

# STORMWATER OPERATION AND MAINTENANCE PLAN LONG TERM POLLUTION PREVENTION PLAN

Pare Project No. 25038.00

## Adirondack Club Parking Lot Expansion 800 Chestnut St Franklin, Massachusetts 02038

A.M. 248, Lot 80

Prepared for:

The Adirondack Club  
800 Chestnut Street  
Franklin, MA 02038

Prepared by:

Pare Corporation  
10 Lincoln Road, Suite 210  
Foxboro, MA 02035

JUNE 2025

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## APPENDIX A

- *Example Inspection Forms*
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- *OM-1 Operation and Maintenance Plan (11" x 17")*



## **PREAMBLE**

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Name of Site:           **Adirondack Club Parking Lot Expansion**

Location:               **800 Chestnut Street, Franklin, MA 02038**

Owner's Name:         **SRA Realty Group LLC**

**PREAMBLE:** This Operation and Maintenance Plan (O&M) and Long Term Pollution Prevention Plan were prepared for the SRA Realty Group LLC, Owner of the Adirondack Club, in cooperation with local authorities and personnel within the Town of Franklin, to establish a basis for continuing maintenance, inspection, and pollution prevention for the Adirondack Club Site. The Operation and Maintenance Manual and Long-Term Pollution Prevention Plan stresses the importance of maintenance of the drainage system and best management practices.

The Owner of the site has a direct influence on the operation of the site and holds financial responsibility. As such, the Owner should play a direct role in the development of a continuing maintenance program, which includes important elements such as inspecting, monitoring and maintaining the site. It is recommended that as personnel change, a comprehensive briefing be conducted for new workers/personnel to familiarize them with the site structures and the components of the Operation and Maintenance Manual, Long Term Pollution Prevention Plan, and other documents specific to the site. If ownership and/or financial responsibility of the stormwater management system changes, the owner shall notify the Franklin Conservation Commission.

### **RESPONSIBLE PARTIES**

Owner: \_\_\_\_\_

Operator: \_\_\_\_\_

Contacts:

PHONE:

I, the undersigned, understand the Operation and Maintenance procedures outlined in this manual and will be the responsible party for the Operation and Maintenance set forth in this manual (Sign, Print Name, and Date)

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

# STORMWATER OPERATION AND MAINTENANCE PLAN

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## General Operation and Maintenance Notes

Following construction, the completion of the inspection and maintenance requirements below shall be the responsibility of the Property Owner.

Maintenance inspections should be performed by qualified Adirondack Club facilities personnel who are familiar with the site, its operation, and have been educated on the procedures for observing, identifying, and documenting deficiencies. The operations and maintenance log shall be completed during each maintenance inspection. A sample O&M log is included in Appendix A.

1. Monitoring shall be routinely conducted to observe operation and assess performance. Site personnel conducting monitoring shall be educated on the intent of the design and operation of each system to continue effectiveness of the inspections.
2. Special inspections shall be made immediately following major events such as floods, earthquakes, vandalism, and major storm events (greater than 3.10”).
3. Maintenance inspections shall be performed on all structural practices to assess operational capability and structural stability. If at any time there is a question of structural or hydraulic integrity that may affect public safety, inspection shall be done by a professional engineer.
4. Trash, litter, sediment and other debris shall be removed from any stormwater management system facility (including but not limited to catch basins, manholes, inlets, outlet structures, and stormwater best management practices (BMPs) at least twice a year, once in the spring and once in the fall, at the cost of the Owner.
5. Access roads and walkways shall be swept by the Owner as early as possible every spring and once in the fall to remove sediments.
6. A maintenance schedule for mulching, edging, mowing, pruning, weeding, and aeration shall be developed by the Owner to maintain landscape areas.
7. All sediments removed shall be disposed of at an approved and permitted location.
8. All observations made during scheduled inspections (notes, photographs, etc.) shall be recorded in an inspection form. Inspections and Observations shall include the location, extent of the area (length, width, depth, height), and descriptive detail including: sediment buildup, color/quantity of sediment, condition of concrete/structures, extent of moist wet, or saturated areas, adequacy of surface drainage, and changes in condition. All maintenance required shall be recorded in these forms. All maintenance and repair records shall be retained for a minimum of five years. Example inspection forms have been included in Appendix A for use.
9. All cleaning and maintenance of drainage system BMP's shall be the responsibility of the Property Owner. See OM-1.1 and OM-1.2 in Appendix A for the location of each stormwater system. Additional inspection, maintenance, and repair notes for the stormwater system are as follows:

