



Haverhill

Robert E. Ward, Deputy DPW Director
Water/Wastewater Division
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March 16, 2018

United States Environmental Protection Agency - Region 1
5 Post Office Square - OEP 06-01
Boston, MA 02109-3912
Attn: Ms. Glenda Velez

Massachusetts Department of Environmental Protection
One Winter Street - 5th Floor
Boston, MA 02108-4746
Attn: Mr. Frederick Civian by email: Frederick.Civian@state.ma.us

Subject: City of Haverhill, Massachusetts
Permit Number MAR 041197
Annual Stormwater Report No. 15

Dear Ms. Velez and Mr. Civian:

We respectfully submit the City of Haverhill's annual NPDES Stormwater Permit report for activities in calendar year 2017.

The report includes the following sections.

- Part I. General Information
- Part II. Self-Assessment
- Part III. Summary of Minimum Control Measures

If you need additional information, please call me at (978) 374-2382 or via email at rward@haverhillwater.com.

Sincerely,

Robert E. Ward
Deputy DPW Director

cc: By email: stormwater.reports@epa.gov
Paul Jessel, Collection System Supervisor, pjessel@haverhillwater.com
Carrie Prescott, Wastewater Compliance Coordinator, cprescott@haverhillwater.com

Municipality/Organization: City of Haverhill

EPA NPDES Permit Number: MAR 041197

MassDEP Transmittal Number: W-040847

Annual Report Number: 15

Reporting Period: Calendar Year 2017

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2018)**

Part I. General Information

Contact Person: Paul J. Jessel

Title: Collection System Supervisor

Telephone #: (978) 374-2382

Email: pjessel@haverhillwater.com

Mailing Address: 40 South Porter Street, Haverhill, MA 01835-7646

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.

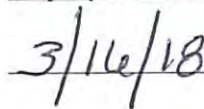
Signature:



Printed Name: Robert E. Ward

Title: Deputy DPW Director

Date:



Part II. Self-Assessment

The City of Haverhill has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following items:

- Part II B 4 - The City has a program to reduce pollutants from stormwater runoff from construction sites that disturb greater than or equal to one acre that is enforced for projects that fall under the Conservation Commission's jurisdiction. For projects that do not fall under the jurisdiction of the Conservation Commission, the City drafted a written program and an ordinance requiring sediment and erosion control at construction sites. The ordinance was submitted to City Council on November 10, 2017 and, as of March 13, 2018, is under review by the Mayor and the City Council.
- Part II B 5 - The City has a program to address stormwater runoff from new and redevelopment projects that are enforced for projects that fall under the Conservation Commission's jurisdiction. For projects that do not fall under the jurisdiction of the Conservation Commission, the City drafted a written program and an ordinance to address storm water runoff from new development and redevelopment projects that disturb greater than one acre and discharge into the municipal system. The ordinance was submitted to City Council on November 10, 2017 and, as of March 13, 2018, is under review by the Mayor and the City Council.
- Part II B 6(a) - The City did not conduct training this reporting period.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
1-1	Designate Stormwater Coordinator	Mayor	Officially designate and support Stormwater Coordinator	The Wastewater Division acts as the Stormwater Coordinator	No planned activities
1-2	Add Stormwater Information to City Website	Stormwater Coordinator	Incorporate a stormwater page onto the City's website	Completed Stormwater web page	Review and update the City's stormwater web page located at http://www.ci.haverhill.ma.us/departments/storm_water_program/index.php
1-3	Conduct Outreach/ Coordinate City Program	Stormwater Coordinator	Identification of Groups interested in City programs. Annual contact with interested groups. Sharing information	In progress	Merrimack Valley Planning Commission (MVPC)
1-4	Develop Brochures and Distribute to the Public	Stormwater Coordinator	Development of two (2) separate brochures will be completed and disseminated	Started developing a new brochure to provide information to general public about how to prevent stormwater pollution	Complete brochure: "A Haverhill Citizen's Guide to Preventing Stormwater Pollution". Brochure is available on the city website and at multiple City Departments. Water and sewer bills will have a notice that the brochure is available on city's website. Another new stormwater brochure will be developed
1-5	Install and Maintain Signs at key Stormwater Outfalls	Stormwater Coordinator	Develop list of future sign locations	The Wastewater Division has a list of all outfalls within the City of Haverhill	The Stormwater Coordinator will review this master outfall list and determine which outfalls need signs. Install signs
1-6	Distribute Pet Waste Brochure with Dog Licenses	Stormwater Coordinator and/or City Clerk	Pet waste fact sheet to all licensed dog owners	Distributed pet waste fact sheet with dog licenses, fact sheet is available on City's website and available on counter in City Clerk's office, started developing a new pet waste brochure	Completed new pet waste disposal brochure. The City Clerk will continue to mail out and hand out brochures with every dog license issued, make brochures available on the counter and post online under clerk website - dogs

