

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2022 and June 30, 2023 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

**Impairment(s)**

Bacteria/Pathogens       Chloride       Nitrogen       Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following publicly available website:

- Updated system map due in year 2 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
  - This is not applicable because there are no septic systems present

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Chloride**

Annual Requirements

*Public Education and Outreach*

- Included an annual message in November/ December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

The following type(s) of salt were applied **during this reporting period (year 5):**

- Sodium chloride
- Calcium chloride
- Potassium chloride

Magnesium chloride

Brine solution

Total amount of salt applied **during this reporting period (year 5) including units:**

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Salt Reduction Plan - The Town only recently became aware of this requirement approximately one year in Permit Year 3, as Lincoln was not covered under the original 2016 permit release. Lincoln completed a Salt Reduction Plan during Year 5 to meet permit requirements and is available for download at: <https://www.lincolntown.org/1010/Stormwater-and-Climate-Resiliency>

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

#### Annual Requirements

##### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- The street sweeping schedule is attached to the email submission
- The street sweeping schedule can be found at the following publicly available website:

Included as an appendix in the SWMP Plan, available for download at: <https://www.lincolntown.org/1010/Stormwater-and-Climate-Resiliency>

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Increased Sweeping for High Pollutant Loads - This was determined not to be necessary for the Town as these areas are not observed to accumulate more sediment and debris than other areas within the Town.

### **Charles River Watershed Phosphorus TMDL**

- Completed the written Phase 1 Phosphorus Control Plan (PCP), including: *(select the items in the Phase 1 PCP that have been completed)*
- Planned nonstructural controls
- Planned structural controls
- O&M program for structural controls
- Implementation schedule
- Cost of implementation

The Phase 1 PCP: *(select one of the following options)*

- is attached to the email submission
- can be found at the following publicly available website:

Below, calculate your current phosphorus export rate by first filling out the individual phosphorus loading components (labeled [A], [B], [C], and [D]) and then computing your current phosphorus export rate using the equation provided.

Baseline phosphorus export reduction required from PCP Area, as identified in Appendix F (lbs/year) [A]: 185

Documented the nonstructural control measures implemented during this reporting period and their phosphorus reduction

total phosphorus reduction from all nonstructural controls this reporting period (lbs/year) [B]: 19

- No nonstructural control measures were implemented
The above referenced nonstructural control measures information is attached to the email submission
The above referenced nonstructural control measures information can be found at the following publicly available website:

[Empty text box for website URL]

Documented the structural control measures implemented during this reporting period and all previous years, including location, phosphorus reduction in mass/year, and date of last completed maintenance and inspection for each control

total phosphorus reduction from all structural controls installed this reporting period and all previous years (lbs/year) [C]: 2.01

- No structural control measures were implemented
The structural control measures information is attached to the email submission
The structural control measures information can be found at the following publicly available website:

[Empty text box for website URL]

Phosphorus load increase due to development incurred since 2005 in lbs/year [D]: 0

Current phosphorus export rate from the PCP Area in lbs/year [=A-(B+C)+D from above]: 164

I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.

All municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The MS4 Permit requires the Town to reduce phosphorus loads to the Charles River, a portion of which comes

from existing privately developed properties that discharge to the Town's MS4 or directly to surface waters. These existing private properties are currently not subject to stormwater permits and are not regulated to reduce their share of phosphorus contributions to TMDL waters. Instead, the Town is responsible for achieving phosphorus reductions from these private developments because these developments are located within Lincoln's MS4. The Town supports exploring a state or federal level stormwater permit for existing large commercial, industrial, and institutional properties located within the Charles River watershed to help mitigate impacts from development per EPA's August 13, 2020 stakeholder letter.

The Town has not yet calculated increases in phosphorous load due to development since the baseline loading was calculated. The Town will update loading pending availability of updated land use data from publicly available sources that can be readily compared with previously released data.

