

TOWN OF WINDSOR
STORMWATER MANAGEMENT PLAN



2013 Annual Report

December 31, 2013

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1.0 EXECUTIVE SUMMARY

In 2004, the Town of Windsor prepared a five-year Phase II Stormwater Management Plan (SWMP) as required by the Connecticut Department of Energy & Environmental Protection's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit). This document constitutes the Town's Annual Report for 2013 and summarizes the activities conducted to satisfy the permit requirements, modifications to the SWMP, and activities scheduled for the upcoming year, 2014.

2.0 PUBLIC EDUCATION AND OUTREACH

2.1 Catch Basin Markers

To date, more than 750 catch basin markers have been marked with a placard stating "Drains to Waterways and the Long Island Sound, No Dumping!" These markers warn people that discharging harmful contaminants into a catch basin has a negative impact on the local wetlands and waterways as well as the Long Island Sound. Additionally, residents received an educational flyer explaining the purpose of the catch basin markers installed in their neighborhood.

A new initiative is also being explored with the use of precast concrete catch basin tops stamped with the words "Drains to Watercourse". The catch basin tops are available locally, and will be used when Public Works replaces catch basin tops throughout Town. Engineering has also made these tops the Town engineering standard for use in new construction.

2.2 Educational Materials Distributed

Copies of the SWMP are available for public review at the Windsor Main Library, the Wilson Branch Library, and the Town Clerk's Office. The Town's website also contains a stormwater page which includes links to a copy of the SWMP and annual reports. A variety of other media outlets have been used to provide stormwater management information to Windsor residents over the past year. Feature articles and photos were published in local newspapers regarding Earth Day and Connecticut River community clean-up efforts. These newspapers include the *Hartford Courant*, *Windsor Journal*, and *Reminder News*. Promotional information on these events as well as other

stormwater management educational information has also been broadcast on Windsor's Government Access Television Channel, WGTV.

In addition, the Town of Windsor publication, *There's a lot to do in Windsor*, includes many activities throughout the year focused on environmental preservation. Household Hazardous Waste Day, Earth Day, and Connecticut River Clean-up programs were also publicized in the magazine to educate all citizens. This town magazine, published three times per year, is mailed to every household and business in Windsor for a total distribution of 12,500.

2.3 Citizen Groups

Various local citizen groups and organizations have assisted the Town in developing partnerships with the public and increasing stormwater awareness. These groups include ING Community Service Volunteers, Griffin Land, Four Seasons Landscaping, United Healthcare, Windsor Independent Living Association, the Rotary Club of Windsor/Windsor Locks, Windsor High School Honors Society, and Sage Park 6th grade. These groups continue to provide and/or have the capacity to provide public education resources on stormwater quality issues and continue to exist as support for future stormwater education programs in Windsor.

2.4 School and Other Educational Programs

In past years, a number of educational activities have been conducted with Windsor students. A recycling and watershed lesson has historically been given to sixth grade students at Sage Park Middle School by the Town Environmental Planner. A butterfly garden was planted by third grade students at Oliver Ellsworth Elementary School and the importance of natural habitat with no chemical fertilizers was discussed. Town staff has also assisted the Loomis Chaffee School's Environmental Science students with their annual recycling unit of study by visiting classes and offering consultation.

In October of 2013, the Town's Environmental Planner co-led a Watershed Workshop in conjunction with the Windsor Library. The workshop was presented to home-schooled children in the Connecticut River Valley and was very well attended. Children were able to participate in a hands-on demonstration helping them visualize the potential life cycles of a watershed.

Furthermore, Northwest Park continues to offer environmental education for students through the school system and also nature camp during the summer. Solar energy, cycle of life, plants and soils, pond study, geology of Connecticut, erosion, mammals, vernal pools, and the utilization of the STARLAB planetarium are some of the many classes offered. These programs focus on engaging the children and participants in hands on experiences to promote environmental stewardship. There are opportunities for adults and families to experience the same hands on environmental education through public workshops and special events. Natural holiday decorations, Owl Prowl, and Build a Bluebird Box are few workshops that are taking place this year while special events are offered each season at the Park.

2.5 Activities Scheduled for Next Year

Activities planned for next year include:

- Install additional catch basin markers throughout Town.
- Install new catch basin tops, when possible.
- Expand educational resources.
- Solicit assistance from various citizen groups to help with education and outreach.
- Continued participating in school programs.

