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**Municipality/Organization:** Town of Auburn, NH

**EPA NPDES Permit Number:** NHR041003

**Annual Report Number  
& Reporting Period:** No. 12: March 15-April 16

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Kathryn R. Lafond      **Title:** Executive Assistant

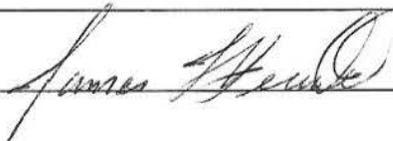
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#### Certification:

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:** James Headd



**Title:** Selectmen Chairman

**Date:** April 18<sup>th</sup>, 2016

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. Massabesic Lake and Cohas Brook-Long Pong Brook are listed on the State 303 (d) list as Impaired.

During the thirteenth year of the program, the town continues to make small, but significant inroads towards compliance with the stormwater control measures. Adequate staffing and sufficient funding continues to inhibit the Stormwater Program, however at the March 2014 election the town voters approved funding in the budget for detention pond/treatment swale/bioretention area/infiltration maintenance. This was an important step forward for the town. In 2015, implementation of the maintenance plan continued.

The Building Inspector continues to ensure developers and builders are filing Notice of Intent (NOI's) and following regulations with regard to stormwater management. The Planning Board continues to focus on incorporating the Stormwater Program into the revisions of regulations and ordinances 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 and maintaining wetland setbacks from structures.

The Town of Auburn does not currently have a Highway Department. However, the elected Road Agent has been an integral part of the Stormwater Program and has been invaluable in implementing many of the control measures. Such as facilitating the catch basin cleaning and maintenance and complying with stormwater control measures when completing town road projects.

#### 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 website with information regarding Stormwater and Household Hazardous Waste, as well as information on the Clean Water Act, links to pollution prevention tips for residents and a link to a Kid's Page on the EPA website.

The Town continues to post information regarding the household hazardous waste disposal days on the website as well as publishing the information in *The Auburn Village Crier*, which is a newsletter mailed to all residents on a monthly basis.

#### Public Involvement and Participation

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 will continue to work with Manchester Water Works to encourage the public to pick-up and dispose of pet-waste properly.

Administrative staff and the Road Agent continue to attend quarterly regional stormwater meetings. This group is known as the StormWater Action Task Force (SWAT) and is attended by representatives from the City of Manchester, NH Department of Transportation, 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.

Auburn continues to hold annual town wide roadside clean-up days during the spring. The New Hampshire Audubon Society and the Auburn Conservation Commission are working together in hosting programs to involve the public.

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### Illicit Discharge and Elimination

The Town of Auburn has completed identifying, locating, and mapping the majority of catch basins and culverts in town. The locations are noted by GPS and are plotted on the town Tax Maps. 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. In, 2008, Auburn completed an extensive effort to identify, inventory and map more than 100 wetlands throughout the community. This information has been helpful for all local land use boards. 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. 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 is the developer or his/her 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 required 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 a stream monitoring program due to funding and staffing constraints but looks forward to its

implementation if/when funding becomes available. Manchester Water Works does conduct routine stream monitoring and will notify the town of any areas of concern.

### 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.

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. The Board of Selectmen have previously discussed having subcontractors who work for the Town of Auburn calibrate their salt spreaders to further reduce salt application. After investigating the feasibility, this effort is too cost prohibitive for many of the subcontractors who the Town of Auburn utilize. The Board in the coming year will also be looking at updating the town salt storage facilities.

In 2006, the town refurbished the old incinerator building to be used as a Highway garage. There have been recent discussions regarding how the town may mitigate the potential of oil leaks from vehicles and equipment at the Highway garage site through possibly a paved parking area and/or regular site inspections. Used oil is collected at the Highway garage site and then removed by Waste Management. The town has been in communication with Waste Management to move the waste oil collection site from the town property to Waste Management. 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.

In summary, there are still goals to meet. The focus in the coming year will be the development of the IDDE Program and Ordinance and increased education of the public through articles in the town's newsletter and by postings on the town website. Another goal would be to look into funding options for 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 continue to meet the goals of the Towns.

### 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Ongoing
1A	Lawn & garden activities	Board of Selectmen	By 2 <sup>nd</sup> year brochures and info posted on web site	Information is on the website and at Town Hall. This information is updated as needed.	The town will continue to provide links on the town website to the EPA, DES, and environmental sites of interest. As well as supply other public town building with informational brochures, stickers and bookmarks
1B	Proper disposal of household hazardous waste	Board of Selectmen	By 2 <sup>nd</sup> year brochures and info posted on web site	Information is on website and at Town Hall. Advertisement of collection day/time on website and in the Auburn Village Crier. Successful completion of annual collection day.	Continue to post specific household hazardous waste information on the website. Advertise 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.
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 Town Report	Delegate staff to draft report for Annual Town 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	Look into securing new/updated posters.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (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 was forwarded to the Town's Mapping vendor and Storm drains have been located on the Town Maps.	Implement stenciling as part of catch basin maintenance program as funding and staffing become available. Look into feasibility of having the boy scouts or other like groups participate in this activity.
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	Database deemed unnecessary	Database deemed unnecessary
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 on April 23 <sup>rd</sup> , 2015 hosted by the Fire Department and the Conservation Commission.	Continue organizing community clean ups. 2016 Community Clean up date has been scheduled for April 16 <sup>th</sup> .

## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (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 complete. Mapping of GPS locations is complete.	Continue to identify and map new drains and culverts.
Revised		Road Agent/volunteers			
3B	Develop IDDE Program	Selectmen/Zoning Officer	Progress report to Selectmen biannually	No progress made.	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	It has been deemed too costly to create and distribute a brochure for every home in Auburn. Informational posters at Town Hall.	Continue to provide educational/informational brochures, posters as they become available at no cost via EPA, DES, etc

3E	Stream monitoring	Town Engineer/Road Agent	Plan in place by year 3	No progress due to lack of manpower to complete the task.	Continue communication with MWW regarding their stream monitoring results within Auburn's boundaries.
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#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (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 Revised	Erosion control	Zoning Officer Building Inspector/Code Enforcement	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

#### 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 9 (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	Areas of concern are noted and addressed during the development planning process	Ongoing
5C	Detention pond maintenance	Road Agent	Evaluate feasibility of program	Feasibility of program has been evaluated and maintenance schedule is being developed.	Maintenance schedule is developed and funding has been budgeted for. Implementation began in 2014 and is ongoing

#### 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 9 (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.	Repairs and maintenance done on an as needed basis. Individual repairs and information are filed 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	Continue to clean drains and basins as needed. Stencil drains if funding and man-power become available.
6C	Road salt application and storage	Road Agent	Report annually.	Ongoing. Verbal updates given to the Board of Selectmen by Road Agent.	Ongoing.
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.	Look into moving oil collection site off town property on to Waste Management site.
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	Stormwater budget approved by town voters. Committee members appointed.	Ongoing.

**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**