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Municipality/Organization: Town of Auburn

EPA NPDES Permit Number: MAR041088

MaDEP Transmittal Number: W041071

**Annual Report Number
& Reporting Period: No. 7: May 1, 2009-April 30, 2010**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William Coyle

Title: Town Engineer

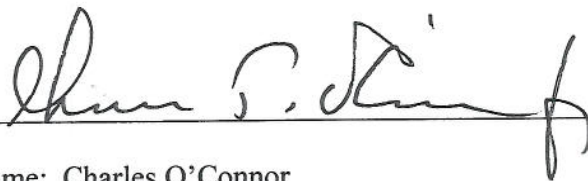
Telephone #: (508) 832-7728

Email: wcoyle@town.auburn.ma.us

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: Charles O'Connor

Title: Interim Town Manager

Date: April 30, 2010

Part II. Self-Assessment

The Town of Auburn has completed the required assessment and determined that our municipality is in compliance with all permit conditions.

Auburn's status with respect to historic properties was assessed during year 2. Auburn has verified that the MS4 outfalls are not having any impact on the three historic properties list on the National Registry of Historic Places. This was done through visual inspections at each historic property.

In 2008, the position of Town Engineer, who also serves as the head of the Stormwater Committee, was filled by William Coyle.

A Stormwater Utility Feasibility Study was completed in 2006 resulting in the finding that a stormwater utility was a feasible funding mechanism for stormwater management related activities. The Town successfully applied for SRF financing for a Stormwater Utility implementation project, covered under the SRF CY2007 funding program. Subsequently, the Stormwater Utility implementation project was approved at a Special Town Meeting held on November 1, 2007. The Loan Commitment through the SRF program, as issued by the Massachusetts Water Pollution Abatement Trust, was issued in January 2008. The Board of Selectmen voted to award the project to Comprehensive Environmental Inc at their meeting on April 14, 2008.

The Stormwater Utility implementation project has been ongoing for the past two years, culminating in final recommendations for the implementation of a stormwater utility that were presented to the Board of Selectmen in March/April 2010. The Board of Selectmen has chosen to fund the current stormwater management compliance costs through the general fund, subject to Town Meeting approval in May 2010. Implementation of the requested stormwater budget in the FY 2011 Town budget will provide a funding mechanism for current stormwater management activities including ongoing Phase II compliance.

Extensive public education and outreach was conducted over the past year including numerous public presentations, publishing of informational sheets in the local newspaper, and direct outreach to residents and businesses.

The "Stormwater Management, Erosion Control and Illicit Discharge Bylaw" was passed at a Special Town Meeting held on November 12, 2009.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
1A Revised	Mail Educational Information to Businesses and Residents	Planning Dept., Town Engineer, and Auburn Water District	Number of articles and copies of materials.	Education material was included with water bills, through an ongoing cooperative effort with the Auburn Water District. Separate informational notice was developed and distributed through the local weekly newspaper (Auburn News) to inform residents and businesses of stormwater issues. Met directly with the Auburn Chamber of Commerce to educate regarding stormwater issues.	- Water District continues to have the capability to include educational materials as water bill inserts. - Mail previously developed stormwater pamphlets on routine basis, dependent upon establishment of stormwater funding mechanism..
1B Revised	Develop Stormwater Section of Town Website	Planning Dept., Town Engineer, and MIS Dept.	Measure number of hits per quarter.	Town Staff is in the process of developing the stormwater section of the Town's website, as part of an overall upgrade of the website. Educational pamphlets have been adapted for and posted on the website. Stormwater Master Plan and various informational presentations have been posted on the website.	- Complete the upgrade of the Town's website. - Complete and update the stormwater section of the Town's website.
1C Revised	Develop and broadcast a stormwater presentation on local cable network	Stormwater Committee and Town Engineer	Cable TV tapes of shows.	Presentation on stormwater issues was made at the Special Town Meeting in November 2009, which was broadcast on local cable. Presentations and discussions related to the Stormwater Master Plan and the associated funding requirements were made at several Selectmen's Meetings in early 2010, which were broadcast on local cable. EPA's "After the Storm" has been added to the local access cable lineup as of March 2009.	- Provide updated information on status of stormwater issues and progress of Stormwater Master Plan implementation progress at periodic selectmen meetings, to be broadcast on local cable. - Continue to make accessible EPA's "After the Storm" on local cable.

