TOWN OF LINCOLN

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TOWN ADMINISTRATOR
Timothy S. Higgins

OCT 3 2005

Certified Mail – Return Receipt Requested

September 22, 2005

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

To Whom It May Concern:

Enclosed please find the Town of Lincoln's 2005 Annual Report, pursuant to the NPDES stormwater management program. With the additions of a professional planner and engineer to the town's staff and enhanced GIS capability, we fully expect to meet our reporting obligations in a timely manner.

Thank you for your consideration.

Sincerely,

Timothy S. Higgins
Town Administrator

CC: Christian Bibbo, Highway Superintendent
Thomas Gumbart, Conservation Director
Thelma Murphy, US EPA

Municipality/Organization: **Town of Lincoln**

EPA NPDES Permit Number: **MAR041043**

MaDEP Transmittal Number: **W- 035460**

Annual Report Number & Reporting Period: **No. 2: March 04-September 05**

OCT 3

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Timothy Higgins Title: Town Administrator

Telephone #: 781-259-2600 Email: higginst@lincolntown.org

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: Timothy S. Higgins

Title: Town Administrator

Date: 9/22/05

Part II. Self-Assessment

The Town of Lincoln has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part I. B. 2. (e)	A preliminary base map depicts town storm drains and outfalls (enclosed with this report). Outfalls need to be field-verified and water-quality tested prior to submitting the data to USFWS for a determination whether these outfalls have any adverse impact on Federally listed rare and endangered species. However at this time there are no Federally listed species found within Lincoln or in any of the communities immediately surrounding Lincoln.
Part I. B. 2. (g)	A preliminary base map depicts town storm drains and outfalls (enclosed with this report). Outfalls need to be field-verified and water-quality tested prior to submitting the data to the State Historic Preservation Officer for a determination whether these outfalls have any adverse affect on properties listed on the National Register of Historic Places. It is not anticipated that any Lincoln outfalls will negatively impact historic properties.
Part I. C. & D.	Elm Brook, that has its headwaters in Lincoln, is a State listed Water Quality Impaired Water and has TMDLs for bacterial pathogens and turbidity. The Town needs to assess the water quality of the outfalls into this system and needs to undertake education of residents within this watershed on proper septic system maintenance.
Part II. C.	A preliminary base map depicts town storm drains and outfalls (enclosed with this report). We are now able to assess the situation and determine if there are ways to improve drinking water supply protection.
Part II. F	Annual report was not submitted on or before May 1, 2004. Submitted on September 30, 2005.

Lincoln has worked steadily to meet the requirements of the NPDES Small MS4 General Permit despite a shortage in qualified staff and appropriated funds. A Town Planner was hired in November, 2003 and a Highway Superintendent who is also a Certified Civil Engineer was hired in August, 2005. The Town Planner has physically examined town roads with an engineer for stormwater and drainage Best Management Practices. The new Highway Superintendent will help out significantly on stormwater issues as we move ahead in the future. With last year's purchase of GIS software we have been able to prepare a preliminary base map of storm drains and outfalls.

Part III. Summary of Minimum Control Measures (measures for years 4-5 not included here)

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-A	Stormwater Flyer for Residents	SuAsCo ConCom	Distribute flyer to a minimum of 75% of residents. Compile survey results.	Distributed SuAsCo Watershed flier via Town Warrant mailing to all 2945 residential households in Year 1 – no results received from SuAsCo.	Repeat Town Warrant mailing with return address to Town. Compile results.
1-B	Stormwater Lesson Plan	SuAsCo ConCom	Distribute lesson plan to all 5th grade teachers and use in at least one classroom	Received lesson plans and distributed to schools. Already incorporated in existing curriculum.	Provide elective course for 8th graders on regional and local stormwater mapping.
1-F	Lincoln Specific Stormwater Flyers	ConCom	Distribute at Town Hall and public events.	Lincoln has several brochures relating to stormwater awareness and healthy lawns and landscapes available at Town Hall.	Ongoing availability at Town Hall and public events.
1-I	Education via Newspaper Articles	ConCom	Write at least one article per year	Not done	Write and publish stormwater article.
1-J	Education via the Internet	ConCom	Provide stormwater information and links on Town website	General NPDES MS4 Information posted on Town Website.	Provide links to local, state, and federal websites.