3.0 PUBLIC PARTICIPATION

3.1 Community Clean-Ups

In years past, the town has held one to two community clean-up events each year. More than forty (40) volunteers have participated in a single Earth Day clean-up event. Trash is collected along major roads and the riverbanks throughout town.

In honor of Earth Day, in April 2013, a volunteer clean-up day was sponsored by the Town and held at Northwest Park. Volunteers included both youth organizations and representatives of local businesses and corporations in town. The park abuts the Farmington River which also allowed the Town's Environmental Planner the opportunity to provide environmental education in an impressively scenic and ideal setting.

In October 2013, the Town sponsored its Annual Source to Sea Cleanup of the Connecticut River. The event was attended by volunteers from ING and included collecting trash and debris along both the riverbank and along the new multi-use rivertrail in the south portion of town.

3.2 School Programs

Students in Windsor public schools are encouraged to volunteer in environmental activities over the summer vacation, in addition to after-school activities. Some of these ongoing programs include:

- Recycling programs
- Earth Day celebration
- Community clean-up events
- Science fairs

3.3 Stormwater Management Committee

In 2004 the Town established a Stormwater Management Committee to develop and implement the SWMP. Since that time, new members have joined the Committee. The Committee consists of the following Town employees:

- Robert Jarvis, Town Engineer
- Victoria Houle, Project Engineer
- Marc Cohen, Environmental Planner
- Erin Wilson, Assistant Town Planner
- Brian Funk, Public Works Director
- Enita Jubrey, Public Relations, Assistant to the Town Manager
- Michael Pepe, Director of Health Services
- Lauri Volkert, Fire Inspector

The Stormwater Management Committee meets as an entire group at least once per year to discuss existing programs and identify improvements or suggest new activities for the upcoming year. Subcommittees meet throughout the year to discuss and manage ongoing programs.

3.4 Public Information

This year's annual report and previous annual reports are made available to the public on the Town's website.

3.5 Activities Planned for Next Year

Activities planned for next year include:

- Conduct community clean-up events in spring and fall.
- Explore ways to expand recycling programs.
- Recruit student volunteers and/or interested citizens to assist in the illicit discharge detection and elimination efforts within the Phase II regulated areas.

4.0 **ILLICIT DISCHARGE DETECTION AND ELIMINATION**

4.1 Outfall Mapping

In 2005, the Town completed the mapping of all stormwater outfalls of 12" or greater throughout town. The outfall maps include information on over 550 outfalls. The outfall maps include:

- Type, material, and size of the conveyance, outfall or channelized flow; and
- The name of the watershed in which the discharge is located.

In 2010 these maps were updated to include additional structures installed and/or upgraded since the original mapping. Additionally, the name and Surface Water Quality Classification of surface waterbodies and wetlands were also added to the maps.

The maps are available for review at Town Hall in the Engineering Department.

4.2 Illicit Discharge Detection Ordinance

An Illicit Discharges and Connections Ordinance was adopted by Town Council on April 6, 2009 and became effective on April 20, 2009. The objectives of the ordinance are:

- To regulate the contribution of pollutants to the MS4 by stormwater discharges by any user.
- To prohibit illicit connection and discharges to the MS4.

- To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with the ordinance.

The Town is also in the process of developing and implementing a plan to detect and address future non-stormwater discharges, including illegal dumping, to the MS4. Initially, the Town will evaluate the possibility of combining dry weather screening with the existing mosquito-control program conducted throughout Town during the summer months.

4.3 Activities Planned for Next Year

Activities planned for next year include:

- Update outfall mapping to include new outfall locations.
- Develop and implement a plan to detect and address future non-stormwater discharges, including illegal dumping, to the MS4.
- Train employees to help them identify illicit discharges and properly report and address such discharges.

5.0 CONSTRUCTION SITE RUNOFF CONTROL

5.1 Erosion and Sediment Control Ordinance

An ordinance on Erosion and Sediment Control was adopted by Town Council and became effective on February 2, 2009. The objectives of this ordinance are to safeguard persons, protect property, and prevent damage to the environment in the Town of Windsor by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that involves land disturbing activities of greater than 0.5-acre. The ordinance formalizes the previous Town staff review of erosion and sediment control measures by requiring an Erosion & Sediment Control Permit to be required for all sites disturbing greater than 0.5-acre. Approval of this permit must be received prior to the commencement of any land disturbing activity.