Stormwater BMPs being claimed for phosphorous reduction credit have been evaluated in the field and/or through analysis of available design plans. Pollutant removals for BMPs with available plans have been assessed according to the provided engineering design plans to estimate pollutant reductions provided. BMPs with no available plans were instead assessed in the field according to best engineering judgment. The Town cannot certify that BMPs assessed in the field are performing as originally designed, as design plans are not available. However, we feel that reasonable steps have been made to accurately quantify pollutant removals provided by existing stormwater BMPs. Additionally, the Town continues to follow its Operation and Maintenance Plan which includes annual inspections of Town-owned BMPs, with maintenance performed as needed such that they maintain proper working order consistent with state and federal stormwater guidance.

***NON-TRADITIONAL AND TRANSPORTATION MS4s ONLY- municipalities please skip this section:***

Describe the planned phosphorus reduction activities on site and coordination progress with the applicable municipality:

N/A

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

N/A

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

The Town has determined it is subject to the following additional TMDL and Impaired Waters requirements:

- Cambridge Reservoir, chloride impaired waters requirements. (Appendix H, Part IV)
- Cambridge Reservoir Upper Basin, chloride impaired waters requirements. (Appendix H, Part IV)
- Elm Brook, bacteria impaired waters requirements. (Appendix H, Part III)
- Hobbs Brook, chloride impaired waters requirements. (Appendix H, Part IV)
- Shawsheen River, bacteria impaired waters requirements. (Appendix H, Part III)
- Unnamed Tributary, chloride impaired waters requirements. (Appendix H, Part IV)

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP: Video, ThinkBlue Massachusetts "Fowl Water"**

Message Description and Distribution Method:

ThinkBlue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>) Advertisement on Facebook, Instagram, & YouTube.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Social media impressions. Results of the statewide ThinkBlue campaign were not available prior to submitting this annual report.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

#### **BMP: Flyer, Be a Leaf Hero**

Message Description and Distribution Method:

Distributed "Be a Leaf Hero" flyers during Fall 2022 season to educate residents about proper leaf disposal. Flyers were placed in the atrium of town hall and posted on the town's website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Distribute flyers through multiple avenues. Flyers were placed in the atrium of town hall and posted on the town's website.

Message Date(s): Fall 2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Website, Stormwater Information**

Message Description and Distribution Method:

The Town maintains two stormwater websites, one with a variety of links and information pertaining to residents, businesses, and developers, and a second with specific information on the Town's MS4 program. Websites also provide seasonal messages that address lawn care, dog waste disposal, and snow/ice management for businesses.

<https://www.lincolntown.org/1010/Stormwater-and-Climate-Resiliency>

<https://www.lincolntown.org/1122/Stormwater>

Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities, Developers (construction)

Responsible Department/Parties: Conservation Commission, Information Technology

Measurable Goal(s):

Create a website and complete periodic updates.

Message Date(s): Continuous / Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Homeowners Guide to Protecting Ponds and Wetlands**

Message Description and Distribution Method:

The Conservation Department distributed a two-page brochure entitled "Homeowners Guide to Protecting Ponds and Wetlands" which was available at their office and distributed at various public events staff attended.

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute informational brochure to help protect wetlands and other resource areas at public events

throughout the year.

Message Date(s): Varies

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Landscape Company Outreach**

Message Description and Distribution Method:

The Conservation Dept. distributed educational information on Asian Jumping worms to landscape companies. This brochure included information about the invasive Asian Jumping Worm and how landscape professionals could help limit its spread to keep Lincoln’s soils healthy.

Targeted Audience: Commercial / Landscaping Businesses

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute information on invasive species to over 50 landscaping companies.

Message Date(s): Continuous / Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Pet Waste Information**

Message Description and Distribution Method:

A volunteer greeted visitors at Lincoln's most popular trailhead, Mt. Misery, on 5 of the most popular weekend days. Information distribution included the importance of picking up after your dog.

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute educational messages with all new dog licenses issued.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Flyer, Good Owners Make Good Dogs**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Pet Waste Signage**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Addition

### **BMP:Flyer, Gardening for Climate Change**

Message Description and Distribution Method:

The Lincoln Land Conservation Trust developed a printed brochure and complementing online resources on gardening for climate change mitigation, climate change resilience, and biodiversity. The brochure was distributed to every household in Lincoln and shares tips for creating and managing outdoor spaces that mitigate climate change, build resiliency to climate change, and promote biodiversity and ecosystem health.