1a. Additions

1-K	Green Fair	ConCom Rural Land Foundation	Annual fair providing education on environmentally friendly products.	Held 3rd annual Green Fair. Reached hundreds of residents with information on reducing or eliminating the use of hazardous home and lawn products.	
1-L	New Homeowner Information Packet	ConCom	Provide property map, habitat description and brochures for each new homeowner.	Distributed packets including Lincoln specific fliers and return postcard to approximately 25 new homeowners.	Continue with packet distribution to new homeowners.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-A	Stormwater Traveling Display	SuAsCo ConCom	Have Display out for 3 months, including 3 locations	Stormwater display out for public viewing at Town Hall, Town Meeting, Library and the Green Fair. Display out for a total of 4 months.	Show Display in at least 1 new location.
2-B	Stormwater Poster Contest for Fifth Grade Students	SuAsCo ConCom	Hold Poster contest	Not done	Hold photo contest.
2-F	Annual Public Meeting on NPDES Plan and Report	Town Administrator	Hold Public Meeting by February each year	Town Employee meetings held to understand NPDES process and outline action items.	Continue regular annual public meetings for NPDES.
2-G	Watershed Group Involvement	ConCom Local Groups	Continue ongoing activities to protect the health of our watersheds.	ConCom partnered with Concord for 5th consecutive year on water chestnut removal. The City of Cambridge and other organizations worked to conserve 54 acres of open space in southeast Lincoln for Land Conservation and Watershed Protection.	Continuing outreach and action by groups including the Lincoln Land Conservation Trust, the Rural Land Foundation, and local rivers groups.
2-H	Involve Lincoln Children's Groups in Public Outreach	ConCom	Have one or more groups help distribute or display stormwater educational materials.	Not done	Contact local Scouting Troops and get one or more to participate in getting the word out on stormwater.