### **Catch Basins, Flared End Section, and Manhole Inspection, Maintenance, and Repair Notes**

1. Inspect catch basins, flared end sections, and drain manholes quarterly for sediment build up and for continuous flow through. Any debris shall be cleared that could potentially block the flow of stormwater.
2. Deep sump catch basin units should be inspected and cleaned four times per year or whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the invert of the lowest pipe in the basin.
3. Clean outlets of all drainage structures when observed to be clogged.
4. In the event of an emergency where the Oil Water Separator is utilized in preventing petroleum based pollutants from conveying to the BMP, an environmental clean-up contractor will be engaged to remedy the spill.

### **Water Quality Unit Inspection, Maintenance, and Repair Notes**

1. Water Quality Unit shall be inspected, maintained, and cleaned in accordance with manufacturer's requirements.
2. First 12 months after construction
  - Inspect Water Quality Units every 3 months and clean the system as needed.
  - Inspect and clean the system once annually regardless of whether it has reached its sediment, trash or floatable pollutant storage capacity.
2. Second and subsequent years post-construction
  - If the Water Quality Unit did not reach full sediment or floatable trash capacity in the first 12 months post construction, the system can be inspected and cleaned once annually.
  - If the Water Quality Unit reached full sediment, trash or floatable pollutant capacity in less than 12 months in the first 12 months post-construction period, the system should be inspected biannually and cleaned as needed.
3. Clean Out Notes
  - Remove floatable trash/debris if present.
  - If oil is present, measure its depth. Clean liquids from the system if ½ inch or more of oil and/or trash is present.
  - If applicable, clean trash screen surface with hose.
  - Clean sediment depth according to manufacturer's requirements.

### **Grass and Lawn Maintenance**

1. Grass shall be mown or cut back if it impedes water movement or grass health.
2. Inspect eroded areas of landscape and re-seed or re-mulch, as necessary.
3. Inspect area drain grates within landscaped areas monthly and clean of debris, as necessary.

## **Infiltration Basin Inspection, Maintenance, and Repair Notes**

3. Following first 6 months after construction
  - Inspect infiltration practices after first two rainfall events of 1" or more.
4. Following storm events with rainfall exceeding 3.2"
  - Inspect infiltration basin for trash, debris, sediment, erosion, standing water, and overall performance. Defects shall be repaired by Owner.
5. Bi-annually
  - Inspect infiltration basin a minimum of two times per year, preferably in April and October. Sediment shall be removed from infiltration basin if the sediment exceeds 1".
  - Mow sideslopes and bottom of infiltration basin a minimum of two times per year.
6. Quarterly
  - Inspect infiltration basin outlet control structure and all overflow channels. The owner shall stabilize eroded banks and repair eroded areas at inflow and outflow structures as necessary
7. If sediment build-up has limited the infiltration capabilities to below the design rate or ponding has exceeded 72 hours the following shall be completed:
  - the top 6" of soil shall be removed and disposed at a permitted location.
  - the exposed surface shall be scarified.
  - the basin bottom shall be restored to the original design specifications with a sandy loam topsoil.
  - Trash and debris shall be removed from the infiltration basin as necessary.

# LONG TERM POLLUTION PREVENTION PLAN

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## Pollution Prevention and Source Controls

In addition, the following site-specific controls and performance procedures shall be followed to prevent potential sources of pollution.

### 1. General Inspection and Monitoring Requirements

The inspection and maintenance schedule should follow the above Operations and Maintenance Plan.

### 2. Removal of Debris

Trash, litter, sediment and other debris shall be removed from any stormwater facility (including catch basins, manholes, inlets, diversion and outlet structures) per the above Operations and Maintenance Plan.

### 3. Sweeping

Access roads and walkways shall be swept by the Owner twice a year per the above Operations and Maintenance Plan.

