

**Minutes - Stormwater Meeting – June 29, 2020**  
**Community Development, 3 N. Lowell Rd, Windham, NH at 2 pm**

**Present:**

Dave Sullivan\*, Rex Norman, Dick Gregory, Dennis Senibaldi, Eric DeLong\*, and Angela Wesson\*

Others Present: John Devlin, Brian Gagne, Highway Staff; and Heidi Marshall, HTA

The meeting was conducted via conference call. Those with a \* were in their own offices while the balance was in the conference room of the Community Development Department

Heidi provided a training session to the Stormwater committee and members of the highway/transfer station on Illicit Discharge Detection and Elimination (IDDE) and Sampling.

The training session began with some background information regarding the origins of the clean water act of 1972 to start with treatment plant work. Heidi then reviewed the requirements of the NH permit and what Windham has accomplished thus far (i.e. the SWMP, the Town Stormwater website, the IDDE, ect). She also discusses the Town's current culverts and outfalls map along with the catchment area map. She pointed out that the most opportune time to inspect outfalls is in dry weather. We are looking for no flow, however, flow is not necessarily a problem. Heidi suggested filling out the forms entirely for future review.

Heidi then talked about the Town conducting their own sampling. She mentioned that it is important to remain clean to avoid contamination, collect it and keep it cool, complete the chain-of-custody, delivery to a laboratory, and then dispose of used test strips properly and decontaminate all testing equipment. She informed the group that having a lab come and collect the sample if flow is present in limited basins is more cost effective. She then provided some examples of test kits and testers that the Town could use. Heidi then went over containers, preservation, and holding times.

Heidi discussed O&M procedures for parks and open spaces, buildings and facilities, vehicles and equipment, and infrastructure operations and maintenance which includes catch basin cleaning, street sweeping, and elements of the SWPPP for transfer station and highway which requires quarterly inspections. She also discusses how to manage waste properly.

The training sessions then moved on to BMPs that require annual inspections such as detention ponds, swales, catch basins, and level spreaders. Heidi recommended recording all maintenance items such as the calibration of vehicles. She also mentioned the need to avoid using salt when possible.

Meeting Adjourned at 3:15 PM

Respectfully Submitted:

David Sullivan  
Town Administrator