

Year 2 Annual Report

New Hampshire Small MS4 General Permit

Reporting Period: July 1, 2019-June 30, 2020

****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, 2019 and June 30, 2020 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: 603-843-5052

Stormwater Management Program (SWMP) Information

SWMP Location (web address): N/A

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 2021. The Town had intended to update the SWMP in 2020 however due to COVID 19 the Town elected to minimize some non-critical expenses. The Town will proceed with completion of the update of the SWMP in 2021 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 2 Requirements

- ☒ Completed Phase I of system mapping
- ☐ Developed a written catchment investigation procedure and added the procedure to the SWMP
- ☐ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- ☐ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- ☐ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- ☐ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
 - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
 - ☒ operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

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 2 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. Catchment Investigation - This was not advanced in 2019/20
2. As-Built Regulations - The Town has robust regulations regarding submission and review of as-built plans for all development work in Town. Any projects requiring a NHDES AoT permit are required to submit an O&M manual for the side. The Town is updating regulations to require all projects to submit an O&M manual.
3. O&M requirements for Town facilities - To be completed in 2021.
4. The inventory has been developed and will be added to the SWMP in 2021.
5. Written Program for MS4 infrastructure maintenance - will be completed in 2021.

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 outfall and interconnection inventory and priority ranking as needed

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 will be performed in 2021.

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 has a more expansive message about the MS4 on their website, which briefly discusses issues associated with pet waste, and septic systems and other topics. In 2021 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 their website, which briefly discusses issues associated with pet waste, and septic systems and other topics. In 2021 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 were effectively implemented, however a number were not. The Town is fully aware of the requirements of the program and will be aggressively updating and implementing these requirement in 2021.



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 recently posted a message on the Town's website titled: Stormwater Management Program (SWMP), the message provides an overview of the important aspects of the program to Town residents and anyone else accessing the website.

Targeted Audience:

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 not mailed as pamphlets.

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.

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:

Number of SSOs removed:

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- ☒ Outfalls and receiving waters
- ☐ Open channel conveyances
- ☐ Interconnections
- ☐ Municipally-owned stormwater treatment structures
- ☐ Waterbodies identified by name and indication of all use impairments
- ☐ Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

In 2019 and 2020 all town owned/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.

- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

Due to COVID 19 and other circumstances outfall screening was no done by the Town. The Town's consultant is coordinating with Manchester Water Works to obtain the water sampling info that they may have obtained . In addition, in 2021 the Town's consultant will develop a comprehensive sampling program for the Town and assist with the implementation.

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

Number of outfalls screened:

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

Percent of total outfalls screened:

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.

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

This will be done in 2021.

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

Due to COVID 19 the catchment identification assessment was completed, however this will be done in 2021.

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.

- ☐ 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:

Number of illicit discharges removed:

Estimated volume of sewage removed: 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:

Total number of illicit discharges removed:

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 the reporting period**:

No training was performed. In 2021 the Town will be conducting in person training and will also require on-line training conducted by NHDES for all staff 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:

Number of inspections completed:

Number of enforcement actions taken:

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

The Town has a 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 system and erosion control measures by the Town's consultant. In addition, the Town requires surety and construction monitoring of the installation of the

Town maintained stormwater systems and erosion control measures during construction. Projects with compliance issues result in the 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

Ordinance or Regulatory Mechanism

Below, select the option that describes your ordinance or regulatory mechanism progress.

- ☒ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- ☐ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ☐ Bylaw, ordinance, or regulations have not been updated or adopted

As-built Drawings

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

The Town requires that all projects, once completed provide as-built drawings that includes 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's 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. In 2021 the Town will address this requirement in their regulations for 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 has updated street design and parking lot design standards (completed 2 years ago) available on the Town's website. The assessment is in the planning stage and will be initiated in 2021 and 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 team to work to develop the report. The Team will include the Planning Board Chairman, Town Administrator, and others to implement this requirement.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town has 2 facilities that fall under this situation. The first is the Town office. This was an existing building built in the 1800's. The parking area was paved with open drainage. Approximately 8 years ago the facility was upgraded, including the parking areas and access around the building. The upgrade involved the addition of a curbed paved area with catch basins with sumps. Now the sumps are periodically cleaned and the parking area swept.

The other facility that has been retrofitted is the elementary school, located on Raymond Road in the Town center. The school was fully retrofitted and expanded to comply with state and federal educational standards and for the increasing number of students. The project involved major site improvements that required the standard site plan review process by the Town, construction monitoring by the Town's consultant, NHDES AoT permit and EPA SWPPP and NOI.

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:

Number of catch basins cleaned:

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

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

Total number of catch basins:

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 5 catch basins, in 2020 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 and the Road Agents inspects the location of these basins for stormwater issues.

Street Sweeping

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

- ☒ Number of miles cleaned:
- ☐ Volume of material removed: [Select Units]
- ☐ Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

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:

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

All development projects in Town with over one acre of land disturbance 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 2020.

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 water supply for the City of Manchester, NH is Lake Massabesic, with over 75% of the Lake located in the Town of Auburn. Manchester Water Works (MWW) is City owned and Operated entity that operates the Water system supply and distribution. MWW has a program that closely monitors stormwater and other surface water that enter the surface water that enter the lake. This information has been made available to the Town recently and will be uploaded to the Town's website for 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 2 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 implementation of the Town's MS4 compliance program required additional funding that was delayed in 2020 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.

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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

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 in the last 5 years
- 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 uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- 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

Provide any additional details on activities planned for permit year 3 below:

A number of the Town's MS4 program were effectively implemented, however a number were not. The Town is fully aware of the requirements of the program and will be aggressively updating and implementing requirement in 2021.

Part V: Certification of Small MS4 Annual Report 2020**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:

4/14/21

*[Signatory may be a duly authorized
representative]*

Part V: Certification of Small MS4 Annual Report 2020

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:

*[Signatory may be a duly authorized
representative]*