In addition to the Erosion & Sediment Control Ordinance, a Stormwater Manual was developed and became effective on February 4, 2009 to provide guidance on the requirements of an Erosion & Sediment Control Permit application as well as preferred appropriate erosion and sediment

control measures and the design parameters for each type of erosion and sediment control measures.

In 2013, there were six (6) Erosion & Sediment Control Permits received and reviewed by Engineering.

5.2 Development Reviews

Approximately thirty-nine (39) applications for new development or redevelopment projects town-wide were reviewed and approved in 2013. Twenty-seven (26) of these applications were site plan revisions and reviewed by Town staff, the remaining thirteen (13) were reviewed by the Planning & Zoning Commission. Town staff reviews all proposed developments with respect to stormwater quantity and quality impacts. Erosion and sediment control plans are required to be submitted for all development applications greater than 0.5-acre. The Town's Zoning Regulations require the approval of an Erosion & Sediment Control Permit prior to the approval of the pending application. This practice will continue in following years.

5.3 Activities Planned for Next Year

Activities planned for next year include:

- Continue the review of development and redevelopment applications with respect to stormwater impacts and erosion and sediment control measures.

6.0 POST-CONSTRUCTION STORMWATER MANAGEMENT

6.1 Stormwater Management Ordinance

An ordinance on Stormwater Management was adopted by Town Council and became effective on February 2, 2009. The objectives of this ordinance are to:

- Establish decision-making processes surrounding land development activities that protect the integrity of the watershed and preserve the health of water resources;
- Require that new development and redevelopment maintain the pre-development hydrologic response in their post-development state as nearly as practicable in order to

reduce flooding, streambank erosion, non-point source pollution and increases in stream temperature, and to maintain the integrity of stream channels and aquatic habitats;

- Establish minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
- Establish design and application criteria for the construction and use of structural stormwater control facilities that can be used to meet the minimum post-development stormwater management standards;
- Encourage the use of non-structural stormwater management and stormwater best site design practices, such as the preservation of greenspace and other conservation areas, to the maximum extent practicable, coordinate site design plans, which include greenspace, with the Town's Open Space and Agricultural Preservation Plans;
- Establish provisions for the long-term responsibility for and maintenance of structural stormwater control facilities and non-structural stormwater management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety; and
- Establish administrative procedures for the submission, review, approval and disapproval of stormwater management plans, for the inspection of approved active projects, and for long-term follow-up.

The ordinance formalizes the previous Town staff review of stormwater management by requiring a Stormwater Management Permit for all sites creating greater than 5,000 SF of impervious area or that involves other land development activities of 1.0 acre or more. Approval of this permit must be received prior to the commencement of any land disturbing activity. The main requirements of a Stormwater Management Permit are:

1. To demonstrate compliance with the established post-development performance criteria.
2. To execute an Inspection & Maintenance Agreement which identifies the person(s) responsible for inspection and maintenance as well as a schedule for routine inspection and maintenance to ensure proper function of all stormwater management facilities and/or practices. The Inspection and Maintenance Agreement must be recorded in the Land Records maintained by the Windsor Town Clerk.

Additionally, applicants required to obtain a Stormwater Management Permit are also required to conduct inspections of the post-development stormwater management systems throughout construction and to submit “as-built” plans of the system after final inspection by the Town Engineer.

The Town Stormwater Manual provides guidance on the requirements of a Stormwater Management Permit as well as the post-development stormwater management performance criteria applicable to all stormwater management plans.

In 2013, six (6) Stormwater Management Permit Applications were reviewed. To date, there have been fifteen (15) post-construction Inspection & Maintenance Agreements in accordance with the Town’s Stormwater Management Ordinance recorded on land records.

6.2 Development Reviews

Approximately thirty-nine (39) applications for new development or redevelopment projects town-wide were reviewed and approved in 2013. Twenty-seven (26) of these applications were site plan revisions and reviewed by Town staff, the remaining thirteen (13) were reviewed by the Planning & Zoning Commission. Town staff reviews all proposed developments with respect to proposed stormwater management. The Town’s Zoning Regulations require the approval of a Stormwater Management Permit prior to the approval of the pending application. This practice will continue in following years.

