TOWN OF AUBURN

APR 17 2006

April 13, 2006

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US Environmental Protection Agency
Water Technical Unit
PO Box 8127
Boston, MA 02114

RE: EPA NPDES Permit No. NHR041003

Dear Sir or Madam:

Enclosed, please find the Town of Auburn, New Hampshire's annual report No. 3, for the reporting period March 05 to March 06.

Questions regarding this report may be directed to my attention or to the attention of Elizabeth Robidoux.

Sincerely,

William Herman, CPM
Town of Auburn
Town Administrator

Cc: Auburn Board of Selectmen
Auburn Conservation Commission
Auburn Planning Board
NHDES, Water Division

PO Box 309 • Auburn, NH 03032-0309
SELECTMEN: (603) 483-5052 • TOWN CLERK/TAX COLLECTOR: (603) 483-2281
BUILDING/ZONING: (603) 483-0516 • PLANNING: (603) 483-0799 • FAX: (603) 483-0518

Municipality/Organization: Town of Auburn, NH

EPA NPDES Permit Number: NHR041003

Annual Report Number
& Reporting Period: No. 3: March 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William Herman, CPM Title: Town Administrator

Telephone #: (603) 483-5052 Email: townadmin@townofauburnnh.com

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: William Herman, CPM

Title: Town Administrator

Date: April 12, 2006

Part II. Self-Assessment

The Town of Auburn is small community, located in the south central portion of New Hampshire. Auburn is a residential community consisting of approximately 5,000 persons. There is a relatively small amount of businesses and light industry in Auburn, however the town is primarily residential. Approximately twenty five percent of the town is comprised of Lake Massabesic and its watershed. This important water source serves as the drinking water supply for the City of Manchester and several surrounding communities.

During the third year of our program, changes in staff have had a direct impact on the ability to meet the goals outlined in our Program. Despite those setbacks, we were able to successfully map outfalls within the town which was an important step. We continue to focus on Education and Outreach. One staff member attends regional storm water meetings on a quarterly basis.

The Building Inspector continues to ensure developers and builders are filing NOIs and following town regulations with regard to storm water management. The Planning Board will be revising ordinances and regulations this year, and the Storm Water Program will be incorporated into those revisions to continue to protect the wetland systems, Lake Massabesic, and its tributaries. The town recently purchased GIS equipment, which will be utilized to accurately map catch basins. The Planning Board, Conservation Commission, and Zoning Board of Adjustment are continuing in their efforts to protect the wetlands and waterways in Auburn by stressing compliance with appropriate erosion control measures during construction activities.

Currently, the Town of Auburn does not have a Highway Department. A new Road Agent was elected in March of 2006, and he will be apprised of the importance of the program and asked to continue with catch basin cleaning, mapping, and to assist with the drain labeling. The Road Agent utilizes subcontractors and laborers on an as needed basis, so much of this work will need to be completed individually.

There is much to be done to meet the goals outlined in our five-year permit period. The focus in the coming year will be to catch up on the goals and best management practices we were unable to obtain last year, and move forward with the implementation of the Storm Water Management Program. Classroom education continues, as does education of the public through articles in the local newspaper and by postings on the town web site. The town will work toward developing the IDDE Program and Ordinance, the stenciling of storm drains, and hopes to begin work on a stream monitoring program. The Board of Selectmen and the Storm Water Committee are very aware of the importance of this program and look forward to meeting the six minimum control measures.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1A	Lawn & garden activities	Board of Selectmen	By 2nd year brochures and info posted on web site	Archive has been completed of all posted articles and helpful tips which were placed on the web site and at Town Hall.	The town will provide links on the town web site to the EPA, DES, and environmental sites of interest.
Revised					
1B	Proper disposal of household hazardous waste	Board of Selectmen	By 2nd year brochures and info posted on web site	Successful completion of annual collection day.	Continue to post specific household hazardous waste information on the web site. Advertise and post the results from the annual collection day on the web site.
Revised					
1C	Classroom education on storm water	Board of Selectmen	By year 3, educators trained, classroom material developed	School curriculum includes this topic which is covered in science classes.	Maintain communication with the school and expand outreach and education into the elementary grade levels.
Revised					
1D	Road signs	Road Agent	Install by year 2	Ongoing	Ongoing
Revised			Maintain any damaged signs		
1E	Information page in Town Report	Board of Selectmen	First report in 2003 Town Report	Report in 2005 Town Report	Ongoing
Revised					

