Haverhill

Paul J. Jessel, Collection system Supervisor
Water/Wastewater Division
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April 30, 2007

Ann Herrick
United States Environmental Protection Agency
1 Congress Street, Suite 1100 (CIP)
Boston, MA 02114-2023

Fred Civian
Massachusetts Department of Environmental Protection
One Winter Street -5 th Floor
Boston, MA 02108

Subject: Haverhill, Massachusetts Annual **Report No. 4** Permit Number: **MAR 041197**

Dear Ann Herrick & Fred Civian:

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 addition, many Senior Management and Department Directors have retired and their positions still are not filled. Currently, there are far fewer individuals available to carry out the necessary workload. Nevertheless, the Stormwater Program is progressing.

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

- First illicit sewer connections were found during a routine drain repair, (September 2006); discovered 10 homes connected into the drain system. Completed review City plans and presented different options these home will be reconnected into the City's sewer system (June 2007).

- Developing list of names for Stormwater Committee, which includes the following members for consideration to be on the Stormwater Committee:

    - Robert E. Ward, P.E., Superintendent/Engineer Water/Wastewater
    - William Pillsbury, Planning Director
    - Steve Wersoki, Acting Superintendent Highway

- Margaret Toomey, City Clerk
- Bonnie Dufresne, Board of Health
- Les Godin, Health Inspector
- Robert E. Moore, Jr., Environmental Health Technician
- John Pettis III P.E., City Engineer
- John D'Aoust, Water Treatment Plant Manager
- Mary D'Aoust Water Treatment Chemist
- Paul Jessel, Collection System Supervisor, Water/Wastewater

- Beginning in May 2007 the Stormwater Committee shall begin to meet decide on policies and shall establish a regular meeting schedule.

- City Engineer's Office is responsible for Stormwater and drain permits. During site plan review (every lot must go through a site plan review), roof recharge is required to be shown on the plan above the ground water table. Watershed lots are required to store a one-inch rainfall for the recharge system. Other lots not with the watershed are required to store half an inch for the recharge system.

- Establish a Stormwater Web page at the following web link: http://www.ci.haverhill.ma.us/departments/stormwater/index.htm

- Establish an email hotline, which is stormwater@cityofhaverhill.com

- Wastewater Division continued cleaning catch basins throughout the year. This program started in 1997 and to date has cleaned over 4,556 catch basins.

- Haverhill Highway Department swept approximately 80% of the streets in the City and rebuilt 35 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. For projects that will disturb an acre or more, the Commission requires proof of EPA authorization under NPDES and a copy of the Stormwater Construction General Permit application be submitted before the Commission allows commencement of work.

- Stormwater GIS is progressing and a **final** version is nearly completed, which will be place onto the intranet. To include a Stormwater drainage layer.

- We continue to have a Household Hazardous Waste collection day. Calendar year 2006 we had 387 cars come in three hours. We collected 37,500 lbs. of hazardous waste (4,500 gallons). Household Hazardous Waste collection day for 2007 has increase to two collection days. The first April 28, 2007, and the second September 20007.

- 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 2007 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 studied through implementation of a Storm Water By Law. The Stormwater Committee shall develop and make recommendation for the Storm Water Utility.

- The City of Haverhill has put catch basin cleaning and street cleaning request forms onto the City's web site for the public. See the following web address at http://www.ci.haverhill.ma.us/departments/water/catch_basin.htm Response procedures in place and on going.

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 fourth 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

Paul J. Jessel
Collection System Supervisor

cc: James J. Fiorentini, Mayor City of Haverhill
Robert E. Ward, P.E. Supt. /Eng. Water/Wastewater
Don Freeman, CDM
John Pettis, III P.E., City Engineer
William Pillsbury, Planning, Economic, and Board of Health Director
Robert E. Moore, Jr., Environmental Health Technician
Steve Wersoki, Acting Superintendent Highway
Margaret Toomey, City Clerk
John D'Aoust, Water Treatment Plant Manager
Mary D'Aoust Water Treatment Chemist
Bonnie Dufresne, Board of Health
Les Godin, Health Inspector

1. Public Education and Outreach

BMP ID.	BMP	Responsible Dept. / Person	Measurable Goal	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
#1-1	Designate Stormwater Coordinator	Mayor	Official Designation of Stormwater coordinator	Establish Committee list for consideration	Official designations of a Stormwater coordinator establish a reoccurring meeting date and time.
#1-2	Add Stormwater Information to City Website	Stormwater Coordinator	Incorporation of Stormwater Page	Began collecting information for web page	Place Stormwater information onto the City's web page. The City's Stormwater Web page is http://www.ci.haverhill.ma.us/departments/stormwater/index.htm Added request for catch basin cleaning and street sweeping onto the City's Web Site. http://www.ci.haverhill.ma.us/departments/water/catch_basin.htm
#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	Stormwater Coordinator	New Signs at 5 locations. Develop List of future signs	Identified viable locations	Signage has been installed for all CSO outfalls 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 4	Planned Activities - Permit Year 5
#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 2006	Continue bi-annual household Hazardous Waste Day schedule for April 22, 2007 and September 2007.
#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 an email notification	Establish email for general public, which is stormwater@cityofhaverhill.com. Established and maintain hotline and email address
#2-5	Establish a Stormwater Committee	Mayor	Establishment of Committee	Recommend list for City Council approval	Designate and formally establish Stormwater Committee and schedule regular meetings
#2-6	Stencil Catch basins	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 4	Planned Activities - Permit Year 5
#3-1	Map Outfalls and Receiving Waters	City Engineer & Stormwater Coordinator	Completed map	Final GIS onto the intranet May 2007	Begin to identify Stormwater out falls.
#3-2	Review and Revise, if necessary. Stormwater Bylaw	Stormwater Coordinator	Completed review, modifications if needed	Reviewed various model ordinances	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 4	Planned Activities - Permit Year 5
#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. Established email hot line, which is stormwater@cityofhaverhill.com Phone hot line forthcoming
#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 4	Planned Activities - Permit Year 5
#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 4	Planned Activities – Permit Year 5
#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	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		