6.3 Best Management Practices

The Town of Windsor currently utilizes guidance from the 2004 Connecticut Stormwater Quality Manual for evaluating and selecting both structural and non-structural stormwater management measures. The Town’s Stormwater Manual includes the specifications and standards for post-construction stormwater management. It is the Town’s intention to expand the Stormwater Manual to include a list of best management practices preferred by the Town for use by developers, citizens, and staff.

6.4 Activities Planned for Next Year

Activities planned for next year include:

- Continue the review of development and redevelopment applications with respect to proposed post-construction stormwater management design.
- Expand the Town's Stormwater Manual to include Windsor-preferred best management practices.

7.0 POLLUTION PREVENTION/GOOD HOUSEKEEPING

7.1 Employee Training

Approximately 25 Department of Public Works (DPW) staff (representing administrative and highway staff) received environmental-related training this year. The training included Chemical Hazard and Emergency Response and Right-to-Know training.

Stormwater training for DPW and other Town employees was conducted in December 2012. The training was conducted in conjunction with annual training required by the CT DEEP's Industrial Stormwater Permit for the highway garage. The training includes education on goals and objectives of the Phase II program, pollution prevention for public works activities, waste management, and good housekeeping.

Select members of town staff also attended additional environmental seminars such as touring the University of Connecticut's Storrs Campus to see different applications of pervious pavements recently installed; and both EPA and CT DEEP-sponsored workshops on Green Infrastructure and Low-Impact Development.

7.2 Street Sweeping

All Town-owned roadways and parking areas were swept at least once during this year. Visual inspections and historical knowledge of roadways are used to identify streets within Town that require sweeping more than once per year. In addition, the use of sand during snow and ice removal activities in the winter was significantly reduced. This resulted in reduced quantities of

sand being swept up during spring street sweeping and will have an ongoing impact on the amount of material requiring removal during catch basin cleaning.

7.3 Catch Basin Cleaning

The Town's current catch basin cleaning schedule is designed so that each catch basin is cleaned at least once during a three-year period. Additionally, the Health Department treats town-owned catch basins for mosquito's two to three times per year. If it is found that a catch basin is found to be in need of cleaning, this information is forwarded to the Public Works Department. Typically, approximately 1,500 catch basins are cleaned per year.

7.4 Preventative Maintenance

Routine preventative maintenance is performed at the highway garage on the Town's fleet of equipment and vehicles.

7.5 Windsor-Bloomfield Landfill

The Windsor-Bloomfield Landfill accepts household trash, recyclables, yard waste, waste motor oil, tires, appliances and bulky items such as furniture and mattresses. Approximately 2,800 tons of municipal solid waste was collected in 2013. Approximately 22,000 tons of bulky waste and 190 tons of scrap metal were collected. Over 950 tons of leaves and brush were composted. Furthermore, the 2013 MDC Household Hazardous Waste Collection Day included the collection of acids, aerosols, batteries (alkaline, lead-acid, lithium, and Ni-Cad), flammable liquids, fluorescent bulbs, mercury-containing items, pesticides, and PCB ballasts.

7.6 Activities Planned for Next Year

Activities planned for next year include:

- Continue providing environmental-related and stormwater management training to DPW and other Town staff.
- Continue sweeping Town-owned streets in spring after snowmelt.
- Continue cleaning catch basins.

8.0 STORMWATER QUALITY TESTING

In accordance with the requirements of the MS4 General Permit, the following locations have been sampled annually since 2004. The outfall locations represent different land use types, geographic locations, watersheds, and receiving waters.

- 800 Marshall Phelps Road (Industrial)
- 615 Day Hill Road (Industrial)
- 1075 Kennedy Road (Commercial)
- 555 Day Hill Road (Commercial)
- 124/128 Harvest Lane (Residential)
- 21-27 Philip Henry Circle (Residential)

In 2012, the Town was unable to collect stormwater samples due to difficulties with the hired consultant. The Town collected two rounds of sampling in 2013 to make up for the missed 2012 sampling event. Stormwater discharge monitoring reports for both events are included in Appendix B.

APPENDIX A

Annual Stormwater Training Materials

APPENDIX B

**Stormwater Discharge Monitoring Reports
June 7, 2013 and November 27, 2013**