

Year 4 Annual Report

New Hampshire Small MS4 General Permit

Reporting Period: July 1, 2021-June 30, 2022

****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, 2021 and June 30, 2022 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: Dan Goonan

Title: Interim Town Administrator

Street Address Line 1: 47 Chester Road

Street Address Line 2:

City: Auburn, NH

State: NH

Zip Code: 03032

Email: townadmin@townof auburnnh.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: 10-2022

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

The Town had intended and had noted in the 2021 Annual Report that the SWMP would be developed in 2022. Unfortunately, shortly after September of 2022, the Town Administrator's health deteriorated due to a cancer diagnosis resulting in some aspects of the Town's MS4 compliance program not advancing. The Town Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately, including the Town's SWMP.

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)

- ☐ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- ☐ Bacteria and Pathogen
 ☐ Chloride
 ☐ 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 4 Requirements

- ☐ Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- ☒ No updates were recommended
☐ Updates were recommended. The anticipated date or date of completion for updates is/was:

- ☐ Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- ☐ No updates were recommended
☐ Updates were recommended. The anticipated date or date of completion for updates is/was:

- ☐ Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

The Town of Auburn's development regulations are progressive, and comply with NHDES land use environmental requirements. The Town recently completed the construction of a rehab of their elementary school employing the latest BMPs and are committed to progressive environmentally conscience development. The Town is committing to having their consultant address the above noted items in the remainder of 2022 and 2023.

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:

- ☐ Updated system map due in year 2 as necessary
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ All curbed roadways were swept at least once within the reporting period
- ☒ 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 or provide any additional details, please use the box below:

- Regarding the Town System map, in remainder of 2022 and 2023 the Town will undertake an update/upgrade of their GIS mapping associated with outfalls and storm water infrastructure and town own facilities. The intent to link the maps to a database will allow the Town to note issues, changes and inspections within the database to improve record keeping and documentation.

- As apart of the SWMP public participation, employee training, development of the town owned facilities database along with maintenance of the storm water infrastructure will be addressed.

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

Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately, including the Town's SWMP.

However, it should be noted that over the past 20 plus years the Town has been very progressive in fully implementing site plan and subdivision plan reviews and construction monitoring, and developing and updating their development and zoning regulations that included LID regulations, advance environmental protection requirements, storm water regulations and a recent study to assess and protect ground water supplies throughout the Town.

The Town will continue these progressive environmental protection efforts and is committed to address outstanding MS4 requirements.

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:

Around 60% of Lake Massabesic is located in the Town of Auburn along with a number of tributaries streams and other smaller lakes and ponds. Because Lake Massabesic is the water supply for the City of Manchester, Manchester Water Works closely monitors and manages the watershed for the lake. Information regarding the watershed protection is available to the public at the link below.

<https://www.manchesternh.gov/Departments/Water-Works/Lake-Massabesic-Watershed>

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: As noted

Message Description and Distribution Method:

The town maintains on their website various links to environmental issues including:

- Grass and fertilizer environmental concerns and facts - <https://www.auburnnh.us/home/files/green-grass>
- Use of innovative development practices - <https://www.auburnnh.us/home/files/ms4-developer>
- Urban storm water run-off facts - <https://www.auburnnh.us/home/files/nsp-urban-facts>
- NHDES storm water information - [https://www.des.nh.gov/water/storm water](https://www.des.nh.gov/water/storm%20water)
- A two page informational pamphlet was included in the local town news paper in July of 2021 regarding environmental friendly lawn care and fertilizer recommendations.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

- It's difficult to identify measurable goals at this time. As the Town advances the full MS4 program including an inspection program, improvements and public engagement can be monitored for advancements.

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:

MCM2: Public Participation

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

None

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:**

There we no specific public involvement or participation opportunities directly related to a SWMP. However, every development project must adhere to the approval process that has a public comments and input requirement which allows the public and town boards involvement. This occurs at planning board, conservation commission and zoning board meetings and public hearings.

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

Optional: Provide additional status information regarding your map:

The Town MS4 System maps includes the entire town not only designated MS4 areas. The maps was developed by the Town many years ago and has limited information on it. With the advancement of GIS technologies, the Town intends to upgrade/advance their system map to include aerial satellite information of the Town, town facilities, developments and storm water infrastructure along with the outfalls. In addition the maps will be interactive to allow users to click on a location and facility to obtain specific information regarding inspections, the description of the infrastructure and noted issues or status.

