

**Municipality/Organization:** City of Haverhill  
**EPA NPDES Permit Number:** MAR 041197  
**MassDEP Transmittal Number:** W-040847  
**Annual Report Number  
& Reporting Period:** 13  
Calendar Year 2015

**NPDES PII Small MS4 General Permit  
Annual Report  
(Due: May 1, 2015)**

**Part I. General Information**

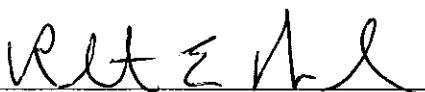
Contact Person: Paul Jessel Title: Collection System Supervisor

Telephone #: (978) 374-2382 Email: pjessel@haverhillwater.com

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

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: 4/27/16

## **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:

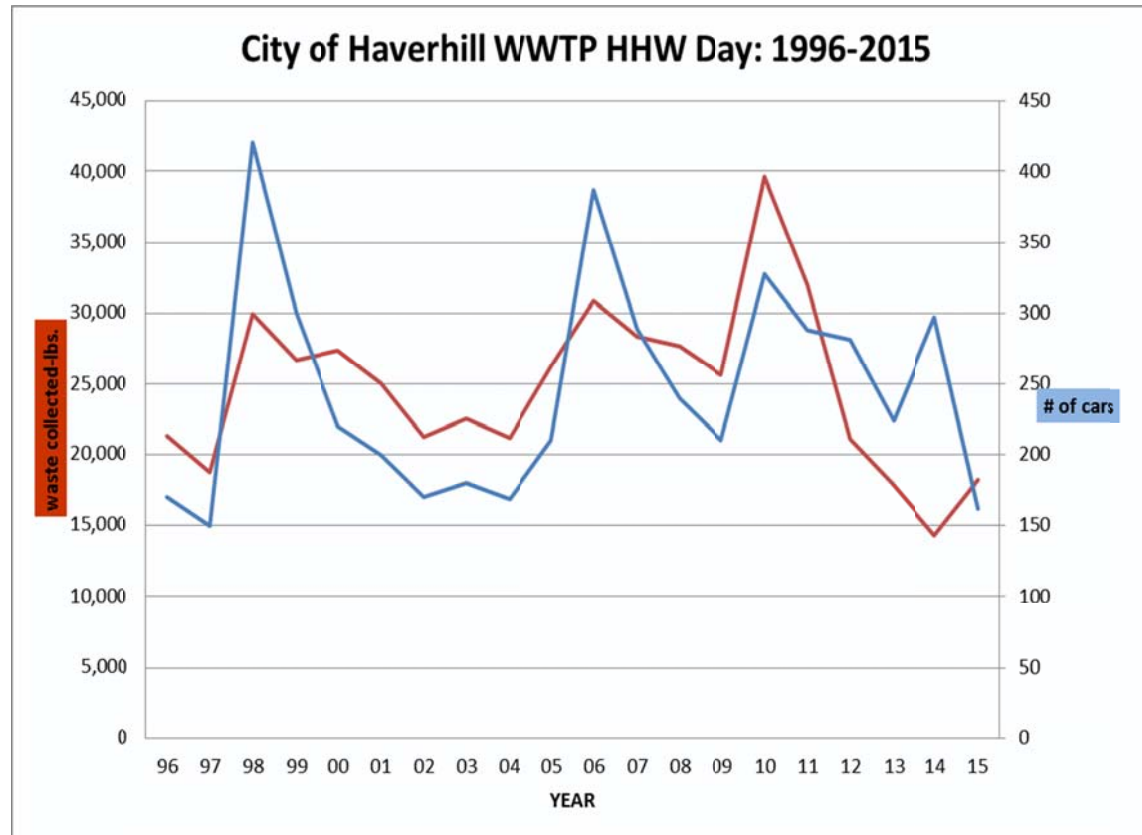
- Part II B 3 - The City has not fully implemented and enforced its illicit discharge detection and elimination (IDDE) program. A consultant is currently under agreement to assist the City with implementation and enforcement of its IDDE program. Implementation and enforcement is expected to begin within the next permit period.
- Part II B 3 - All dry weather outfalls inspections are now complete.
- Part II B 3(b) - Submitted a proposed ordinance to prohibit non-stormwater discharges into the stormwater system to City Council on March 23, 2010, which was not approved. The City is revising the ordinance and expects to submit it to City Council for approval within the next permit period.
- 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. During the next permit period the City will revise the program to include all projects that disturb greater than or equal to one acre.
- Part II B 4(a) - During the next permit period, the City plans on reviewing and updating its ordinances to comply with this requirement.
- 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. During the next permit period the City will revise the program to include all projects that disturb greater than or equal to one acre.
- Part II B 5(a) - During the next permit period, the City plans on reviewing and updating its ordinances to comply with this requirement.
- Part II B 6(a) - The City did not conduct training this reporting period.

