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Haverhill

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April 30, 2004

United States Environmental Protection Agency
Water Technical Unit
PO Box 8127
Boston, MA 02114

Commonwealth of Massachusetts
Department of Environmental Protection
627 Main Street
Worcester, MA 01608

Subject: Haverhill, Massachusetts NPDES Phase II Small MS4 General Permit

Annual Report No. 1:	**March 03-March 04**
EPA NPDES Permit Number:	**MAR041197**
MADEP Transmittal Number:	**W-040847**

Dear EPA & DEP :

In accordance with the City of Haverhill's NPDES Stormwater Permit we are providing this annual report.

Self-Assessment

The City of Haverhill is still experiencing significant revenue shortfalls that have resulted in many Department budget cuts. In the past year, the City has cut over 80 employees to help reduce the deficit. In addition, many Senior Management and Department Directors have retired and their positions not filled. Currently, there are far fewer individuals to carry out the current workload. Nevertheless, the Stormwater Program is progressing; although at a somewhat reduce level.

The following is a brief summary of Stormwater activities undertaken during the first permit year:

- March 31, 2004, The City of Haverhill Wastewater Division participated in an annual event sponsored by the City's "Brightside" Environmental Heroes Award Night. A display booth was set up that explained the Stormwater Management Plan and how the public could participate. Handouts were also available for the general public.

- Wastewater Division continued cleaning catch basins throughout the year. This program started in 1997 and to date has cleaned over 3,600 catch basins.

- Haverhill Highway Department swept approximately 80% of the streets in the City. In FY 05 the Wastewater Division will be purchasing a street sweeper, ($135,000), to continue this street cleaning process. Mayor James J. Fiorentini has instituted a clean street program.

- Highway Department is collecting oil the last Saturday of the month 9:00-1:00 from September to June.

- Stormwater GIS is progressing and a draft version will be on the intranet by the end of June 2004. Once this is completed and approved the storm water system will be delineated.

- The meeting to begin reviewing City Ordinance was held in early January 2004. Bi-weekly meetings have now been schedule to go over current City Ordinances and develop changes or additions necessary to comply with Phase II Stormwater Regulations. Other City Departments will be invited as needed.

- Household Hazardous collection day was held in October 2003 and is schedule again October 2, 2004

- Subdivision reviews by City Departments include comments to developers that a Stormwater management plan and maintenance plan must be submitted before approval. This began early in 2003 and will continue throughout the City's current Stormwater permit. The following is an example of a Definitive Plan Review Comment: "Stormwater Construction General Permit application must be submitted to USEPA and MDEP see the following web site. http://cfpub1.epa.gov/npdes/stormwater/cgp.cfm

Attached tables are listings the City of Haverhill Notice of Intent BMP's and the City's progress in the first permit year. The City of Haverhill is committed to the Stormwater program and will make every effort possible to achieve the BMP's as listed in the City's NOI.

Should you have any question or comments please call my office at 978-374-2382 or email me pjessel@haverhillwater.com.

Sincerely

Paul J. Jessel
Collection System Supervisor

cc: James J. Fiorentini, Mayor City of Haverhill
Robert Ward, Acting Director, Water/Wastewater
Don Freeman, CDM
John Pettis, III City Engineer
William Pillsbury, Planning, Economic, and Board of Health Director
Robert E. Moore, Jr., Environmental Health Technician
James Flaherty, Highway Superintendent
Margaret Toomey, City Clerk

Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID.	BMP	Responsible Dept. / Person	Measurable Goal	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
#1-1	Designate Stormwater Coordinator	Mayor	Official Designation of Stormwater coordinator	Paul Jessel is acting Stormwater coordinator	Official designation of a Stormwater coordinator
#1-2	Add Stormwater Information to City Website YR 2	Stormwater Coordinator	Incorporation of Stormwater Page	NA	Place Stormwater information onto the City's web page
#1-3	Coordinate Outreach with Initiatives of Local Watershed Organizations	Stormwater Coordinator	Identification of groups annual contact	Brightside meeting	Initiated discussions with Haverhill's Watershed Committee
#1-4	Develop and Distribute Informational Brochures	Stormwater Coordinator	Development and dissemination of 2 brochures.	In the process of developing brochures	Complete brochures development
#1-5	Install and Maintain Signage YR 2	Stormwater Coordinator	New Signs at 5 locations. Develop List of future signs	NA	Establish a sign location
#1-6	Distribute Pet Waste Brochure with Dog Licenses	City Clerk	Brochure to all dog licensees	Still researching	Distribute brochures

