inspections	Jack McCartney, Highway		Inspected 24 dedicated Town outfalls; no evidence of illicit discharges or disruption of water flow. 12 needed maintenance for debris blockage.	
2 Revised	I-93 Project	David Poulson, Town		Ensure I-93 Construction Site is meeting Permit requirements with NH DES and NH DOT.	
3 Revised	Ordinance	David Poulson Town		Storm Water Ordinance was adopted by Selectmen on 3/28/2011.	
Revised					
Revised					
Revised					

**3a. Additions**


**4. Construction Site Storm Water Runoff Control**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 4</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 5</b>
1	Site Inspections	Community Development		272 building sites were inspected in 2011 by Town Building Inspector.	
Revised					
	Violations	Community Development		4 violations regarding water run-off issues to wetlands.	
Revised					
	Private Lots	Private Sector Construction		Approximately 24,000 sq. ft. of parking lots were added to Windham in 2011 which impacts Salt application.	
Revised					
Revised					
Revised					

**4a. Additions**


**5. Post-Construction Storm Water Management in New Development and Redevelopment**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 4</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 5</b>
1 Revised	Pre-Construction Meetings w/Town	Community Development	Part of inspection protocol	Ensure Contractors, Developers, and Builders know Storm Water Controls and post-construction responsibilities.	
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

**5a. Additions**


### 6. 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1 Revised	Parking lot maintenance	Al Barlow, Maintenance		Remove sand and debris from Town Facility parking lots.	
2 Revised	Salt/Sand Storage	Jack McCartney, Highway		New Sand/Salt Storage Facility used for 2011 winter; all product is in a building and contained.	
3 Revised	Proper vehicle washing	David Poulson Town		Town vehicles do not violate washing procedure.	
4 Revised	Proper containment of garage liquids	David Poulson Town		Holding tanks used in Town garage facilities.	
5 Revised	Spill prevention/response	David Poulson Town & Fire Dept.		Proper spill control and response through-out Town; proper containment and storage.	
6 Revised	Erosion/Run-off Controls	David Poulson Town & Building Inspector		Measures to control erosion and run-off at Town facilities and recreational areas.	

### 6a. Additions

7	Pet feces	Al Barlow, Maintenance		Provisions for public to collect pet feces at Town parks.	
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	Salt reduction – I 93 corridor impairment areas	Jack McCartney, Highway	Town meeting % goal on identified roads under reduction plan	Salt reduction per NH DES requirements; no implemented TMDL, but reduction percents implemented by DES.	
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions


**7b. WLA Assessment**

**Windham is working with NH DES and other parties on the I-93 Corridor salt reduction effort and pending TMDL for salt application. Windham is meeting the allocated % reduction as negotiated by NHDES, NH DOT and Windham and is part of Windham's Salt Reduction Plan. Specifics on % reductions can be attained through Highway Agent and Plan. Continued work is being done to ensure communities within the designated I-93 Corridor are meeting their salt reduction allocations. Town is working with local Civic Organizations; Cobbetts Pond Improvement Association and Canobie Lake Association.**

**Part IV. Summary of Information Collected and Analyzed: No Windham data was collected on water resources for 2011. A restoration plan is being conducted for Cobbetts Pond and is monitored by CPIA and their engineering consultant. The water quality of Canobie Lake is policed by Salem, NH due to the Lake being a drinking water source for Salem. The NH DOT is monitoring activities with the I-93 construction project at Exit 3, Windham, including water quality parameters per Permit.**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

(Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering 2009)

**Programmatic**

	(Preferred Units)	Response
Storm Water management position created/staffed	(y/n)	n
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	unknown
Storm Water management committee established	(y/n)	y
Stream teams established or supported	(# or y/n)	n
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	n
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	6 events
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	n

**Construction**

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	All
Site inspections completed **	(# or %)	All
Tickets/Stop work orders issued **	(# or %)	
Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

**Post-Development Storm Water Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction storm water control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	All
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	y

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	50% / year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	960
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	300 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	landfill

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$10,300/2011
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	Clam shell
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	100
• % Structures cleaned with vector **	(%)	

		(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)		1/year
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)		
Qty. of sand/debris collected by sweeping **	(lbs. or tons)		240 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)		landfill
Annual Sweeping Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		\$8000/2011
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)		
• Disposal cost**	(\$)		
Sweeping Equipment			
• Rotary brush street sweepers owned/leased	(#)		Mechanical broom
• Vacuum street sweepers owned/leased	(#)		
• Vacuum street sweepers specified in contracts	(y/n)		
• % Roads swept with rotary brush sweepers **	%		100
• % Roads swept with vacuum sweepers **	%		

Reduction (since beginning of permit coverage) in application on public land of: (“N/A” = never used; “100%” = elimination)	
▪ Fertilizers	(lbs. or %)
▪ Herbicides	(lbs. or %)
▪ Pesticides	(lbs. or %)
Integrated Pest Management (IPM) Practices Implemented	Mosquito Program
	y

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	25% NaCl 75% Sand
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	n
Manual control spreaders used **	(y/n or %)	y
Zero-velocity spreaders used **	(y/n or %)	n
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	5%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	5%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	n
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	y

**Water Supply Protection**

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	n
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	n
<ul style="list-style-type: none"> <li>• Treatment units induce infiltration within 500-feet of a wellhead protection area</li> </ul>	# or y/n	