ID	Publish Quarterly Article in Local Newspaper	Planning Dept., Health Dept., Town Engineer and Auburn Water District	Copies of Articles.	Separate informational notice was developed and distributed through the local weekly newspaper to inform residents and businesses of stormwater issues. "Highway Happenings" continued to be published weekly in the local newspaper, with stormwater issues noted as appropriate.	Develop format for quarterly news article. Submit a quarterly article to the local newspaper regarding upcoming stormwater events and progress on the implementation of the Stormwater Master Plan.
Revised					

1a. No additions at this time.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
2A Revised	Conduct River, Stream, and Pond Cleanups	Planning Dept., Town Engineer and Conservation Commission	Cleaner streams as documented by before and after photographs	Continued Leesville Pond cleanup in cooperation with the Leesville Pond Watershed and Neighborhood Assoc., including winter “drawdown” for weed control (and assoc TMDL reduction). Conducted a focused stream cleanup in May 2009 for Dunn’s Brook.	- Conduct stream and pond cleanups, including the four Town-owned ponds. - Foster cooperation with established and newly formed advocacy groups, such as the Leesville Pond Watershed and Neighborhood Assoc. and the Eddy Pond Watershed Assoc. - Document cleanup activities - Pursue implementation of winter “drawdown” for Town ponds.
2B Revised	Establish a Classroom Education Program	Planning Dept., Town Engineer, Sewer Dept. and Conservation Commission	The classroom education program will be implemented in the next permit cycle.	Town Staff has had initial discussions regarding stormwater curriculum for classroom education with a high school biology/ environmental science teacher. Water quality samples were collected and analyzed from the Auburn Pond area, by the volunteer student group “Students for the Environment” at the high school.	- Stormwater related curriculum will be developed for the classroom, including review of EPA educational materials. - Work with schools to establish implementation plan/schedule. - Train volunteers to present the stormwater information.
2C Revised	Help Establish Volunteer Stormwater Organization	Phase II Stormwater Committee	Document quarterly meetings.	Initial cooperative efforts achieved with Town pond advocacy groups, such as the Leesville Pond Watershed and Neighborhood Association. Initiated cooperative effort with faculty advisor for volunteer student group at the high school “Students for the Environment”, who subsequently performed water quality monitoring (sampling/analysis) in the Auburn Pond area.	- Pursue continued cooperative efforts with Town pond advocacy groups and plan regular projects and activities that can be completed by such groups. - Continue Town participation in the Upper Blackstone Coalition, as regional advocacy group.

2a. No additions at this time.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
3A	Develop Town Storm Drain Outfall Map	Highway Department and Town Engineer	All outfalls mapped by year 5.	- A GIS base map and database for the Auburn storm drain system was created in previous permit years. - Existing GIS base map includes outfall information and receiving water information. Storm drain outfalls were located and field verified in previous permit years. - Existing GIS base map includes the majority of structures (field located via GPS) and piping/connectivity.	- Work with MassHighway and the Turnpike Authority to obtain complete drainage information for highways owned/maintained by others (ie. I-90, I-290, I-395). - Further enhance “connectivity” between storm drain structures, based upon field observations during routine maintenance.
Revised					
3B	Develop Illicit Discharge Prohibition Ordinance	Planning Dept., Town Engineer, and Health Dept	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting in next permit cycle.	Bylaw passed in Nov 2009 entitled “Stormwater Management, Erosion Control and Illicit Discharge Bylaw” which prohibits illicit discharges.	Develop specific regulations for implementation of bylaw.
Revised					
3C	Develop Illicit Discharge Detection and Elimination Plan and Implement Activities	Planning Dept., Town Engineer, and Highway Dept	All outfalls examined by year 4. Sources traced and conclusion documented within one year of discovery.	Additional outfalls identified in Year 7 have been screened for illicit discharges.	Illicit discharge detection plan completed. No further activity planned, beyond ongoing inspections and response to any new illicit discharges identified.
Revised					
3D	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	Planning Dept., Town Engineer, and Highway Dept	Copies of materials.	Illicit discharge education material included with water bills.	Incorporate public education materials on hazards associated with illegal discharges and improper disposal of waste with public education program.

