

Year 3 Annual Report

New Hampshire Small MS4 General Permit

Reporting Period: July 1, 2020-June 30, 2021

****Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form****

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: Town of Auburn, NH

EPA NPDES Permit Number: NHR041003

Primary MS4 Program Manager Contact Information

Name: William Herman

Title: Town Administrator

Street Address Line 1: 47 Chester Road

Street Address Line 2:

City: Auburn

State: NH

Zip Code: 03032

Email: townadmin@townofauburnnh.com

Phone Number: (603) 483-5052

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.auburnnh.us/home/pages/stormwater-management-program-swmp>

Date SWMP was Last Updated: N/A

If the SWMP is not available on the web please provide the physical address:

The Town's SWMP is going to be completed in 2022. The Town indicated its intent to update the SWMP in 2020, however due to COVID-19, the Town elected to minimize some non-critical expenses and activities. The Town's MS4 Program Manager experienced personal health issues that prevented further work from being accomplished in 2021. The Town will proceed with the completion of the update of the SWMP in 2022 and will post it onto the Town's website.

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
Clear Impairments and TMDLs			

Next, check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully. If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 3 Requirements

- ☐ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- ☐ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- ☐ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

COVID -19 has impacted the progress with this item. There has been discussions and consensus of the approach with Town administration, the Board of Selectmen and the Planning Board regarding putting in place a Post- Construction bylaw. Because the Town meeting is in the spring, the intent is to include this on the 2022 Town Warrant.

Relative to inspecting the outfalls, 2022 was not an appropriate year as there was no reasonable time of "dry" weather to inspect the outfall due to the unusually rainy summer in 2022. There may be an opportunity to start this in the fall of 2021 and continue in the summer of 2022.

Annual Requirements

- ☐ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☐ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented

- ☒ This is not applicable because we do not have sanitary sewer
- ☐ This is not applicable because we did not find any new SSOs
- ☐ The updated SSO inventory is attached to the email submission
- ☐ The updated SSO inventory can be found at the following website:

- ☐ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☐ All curbed roadways were swept at least once within the reporting period
- ☐ Updated system map due in year 2 as necessary
- ☐ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☐ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☐ Updated inventory of all permittee owned facilities as necessary
- ☐ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☐ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☐ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☐ Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

1. IDDE Training: The town has no municipal sewers, therefore training their staff is unnecessary.
2. Sweeping curbed streets: The Town does not sweep any streets.
3. Outfall and interconnection inventory: The Town has no municipal sewers so there are no interconnections.
4. A full update of the outfalls along with other storm water infrastructure is being budgeted to be performed in 2022.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☐ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☐ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town developed a more expansive message about the MS4 on the Town's website in 2021, which briefly discusses issues associated with pet waste, septic systems and other topics. In 2022 the intent is to provide more focused messages regarding these issues.

Phosphorus Impairment

Annual Requirements

*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☐ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☐ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- ☐ Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town has a more expansive message about the MS4 on its website, which briefly discusses issues associated with pet waste, septic systems and other similar topics. In 2022, the intent is to provide more focused messages regarding these issues.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

A number of the Town's MS4 program items have been effectively implemented, however there is certainly

more work to be done. The Town is fully aware of the requirements of the program and will be working aggressively internally and with the Town's engineering firm to update and implement these requirements in 2022.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☐ Yes

☒ No

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

BMP:Stormwater Management Program (SWMP)

Message Description and Distribution Method:

The Town has developed an "MS4 Permit - Stormwater Management" page on the Town's website that is easily accessible by a quick link from the Town's home page. The page provides an overview of the important aspects of the MS4 program to Town residents, and provides very specific information concerning the Town of Auburn including its Notice of Intent and Years One and Two Annual Reports.

Targeted Audience: Entire Town and anyone else would access the Town website.

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☒ No ☐

If yes, describe why the change was made:

The message provided an overview of the Town's SWMP program and was posted on the Town's website and not mailed as pamphlets.

BMP:Green Grass & Clear Water

Message Description and Distribution Method:

A two-page informational pamphlet was included in the July - August edition of the Auburn Village Crier which focused on water-quality friendly lawn care and fertilizer recommendations for Northern New England.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

None.

Message Date(s): July 1,2021

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

[Add an Educational Message](#)

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

Once the SWMP is updated, it will be posted on the Town's website for public input and comment. It will also be discussed publicly at a meeting of the Board of Selectmen and, if necessary for future funding, at a meeting(s) of the Auburn Budget Committee.

Was this opportunity different than what was proposed in your NOI? Yes ☒ No ☐

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

None.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: 0

MS4 System Mapping

Optional: Provide additional status information regarding your map:

In 2021, all town own & maintained storm water treatment systems were inspected and the necessary maintenance was identified and documented. That information was used by the Road Agent to perform maintenance of various detention ponds and treatment swales.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- ☐ No outfalls were inspected
- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

Due to continued COVID 19 concerns and other circumstances, outfall screening was not done by the Town. The Town's consultant is coordinating with Manchester Water Works to obtain the water sampling info they have obtained within the Town of Auburn. In addition, the Town's consultant will develop a comprehensive sampling program for the Town in 2022 and assist with the implementation.

