TOWN OF LINCOLN

LINCOLN TOWN HALL
PO BOX 6353
LINCOLN, MA 01773
Office No. *781/259-2600*
FAX No *781/259-1677*
EMAIL *higginst@lincolntown.org*

Received 4-28-06

TOWN ADMINISTRATOR
Timothy S. Higgins

10413

PV

Certified Mail – Return Receipt Requested

April 25, 2006

Thelma Murphy Stormwater Coordinator
United States Environmental Protection Agency
Region 1
1 Congress Street
Boston, MA 02114-2023

EPA NPDS Permit # MAR041043

Dear Ms. Murphy:

The Town of Lincoln inadvertently sent you a cover sheet for the **NPDES PII Small MS4 General Permit Annual Report** with an incorrect date.

Please accept the enclosed cover sheet with the corrected Date of Reporting Period. Thank you for your attention to this matter.

Sincerely,

Debra Parkhurst

Debra Parkhurst
Administrative Assistant

Cc: Christian Bibbo, Highway Superintendent
Thomas Gumbart, Conservation Director
Massachusetts DEP, Division of Watershed Management

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TOWN ADMINISTRATOR
Timothy S. Higgins

Certified Mail – Return Receipt Requested

April 25, 2006

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

EPA NPDS Permit # MAR041043

To Whom It May Concern:

The Town of Lincoln inadvertently sent a cover sheet for the **NPDES PII Small MS4 General Permit Annual Report** with an incorrect date.

Please accept the enclosed cover sheet with the corrected Date of Reporting Period. Thank you for your attention to this matter.

Sincerely,

Debra Parkhurst

Debra Parkhurst
Administrative Assistant

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. 3: September 05 – May 06**

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: Tim S. Higgins

Printed Name: Timothy S. Higgins

Title: Town Administrator

Date: 4/26/06

TOWN OF LINCOLN

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LINCOLN, MA 01773
Office No. *781/259-2600*
FAX No *781/259-1677*
EMAIL *higginst@lincolntown.org*

TOWN ADMINISTRATOR
Timothy S. Higgins

Certified Mail – Return Receipt Requested

April 24, 2006

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

EPA NPDES Permit #: MAR041043
MA DEP Transmittal # W-035460

To Whom It May Concern:

Enclosed please find the Town of Lincoln's 2006 Annual Report, pursuant to the NPDES stormwater management program.

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. 3: May 06 – May 07**

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: Timothy S. Higgins

Printed Name: Timothy S. Higgins

Title: Town Administrator

Date: April 24, 2006

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)	Outfalls have been field-verified, but need to be 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)	Outfalls have been field-verified, but need to be 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 has been working with the National Historic Park on a restoration plan for daylighting approximately 300 feet of stream that is part of the Elm Brook Watershed.

Part III. Summary of Minimum Control Measures (measures for year 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-C	Stormwater Flyer for Community Businesses	SuAsCo ConCom	Flyer distributed to a minimum of 50% of businesses.	Received one banner and displayed at Town Transfer Station.	Stormwater Media Campaign
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 , DPW, and public events.
1-G	Business Education	ConCom	Coordinate education, and the use of selling slow-release fertilizers.	Conservation staff visited 2 local nurseries to discuss the importance of slow-release fertilizers. Hanscom Family Housing agreed to reduce lawn areas on their 190-acre housing redevelopment project. They will not use any chemicals or synthetic fertilizers within the 100-foot buffer zone and have worked hard to clean and filter stormwater that flows into the Shawsheen River.	Continue to work with local businesses. Send wetlands and healthy lawns and landscapes brochures to landscape companies who work in town.
1-H	Agricultural Education	Ag Com ConCom	Distribute flyer to farmers.	Town voted to establish an Agricultural Commission. ConCom sends new farm lease holders a copy of their recommended Agricultural BMP's.	Work with Ag Com to maintain and establish new BMP's on Agricultural Fields. Encourage more farms to grow organic.
1-I	Education via Newspaper Articles	ConCom	Write at least one article per year	Article currently being written to appear in The Lincoln Journal.	Write and publish additional stormwater article.
1-J	Education via the Internet	ConCom	Provide stormwater information and links on Town website	Additional Stormwater Info posted on Town website.	Provide more Lincoln-specific information on website. Upload PDF of outfalls map.