Revised						
3E	Hold Annual Household Hazardous Waste Collections	Board of Health	Document quantity of wastes collected annually.	Most recently, a Household Hazardous Waste Collection Day was held on May 3, 2008 (Permit Year 6). The Auburn Board of Health holds these events biannually.	The Auburn Board of Health will sponsor/hold a Household Hazardous Waste Collection Day on May 22, 2010.	
Revised						
3F	Identify Department to Take Stormwater Calls	Highway Dept, Planning Dept., and Engineering	Log of complaints and actions taken.	Stormwater related calls are tracked by the Town Engineer, with open communication established throughout departments (i.e. Police, Highway) to ensure stormwater complaints properly identified and resolved.	Protocol for addressing and reporting dumping or other inappropriate inputs into the MS4 will be available online, pending development of a stormwater section of the website	
Revised						

3a. No additions at this time.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
4A Revised	Develop Erosion Control Regulation	Town Engineer and Selectmen	Bylaw at Town meeting in next permit cycle.	Bylaw passed in Nov 2009 entitled “Stormwater Management, Erosion Control and Illicit Discharge Bylaw” which prohibits illicit discharges.	Develop specific regulations for implementation of bylaw.
4B Revised	Develop Guidance for Erosion Controls	Planning Dept, Highway Dept, Town Engineer and Consultant	Inspection checklist and documented inspections.	Town's Land Use Enforcement Officer and/or Town Engineer have coordinated stormwater management, enforcement and construction site/erosion control inspection. Land Use Enforcement Officer and/or Town Engineer conducted inspections of erosion controls and construction sites.	- Finalize guidance outlining specific erosion control requirements desired by Auburn. - Finalize inspection checklist. - Set up a tracking program. - Ongoing inspections of erosion controls.
4C Revised	Identify Department to Take Stormwater Calls	Highway Dept, Planning Dept., and Engineering	Log of complaints and actions taken	Stormwater related calls are tracked by Town Engineer, with open communication established throughout departments (i.e. Police, Highway) to ensure stormwater complaints properly identified and resolved. Public education has been successful, with public reporting of inappropriate discharges. Town Engineer and Conservation Commission recently responded to runoff issues from two residential construction sites. Work was stopped and these projects are temporarily on hold.	Protocol for addressing and reporting dumping or other inappropriate discharges into the MS4 will be available online, pending development of a stormwater section of the website

4a. No additions at this time

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
5A	Develop BMP Regulation	Town Engineer and Selectmen	Bylaw at Town meeting in next permit cycle.	Bylaw passed in Nov 2009 entitled “Stormwater Management, Erosion Control and Illicit Discharge Bylaw” which prohibits illicit discharges.	Develop specific regulations for implementation of bylaw.
Revised					
5B	Develop BMP Design Standards	Planning Dept, Town Engineer, and Consultant	Copy of design standards.	Specific BMP requirements desired by Auburn are included in the Stormwater Bylaw and regulations. Developed draft design standards for developers to follow including design performance criteria, BMP examples, and maintenance requirements, which are incorporated by reference in bylaws.	Finalize design standards for developers to follow including design performance criteria, BMP examples, and maintenance requirements.
Revised					
5C	Develop and Implement Inspection Program	Planning Dept, Town Engineer, and Consultant	Retain copies of maintenance reports received annually, plus records of inspections completed and results.	The Land Use Enforcement Officer and/or Town Engineer performed inspections.	- Setup a permit program and maintenance tracking program that requires annual submittal of maintenance reports by owner, in conjunction with Town’s MUNIS software package. - Conduct post-construction stormwater control inspections for sites where no annual report is submitted. - Require operation and maintenance plan of developers.
Revised					

