

Town of Windham
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DATE: February 26, 2026

TO: Windham Town Council
THROUGH: Bob Burns, Town Manager
FROM: Mary Wicklund, Environmental & Sustainability Coordinator

RE: Proposed amendments to Chapter 201 Stormwater Ordinance Article II Post-Construction Stormwater Management of the Code of the Town of Windham, [§ 201-21A\(3\)](#)

This memo proposes two amendments to Chapter 201 Stormwater Ordinance Article II Post-Construction Stormwater Management of the Code of the Town of Windham, [§ 201-21A\(3\)](#)

- 1. Proposal to remove the certification form from Appendix 1:** As currently written, the Annual Stormwater Management Facilities Certification form required for submission is included as [Appendix 1](#) in the code. Removing Appendix 1, and updating the text as shown in Attachment 1, allows staff to update the form as needed, without needing to go to Town Council for any future changes to the form.
- 2. Proposal to remove notarization requirement from Annual Stormwater Management Facilities Certification form:** As currently written, the certification form requires notarization before submission. This is an unnecessary step and has the potential to slow the submission of the inspection form. Furthermore, Third Party Inspectors (3PI) conducting the inspections are already qualified by DEP.

In my review of other municipal members of the Interlocal Stormwater Working Group (ISWG), all but Gorham have removed the notarization requirement.

Additionally, DEP's Five-year Recertification for Stormwater and Site Law Permits does not require notarization.

Therefore, I propose Annual Stormwater Management Facilities Certification form be amended as show in Attachment 2, to remove the notarization requirement.

Attachment 1: Amendment to Stormwater Management Ordinance Post Construction Compliance

Attachment 2: Appendix 1 – Stormwater Facilities Certification Form Proposed Changes