

**Long Term Pollution Prevention and
Stormwater Operation and Maintenance Plan**

For

Northern Bank Town Common

Great Road
Littleton, Massachusetts

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TABLE OF CONTENTS

1.0	INTRODUCTION	2
1.1	Roles and Responsibilities.....	2
2.0	POLLUTION PREVENTION.....	2
2.1	Equipment and Material Storage	2
2.2	Fuel Storage	2
2.3	Trash and Recyclables Collection.....	3
2.4	General Housekeeping.....	3
2.5	Snow Plowing/Deicing	3
2.6	Landscape Maintenance.....	3
3.0	OPERATION AND MAINTENANCE	4
3.1	Catch Basins and Manholes.....	4
3.2	Stormwater Basins	4
3.3	Stormwater Treatment Units	4
3.4	Record Keeping	4
INSPECTION AND MAINTENANCE SCHEDULE		6
STORMWATER SYSTEM INSPECTION REPORT		7
SITE-SPECIFIC STORMWATER DEVICES		7
OVERALL SITE ISSUES.....		8
CERTIFICATION STATEMENT:.....		8

APPENDICES:

Appendix A: Stormwater System O&M Inspection Report

1.0 INTRODUCTION

This Pollution Prevention and Operation and Maintenance (O&M) Plan has been prepared to implement procedures for the Northern Bank Town Common (Project) which will minimize the potential for stormwater pollution. This plan has been prepared to identify pollution prevention measures to be implemented as part of daily operations, including O&M practices and procedures for stormwater Best Management Practices (BMPs).

The Project encompasses approximately 4.0 acres on Great Road and Robinson Road in Littleton, Massachusetts. A plan showing the configuration of the Project stormwater systems is provided on Sheet C-003, Grading, Drainage & Erosion Control Plan. Inspection forms for Stormwater BMPs are enclosed in Appendix A.

1.1 Roles and Responsibilities

Owner

Northern Bank and Trust Company (Owner)

Implementation

This plan shall be maintained by the Owner and distributed outside contractors responsible for implementation.

2.0 POLLUTION PREVENTION

The following section presents methods and procedures implemented by the Project as part of daily operations to minimize potential stormwater pollution. The procedures presented below have been developed to be practical to implement and sufficiently protective of nearby resource areas and the environment in general.

2.1 Equipment and Material Storage

Seasonal equipment is not to be permanently stored on-site. This equipment is generally limited to snow plows, lawn mowers and other miscellaneous equipment used by the personnel or companies conducting routine maintenance at the Project. Equipment used at the Project shall be generally clean and free of oil leaks and/or hazardous material which could potentially impact storm water quality.

Supplies such as sand, grass seed, fertilizers, and other materials which may be affected by weather or become airborne shall not be stored on site.

2.2 Fuel Storage

There is no proposed fuel storage at the Project.

2.3 Trash and Recyclables Collection

Trash and recyclables will be picked up from the Project on a routine basis by an outside, licensed hauler. Trash and recyclable containers shall have covers.

2.4 General Housekeeping

Cleanup to remove accumulated trash and debris shall be performed on both an as-needed and scheduled basis. Routine cleanup activities include the following:

2.4.1 Trash and Debris Pickup

Trash and debris pickup shall be performed continuously as needed. Landscape and maintenance contractors shall be responsible for removing litter from the grounds. At a minimum trash pickup shall be done in the wetland area at the rear of the site at least twice a year during the Spring and Fall Cleanup.

2.4.2 Spring and Fall Cleanup

Spring and fall cleanups shall be performed once per year following snow melt and tree defoliation, respectively. The majority of the spring and fall cleanup efforts shall focus on landscaped and lawn areas throughout the Project. Yard waste, including leaves, grass cuttings, nuisance vegetation, branches, stumps, rocks, etc., shall be disposed of off-site in accordance with all applicable state, local and federal laws.

2.5 Snow Plowing/Deicing

Snow and ice removal operations shall be performed on an as-needed basis. Snow from driveways, parking areas and walkways shall be plowed to the sides of the paved surfaces in accordance with customary snow plowing procedures. Snow shall be stored at the locations shown on the plans and drain to the stormwater management system. No snow shall be pushed into the wetland area at the rear of the site. Snow banks or piles may be removed from parking areas or other critical areas as needed. Snow which may be removed in this manner shall be disposed of off-site in accordance with applicable state, local and federal laws.

Deicing operations consist of applying sand or salt to walkways and other paved surfaces as needed for vehicle and pedestrian safety. Salt shall be applied at the minimal acceptable rates to provide safe vehicle and pedestrian safety.

2.6 Landscape Maintenance

Lawn and landscape areas shall be regularly maintained by a qualified landscape contractor. The landscape contractor shall be responsible for the maintenance and upkeep of the stormwater Basins including by not limited to replacement of dead or dying vegetation, and removal of sediment.

3.0 OPERATION AND MAINTENANCE

An outside contractor shall inspect the stormwater management systems on a routine basis. Refer to the Grading, Drainage & Erosion Control Plan (Plan) for drainage structure locations. Inspection and maintenance shall be performed as follows:

3.1 Catch Basins, Area Drains and Manholes

Catch basins, area drains and manholes shall be inspected for accumulation of silt, sediment, or debris on a semi-annual basis. Cleaning will be performed at least once per year or more frequently if the sediment level rises 2 feet above the bottom of the sump. Removed sediment will be disposed off site by a qualified waste disposal contractor in accordance with local, state and federal regulations.

