



# Haverhill

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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 - 5<sup>th</sup> Floor  
Boston, MA 02108-4746  
Attn: Mr. Frederick Civian by email: [Frederick.Civian@state.ma.us](mailto: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](mailto:rward@haverhillwater.com).

Sincerely,

Robert E. Ward  
Deputy DPW Director

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

**Municipality/Organization:** City of Haverhill

**EPA NPDES Permit Number:** MAR 041197

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**MassDEP Transmittal Number:** W-040847

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**Annual Report Number:** 15

**Reporting Period:** Calendar Year 2017

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**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

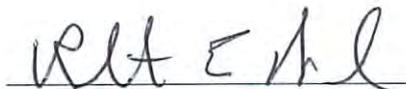
Telephone #: (978) 374-2382 Email: [pjessel@haverhillwater.com](mailto:pjessel@haverhillwater.com)

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:

3/16/18

## **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 <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>                                                                                     |
| 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**

| <b>BMP ID#</b> | <b>BMP</b>                                       | <b>Responsible Department /Person</b> | <b>Measurable Goals(s)</b>                                  | <b>Progress on Goal(s) Permit Year 15</b>                                                             | <b>Planned Activities Permit Year 16</b>                                                                                                              |
|----------------|--------------------------------------------------|---------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <a href="mailto:stormwater@citvofhaverhill.com">stormwater@citvofhaverhill.com</a> |
| 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 <a href="http://www.haverhillma.gov/departments/storm_water_program/index.php.com">http://www.haverhillma.gov/departments/storm_water_program/index.php.com</a> ; 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 Goal(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: <a href="mailto:stormwater@cityofhaverhill.com">stormwater@cityofhaverhill.com</a>                                                                                                                                                                                                                                                                                                                                                                    | 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**

| <b>BMP ID#</b> | <b>BMP</b>                                                              | <b>Responsible Department /Person</b>                                                           | <b>Measurable Goals(s)</b> | <b>Progress on Goal(s) Permit Year 15</b>                                                                              | <b>Planned Activities Permit Year 16</b>                                                                                                                                                                                                                                                                                                                                                                  |
|----------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-1            | Develop Ordinance to Require Runoff Controls for New and Re-Development | Conservation Commission/<br>Engineering/<br>Water &<br>Wastewater/<br>Stormwater<br>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/<br>Engineering/<br>Water &<br>Wastewater/<br>Stormwater<br>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                                         |