Haverhill Highway Department continued the street sweeping program. The City currently has over 1,400 streets, with 266 centerline miles of streets or 532 lane miles. The City began using the street sweeping odometer to track the sweeping activity, which includes travel mile to and from the work site. The City currently has a database that has the Right of Way (ROW) length. The street sweeping list was cross reference to the City's ROW database and determines that the City cleaned 854 miles of streets. The odometer-reading total was 1,303 miles, a difference of 449 miles (34%) attributed to travel to and from the work site. Not all streets were swept; the City concentrated the street sweeping activity within the downtown section.

**Part II. Self-Assessment (continued)**

The City through the City Engineering Department has inputted all new subdivisions into GIS, which includes Stormwater features. In addition, other Stormwater features that were identified as missing are being inputted into GIS as time allows. The attached tables are the Best Management Practices (BMP's) listed in City of Haverhill's Notice of Intent, (NOI) and the City's progress in the 13<sup>th</sup> permit year.

We continue to have a residential Household Hazardous Waste collection day twice per year Spring and Fall. In calendar year 2015, we collected 18,248 pounds of hazardous waste. Below is a graph detailing the collections activities from 1996 to 2015.



### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

<b>BMP ID #</b>	<b>BMP</b>	<b>Responsible Department/ Person</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b>	<b>Planned Activities - Permit Year 14</b>
<b>1-1</b>	Designate Stormwater Coordinator	Mayor	Officially designate and support Stormwater Coordinator	In Process	The City is in process of hiring an individual that will include stormwater coordinator responsibilities.
<b>1-2</b>	Add Stormwater Information to City's Website	Stormwater Coordinator	Incorporate a stormwater page onto the City's website.	Maintained stormwater web page, added request for catch basin cleaning and street sweeping to the City's web site. <a href="http://www.ci.haverhill.ma.us/online_services/index.php">http://www.ci.haverhill.ma.us/online_services/index.php</a>	Review and update stormwater information on the City's web page, as needed. The City's stormwater Web page is <a href="http://www.ci.haverhill.ma.us/departments/storm_water_program/index.php">http://www.ci.haverhill.ma.us/departments/storm_water_program/index.php</a>
<b>1-3</b>	Conduct Outreach/ Coordinate City Program with Initiatives of Local Watershed Organizations	Stormwater Coordinator	Identification of groups interested in City programs. Annual contact with interested groups. Sharing information.	No activity – Haverhill Lakes Alliance is no longer active	Outreach and identify local watershed organization(s) interested in City programs.
<b>1-4</b>	Develop Brochures and Distribute to the Public	Stormwater Coordinator	Development of two (2) separate brochures will be completed and disseminated.	Discussed with MVPC regional approach to public outreach and education	Work with Merrimack Valley Planning Commission (MVPC) to develop and implement public education and outreach program
<b>1-5</b>	Install and Maintain Signs at Key Stormwater Outfalls	Stormwater Coordinator	New outfall signs installed at five (5) locations. Develop a list of parks, streams, ponds, etc. suitable for future signage.	Maintained signs a CSO outfalls	Identify five (5) key stormwater outfalls and install signs.
<b>1-6</b>	Distribute Pet Waste Fact Sheet 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 web site and available at counter in City Clerk's office	The City Clerk will continue to mail out and hand out with every dog license issued, make brochures available at the counter and post online under clerk website – dogs.