5D	Amend Zoning Bylaws to Regulate Impervious Areas	Planning Dept., Town Engineer, and Zoning Board of Appeals	The new zoning bylaw will be implemented in the next permit cycle.	The Aquifer and Watershed Protection Overlay District boundaries were updated to reflect recent wells installed by the Auburn Water District. Map changes were accepted at Annual Town Meeting in 2008 (Permit Year 6). Current bylaw requires recharging via underground chambers with pretreatment to meet EPA and MassDEP stormwater quality standards.	Consider modifications to the Aquifer and Watershed Protection Overlay district section of the Zoning Bylaw with focus on reducing impervious area.
Revised					
5E	Adopt a Tree Preservation Bylaw	Tree Warden	Adopt a Tree Preservation Bylaw in next permit cycle.	Significant new plantings conducted as part of the Route 12 Beautification Project, which included the planting of hundreds of new trees and shrubs.	Consider development of a tree preservation bylaw.
Revised					

5a. No additional Post Construction Runoff Control BMPs.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
6A Revised	Sweep Streets in Town	Highway Department	Priority plan of sweeping. Volume of sweepings collected.	Streets and sidewalks were swept as required this year. Current priority plan based on five “precincts” and annual rotation. A new street sweeping plan has been developed based on water quality and sediment priorities, as a supplement to the “precinct” plan.	- Sweep all streets based on the new prioritized street sweeping plan. - Record sediment collected. - Consider purchase of new vacuum filter sweeper to enhance road sweeping program.
6B Revised	Clean Catch Basins	Highway Department	Records of catch basins cleaned.	Catch basins were cleaned this year on need-based prioritization determined by the Town’s Highway Dept. Future cleaning will be prioritized towards basins with known water quality and sediment issues, as identified through the past year’s location/inspection of most structures. New catch basin cleaning equipment was recently purchased (\$52,000).	- With the implementation of the necessary stormwater funding (pending approval at Town Meeting to be held in May 2010), clean all catch basins in Town within first year or two, followed by prioritized cleaning each following year. - Record sediment collected per catch basin or drainage network each cleaning.
6C Revised	Calibrate Salt Spreading Equipment	Highway Department	Prevent over-application of salt as shown with calibration records.	The Highway Department uses a 3 to 1 sand/ salt ratio on the Town’s roads. The amount of mixture applied is controlled inside the cab of the truck. The employee uses experience and best judgment to determine how much of the mixture to apply.	Same as Year 5.
6D Revised	Continue Practice of Low Salt Ratio Application	Highway Department	Use low salt ratio throughout town.	Continued the existing practice of low salt ratio application throughout town to protect groundwater and surface water resources.	Same as Year 5.

6E	Develop an Inspection and Maintenance Plan	Highway Department and Engineering	Records of inspections and maintenance.	O&M plan developed for stormwater system, including street sweeping, catch basin maintenance/inspection and outfall maintenance/inspection. Detention ponds were inspected and inventoried, with development of BMP maintenance plan.	- Perform inspection and maintenance, modifying frequency as necessary. - Implement a written yearly BMP maintenance schedule.
6F	Ensure Water Quality Improvements are Considered for Flood Projects	Highway Department and Engineering	Document flood control projects	Work was completed at several Town-owned dams (Auburn Pond and Leesville Pond). Drainage system replacement completed for Barbara Avenue area (900 ft), to address historical localized flooding associated with deteriorated stormwater infrastructure. Drainage system replacement completed for Warwick Street (600 ft), to address historical flooding associated with deteriorated stormwater infrastructure. Both stormwater improvement projects used deep sump catch basins and specialized hoods to improve performance.	
6G	Discontinue Outdoor Vehicle Washing	All Town Departments	Written policy.	Discontinued outdoor vehicle washing at the highway garage. Verified that all garage drains attached to a gas trap which discharges to the sanitary sewer system were cleaned once per year. The Town has complied with federal and state regulations pertaining to vehicle washing and rinsing.	Ongoing inspection/cleaning of gas trap and adherence to policy banning outdoor vehicle washing.