Part III. Summary of Minimum Control Measures

2. Public Involvement and Participation

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
2-1	Comply with State Public Notification Guidelines	City Clerk and other Department Heads	Comply with state guidelines	Completed	Continue compliance
2-2	Hold annual Household Hazardous Waste Day(HHWD)	Wastewater Lab Technician / Operator	Hold annual HHWD	Held two (2) HHWD. collected 18,807 pounds of hazardous waste	Continue bi-annual HHWD in Spring and Fall
2-3	Motor Oil Collection Days	Highway Department	Oil collection days held on the last Saturday of each month	Held monthly oil collection days from September to June	Continue monthly oil collection days from September through June
2-4	Establish a Stormwater Hotline	Stormwater Coordinator	Establishment of hotline	Completed	Established and maintained public hotline (978) 374-2334 and email stormwater@citvofhaverhill.com
2-5	Establish Stormwater Committee	Mayor and Stormwater Coordinator	Establishment of Committee. Meeting attendance	Group is convened on an as-needed basis	Continue current practice
2-6	Youth Group to Stencil Catch Basins (CB's)	Stormwater Coordinator	Contact Groups to stencil fifty (50-CBs per year)	Purchased 400 storm drain markers for CBs. City placed approximately 100 markers through-out the city	Continue placing markers

Part III. Summary of Minimum Control Measures

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
3-1	Map Outfalls and Receiving Waters	City Engineer and Stormwater Coordinator	Complete mapping	90% completed. Continued adding and revising to improve accuracy. Staff have the ability to update GIS mapping using mobile devices in the field	Continue updating GIS mapping as part of normal day to day operations, upgrade mobile device application to improve mapping and inspection capability on field crews
3-2	Review existing and develop, if necessary, Stormwater Bylaw	Stormwater Coordinator	Review of existing bylaws and regulations. If necessary, prepare storm sewer bylaw and present to City Council	The City approved an ordinance in March 2017 prohibiting non stormwater discharges to the municipal stormwater system. The ordinance includes enforcement provisions	No activities planned for 2018
3-3	Continue Dry Weather Screening of Outfalls	Stormwater Coordinator	Complete first round of dry weather field screening of as many outfalls as possible in the five (5) years of the first permit term	Completed the initial dry weather screening, investigating outfalls with possible illicit connections, see note below about dollars expended	City will continue working on refining its IDDE program, continue IDDE investigations
3-4	Develop System for Detection and Elimination of Illicit Connections	Stormwater Coordinator/ Board of Health/ Wastewater	Develop procedures for elimination of illicit connections	Updated the IDDE manual which is available on the City's website at http://www.haverhillma.gov/departments/storm_water_program/index.php.com ; to date the city has spent approximately \$545,063 on its IDDE program	Continue implementing IDDE program