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:

*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 outfalls screened:

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

As previously noted shortly after September of 2022, the Town Administrator's health deteriorated due to a cancer diagnosis resulting in some aspects of the Town's MS4 compliance program not advancing. The Town Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately.

The Town has received an EPA Order of Compliance dated 9-28-22 regarding non-compliance by the Town to perform outfall screening. The order includes two items, one to provide all outfall screening results / data to the EPA within 30-days of receipt of the Order. And a 2nd item to provide a plan and schedule to complete outfall dry weather sampling. Because the Town has not completed any dry weather screening to date, the town will be addressing the 2nd Item in the order within 30-days of the order.

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:

*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:

As previously noted shortly after September of 2022, the Town Administrator's health deteriorated due to a cancer diagnosis resulting in some aspects of the Town's MS4 compliance program not advancing. The Town Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately.

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:

n/a

*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:

To be addressed in 2023.

Employee Training

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

As previously noted shortly after September of 2022, the Town Administrator's health deteriorated due to a cancer diagnosis resulting in some aspects of the Town's MS4 compliance program not advancing. The Town Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately.

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: 4

Number of inspections completed: 40

Number of enforcement actions taken: 0

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

All development projects and major Town projects are either reviewed by or designed by the Town's consultant for compliance with the Town Development Regulations. In addition, all site plan and subdivision plans that are approved and go to construction are monitored for compliance with the approved plan and permit requirements by the Town's consulting engineers. Any non-compliance issues identified during construction are elevated to the Code Enforcement officer and when warranted enforcement actions are taken.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

This was not completed, reason previously noted.
This will be a priority in Year 5.

As-built Drawings

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

Number of as-built drawings received: 2

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

The Town's development regulations (site plan and subdivisions) require that all projects approved by the planning board provide an as-built. The Town has as-built plan requirements documented in their regulations. When projects are completed, prior to Town approvals for acceptance of the development by the Town, the as-built plans are submitted to the Town's consulting engineer, the plans are reviewed for completeness and compliance with the regulation prior to acceptance.

Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

- DPW Facility
- Town office site
- Safety Complex site
- Annex Fire Station
- Elementary School Site

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:

Each year the town hires a contractor to clean/inspect/remove material from catch basins. As a result the number of catch basin sumps that are more than 50% full is not recorded. In 2023, the Town's consultant will training and coordinate with the Town's contractor to record this information. And, if catch basin sumps are more than 50% an assessment of the cause will be made and corrective actions implemented if possible.

Street Sweeping

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

Number of miles cleaned:

*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:

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

The Town had two major active development projects in the reporting period, the Town's consulting engineering firm performs on site construction monitoring and as part of this process erosion control measure

in place are monitored on each site visit performed. No major corrective actions were required other than normal erosion control measure maintenance.

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):

<https://www.manchesternh.gov/Departments/Water-Works/Lake-Massabesic-Watershed>

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:

Around 60% of Lake Massabesic is located in the Town of Auburn along with a number of tributaries streams and other smaller lakes and ponds. Because Lake Massabesic is the water supply for the City of Manchester, Manchester Water Works closely monitors and manages the watershed for the lake. Information regarding the watershed protection is available to the public at the link below.

<https://www.manchesternh.gov/Departments/Water-Works/Lake-Massabesic-Watershed>

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:

See above

COVID-19 Impacts

Optional: If any of the above year 4 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 impacted the Town of Auburn in the first half of the MS4 reporting period (July 2021 through January 2022), limiting public meetings etc. However, as previously noted shortly after September of 2022, the Town Administrator's health deteriorated due to a cancer diagnosis resulting in some aspects of the Town's MS4 compliance program not advancing. The Town Administrator ultimately passed in July of 2022. The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately.

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

Yes, I agree ☒

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)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:

The Town leaders are now aware of the outstanding requirements that have not been effectively addressed and have engaged their engineering consultant to identify outstanding issues and expedite completion immediately. permit year 5 will be a catch up year for the Town. Many items identified in this report will be advanced in Q4 of 2022. Items requiring significant funding will be presented

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:

Daniel Goonan

Title:

Interim Town Administrator

Signature:

Date:

09/30/2022

*[Signatory may be a duly authorized
representative]*

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to EPA by clicking on one of the links below or using the email address listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Print Signature Page

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

Lock Form