

3/29/17

**Municipality/Organization:** TOWN OF WINDHAM, NH

**EPA NPDES Permit Number:** GENERAL NPDES MS4 PERMIT

**Mass DEP Transmittal Number:**

**Annual Report Number:** NONE GIVEN

**Reporting Period:** 2016

## NPDES PHASE II Small MS4 General Permit Annual Report (Due: May 1, 2017)

### Part I. General Information

**Contact Person:** DAVID POULSON

**Title:** STORM WATER CONTACT

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**Email:** dpoulson@windhamnh.gov

**Mailing Address:** 3 NORTH LOWELL ROAD 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 (TOWN POSITION:  
TRANSFER STATION MANAGER)

**Date:**

3/27/2017

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

**We are 14 years into the first 2003 Storm Water Permit and many of our BMPs are redundant, but serve to meet the existing SWPPP and the intended goal of the Permit. Please note the data changes within our six elements and program outputs. We are waiting like many others for the new NH Permit and its changes. I am sure once the new Permit is implemented; our new SWPPP with new BMPs will enhance the current program. We have notified that the new NH MS4 Permit has been approved and activities will start 2018 & 2019.**

**During 2016, Windham continued developing a new Storm Water Committee to oversee the new upcoming MS4 Permit and to share BMPs within the six elements. The Committee membership is made-up of Town employees and Town residents. The residents represent water bodies within the urbanized area of Windham and have a vested interest in the program.**

**Windham continues to do its best to comply with the US EPA NPDES MS4 Permit, its Storm Water Management Plan and BMPs. As a community, we make every effort to protect our water resources and reduce the negative impacts of storm water migration within the Town's urbanized area. As reflected in the report, Windham continues to monitor and enhance its BMPs per its current SWPPP. We have limited resources and staff to dedicate to storm water oversight and continue to share the BMP responsibilities among a select group of Town staff members and civic volunteers.**

## Part III. Summary of Minimum Control Measures

### 1. Public Education and Outreach

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	Handout: After the Storm & Did You Know	David Poulson Town		Given-out at selected Town locations.	
Revised					
2	Storm Water Website	David Poulson Town		Developing website information for public to view.	
Revised					
3	Poster: EPA Construction Site; construction directives	David Poulson Town		Located in Community Development Conference Room. Construction directives are given by Community Development and its Building Inspector.	
Revised					
4	Power Point: Water Cycle	David Poulson Town		Intended for school and public sector.	
Revised	Power Point: Storm Water Regulation	David Poulson Town			
5	Soak up the Rain Program	David Poulson Town & NH DES		Conducted a joint program with NH DES in 2016 called Soak up the Rain for residents to conduct storm water control on their properties.	
Revised					
6	Salt Reduction Efforts with Private Sector	David Poulson Town		Working with NH DES/DOT on this BMP; NH DES is trying to get an applicator certification program and give the private sector incentive to reduce salt application.	
Revised		Jack McCartney, Highway Agent			



### 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		Private sector participation Assisted by NH DES; Salt Reduction Plan completed and approved by DES/DOT/Municipalities within the I- 93 construction corridor.	
2 Revised	Clean-up Day Spring 2016	Jack McCartney, Highway Agent		Assisted by a civic environmental group and recreation coordinator. Solid waste is collected along road locations in Windham and brought to Transfer Station.	
3 Revised	Storm water controls on I-93 project	Community Development		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.	
Revised	Adopt a Spot	Recreation Coordinator		Residents have an opportunity to maintain a designated area in Windham.	