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 0

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of outfalls screened: 0

Optional: Provide additional information regarding your outfall/interconnection screening:

Relative to inspecting the outfalls, 2022 was not an appropriate year as there was no reasonable time of "dry" weather to inspect the outfall due to the unusually rainy summer in 2022. There may be an opportunity to start this in the fall of 2021 and continue in the summer of 2022.

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☐ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

Catchment Investigations, 2022 was not an appropriate year as there was no reasonable time

of "dry" weather to inspect the outfall due to the unusually rainy summer in 2022. There may be an opportunity to start this in the fall of 2021 and continue in the summer of 2022.

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

Due to COVID 19 and other personal medical issues affecting public works workers, the catchment identification assessment was not completed. It is now planned to be done in 2022.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☐ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

There is no municipal sewer system in the Town.

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

There is no municipal sewer system in the Town.

Employee Training

Describe the frequency and type of employee training conducted **during this reporting period**:

No training was performed in 2021. Moving forward, the Town will offer in person training to its public works contractors, in addition to online training conducted by NHDES for all individuals involved in the program.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The Town has comprehensive construction site plan review process that aggressively addresses stormwater design and effective erosion control measures. All new site plans and subdivisions go through the Planning Board process which involves technical reviews of stormwater systems and erosion control measures by the Town's consultant. In addition, the Town requires surety and construction monitoring of the installation of the Town municipal stormwater systems and erosion control measures during construction. Projects with compliance issues result in involvement of the Code Enforcement Officer and, in some cases, the Planning Board for corrective enforcement actions.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received: 0

Optional: Enter any additional information relevant to the submission of as-built drawings:

The Town requires that all projects, once completed, provide as-built drawings that include all stormwater infrastructure. In addition, the Town's existing site plan and subdivision regulations require appropriate stormwater management systems consistent with regulatory and engineering standards. And, the Town and State regulations require that all site plans and subdivisions over 100,000 SF obtain a NH AoT permit that requires a full stormwater management plan and long-term stormwater systems O&M. The Town, through its Planning Board, is in the process of addressing this requirement in their regulations from projects under

100,000 SF.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town updated its street design and parking lot design standards in 2020 which are available on the Town's website. The assessment was initiated in 2021 and will be completed in 2022.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town will be initiating a Green Infrastructure work team to work on developing the report. The effort will include staff from the Town administration and planning personnel and others to implement this requirement.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected:

75

Number of catch basins cleaned:

75

Total volume or mass of material removed from all catch basins:

942

cubic feet

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

0

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The Road Agent reported that approximately 5% or five catch basins in 2021 were observed with sumps that were more than 50% full of sediment. In these cases the Road Agent increased the cleaning frequency from once every two years to once per year while the Road Agent conducts ongoing inspections of the locations of these catch basins for stormwater issues, particularly during and after any substantial weather event.

Street Sweeping

Report on the number of miles swept during this reporting period below.

Number of miles cleaned: 0

Report either the volume or weight of street sweeping materials collected during this reporting period below.

☐ Volume of material removed: [Select Units]

☐ Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 27

Describe any corrective actions taken at a facility with a SWPPP:

All development projects in Town with more than one acre of land disturbances have SWPPPs. The SWPPPs are discussed at a pre-construction meeting along with the procedures for implementing the SWPPP, inspecting and reporting. When issues arise the Town, the Town's consultant, the developer and contractor communicate and resolution / corrective actions are taken.

Additional Information**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

The Town did not monitor or perform studies related to stormwater receiving streams in 2021.

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

The primary drinking water supply for the City of Manchester, NH and a number of southern New Hampshire communities around Manchester is Lake Massabesic, with more than 75% of the Lake and watershed located in the Town of Auburn. Manchester Water Works (MWW) is an operating department of the City of Manchester that operates and maintains the water system supply and distribution. MWW has a program that closely monitors stormwater and other surface water that enter the surface water that ultimately ends in Lake Massabesic. This information has been made available to the Town and will be uploaded to the Town's MS4 Stormwater web page for the benefit of the public.

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

N/A

COVID-19 Impacts

Optional: If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Major studies and assessments associated with the implementation of the Town's MS4 compliance program required additional funding that was delayed in 2021 due to concerns regarding funding limitations and items requiring public input were not initiated due to social distancing requirements and state guidelines limiting public gatherings and meetings.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted

- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

A number of the Town's MS4 program have been effectively implemented, however a number were not. The Town is fully aware of the requirements of the program and will aggressively update and implement requirements in 2022.

Part V: Certification of Small MS4 Annual Report 2021**40 CFR 144.32(d) Certification**

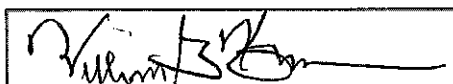
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that 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.

Name:

William G. Herman

Title: Town Administrator

Signature:



Date: 09/28/2021

*[Signatory may be a duly authorized
representative]*