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Municipality/Organization: Town of Auburn, NH

EPA NPDES Permit Number: NHR041003

Annual Report Number & Reporting Period: No. 4: March 07-March 08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William Herman, CPM Title: Town Administrator

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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 25, 2008

The Town of Auburn is rural bedroom community, located in the southern portion of New Hampshire, consisting of approximately 5,000 persons. Auburn has limited commercial and industrial development; the town is primarily residential. Approximately 50 percent of the town is undeveloped land, with about 24 percent of that land 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. Road salt appears to be the primary pollutant of concern. Little Cohas Brook is listed on the State 303 (D) list as contaminated with chloride. All efforts are made to minimize the effects of road salt on the watersheds.

During the fifth year of the program, the town has made small, but significant inroads towards compliance with the Stormwater proposed control measures. Staffing continues to be a concern, as does sufficient funding for the Stormwater Program. Funds continue to be allocated to this important program, and the town hired a subcontractor to assist with the identification and mapping of town owned culverts and catch basins. This was an important step forward for the town.

The Building Inspector continues to ensure developers and builders are filing Notice Of Intents (NOI's) and following town regulations with regard to storm water management. The Planning Board focused on Master Plan revisions this year and is in the beginning stages of the revisions of ordinances and regulations and intends to incorporate the Stormwater Program into the revisions with the goal of protecting the wetland systems, Lake Massabesic, and its tributaries. 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 Conservation Commission has hired a sub-contractor to identify and map all of the prime wetlands in the community.

The Town of Auburn does not currently have a Highway Department. However, the Road Agent has been an integral part of the Stormwater program and has been invaluable in implementing many of the control measures.

Public Education and Outreach

The Town of Auburn continues to provide the residents with information regarding stormwater and the importance of the town's Stormwater Program. Administrative staff continues to update the town web site with the stormwater link, which provides information on the Clean Water Act, links to pollution prevention tips for residents, a link to a Kid's Page.

The Town continues to post information regarding the household hazardous waste disposal days on the web site as well as publishing the information in *The Auburn Village Crier*, which is a newsletter mailed to all residents on a monthly basis. Periodic stormwater "tidbits" are also published in *The Crier* to keep public awareness current. The Stormwater Committee also continues to place a report in the annual Town Report each March which gives an overview of the goals that have been met by the Committee during the past year.

In 2006, classroom outreach began with Administrative staff going into a first grade classroom armed with reading material and stickers. The town purchased copies of *And Your Point Is?, The Murky Water Caper, and What is a Watershed.* And *Your Point Is?* to a first grade class.

Questions from the students regarding watersheds and stormwater pollution were answered and stickers, emphasizing the importance of stormwater awareness, were handed out to the students. The intention is to continue with this type of education, targeting kindergarten through third grade.

Public Involvement and Participation

The Town has not made any progress in storm drain labeling. The intent is to begin this program once all of the catch basins have been located and identified. The Stormwater Committee has begun compiling a list of businesses in town that are willing to take waste oil from homeowners so that the list can be available to residents who do not want to wait until the annual hazardous waste collection day. Motor oil and battery collection days are held the first Saturday of every month at the Town Garage.

Manchester Water Works has begun to place portions of their watershed into Conservation Easements, which further protects tributaries and Lake Massabesic. The Town has a good working relationship with Manchester Water Works and the Planning Board works closely with representatives from Water Works to ensure that new residential and non-residential development does not adversely affect the watershed. The Town of Auburn is in the process of coordinating Stormwater activities with Manchester Water Works.

Administrative staff and the Road Agent continue to attend quarterly regional stormwater meetings. This group is knows as the StormWater Action Task Force (SWAT) and is attended by representatives from the City of Manchester, NH DOT, and the Towns of Derry, Londonderry, Bedford, Goffstown, and Hampstead, as well as Auburn. These meetings provide a forum for the communities to share information and resources and also provide training opportunities.

The Planning Board provides notice to all abutters and the general public on all applications for subdivision or site plan review, and residents are allowed the opportunity to express concerns during a public forum with regard to stormwater and erosion control concerns. The Conservation Commission routinely provides input with regard to wetlands and the watershed during these meetings as well. The Conservation Commission sends representatives to meetings of the Beaver Lake Watershed Partnership, which was formed to protect the tributaries that lead to Beaver Lake, in Derry, New Hampshire.

Auburn continues to hold annual Community Clean up days during the spring.