1a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1F	Newspaper articles	Board of Selectmen	Bi-monthly storm water articles to be placed in the town newsletter	Ongoing	Ongoing
1G	Storm water brochures	Board of Selectmen	Informational brochures visibly placed in Town Hall	Ongoing	Ongoing
1H	Storm water posters	Board of Selectmen	Informational posters visibly placed in the Town Hall	Ongoing	Ongoing

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2A	Storm drain labeling	Board of Selectmen/Road Agent	Label drains in town	Progress halted due to staff constraints.	Continue labeling drains.
Revised					
2B	Hazardous waste collection	Board of Selectmen	Annual collection day	Annual collection day advertised in town newsletter and held successfully.	Ongoing
Revised					
2C	Database	Town Hall Admin Staff	Create/organize database of volunteers/admin. contacts	Ongoing	Ongoing
Revised					
2D	Meet with Manchester Water Works	Selectmen/Conservation Commission	Annual meeting	No progress	Formal meeting between MWW and town.
Revised					
2E	Meet with DOT	Selectmen/Conservation Commission	Annual meeting	Administrative staff attends quarterly regional meetings. DOT rep also attends these meetings.	Formal meeting with DOT only if required.
Revised		Administrative staff			

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2F	Community Clean Up	Community Groups/Other	Volunteer Clean Ups	Ongoing	Ongoing
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3A	Map existing drain system and outfalls	Road Agent	Create map	Mapping of outfalls is complete.	Identify and map existing drains.
Revised		Road Agent/volunteers			
3B	Develop IDDE Program	Selectmen/Zoning Officer	Progress report to Selectmen biannually	No progress	Evaluate results of data collection on outfalls. Begin development of IDDE Program.
Revised					
3C	Develop IDDE Ordinance	Selectmen/Zoning Officer	Progress report to Selectmen by Town Meeting	No progress as town has not completed IDDE Program.	Develop Ordinance as soon as IDDE Program is complete.
Revised					
3D	By year 3 create informational brochures on the hazards of illicit dumping	Board of Selectmen	Created and distributed by year 3	No progress	Begin development of brochures and decide on delivery method.
Revised					
3E	Stream monitoring	Town Engineer/Road Agent	Plan in place by year 3	No progress due to lack of manpower to complete the task.	Begin development of plan and obtain volunteers to assist with project.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4A	Notify contractors of requirement to file	Building Inspector	Notify contractors of requirement to file. Forms made available to contractor when applicable.	Ongoing	Ongoing
Revised					
4B	Erosion control	Zoning Officer	Practice in place	Ongoing. See Site Plan and Subdivision Regulations.	Ongoing
Revised		Building Inspector/Code Enforcement			

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5A	Erosion control procedures	Zoning Officer	Practice in place	Ongoing. See Site Plan and Subdivision Regulations.	Ongoing
Revised					
5B	Stream monitoring	Town Engineer/Road Agent	Plan in place by year 3	No progress	Begin preliminary discussions.
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6A	Roadway & bridge maintenance	Selectmen/Road Agent	Report annually	On going. Verbal reports given to the Board of Selectmen.	Formal written report.
Revised		Confer with Town Engineer if necessary.			
6B	Storm drain stenciling and catch basin cleaning	Road Agent	Report Annually	Ongoing cleaning of drains and basins as needed.	Develop maintenance schedule. Provide formal written report on completed maintenance. Stencil drains.
Revised					
6C	Road salt application and storage	Road Agent	Report annually.	Ongoing. Verbal updates given to the Board of Selectmen by Road Agent.	Ongoing. Formal written report.
Revised					
6D	Used oil recycling	Solid Waste Commission	Monthly oil collections	Monthly oil collections and annual hazardous collection day.	Ongoing
Revised					
6E	Employee Training	Zoning Officer/Road Agent	Participate in appropriate seminars	Seminars attended by Building Inspector and Administrative staff on various storm water related topics.	Ongoing.
Revised		Extend to more staff in the town departments	Attend regional meetings with surrounding towns		

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6F	Formation of Storm Water Committee	Board of Selectmen	Meetings held to discuss and plan the Storm Water Plan and budget	Budget approved for fiscal year 2006.	Ongoing. Annual appointments of members.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

N/A

7b. WLA Assessment

N/A

Part IV. Summary of Information Collected and Analyzed