1a. Additions

1-K	Mt. Misery Dog Use	ConCom	Control use and clean-up practices at Mt. Misery Conservation Area.	Provide recycled bags and 2 bins for dog waste. Weekly removal and disposal of waste.	Continue dog waste removal at Mt. Misery.
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 20 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 3** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 4**
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-C	Photo Contest for High School Students .	SuAsCo ConCom	Hold Poster contest	Not done. SuAsCo materials not received until April 2006.	Hold Summit Special Events.
2-F	Annual Public Meeting on NPDES Plan and Report	Town Administrator	Hold Public Meeting by February each year	Annual meetings held to outline action items for year 3 and 4.	Hold Annual Meeting.
2-G	Watershed Group Involvement	ConCom Local Groups	Continue ongoing activities to protect the health of our watersheds.	ConCom partnered with Concord for 7th consecutive year on water chestnut removal.	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.	Conservation Staff led Vernal Pool Workshop with Girl Scout Troup. Researched Stream Teams and Vernal Pool Certification Procedures.	Work with Elementary Students to produce 'River Inspired Art' during Riverfest 2006. Work with students to certify a local vernal pool.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-A	Illicit Discharge Bylaw	Highway Board of Health	Discussions and review of regulations	No progress has been made on implementing the Illicit Discharge Bylaw. Board of Health continues to review and permit all septic system maintenance and construction.	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	GIS map of town catch basins and outfalls completed in year 2. Handheld GPS unit purchased by Town for field verification.	Concentrate field efforts on locating all outfalls in surface and groundwater protection zones. Use GPS equipment for field verification of outfalls and stormwater problem areas.
3-C	Illicit Discharge Detection and Elimination Plan	Highway	Visually screen outfalls during dry weather.	Screened major outfalls during dry weather. Household hazardous waste coordinated with the Town of Lexington.	Continue monitoring outfalls in priority areas. Continue with household hazardous waste program.
3-D	Illicit Discharge Education for General Public and Businesses	ConCom Planning Highway	Include illicit discharge education information in fliers.	ConCom brochures distributed on how to reduce lawn and yard pesticide and chemical fertilizer use.	Highway Department to stencil catchbasins with 'Do Not Dump' symbol.
3-E	Illicit Discharge Education for Municipal Employees	Highway Fire Department	Municipal training for Town.	Fire Department continued their training in spill prevention and containment. DPW employees received training on spill prevention and containment.	Continue 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year4
4-A	Construction Site Runoff Bylaw	Planning ConCom	Initial Discussions and review of existing and model bylaws.	No progress has been made on implementing the Construction Site Runoff Bylaw. 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.	Prepared Lincoln specific Construction Site BMP's for distribution to applicants during site plan review.	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".

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-A	Post-Construction Site Runoff Bylaw	Planning ConCom	Initial discussions; review current local/state regulations; review proposed samples	No progress has been made on implementing the Construction Site Runoff Bylaw. Post construction site practices reviewed through wetlands and site plan permitting.	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 bylaw	Prepared Lincoln specific Construction Site BMP's for distribution to applicants during site plan review.	Post BMP's on Town Website.
5-C	Long-Term BMP Operation and Maintenance Procedures	Planning ConCom	Assess existing Operation and Maintenance Plan Procedures and brainstorm proposed	OMPs are required under DEP Stormwater Management Regulations for projects requiring a Stormwater Management Plan.	Prepare Lincoln specific O&M BMP's for distribution to applicants during site plan review and include in 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.	No progress has been made on implementation of structural BMP's.	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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-A	Employee Training to Prevent/Reduce Stormwater Pollution	Highway Fire Department	Municipal training for Public Works and Fire Department employees.	Fire Department and Public Works Department continues ongoing spill prevention and cleanup training. Containment booms have been placed in the DPW garage. These booms will be available to be placed around catch basins in the event of a fluid spill.	Continue Fire and Public Works Dept. training to prevent any stormwater pollution.
6-B	Maintenance/Inspection of Storm Sewers and Structural/Non-Structural Controls	Highway	Assess existing controls, maintenance activities, schedules, and long-term inspection procedures	The Town of Lincoln annually cleans approx. 510 catchbasins. Continued assessment of existing maintenance/inspection of storm drainage system.	Continue to develop new and improved activities, schedules, and procedures. Identify problem areas associated with drainage/culvert work.
6-C	Pollutant Source Reduction/Elimination from Municipal Facilities and Activities	Highway	Assess existing facilities, activities, and BMPs and continue additional or improved BMPs	The Public Works Dept. has begun review of a 1971 Town regulation that restricts the snow & ice removal to 10% salt, 90% sand.	• Review of 1971 Town regulation that restricts the snow & ice removal procedures to 10% salt and 90% sand • Public Works Roadside Maintenance Program • Commence Public Works materials handling procedures • Continue roadside sweeping 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	Begin environmental review of DPW material handling.	Develop draft procedures for waste disposal from storm sewers and municipal facilities and activities.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	no	
Annual program budget/expenditures	($0)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(30%)	
Stormwater management committee established	(no)	
Stream teams established or supported	(no)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(8)	
▪ community participation	(20%) ?	
▪ material collected	(tons or gal)	
School curricula implemented	(yes)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				

Mapping and Illicit Discharges

Outfall mapping complete	(30%) year2	(90%) year 3
Estimated or actual number of outfalls (Catch Basins – C.B.)	(200)	Over 510 C.B.
System-Wide mapping complete	(1%) year 2	(90%) year 3
Mapping method(s)		
▪ Paper/Mylar	(100%)	
▪ CADD	(%)	
▪ GIS	(100%)	
Outfalls inspected/screened	(25)	
Illicit discharges identified	(2)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(0%)	
% of population on septic systems	(100%)	

Construction

	2005-2006	
Number of construction starts (>1-acre)	(6)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(100%)	
Site inspections completed	17	
Tickets/Stop work orders issued	(0)	
Fines collected	(0)	
Complaints/concerns received from public	(1)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	1 stormwater control	problem in town
Site inspections completed	(0)	
Estimated volume of stormwater recharged	(gpy) ??	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(1 time/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(1 time/yr)	
Total number of structures cleaned	(512)	
Storm drain cleaned	100 LF	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Recycle, compost	
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(2 times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	NA	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	DPW Facility	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(N/A)	

▪ Herbicides	(N/A)	
▪ Pesticides	(N/A)	

Anti-/De-Icing products and ratios	% NaCl 10% $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl 90% Sand	
Pre-wetting techniques utilized	(no)	
Manual control spreaders used	Yes	
Automatic or Zero-velocity spreaders used	Yes	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(yes)	
Storage shed(s) in design or under construction	Yes	