Summary of Minimum Control Measures (Continue)

2. Public Involvement and Participation

BMP ID.	BMP	Responsible Dept./Person	Measurable Goal	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
#2-1	Comply with State Public Notice Guidelines	City Clerk & Department Heads	Comply with State guidelines	In compliance	Continue Compliance
#2-2	Annual Household Hazardous Waste Day	IPP Coordinator	Annual collection day held	Conducted in October 2003	Continue annual household Hazardous Waste Day
#2-3	Motor Oil Collection Days	Highway Dept.	Collection days held	Last Saturday of the month 9:00-1:00 Sept. to June	Continue waste oil collection
#2-4	Establish a Stormwater Hotline	Stormwater Coordinator	Establishment of hotline	IN the process of establishing hotline	Established and maintain hotline
#2-5	Establish a Stormwater Committee	Mayor	Establishment of Committee	Committee is beginning to meet informally	Designate and formally establish Stormwater Committee and schedule regular meetings
#2-6	Stencil Catch basins **Yr 2**	Stormwater Coordinator	Contact Groups stencil 50 CBs per year	**NA**	Contact group(s) and stencil catch basins

Summary of Minimum Control Measures (Continue)

3. Illicit Discharge Detection and Elimination

BMP ID.	BMP	Responsible Dept./Person	Measurable Goal	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
#3-1	Map Outfalls and Receiving Waters	City Engineer & Stormwater Coordinator	Completed map	Draft GIS onto the intranet June 2004	Place onto GIS at least 20% of the Stormwater drain system
#3-2	Review and Revise, if necessary. Stormwater Bylaw	Stormwater Coordinator	Completed review, modifications if needed	First meeting held to review ordinance. Bi-weekly meetings schedule	Make recommendation and Ordinance changes as required
#3-3	Continue Dry-Weather Screening of Outfalls	Stormwater Coordinator	Complete first round of screening	Identification of 165 potential Stormwater outfalls along the Merrimack River was completed in late 2002 Sampling to be completed in 2004	Continue sampling along tributaries to Merrimack River
#3-4	Develop Program for Detection and Elimination of Illicit Connections	Stormwater Coordinator, Board of Health, Wastewater	Develop procedures for removal	Acting Stormwater Coordinator attend a training seminar regarding identification of potential illicit connection	Finalize procedures and program

Summary of Minimum Control Measures (Continue)

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID.	BMP	Responsible Dept./Person	Measurable Goal	Progress on Goal(s) – Permit Year 1	Planned Activities – Permit Year 2
#6-1	Continue Catch Basin Cleaning Program	Wastewater Dept., Stormwater Coordinator, Planning Dept.	Continuation with current program	Catch basin cleaning program is on going	Continue with current program
#6-2	Continue Street Sweeping Program	Highway Department, Stormwater Coordinator		Continued with Current Program	Wastewater Dept. purchase street sweeper for Highway Dept.
#6-3	Adopt Operating Procedures for CB and Street Sweeping Residuals.	Highway Dept., Stormwater Coordinator	Completed review, modifications if needed		Develop appropriate procedures
#6-4	Minimize Salt Usage and Maintain Salt Storage Area	Highway Department, Stormwater Coordinator	Continuation with current program	Salt storage is covered and maintained	
#6-5	Develop and Implement Inlet Cleaning at Ponds Yr 2	Stormwater Coordinator	Development of program	**NA**	
#6-6	Develop and Implement Employee Training Program	Highway Dept., Stormwater Coordinator	2 Hours annually of training per Employee	**NA**	