Part III. Summary of Minimum Control Measures

4. Construction Site Stormwater Runoff Control

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
4-1	Review Existing Ordinance Requiring Stormwater Control Plan for Sites Disturbing more than one (1) acre. Make Changes as Necessary	Conservation Commission/ Engineering/ Water & Wastewater/ Stormwater Coordinator	Review existing ordinances and draft changes as necessary	In progress. Conservation Commission enforces the 2008 Massachusetts Stormwater Management Regulations for projects that will disturb one acre or more. The Commission required proof of EPA authorization under NPDES and copies of the Stormwater Pollution Prevention Plan to be submitted before commencement of work. Submitted an ordinance to City Council for adoption November 2017 which is under review by the Mayor and City Council. This will include sites outside Conservation Commission jurisdiction	Approve Ordinance and implement program
4-2	Develop procedure for Receipt and Consideration of Public Comment	Conservation Commission/ Engineering/ Water & Wastewater/ Stormwater Coordinator	Review existing ordinances and draft changes as necessary to ensure public comment received at public hearings.	Established stormwater hotline (978) 374-2334 and email address: stormwater@cityofhaverhill.com	Reviewing email and stormwater hotline
4-3	Site Inspections of Stormwater Control and Construction Material Management	Conservation Commission/ Engineering/ Water & Wastewater/ Stormwater Coordinator	Site Inspectors regularly check erosion control measures	Site inspections are currently being conducted for subdivision street right of ways and projects within Conservation Commission jurisdiction	Review Current Inspection Program, update accordingly

Part III. Summary of Minimum Control Measures

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
5-1	Develop Ordinance to Require Runoff Controls for New and Re-Development	Conservation Commission/ Engineering/ Water & Wastewater/ Stormwater Coordinator	Review existing ordinances	Submitted ordinance to City Council in November 2017 for adoption. Ordinance is under review by Mayor and City Council	Approve ordinance and implement program
5-2	Recommend a BMP Manual for Use by Planners and Developers	Conservation Commission/ Engineering/ Water & Wastewater/ Stormwater Coordinator	BMP Manual Selected	The ordinance submitted to City Council references the Massachusetts Stormwater BMP's	Finalize ordinance references (e.g. Massachusetts Stormwater Management Handbooks (including Volume 2, Chapter 2: Structural BMP Specifications for (the Massachusetts Stormwater Handbook), Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas - A Guide for Planners, Designers, and Municipal Officials, and Massachusetts Nonpoint Source Pollution Management Manual

Part III. Summary of Minimum Control Measures

6. Pollution Prevention / Good Housekeeping in Municipal Operations

BMP ID#	BMP	Responsible Department /Person	Measurable Goals(s)	Progress on Goal(s) Permit Year 15	Planned Activities Permit Year 16
6-1	Continue Catch Basin (CB) Cleaning Program, including priority CB (i.e. near ponds) Annually	Wastewater/ Stormwater Coordinator/ Planning	Continue current program	In progress, cleaned 426 CB's. City no longer uses sand on city streets for snow and ice which will reduce quantity of sand in CB's, hired outside contractor to increase catch basin cleaning frequency	Continue with current program and outside contractor
6-2	Street Sweeping (SS)	Highway/ Stormwater Coordinator	Continue current program	Completed annual sweeping totaling 879 miles of streets. Contractor sweeping cost \$98,360. City no longer uses sand on city streets for snow and ice which will reduce street sweeping	Continue with current program
6-3	Adopt Appropriate Operating Procedures for Disposal of CB and SS Residuals	Highway/ Stormwater Coordinator	Review current disposal procedures and modify as appropriate. Properly dispose of residuals	CB and SS residuals are disposed at appropriate disposal sites. City no longer uses sand on city streets for snow and ice which will reduce street sweeping and CB residuals	Continue with current program
6-4	Minimize Salt Usage and maintain cover over salt storage area	Highway/ Stormwater Coordinator	Continue current program	Completed	Salt storage is covered and maintained at Highway Department, 500 Primrose Street
6-5	Develop/Implement Program for cleaning pond inlets and trash racks	Highway/ Stormwater Coordinator	Develop a program to clean pond inlets and trash racks, including schedule	Began inventorying pond inlets where cleaning is likely needed, completed list of stormwater outfalls that need cleaning	Continue to develop and identify what needs to be cleaned and where. Implement Program
6-6	Develop/Implement Employee Education Program	Stormwater Coordinator/ Highway	Two hours of training during the permit period to all relevant employees on stormwater related topics	No training during this permit period	Training planned for the next reporting period