2a. Additions

2-I	Wetland buffer restoration through invasive species removal	ConCom	Work once per year with community and/or school group to restore wetland habitat.	Worked with 50 kids from the Corwin Russell school to restore wetland buffer habitat and learn about importance of wetlands in the water cycle.	Work with Carroll School to understand and restore local wetland buffer and learn about its hydrologic system.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-A	Illicit Discharge Bylaw	Highway Board of Health	Initial discussions and review of regulations	Gathered and reviewed model bylaws. Board of Health continues to review and permit all septic system maintenance and construction.	Continue to research bylaws and develop a draft bylaw with input from and outreach to municipal officials, Lincoln residents, developers, and contractors.
3-B	Storm Drain Map	Highway Town Administrator	Compile existing plans and data. Find, GPS survey, and map outfalls and waterbodies	Preliminary GIS map of catch basins and outfalls. Coordinated outfall mapping with Cambridge Water Department.	Concentrate field efforts on locating all outfalls in surface and groundwater protection zones.
3-C	Illicit Discharge Detection and Elimination Plan	Highway	Determine priority areas and discuss plan. Visually screen outfalls during dry weather.	Priority areas determined to be the Tower Road wellhead protection zones A and B and Flint's Pond and Cambridge Reservoir surface water protection Zones 1 and 2. Outfalls need to be field located. Household hazardous waste dropoff days sponsored by Town on 8 occasions.	Commence visual monitoring of outfalls in priority areas. Continue with household hazardous waste dropoff program.
3-D	Illicit Discharge Education for General Public and Businesses	ConCom Planning	Include illicit discharge education information in fliers.	ConCom brochures distributed on how to reduce lawn and yard pesticide and chemical fertilizer use.	Work on homeowner education on proper septic system monitoring and maintenance. Have Planning Board consider requiring "Do Not Dump" catch basin castings.
3-E	Illicit Discharge Education for Municipal Employees	Highway Fire Department	Start ongoing training in year 3.	Fire Department continued their training in spill prevention and containment.	Initiate employee training in illicit discharge detection and elimination.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-A	Construction Site Runoff Bylaw	Planning ConCom	Initial Discussions and review of existing and model bylaws.	Gathered and reviewed model bylaws. Construction site runoff controlled on sites within 100 feet of wetlands through ConCom permitting.	Develop a draft bylaw with input from and outreach to municipal officials, Lincoln residents, developers, and contractors.
4-B	BMPs for Construction Site Erosion, Sediment, and Waste Controls	Planning ConCom	Assess existing BMPs and brainstorm proposed BMPs.	Reviewed existing BMPs used in construction projects and examined BMPs in EPA and MA DEP Erosion and Sedimentation Control Manuals.	Prepare draft of BMPs for use in draft construction site runoff bylaw. Post BMP's on Town Website.
4-C	Construction Site Plan Review Procedures	Planning ConCom	Assess existing review procedures and brainstorm proposed.	Planning Board and ConCom both currently review construction site plans. Both are considering how to best incorporate a new bylaw into the existing permitting framework.	Prepare draft of procedures be included in the draft bylaw.
4-D	Construction Site Inspection and Enforcement Procedures	Planning ConCom	Assess existing inspection and enforcement procedures and brainstorm proposed.	Review of existing procedures complete. Planning and Conservation staff monitor construction sites as does the Building Inspector.	Prepare draft of procedures to be included in the draft construction site runoff bylaw.
4-E	Response to Public Stormwater Hotline	Highway ConCom	Assess and brainstorm procedures for hotline.	Hotline established. Conservation Department phone during working hours and Public Safety Dispatcher during other hours (who can then directly contact the Conservation Staff).	Continue to advertise "stormwater hotline". Do one newspaper article.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-A	Post-Construction Site Runoff Bylaw	Planning ConCom	Initial discussions; review current local/state regulations; review proposed samples	Sample bylaws gathered and reviewed for possible use in Lincoln. Reviewed current regulations in place including site plan and subdivision regulations and wetlands regulations.	Develop draft bylaw and involve and educate public, municipal officials, developers, and contractors.
5-B	Choose Structural and Non-structural BMPs	Planning ConCom	Assess existing BMPs and brainstorm proposed for new bylaw	Assessed current BMPs and started researching additional BMPs for bylaw. Continued enforcing current BMPs as shown on 5-year NPDES Stormwater Phase II Compliance Plan.	Prepare draft of BMPs to include in new bylaw. The public will be involved in this and we will review design standards for site and subdivision projects.
5-C	Long-Term BMP Operation and Maintenance Procedures	Planning ConCom	Assess existing Operation and Maintenance Plan Procedures and brainstorm proposed	Reviewed what is currently in place and researched possible changes for a new bylaw. OMPs are required under DEP Stormwater Management Regulations for projects requiring a Stormwater Management Plan.	Prepare a draft of what to include in a new bylaw.
5-D	Structural BMP Implementation Procedures	Planning ConCom	Assess existing and brainstorm proposed structural BMP procedures, including pre-construction review, inspections during construction, and post-construction maintenance.	Assessed current structural BMP implementation standards and began planning for bylaw.	Prepare draft of structural BMP implementation standards to be included in the new bylaw.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-A	Employee Training to Prevent/Reduce Stormwater Pollution	Highway Fire Department	Assess who, when, and what topics to address; create schedule and checklist	Highway Department has not initiated this training planning. Fire Department continues ongoing spill prevention and cleanup training.	Plan out schedule for Highway training. Include illicit discharge detection and prevention in this.
6-B	Maintenance/Inspection of Storm Sewers and Structural/Non-Structural Controls	Highway	Assess existing controls, maintenance activities, schedules, and long-term inspection procedures	Annual catch basin cleaning completed. Continued assessment of existing maintenance/inspection of storm drainage system.	Develop draft new/improved activities, schedules, and procedures.
6-C	Pollutant Source Reduction/Elimination from Municipal Facilities and Activities	Highway	Assess existing facilities, activities, and BMPs and start consideration of additional or improved BMPs	Continued to assess current status of municipal activities and facilities.	Develop draft BMPs for municipal sites and activities.
6-D	Waste Disposal Procedures from Storm Sewers and Municipal Facilities/Activities	Highway	Assess existing waste disposal procedures, review MA guidelines, brainstorm improved and new procedures	Currently catch basin cleanings have been composted at the Highway Department Facility.	Develop draft procedures for waste disposal from storm sewers and municipal facilities and activities.

6a. Additions

6-E	Low road salt use in Lincoln	Highway Selectmen	Maintain policy to reduce salt use on Lincoln roads.	Maintained	