## 2. Public Involvement and Participation

<b>BMP ID #</b>	<b>BMP</b>	<b>Responsible Department/ Person</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b>	<b>Planned Activities - Permit Year 14</b>
<b>2-1</b>	Comply with State Public Notification Guidelines	City Clerk and other Dept. Heads	Comply with state guidelines	In compliance	Continue Compliance
<b>2-2</b>	Hold Annual Household Hazardous Waste Day	Industrial Pretreatment Coordinator	An annual household hazardous waste collection day	Held two (2) household hazardous waste collection days, collected 18,248 pounds of hazardous waste	Continue bi-annual household hazardous waste collection days in Spring and Fall
<b>2-3</b>	Motor Oil Collection Days	Highway Dept.	Monthly oil collection day to be held first Saturday of the month.	Held monthly collection days from September to June	Continue monthly collection days from September through June
<b>2-4</b>	Establish a Stormwater Hotline	Stormwater Coordinator	Establishment of hotline.	Maintained stormwater email and hotline.	Continue to maintain email <a href="mailto:stormwater@cityofhaverhill.com">stormwater@cityofhaverhill.com</a> and hotline (978) 374-2334
<b>2-5</b>	Establish a Stormwater Committee	Mayor and Stormwater Coordinator	Establishment of Committee. Meeting attendance.	Stormwater Committee was inactive this reporting period.	Reestablish Stormwater Committee. Committee to be more effective.
<b>2-6</b>	Youth Group to Stencil Catch basins	Stormwater Coordinator	Contact Groups to stencil fifty (50) CBs per year	No CB stencil this reporting period	For this period the goal is to stencil fifty (50) catch basins using summer employees or youth group

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP</b>	<b>Responsible Department/ Person</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b>	<b>Planned Activities - Permit Year 14</b>
<b>3-1</b>	Map Outfalls and Receiving Waters	City Engineer & Stormwater Coordinator	Map completed	Completed mapping known stormwater outfalls. Continued updating GIS on day-to-day basis to support stormwater activities.	Continue updating GIS as part of ongoing projects and day-to-day activities and to support stormwater activities (IDDE program, etc.)
<b>3-2</b>	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	Began revising previous draft stormwater ordinance that will prohibit non-stormwater discharges into the stormwater system	Complete draft ordinance and submit it to Mayor and City Council for approval
<b>3-3</b>	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 dry weather screening of outfalls, report is available upon request	Investigate sub-catchment areas to determine cause for documented high bacteria levels in a phase approach.
<b>3-4</b>	Develop System for Detection and Elimination of Illicit Connections	Stormwater Coordinator, Board of Health, Wastewater	Develop procedures for elimination of illicit connections	Completed IDDE manual in 2008, available on the City's website at <a href="http://www.ci.haverhill.ma.us/haverhill/departments/storm_water_program/uploads/Haverhill_s_IDDE_Manual.pdf">http://www.ci.haverhill.ma.us/haverhill/departments/storm_water_program/uploads/Haverhill_s_IDDE_Manual.pdf</a> , reviewing and revising IDDE manual, began drafting an enforcement response plan	Complete revised IDDE Manual and enforcement response plan and implement