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute to every household.

Message Date(s): Spring 2023

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Addition

### **BMP:Snow and Ice Management**

Message Description and Distribution Method:

Distributed a memo and brochure to business owners and property managers on snow and ice management strategies. Both were also provided on the website.

Targeted Audience: Businesses

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Targeted 30 businesses on how to properly manage snow and ice.

Message Date(s): January 2023

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Snow and Ice Management**

Message Description and Distribution Method:

Email sent from Conservation Director with stormwater tips including "Keep Lincoln's Wetlands Healthy: Manage winter salt application and storage - Cover stockpiles of salt for use in winter road maintenance. Limit the amount of salt applied. Sweep and properly dispose of any visible salt deposits once the application surface or storage area has dried out."

Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities, Developers (construction)

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Emailed to Lincoln residents and posted on the Town's website.

Message Date(s): January - February 2023

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Addition

**BMP:Septic System Maintenance**

Message Description and Distribution Method:

Published a document, Comprehensive Guide to Caring for your Home Septic System via Lincoln Talk (community email forum) and on the Board of Health's website.

Targeted Audience: Residents

Responsible Department/Parties: Water Department, Board of Health

Measurable Goal(s):

Provide educational outreach information on proper septic system maintenance.

Message Date(s): Continuous/ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Farrar Pond Education Letter**

Message Description and Distribution Method:

Residents abutting Farrar Pond and Pole Brook Watershed were sent an educational letter about green landscaping, septic system maintenance, and other tips for protecting the water quality of Farrar Pond

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute to all houses abutting Farrar Pond.

Message Date(s): Continuous/Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Addition

**BMP:Flyer - Environmentally Friendly Yard Care Tips**

Message Description and Distribution Method:

Conservation Director included in emails Enviromentally Friendly Yard Care Tips including "Fall leaves contain lots of natural fertilizer which can pollute our rivers and streams. Do not blow or rake leaves, grass clippings, brush, and tree branches into the street. These will leach nutrients into stormwater runoff and contribute to pollution in our waters. Leaf litter can also plug storm drains and increase flooding issues. Instead, mulch or compost yard waste away from streams or other waterways. Lincoln residents may bring brush and yard waste (leaves and grass clippings) can be brought to the Lincoln Public Works Facility, 30 Lewis Street during normal business hours and during the first Saturday of each month between 7:30 a.m. and 3:30 p.m. The brush and yard waste is limited to material generated by normal residential activity

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute to Lincoln Residents. Post on Town's website.

Message Date(s): October 2022

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Addition

Add an Educational Message

### MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

SWMP Plan for Download - The Town has posted the SWMP Plan and other relevant information on Town website along with contact information to allow for public comment.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town held 6 virtual "Conservation Coffees" with approximately 30 residents in attendance - at each of these gatherings, stormwater was included.

February 6, 2023, the Conservation Commission staff gave a zoom presentation to Lincoln residents on the four-part mission of the Conservation Commission. We discussed how the Conservation Commission, and its staff, protects wetlands, manages conservation land, acquires open space, and educates residents on various conservation matters (including stormwater).

### MCM3: Illicit Discharge Detection and Elimination (IDDE)

#### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified: Number of SSOs removed: **MS4 System Mapping***Optional: Provide additional status information regarding your map:*

All known outfalls, stormwater BMPs, and receiving waterbodies with impairments have been mapped to date. Initial catchment delineations have also been completed based on topographic mapping and available stormwater system information. Mapping of open channel conveyances and any newly located outfalls is ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit.

The Town has identified a number of data gaps in its drainage mapping (e.g., catch basins without piping, disconnected drainage networks, etc.) and has begun investigating these through field efforts. Any new outfalls/interconnections discovered through this process will be mapped and screened for dry weather flow.

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened: 

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened: *Optional: Provide additional information regarding your outfall/interconnection screening:*

Outfalls were screened during previous permit years; no additional outfalls were screened during Year 5. As/if additional outfalls are located, they are screened during dry weather for potential illicit discharges.