### 4. Snow Removal

Snow removal shall be performed to protect public safety and the environment. Snow shall not be dumped and/or stored in critical areas or in areas where infiltration is proposed, including, but not limited to the footprint of the bioretention areas. Snow storage areas shall be surrounded by silt fence and have the maximum practicable buffer. Avoid long-term pileup of snow on grass paved surfaces to minimize possible damage from snow mold and other related diseases. Debris shall be cleared from each snow storage areas prior to disposing snow in each area.

### 5. Proper Storage of Deicing Materials

Deicing Materials shall be stored under a roof or secure enclosure to protect groundwater and surface water sources for public water supplies.

### 6. Grass, Tree, and Shrub Fertilization

All fertilizer types and amounts shall be in accordance with Town of Franklin maintenance practices. Fertilizer use shall be minimized to the maximum extent practicable. If used, fertilizer should not be installed more than twice a year (once in spring and once in fall).

The following techniques shall be implemented to prevent pollution from fertilizer:

- a. Fertilizer shall be stored under a roof or secure enclosure.
- b. Partially used bags shall be transferred to a sealable bag or a bin to avoid spills.
- c. Don't fertilize before a rain storm.
- d. Consider using organic fertilizers. They release nutrients slower.
- e. Have your soil tested before applying fertilizers to your lawn and gardens. A standard soil test costs \$9.00. You may not need to add any fertilizer. (Call the UMass Extension Soil Testing Lab at 413-545-2311 or download a soil test order form at <http://www.umass.edu/soiltest/>.)

### 7. Insect, Disease, and Chemical Weed Control

Low-impact pest management strategies shall be implemented whenever damage is detected or harmful organisms are present. Periodic inspection of all plants by trained personnel is necessary to detect problems during early stages of insect or disease infestation. Application of all chemicals

including insecticides and fungicides shall be carried out in accordance with manufacturer's guidelines and State laws and only by individuals with current State Pesticide Applicators License. Store insecticides, fungicides, and herbicides in original containers that are closed and labeled, in a secure area out of reach of children and pets and away from food.

**8. Lime Application**

Lime as required to maintain a proper pH based on soil samples throughout the landscape area(s) and an analysis of the existing nutrients (N-P-K) and pH.

**Town of Franklin  
Adirondack Club Parking Lot Expansion**

**APPENDIX A**

**Example Inspection Forms  
Sample Operations and Maintenance Log  
OM – 1 Operation and Maintenance Plan (11" x 17")**









# Sample Operation and Maintenance Log

Site Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Routine     Response to Rainfall Event \_\_\_\_\_ in     Other \_\_\_\_\_

BMP	Frequency	Date Performed	Comments
Catch Basins/ Manholes	Quarterly Inspections		
	Maintenance as necessary		
Infiltration Basin/ Underground Infiltration System	Inspect after major storm event		
	Maintenance as necessary – at least twice a year		
Vegetated Areas	Maintenance as necessary		
Spring Clean Up	Between April and May		
Sweeping	Biannually		
Grass Fertilization	First Application		
	Second Application		
Tree and Shrub Fertilization	Annual Application		
Grass Mowing	As required		
Mulching	AS required; At least biennially for the Bioretention Area		
Edging	As required		
Weed Control	As required		
Pruning	As required		
Aeration	As required		
Lime Application	As required		
Fall Clean up	Between October and December		
Drainage Piping	Annual Inspection		
	Maintenance as necessary		