Illicit Discharge and Elimination

The Town of Auburn is nearing completion of identifying, locating, and mapping catch basins and culverts in town. The locations are noted by GPS and will be logged into a database and then located on the town Tax Maps. During this process, areas of concern were noted on the maps and were brought to the attention of the Road Agent. During the floods of 2006 and 2007, many problem culverts and basins were identified. Roadside drainage swales, which led to Lake Massabesic, were addressed and drainage corrected so that stormwater flow velocity was reduced. Outfalls to Lake Massabesic were identified and logged previously.

The Town will continue to work towards the development of an IDDE Program. A separate IDDE Ordinance will follow completion of the IDDE Program. Currently, the Town Zoning Ordinance has strict guidelines that limit activity and construction within the 125-foot wetland buffer. As Auburn has not yet mapped its wetlands, the guidelines apply to activity near a stream, vernal pool or forested wetland. Currently, the regulations do not differentiate between the different types of wetland, which provides added stormwater protection for tributaries. However, the Town is currently in the process of identifying and classifying Prime Wetlands. Any reduction in the wetland buffer to less than 75 feet requires submission of a functional analysis to prove no adverse affect to the wetland. The Auburn Subdivision and Site Plan Regulations specifically spell out requirements for stormwater management and erosion control.

Construction Site Stormwater Runoff Control

The Auburn Planning Board began requiring pre construction meetings for all residential and non-residential development projects in the Town of Auburn during 2006. In attendance at the meeting are the developer or his agent, the general contractor, the town contract engineer and a town representative. During the meeting, the town contract engineer confirms the submission of an NOI for all projects disturbing more than one acre of land. Erosion control measures are discussed and projects are not able to begin until appropriate erosion control is in place. Erosion control is verified and periodically checked by the town contract engineer during construction monitoring inspections. For larger scale projects, a third party environmental consultant is recommended to also review erosion control measures and provide reports to the town on a regular basis.

Post Construction Stormwater Management in New Development and Redevelopment

The Town of Auburn has yet to begin its stream monitoring program but looks forward to its implementation. Manchester Water Works does conduct routine stream monitoring and will notify the town of any areas of concern. A few areas of concern were noted during the 2007 flood event and have since been corrected. Residents are made aware that proper manure practices are invaluable in protecting natural resources within the town and how improper practices can affect homeowners.

Currently, the Town of Auburn has not implemented a program, which addresses the maintenance and cleaning of detention ponds. The feasibility of such a program is being evaluated.

Pollution Prevention and Good Housekeeping in Municipal Operations

The Board of Selectmen currently maintain roadway and bridge maintenance files. Maintenance of town infrastructure is crucial. Each year, the Road Agent develops a list of priorities to be addressed based on recommendations from the Highway Safety Committee and the Board of Selectmen.

Catch basin cleaning is ongoing and once all of the catch basins and culverts have been identified, an annual maintenance schedule will be implemented and maintained.

The Road Agent is in charge of salt application and storage in the Town of Auburn. The Road Agent typically utilizes a sand/salt mixture to

reduce the amount of salt that is placed on the roads within the Town of Auburn. He also attended seminars, which address road salt applications. In 2006, the town refurbished the old incinerator building to be used as a Highway garage. The intent was to provide an area where the snow removal subcontractors could access facilities and perform small maintenance on their trucks. Used oil is collected and contained on site and then removed by Waste Management. Since the subcontractors do not store their vehicles at the garage, cleaning of the vehicles is not an issue. Fire Department and Police Department vehicles are maintained by an outside vendor, so used oil containment is not an issue for these departments.

As mentioned previously, the Road Agent and Administrative staff attends the quarterly regional stormwater task force meetings. In addition, the Building Inspector/Code Enforcement Officer and Planning/Zoning Secretary, who are members of the Stormwater Committee, attend annual stormwater conferences and workshops.