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP	Responsible Department/ Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13	Planned Activities - Permit Year 14
4-1	Review Existing Ordinance Requiring Stormwater Control Plan for Sites Disturbing more than 1-acre. Make Changes as Necessary.	Conservation Commission, Engineering Dept., Water & Wastewater Dept., Stormwater Coordinator	Review existing ordinances and draft changes as necessary.	Conservation Commission continued to enforce the 2008 Massachusetts Stormwater Management Regulations for projects that are within its jurisdiction including projects that will disturb an acre or more. Began revising previous draft stormwater ordinance to regulate stormwater control at construction sites. Began developing construction site program for enforcement, inspection and recordkeeping.	Complete revised construction site ordinance and submit it to City Council and Mayor, complete construction site program for enforcement, inspection and recordkeeping.
4-2	Develop Procedure for Receipt and Consideration of Public Comment	Conservation Commission, Engineering Dept., Water & Wastewater Dept., Stormwater Coordinator	Review existing ordinances and draft changes as necessary to ensure public comment.	Maintained email hotline <a href="mailto:stormwater@cityofhaverhill.com">stormwater@cityofhaverhill.com</a> and phone hotline (978) 374-2334. Public has opportunity to comment at Zoning Board, of Appeals, Planning Board, City Council, Conservation Commission and Board of Health meetings.	Continue current practice
4-3	Site Inspections of Stormwater Control and Construction Material Management	Conservation Commission, Engineering Dept., Water & Wastewater Dept., Stormwater Coordinator	Site inspectors regularly check erosion control measures.	Site Inspections are currently being conducted for subdivision street right of ways, started developing program	Implement program developed as described in BMP 4-1.



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

<b>BMP ID #</b>	<b>BMP</b>	<b>Responsible Department/ Person</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b>	<b>Planned Activities - Permit Year 14</b>
<b>5-1</b>	Develop Ordinance to Require Runoff Controls for New and Re-Development	Conservation Commission, Engineering Dept., Water & Wastewater Dept., Stormwater Coordinator	Review of existing ordinances.	Began revising previous draft stormwater ordinance to regulate stormwater controls.	Complete revised ordinance and submit it to City Council and Mayor, complete construction site program for enforcement, inspection and recordkeeping.
<b>5-2</b>	Recommend a BMP Manual for Use by Planners and Developers	Conservation Commission, Engineering Dept., Water & Wastewater Dept., Stormwater Coordinator	BMP Manual selected	Currently researching appropriate manuals	Finalize ordinance references (e.g. Massachusetts <i>Stormwater Management Handbooks (including Volume 2, Chapter 2: Structural BMP Specifications for the Massachusetts Stormwater Handbook)</i> , <i>Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas – A Guide for Planners, Designers, and Municipal Officials</i> , and <i>Massachusetts Nonpoint Source Pollution Management Manual</i> )

## 6. Pollution Prevention/ Good Housekeeping in Municipal Operations

<b>BMP ID #</b>	<b>BMP</b>	<b>Responsible Department/ Person</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b>	<b>Planned Activities - Permit Year 14</b>
<b>6-1</b>	Continue Catch Basin Cleaning Program, Including Priority Catch Basins (i.e. near Ponds) Annually	Wastewater, Stormwater Coordinator, Planning?	Continue current program	In Progress, cleaned 65 catch basins.	Develop inspection program to identify priority areas for catch basin cleaning, hire outside contractor to increase catch basin cleaning frequency.
<b>6-2</b>	Street Sweeping	Highway Dept., Stormwater Coordinator	Continue with current program	In Progress	Continue with Current Program
<b>6-3</b>	Adopt Appropriate Operating Procedures for Disposal of Catch Basin and Street Sweeping Residuals.	Highway Dept., Stormwater Coordinator	Review current disposal procedures and modify as appropriate. Properly dispose of residuals	Disposed of street sweepings and catch basins at appropriate landfill.	Continue catch basin and street sweeping materials disposal at appropriate facility
<b>6-4</b>	Minimize Salt Usage and Maintain Cover over Salt Storage Area	Highway Dept., Stormwater Coordinator	Continue program	Continued current program. Salt is covered and maintained at the Highway Dept., 500 Primrose Street, Haverhill	Continue current program
<b>6-5</b>	Develop/ Implement Program for Cleaning Pond Inlets and Trash Racks	Stormwater Coordinator and Highway Dept.	Develop a program to clean pond inlets and trash racks, including schedule	Began inventorying pond inlets where cleaning is likely needed	Develop and identify what needs to be cleaned and where
<b>6-6</b>	Develop/Implement Employee Education Program	Stormwater Coordinator and Highway Dept.	Two hours of training during the permit period to all relevant employees on stormwater related topics	No training during this permit year, working with MVPC to develop regional training program	Implement training program developed with MVPC