## 2a. Additions


## 3. Illicit Discharge Detection and Elimination

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	Outfall Inspections	Jack McCartney, Highway Agent		Inspected 9 dedicated Town outfalls; no evidence of illicit discharges or disruption of water flow. None needed maintenance or upgrades. No testing done. Mowing was done on some.	
Revised					
2	I-93 Project	David Poulson, Town		Ensure I-93 Construction Site is meeting Permit requirements with NH DES and NH DOT. Any issue are handled by NH DOT.	
Revised					
3	Ordinance	David Poulson Town		Storm Water Ordinance was adopted by Selectmen on 3/28/2011. No revisions or modifications.	
Revised					
	Other Town regulations	Community Development		Regulations that govern everything from septic systems to drainage issues are regulated by the Community Development Dept.	
Revised					
Revised					

### 3a. Additions


### 4. Construction Site Storm Water Runoff Control

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	Site Inspections	Community Development		90 building sites were inspected in 2016 by Town Building Inspector.	
Revised					
	Violations	Community Development		No storm water related violations.	
Revised					
	Private Lots	Private Sector Construction		No parking lots were added	
Revised					
	Town Roads	Highway Dept.		One Town road added	
Revised					
Revised					
Revised					

#### 4a. Additions


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

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	Pre-Construction Meetings w/Town	Community Development	Part of construction protocol	Ensure Contractors, Developers, and Builders know Storm Water BMPs and post-construction responsibilities. 90 sites were inspected in 2016.	
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	Parking lot maintenance	.		Remove sand and debris from Town Facility parking lots.	
Revised		Highway Dept.			
2	Salt/Sand Storage	Jack McCartney, Highway Agent		Sand/Salt Storage Facility used for 2016 winter; both products are in a storage building and contained from migration.	
Revised					
3	Proper vehicle washing	David Poulson Town		Town vehicles do not violate washing procedure per NH DES requirements.	
Revised					
4	Proper containment of garage liquids			Holding tanks used in Fire Station garage facilities.	
Revised		Fire Dept.			
5	Spill prevention/response			Proper spill control and response through-out Town; proper containment and storage.	
Revised		Fire Dept.			
6	Erosion/Run-off Controls			Measures to control erosion and run-off at Town facilities and recreational areas.	
Revised		Building Inspector			

### 6a. Additions

7	Pet feces	Maintenance & Park Rangers		Provisions for public to collect pet feces at Town parks (collection bags).	
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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 Agent	Town meeting % goal on identified roads under reduction plan	Salt reduction per NH DES requirements; no implemented TMDL, but reduction percentage implemented by DES, DOT, and Town.	
Revised					
	Salt reduction & applicator education	Highway Dept.	BMPs /Applicator Certification	Training at the University of NH Technology Transfer Center (T2). Most Windham applicators come from private sector.	
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 the protection of local impaired waters. Windham is meeting the allocated % reduction rate 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. A salt reduction group monitors progress to ensure communities within the designated I-93 corridor are meeting their salt reduction allocations and to bring forward ideas to better the program.**

**Town is working with local Civic Organizations; Cobbetts Pond Improvement Association and Canobie Lake Association. Projects have been conducted around Cobbett's Pond per a NH DES grant awarded to the Cobbetts Pond Improvement Association for pond water quality protection.**

**Part IV. Summary of Information Collected and Analyzed: No Windham data was collected on water resources or outfalls for 2016. A water restoration program is being conducted on 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. Both water bodies participate in the NH VLAP. The NH DOT and NH DES is monitoring activities with the I-93 construction project at Exit 3, Windham, including water quality parameters per a Construction NPDES 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 **	(\$)	None for 2016
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 (through Nashua Regional Planning Commission)		
▪ days sponsored **	(#)	7 events
▪ community participation **	(# or %)	+/- 2 %
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	n



## Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control	X				
▪ Post-Development Storm Water Management	X				
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Storm Water Management					X

## Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	24
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100 tax map
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	9 for 2016
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	24
Illicit discharges identified **	(#)	None
Illicit discharges identified (Since beginning of permit coverage)	(#)	None
Illicit connections removed **	(# ); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

## 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 **	(#)	608
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	200 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Closed landfill

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$18,696/2016
• 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 vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	Annually
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	270 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Closed landfill
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$14,500/2016
• Hourly or lane mile contract rate **	(\$/hr. or ln 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	(y/n)	n

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **  (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	30% NaCl      70% Sand
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 %)	None from 2016
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	None from 2016
% 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 facility	(y/n)	y