SCALE ADJUSTMENT GUIDE  
 0' 1"  
 BAR IS ONE INCH ON ORIGINAL DRAWING

# Adirondack Club Parking Lot Expansion

Franklin, Massachusetts

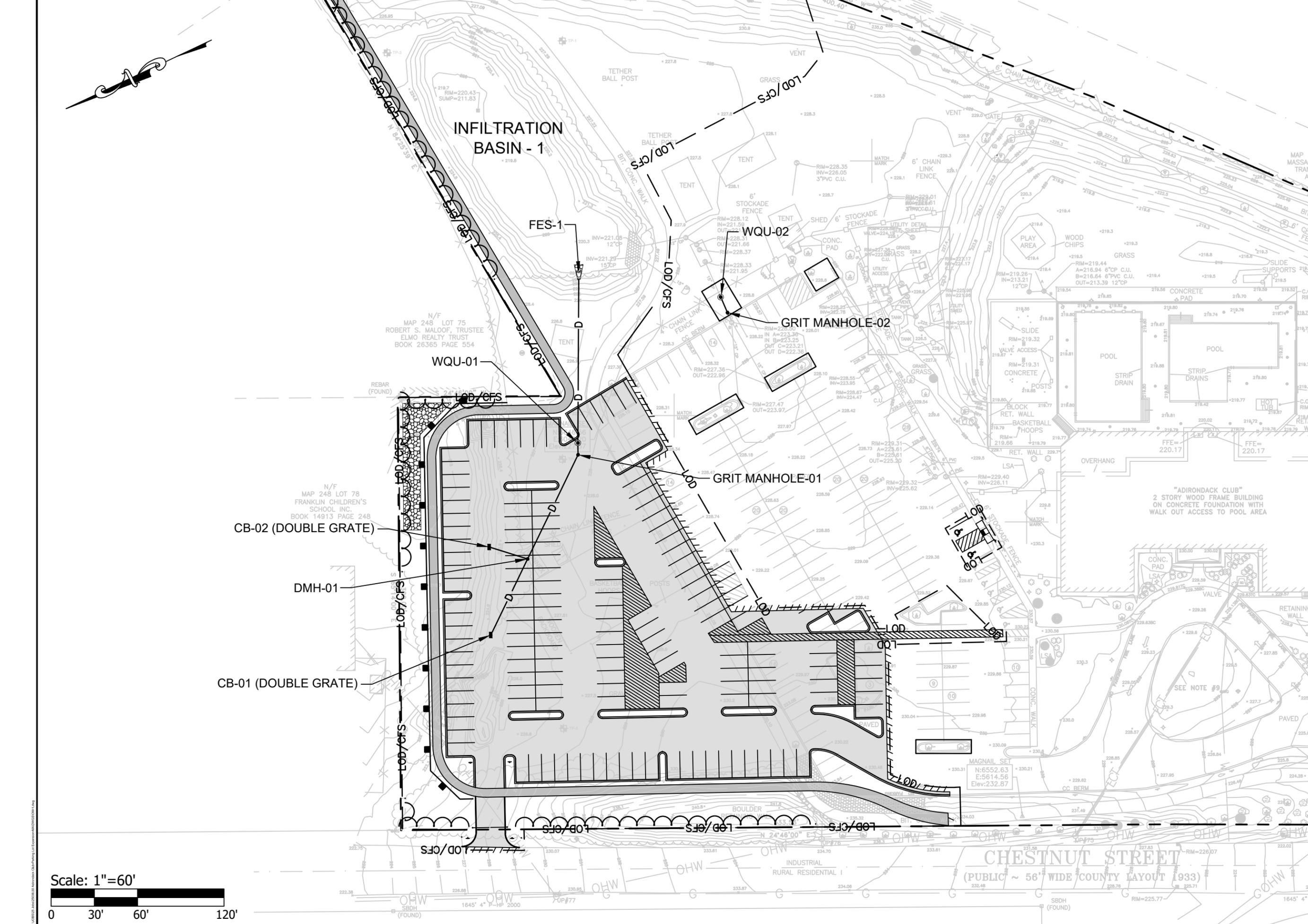
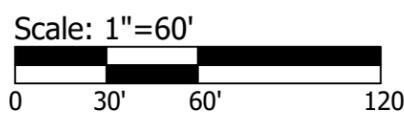
REVISIONS:

NO.	DATE	DESCRIPTION

PROJECT NO.: 25038.00  
 DATE: JUNE 6, 2025  
 SCALE: 1"=60'  
 DESIGNED BY: SWL  
 CHECKED BY: JRR  
 DRAWN BY: AKL  
 APPROVED BY: JRR  
 DRAWING TITLE:

OPERATION &  
 MAINTENANCE PLAN

DRAWING NO.: OM-1  
 SHEET NO. OF



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