6H	Implement BMPs at the Highway Garage to Prevent Sedimentation to the Adjacent Waterway from Site Runoff and Road Material Storage	Highway Department	Before and after photographs. Records of sweeping and catch basin cleaning.	- The sand pile and raw material piles have been contained to prevent release to the adjacent stream. - The yard and catch basins were cleaned as required.	- Sweep the yard and clean catch basins frequently. - Document sweeping and catch basin cleaning.
Revised					
6I	Cover Junk Equipment and Vehicles	All Town Departments	Cover all junk equipment and vehicles.	Junk equipment and vehicles have been removed from the Highway Garage yard.	Vehicles to be provided with covers and drip pans, on an ongoing basis.
6J	Dispose of Hazardous Waste Drums	All Town Departments	Keep a record of drum disposal.	All drums are stored indoors until they can be disposed.	Same as Year 5.
Revised					
6K	Inspect and Cover Dumpsters	Highway Department	Record inspections.	- Dumpsters have been inspected. - Temporary covers were provided for the dumpsters.	- Develop a written inspection checklist for dumpsters. - Inspect dumpsters yearly to ensure there are no leaks.
Revised					
6L	Document Protocols for Municipal Operations	Highway Department	Copies of policies.	New policies were sent to Town employees, such as the new vehicle washing policy banning outdoor washing of vehicles.	- Develop written policies for all municipal operations. - Send policies to all town employees.
Revised					
6M	Conduct Town Employee Stormwater Training	Highway Department and Engineering	Attendance sheet and copy of program.	- Fire Department was previously trained for spill containment. - Highway Department was previously trained on stormwater.	The Stormwater Committee will coordinate annual stormwater training for Town Departments, in conjunction with implementation of the Stormwater Master Plan.
Revised					

6a. No additional Good Housekeeping BMPs.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Cycle
7A	Develop a Water Quality Strategy for 303d Waters	Town Engineer & Consultant	Summary of existing pollution prevention efforts, future needs, and responsible parties. Copy of Surface Water Quality Strategic Plan.	Completed Leesville Pond cleanup in cooperation with the Leesville Pond Watershed and Neighborhood Assoc., including winter “drawdown” for weed control (and assoc TMDL reduction). Stormwater Master Plan identifies conceptual BMPs that may be implemented to address water quality issues. Application for 604b Grant submitted to obtain additional water quality information and assist with prioritization of BMPs.	- Foster cooperation with established and newly formed advocacy groups, such as the Leesville Pond Watershed and Neighborhood Assoc. and the Eddy Pond Watershed Assoc. - Pursue implementation of winter “drawdown” for all Town ponds.
Revised					
7B	Implement BMPs from Water Quality Strategy	Town Engineer, Consultant, & Town Departments (to be determined)	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	Photographs and logs kept for activities related to Leesville Pond cleanup and winter “drawdown” for weed control (and assoc TMDL reduction).	Planned for next permit cycle.
Revised					

7a. No additional BMPs at this time for compliance with TMDLs.

7b. WLA Assessment

TMDL studies have been completed for Auburn Pond, Eddy Pond, Leesville Pond, Pondville Pond, and Stoneville Pond. The BMPs in minimum measures 1 through 6 are being applied first. These include measures recommended by the TMDLs such as public education, fostering volunteer watershed groups, street sweeping, catch basin cleaning and mapping outfalls. Once these basic BMPs are functioning it will be possible to assess their effect. The Town has developed a Stormwater Management Master Plan for its stormwater system. This plan includes recommended BMPs (conceptual locations and designs) to address the identified TMDL issues.