

Municipality/Organization: City of Haverhill

EPA NPDES Permit Number: MAR 041197

MassDEP Transmittal Number: W-040847

Annual Report Number 14
& Reporting Period: Calendar year 2016

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

Part I. General Information

Contact Person: Paul Jessel **Title:** Collection System Supervisor

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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: Robert E. Ward

Printed Name: Robert E. Ward

Title: Deputy DPW Director

Date: 4/20/17

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 report 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 report 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 report 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 report 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 report 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.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
1-1	Designate Stormwater Coordinator	Mayor	Officially designate and support Stormwater Coordinator	The Wastewater Division acts as the Stormwater Coordinator	
1-2	Add Stormwater Information to City Website	Stormwater Coordinator	Incorporate a stormwater page onto the City's website	Completed Stormwater web page	Place Stormwater information on the City's web page, review and update as needed. The City's Stormwater Web page is http://www.ci.haverhill.ma.us/deepartments/storm_water_program/index.php Added request for catch basin cleaning and street sweeping to the City's website. http://www.ci.haverhill.ma.us/online_services/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	In progress	Completed brochures; however we plan to revisit these brochures in the upcoming year
1-5	Install and Maintain Signs at key Stormwater Outfalls	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	The City Clerk will continue to mail out and hand out with every dog license issued, make brochures available on the counter and post online under clerk website – dogs.

2. Public Involvement and Participation

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
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 first Saturday	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@cityofhaverhill.com
2-5	Establish Stormwater Committee	Mayor and Stormwater Coordinator	Establishment of Committee. Meeting attendance	Group is convened on as-needed basis	Continue current practice
2-6	Youth Group to Stencil Catch Basins (CB's)	Stormwater Coordinator	Contact Groups to stencil fifty (500 CBs per year	Purchased 500 storm drain markers for CBs	The City purchased storm drain markers and will begin to place on CBs

3. Illicit Discharge Detection and Elimination

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
3-1	Map Outfalls and Receiving Waters	City Engineer and Stormwater Coordinator	Map Completed	90% completed. Continued adding and revising to improve accuracy	Through outfall inspections, added outfalls as appropriate; updating GIS as part of normal operations
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	Drafted IDDE Ordinance	Submitted Ordinance to City Council for adoption. Ordinance was approved in February 2017
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 dry weather outfall field screenings	City will investigate and determine cause for documented high bacteria levels in a phase approach
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 IDDE manual, added enforcement response plan	Implemented program

4. Construction Site Stormwater Runoff Control

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
4-1	Review Existing Ordinance Requiring Stormwater Control Plan for Sites Disturbing more than 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 an acre or more, the Commission required proof of EPA authorization under NPDES and copies of the Stormwater Construction General Permit Notice of Intent. The Commission also required a copy of the related NPDES Stormwater Pollution Prevention Plan to be submitted before commencement of work	Draft ordinance and submit to City Council for adoption
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	In process. Established mail hotline, stormwater@cityofhaverhill.com and telephone hotline (978) 374-2334	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

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

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
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 on March 23, 2010. Not approved	Drafted and submit ordinance to City Council for adoption
5-2	Recommend a BMP Manual for Use by Planners and Developers	Conservation Commission, Engineering, Water & Wastewater, Stormwater Coordinator	BMP Manual Selected	Currently researching appropriate manuals to comply with the new permit schedule to be issued soon	Finalize ordinance references (e.g. <i>Massachusetts 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**

BMP ID#	BMP	Responsible Department / Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14	Planned Activities – Permit Year 15
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 379 CB	Continue with current program
6-2	Street Sweeping (SS)	Highway, Stormwater Coordinator	Continue current program	Completed annual sweeping totaling 875 miles of streets. Contractor sweeping cost \$53,773. Made final payment on in-house street sweeper of \$14,741.78 on	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 of at appropriate disposal sites	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, 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	Develop and identify what needs to be cleaned and where
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