There are still many goals to meet. The Town of Auburn has had to deal with two major flood events, one in May of 2006 and in April, 2007. The Road Agent focused most of his attention on emergency road and bridge repairs. The focus will be the same as he works to repair the town infrastructure. This involves many man-hours and has a cost to the town. With that said, the focus in the coming year will the development of the IDDE Program and Ordinance, a maintenance schedule for catch basin cleaning and roadway maintenance. Classroom education will continue, as will education of the public through articles in the monthly newsletter and by postings on the town web site. Another goal would be the implementation of the stream-monitoring program. The Board of Selectmen and the Stormwater Committee are very aware of the importance of the Stormwater 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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
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. This is updated as needed.	The town will continue to provide links on the town web site to the EPA, DES, and environmental sites of interest.
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.
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 grades K-3.
1D	Road signs	Road Agent	Install by year 2	Ongoing. Maintenance of signs as needed.	Ongoing
Revised			Maintain any damaged signs		
1E	Information page in Town Report	Board of Selectmen	First report in 2003 Town Report	Report in 2007 Town Report	Prepare 2008 report.
1F	Newspaper articles	Board of Selectmen	Bi-monthly storm water articles to be placed in the town newsletter	More Articles are needed.	Increase number of articles to increase public awareness.
1G	Storm water brochures	Board of Selectmen	Informational brochures visibly placed in Town Hall	Ongoing	Update postings, as new information is available from EPA and NH DES.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
2A	Storm drain labeling	Board of Selectmen/Road Agent	Label drains in town	Storm drains have been located and noted on GPS and logged in to a database. Data has been forwarded to the Town's Mapping vendor.	Locate Storm drains on Town Maps. Implement stenciling as part of catch basin maintenance program.
2B	Hazardous waste collection	Board of Selectmen	Annual collection day	Annual collection days advertised in town newsletter and held successfully.	Ongoing
2C	Database	Town Hall Admin Staff	Create/organize database of volunteers/admin. contacts	Ongoing	Ongoing
2D	Meet with Manchester Water Works	Selectmen/Conservation Commission	Annual meeting	MWW attends public hearings on new developments of interest.	Continue relationship with MWW.
2E	Meet with DOT	Selectmen/Conservation Commission	Annual meeting	Administrative staff and RA attend quarterly regional meetings. DOT rep also attends these meetings.	Continue to attend quarterly SWAT meetings.
Revised 2F	Community Clean Up	Administrative staff Community Groups/Other	Volunteer Clean Ups	Community Clean Up held in April, 2006. Little league also holds annual roadside clean up.	Continue with community clean ups.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
3A	Map existing drain system and outfalls	Road Agent	Create map	Mapping of outfalls is complete. Storm drain and catch basin location identification is nearly complete. In process of mapping GPS locations.	Continue to identify and map existing drains and culverts.
Revised		Road Agent/volunteers			
3B	Develop IDDE Program	Selectmen/Zoning Officer	Progress report to Selectmen biannually	No progress made in 2007.	Evaluate results of data collection on outfalls. Begin development of IDDE Program upon completion.
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.
3D	By year 3 create informational brochures on the hazards of illicit dumping	Board of Selectmen	Created and distributed by year 3	Beginning stage of developing brochures. List of restaurants, garages and other businesses compiled for distribution to. It has been deemed too costly to create and distribute a brochure for every home in Auburn	Complete and distribute brochures.
3E	Stream monitoring	Town Engineer/Road Agent	Plan in place by year 3	No progress due to lack of manpower to complete the task.	Request information from MWW regarding their stream monitoring results within Auburn's boundaries.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
4A	Notify contractors of requirement to file	Building Inspector	Notify contractors of requirement to file. Forms made available to contractor when applicable.	NOI verification by Building Inspector and also at pre-construction meetings.	Continue with pre-construction meeting requirement and Building Inspector verification in the field when construction begins.
4B	Erosion control	Zoning Officer	Practice in place	Ongoing. Consulting engineer verifies erosion control measures on site and performs monitoring. Third party consultants are hired on occasion to perform additional monitoring.	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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
5A	Erosion control procedures	Zoning Officer	Practice in place	Ongoing.	Ongoing
5B	Stream monitoring	Town Engineer/Road Agent	Plan in place by year 3	Some areas of concern noted during 2007 flood event and were corrected.	Implement plan.
5C	Detention pond maintenance	Road Agent	Evaluate feasibility of program	Goal added	Evaluate feasibility of plan

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
6A	Roadway & bridge maintenance	Selectmen/Road Agent	Report annually	Files maintained in the Board of Selectmen's office.	Individual repairs and information are files in each road or bridge file.
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. Located unidentified drains and basins	Develop maintenance schedule. Provide formal written report on completed maintenance. Stencil drains.
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.
6D	Used oil recycling	Road Agent	Monthly oil collections	Monthly oil collections and annual hazardous collection day. Waste Management collect on site at highway garage.	Ongoing
Revised		Board of Selectmen			
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. RA and administrative staff attend quarterly SWAT meetings where training is provided.	Continue to attend SWAT meetings and take advantage of other seminars and workshops.
Revised		Extend to more staff in the town departments	Attend regional meetings with surrounding towns		
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 2008.	Ongoing. Annual appointments of members.

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