Haverhill

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April 28, 2006

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. 3	**March 05 March 06**
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 following is a summary of Stormwater activities undertaken during the third permit year:

- Wastewater Division continued cleaning catch basins throughout the year. This program started in 1997 and to date has cleaned over 4,500 catch basins.
- Haverhill Highway Department swept approximately 80% of the streets in the City and rebuild 305 catch basins and manholes.
- Highway Department is collecting waste oil on the last Saturday of the month from 9:00 AM -1:00 PM from September to June.
- The Conservation Commission enforces the Massachusetts Stormwater Management Policy for projects that are filed with the Conservation Commission. All others subdivision or projects that will disturb an acre or more, are required to obtain the Construction General Permit through the Planning Board.

- Stormwater GIS is progressing and a draft version is now on the intranet. The City's is now developing a Stormwater layer. Over 20,000 microfilm cards have been scanned and linked to a Microsoft Access database. The City's consultant is reviewing these cards in order to incorporate them into the stormwater GIS layer. This Storm Water Layer shall be completed by December 2006.

- Household Hazardous Waste collection day was increase to a bi-annual event for this reporting time period. October 2005, we received 198 cars and collected approximately 20,000 lbs. of hazardous waste (2,400 gallons). April 2006, we received 211 cars and collected approximately 25,000 lbs. of hazardous waste (3,000 gallons).

- City of Haverhill Planning Board Rules and regulations are being reviewed and rewritten. Included in these reviews is the concept of Low Impact Development, LID. By the end of this calendar year the Planning Board Subdivision Rules and Regulations should be completed and include LID projects.

- Preliminary discussions are ongoing in the City to develop a stormwater utility. Possible budgets and operational costs are being studies through implementation of a Storm Water General Permit.

- The City of Haverhill has put catch basin cleaning and street cleaning request forms onto the City's web site. See the following web address at www.ci.haverhill.ma.us

The attached tables are the Best Management Practices (BMP's) listed in City of Haverhill Notice of Intent and the City's progress in the third 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

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Collection System Supervisor

cc: James J. Fiorentini, Mayor City of Haverhill
Robert E. Ward, Acting Director, Water/Wastewater
Don Freeman, CDM
John H. Pettis, III P.E., 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 3	Planned Activities - Permit Year 4
#1-1	Designate Stormwater Coordinator	Mayor	Official Designation of Stormwater coordinator	Mayor is considering appropriate candidates	Official designation of a Stormwater coordinator
#1-2	Add Stormwater Information to City Website YR 2	Stormwater Coordinator	Incorporation of Stormwater Page	Began collecting information for web page	Place Stormwater information onto the City's web page. Added request for catch basin cleaning and street sweeping onto the City's Web Site. www.ci.haverhill.ma.us
#1-3	Coordinate Outreach with Initiatives of Local Watershed Organizations	Stormwater Coordinator	Identification of groups annual contact	Identified possible groups	Initiate discussions with Haverhill's Lake Alliance
#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	Identified viable locations	Obtain necessary approvals and install signs
#1-6	Distribute Pet Waste Brochure with Dog Licenses	City Clerk	Brochure to all dog licensees	In the process of developing brochures	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 3	Planned Activities – Permit Year 4
#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 September 2005 and April 8, 2006.	Continue bi-annual household Hazardous Waste Day schedule for September 2006
#2-3	Motor Oil Collection Days	Highway Dept.	Collection days held	Last Saturday of the month 9:00 AM to 1:00 PM Sept. to June	Continue monthly 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		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	Identified possible groups	Contact group(s) and stencil catch basins coordinating with Haverhill's Lake Alliance

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 3	Planned Activities - Permit Year 4
#3-1	Map Outfalls and Receiving Waters	City Engineer & Stormwater Coordinator	Completed map	Draft GIS onto the intranet June 2006	Complete the Stormwater Layer and place onto the City's GIS
#3-2	Review and Revise, if necessary. Stormwater Bylaw	Stormwater Coordinator	Completed review, modifications if needed	Initiated review	Make recommendation and Ordinance changes as required. Continue Planning board Rules and Regulation review to include LID.
#3-3	Continue Dry-Weather Screening of Outfalls	Stormwater Coordinator	Complete first round of screening		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	Began developing procedures	Finalize procedures and program

Summary of Minimum Control Measures (Continue)

4. Construction Site Stormwater Runoff Control

BMP ID.	BMP	Responsible Dept. /Person	Measurable Goal	Progress on Goal(s) - Permit Year 3	Planned Activities - Permit Year 4
#4-1	Review Existing Ordinance Requiring Stormwater Plan for Sites Greater than 1 Acre. Make Changes as Necessary.	Stormwater Coordinator Conservation Commission, City Eng., Planning Dept., Water & Wastewater	Completed review, modifications if needed	Initiated review	Make recommendation and Ordinance changes as required. Continue Planning board Rules and Regulation review to include LID.
#4-2	Develop Procedure for Receipt and Consideration of Public Comment	Stormwater Coordinator Conservation Commission, City Eng., Planning Dept., Water & Wastewater	Completed review, modifications if needed	Initiated review	Make recommendation and Ordinance changes as required
#4-3	Site Inspections of Stormwater Control and Material Management	Stormwater Coordinator Conservation Commission, City Eng., Planning Dept., Water & Wastewater	Regular inspections	Site Inspections are currently being conducted	Continue ongoing inspections of subdivisions

Summary of Minimum Control Measures (Continue)

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

BMP ID.	BMP	Responsible Dept. /Person	Measurable Goal	Progress on Goal(s) - Permit Year 3	Planned Activities - Permit Year 4
#5-1	Develop Ordinance Requiring Runoff Controls for New and Re-Development	Stormwater Coordinator Conservation Commission, City Eng., Planning Dept., Water & Wastewater	Completed review, modifications if needed		Make recommendation and Ordinance changes as required
#5-2	Recommend a BMP Manual	Stormwater Coordinator Conservation Commission, City Eng., Planning Dept., Water & Wastewater	Manual selected	Currently researching appropriate manuals	Select manual

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 3	Planned Activities - Permit Year 4
#6-1	Continue Catch Basin Cleaning Program	Wastewater Dept., Stormwater Coordinator, Planning Dept.	Continuation with current program	Catch basin cleaning program is ongoing	Continue with current program
#6-2	Continue Street Sweeping Program	Highway Department, Stormwater Coordinator		Continued with Current Program	Continue with Current Program
#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	Began inventorying pond inlets where cleaning is likely needed	Develop and Identify what needs to be clean and where
#6-6	Develop and Implement Employee Training Program	Highway Dept., Stormwater Coordinator	2 Hours annually of training per Employee		