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

[Empty text box]

Below, report on the number of catchment investigations completed **during this reporting period.**

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated **to date.**

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

The Town is assessing catchment investigation status during Year 6. Many catchments do not have Key Junction Manholes and/or System Vulnerability Factors; and thus inspections are complete as outfalls have been screened during dry weather.

**IDDE Progress**

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available website:

[Empty text box for website URL]

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.**

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).**

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

[Empty text box for optional information]

**Employee Training**

Describe the frequency and type of employee training conducted **during this reporting period**:

An on-site IDDE training session was held on April 6, 2023 with applicable DPW staff. This session also provided training on Stormwater Pollution Prevention Plan (SWPPP) implementation and inspections at the DPW Garage.

**MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed: 11

Number of inspections completed: 36

Number of enforcement actions taken: 12

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

Conservation staff continued to monitor one Enforcement Action which continued from FY22. In this case, weekly erosion control inspections were performed by a qualified environmental monitor. Minor corrective repairs to erosion control devices were requested and complied with. In addition, two new enforcement Orders were issued in FY23 on minor work in the buffer zone which resulted in erosion control installation and restoration. Remaining enforcement actions are related to zoning violations.

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

**Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3): Bylaw: May 15, 2021.  
Regulations: July 27, 2021

Website of ordinance or regulatory mechanism:

General Bylaws: Article XXXI and Article XXXII, <http://www.lincolntown.org/DocumentCenter/View/72767/GenByLaw-FINAL-2022-UPDATED?bidId=>  
Regulations: Section 5, <http://www.lincolntown.org/DocumentCenter/View/883/Subdivision-Rules-and-Regs-amended-June-2014?bidId=>

**As-built Drawings**

*Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received:

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

Ten as-built plans received for the following completed projects:

- 86 Conant Road (septic system)
- 8 Sandy Pond (septic system)
- 26 Old Winter Street (driveway construction)
- Minuteman Technical High School
- 8 Silver Hill Road New House
- 26 Longmeadow Road Addition
- 42 Baker Bridge Road New House
- Minuteman Tech School Project
- deCordova Parking and Landscaping Project
- 38 Silver Hill Road Addition

**Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

No changes to date. To be determined pending discussions between various departments. Estimated June 30, 2025.

**Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

No changes to date. To be determined pending discussions between various departments. Estimated June 30, 2025.

**Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

Pierce Park: Recommend the installation of 3 catch basins within the paved driveway area as well as the gravel parking area to the west. These catch basins will capture runoff and discharge it to the two existing ponds on site.

Lincoln Fire Department and Police Station: Recommend the installation of two catch basins, two infiltration trenches, rain garden and detention basin to collect and treat runoff from the impervious areas surrounding the fire and police station.

Lincoln Department of Public Works: Recommend the installation of a catch basin, connected to the existing catch basin network on site. Downgradient of the catch basins, install a subsurface sediment separator and an outfall into the wooded area south of the site. The separator should be cleaned regularly due to the presence of material stockpiles.

Conservation Parcel off of Trapelo Road: Recommend the installation of a manhole structure to intercept the main drainage line from Trapelo Road, and an infiltration basin to provide treatment.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

Since the 2016 MS4 Permit became effective, the following Town-owned facilities have been retrofitted with stormwater BMPs:

- Codman Community Farms: installation of a swale and raingarden
- Lincoln Public Schools: installation of three detention/infiltration basins, three underground infiltration systems, perforated pipe, and a stormtech chamber along with six other water quality units

### **MCM6: Good Housekeeping**

**Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

**Street Sweeping**

Report on street sweeping completed **during this reporting period** using one of the three metrics below.

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:

**Stormwater Pollution Prevention Plan (SWPPP)**

Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

Not applicable, no corrective actions have been taken to date.

**Additional Information**

**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following publicly available website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above. If any of the above year 5 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 6 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

#### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 6 below:

## Part V: Certification of Small MS4 Annual Report 2023

### 40 CFR 144.32(d) 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, I certify that 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.

Name:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*