3.2 Stormwater Basins

Stormwater basins consist of sub-surface infiltration and detention basins. The basins will be inspected for sediment and debris accumulation on regular basis. The maintenance schedule for stormwater basins is as follows:

Activity	Time of Year	Frequency
Inspect basin to ensure it is operating as designed	Summer	First few months after construction and semi-annually thereafter
Remove sediment from basin	Spring	As necessary

3.3 Stormwater Treatment Units

Stormwater Treatment Units shall be visually inspected annually and be cleaned out per the manufacturer's recommendations. Removed sediment will be disposed of off-site by a qualified waste disposal contractor in accordance with state and federal regulations.

3.4 Record Keeping

The Association shall complete the Stormwater System Inspection Report (Appendix A) as part of routine inspections. Copies of completed reports shall be kept for at least 5 years. Receipts of catch basin cleaning and other O&M activities which require contracted services shall also be kept on file for a minimum of 5 years.

APPENDIX A

Stormwater System O&M Inspection Report

Northern Bank Town Common
Great Road
Littleton, Massachusetts

STORMWATER MANAGEMENT OPERATIONS AND MAINTENANCE PLAN

Northern Bank Town Common
Great Road
Littleton, Massachusetts

The following Stormwater Management Operation and Maintenance (O&M) Plan has been prepared to operate and maintain the stormwater management system for the Northern Bank Town Common. The Owner shall be responsible for maintenance of all BMP's and drainage structures on-site.

Owner/Operator: Northern Bank and Trust Company or their assigns

Inspection and Maintenance Schedule

Persons designated by the owner will inspect the stormwater management system on a routine basis not less than once per month for the first 6 months of operation and annually thereafter. Refer to Sheets C-300, Grading, Drainage & Erosion Control Plan.

Inspection and maintenance shall be performed as follows:

1. Catch Basins and Drain Inlets shall be inspected for accumulation of silt, sediment, or debris on a quarterly basis. Cleaning will be performed whenever the sediment level rises to within 1 foot of the invert elevation of the outlet pipe. Removed sediment will be disposed of off-site by a qualified waste disposal contractor in accordance with state and federal regulations.
2. Landscaped Areas shall be inspected and maintained on a regular basis. Areas which may be subject to erosion will be stabilized and reseeded immediately. These operations will be performed as part of ongoing routine grounds maintenance operations.
3. Subsurface infiltration and detention system shall be inspected via the access ports for accumulation of sediment or standing water twice per year at the end of the winter season. Accumulated sediment or debris shall be removed by a vac-truck and disposed off-site by a licensed handler. See enclosed Manufactures O&M procedures.
4. Stormwater Treatment Units shall be visually inspected annually and be cleaned out per the manufacturer's recommendations. Removed sediment will be disposed of off-site by a qualified waste disposal contractor in accordance with state and federal regulations. See enclosed Manufactures O&M procedures.
5. ILSF Area shall be inspected monthly for trash and debris. Any trash and debris shall be immediately removed and disposed of. Refer to the Invasive Species Management Plan prepared by Goddard Consulting for additional inspection and maintenance requirements.
6. Pervious Pavers pervious pavement areas shall be inspected on a regular basis and any trash or debris shall be immediately removed and disposed of. Pervious paver shall be vacuum swept every spring. Replace joint material between stones as needed to replace material that has been transported.

Stormwater System Inspection Report

General Information			
Location: Paradise Valley Club			
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Purpose of Inspection			
Weather Information			
Has it rained since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Weather at time of this inspection?			

Site-Specific Stormwater Devices

	Description	Installed and Operating Properly?	Corrective Action Needed	Date for Corrective Action/Responsible Person
1		<input type="checkbox"/> Yes <input type="checkbox"/> No		
2		<input type="checkbox"/> Yes <input type="checkbox"/> No		
3		<input type="checkbox"/> Yes <input type="checkbox"/> No		
4		<input type="checkbox"/> Yes <input type="checkbox"/> No		
5		<input type="checkbox"/> Yes <input type="checkbox"/> No		
6		<input type="checkbox"/> Yes <input type="checkbox"/> No		
7		<input type="checkbox"/> Yes <input type="checkbox"/> No		
8		<input type="checkbox"/> Yes <input type="checkbox"/> No		
9		<input type="checkbox"/> Yes <input type="checkbox"/> No		
10		<input type="checkbox"/> Yes <input type="checkbox"/> No		

	Description	Installed and Operating Properly?	Corrective Action Needed	Date for Corrective Action/Responsible Person
11		<input type="checkbox"/> Yes <input type="checkbox"/> No		
12		<input type="checkbox"/> Yes <input type="checkbox"/> No		
13		<input type="checkbox"/> Yes <input type="checkbox"/> No		
14		<input type="checkbox"/> Yes <input type="checkbox"/> No		
15		<input type="checkbox"/> Yes <input type="checkbox"/> No		
16		<input type="checkbox"/> Yes <input type="checkbox"/> No		
17		<input type="checkbox"/> Yes <input type="checkbox"/> No		
18		<input type="checkbox"/> Yes <input type="checkbox"/> No		
19		<input type="checkbox"/> Yes <input type="checkbox"/> No		
20		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Overall Site Issues

	Description		Corrective Action	Date for Corrective Action/Responsible Person
1	Are all slopes properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Are discharge points free of sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Certification Statement:

“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 gathered and evaluated 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.”

Print name: _____

Signature: _____ Date: _____