
November 20, 2023

Rebecca Gendreau
Conservation Commission
Town of Sturbridge
301 Main Street
Sturbridge, MA 01566

**Re: Stormwater Management Standards Compliance Report
Proposed Parking Lot Repaving
241 & 245 Main Street, Sturbridge, MA
CMG ID 2022-248**

Dear Members of the Commission,

On behalf of Sturbridge Service Center (applicant), CMG is writing you this letter to describe the proposed parking lot repaving associated with the existing towing/hauling business located at 241 & 245 Main Street in Sturbridge, MA (Site) as it relates to compliance with the Massachusetts Stormwater Management Standards.

The site is currently utilized as a towing business, operating as Sturbridge Service Center, Inc., and also a medical equipment transport business, operating as MobileMed Transportation, Inc. Both businesses utilize the property to store vehicles and trailers. Two (2) existing buildings are located on the property, which are used for storage. A bordering vegetated wetland is located along the western property boundary which appears to be a tributary to Hobbs Brook. The resource area was delineated by EcoTec and field located by Existing Grade, Inc. EcoTec's report entitled, Wetland Resource Evaluation, dated August 10, 2023 is enclosed in the attached NOI. A corresponding Flood Zone A and 200' Riverfront Area associated with Hobbs Brook exists within the limits of the property.

The site does not currently employ stormwater management BMP's to treat or convey stormwater runoff due to the facility being constructed prior to Massachusetts Stormwater Regulations. As a results, stormwater runoff generated by the site will be conveyed via overland flow to the wetlands located in the rear of the property. The proposed improvements are related to repaving areas of historic pavement due to the poor condition of the existing paved surfaces. No improvements to on-site stormwater management are proposed with the exception of a gravel diaphragm being installed along the edge of pavement to dissipate stormwater flows to the rear wetlands.

Stormwater Management Standards

The following is a summary of the project's compliance with the MA Stormwater Management Standards as a "redevelopment" project:

Standard 1: No New Untreated Discharges

- There will be no new untreated stormwater discharges as a result of this project.

Standard 2: Peak Rate Attenuation

- Post-development peak discharge rates will not exceed pre-development peak discharge rates as there is no net increase to Site impervious areas.

Standard 3: Recharge

- Final stormwater recharge volumes will match existing conditions recharge as there is no net increase to Site impervious areas and there are currently no on-site infiltration measures utilized on-site.

Standard 4: Water Quality

- Although no stormwater BMP's are proposed, the proposed repaving of the deteriorated onsite asphalt will allow better permanent stabilization over existing conditions. As a result, CMG believes water quality will improve as there will be less sediment associated with the site runoff.

Standard 5: Land Uses with Higher Potential Pollutant Loads

- There is no proposed change in use for the site, and no LUHPPL specific stormwater management standards are currently employed at the site.

Standard 6: Critical Areas

- The proposed site improvements are located within a Wetland Protection Act Jurisdictional Area and a Watershed Protection Act Jurisdictional Area. Erosion control practices are in place to deter any detriment to bordering resource areas as a result of the proposed site improvements. Details of the proposed erosion control procedures are included in the associated plan set and attached Construction Phase SWPPP.

Standard 7: Redevelopment and Other Projects Subject to the Standards only to the Maximum Extent Practicable

- The project will comply with the Stormwater Management Standards to the maximum extent practicable as no new impervious areas are proposed and no changes to the existing stormwater management system are proposed.
- Standards 1, 8, 9, & 10 are fully met

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control

- A Site specific "Construction Period Pollution Prevention Plan" is provided as Appendix B outlining erosion control procedures for the contractor to follow during construction.
- Proposed site improvements are < 1 Acre therefore the EPA NPDES Construction Stormwater General Permit is not required.

Standard 9: Operation and Maintenance Plan

- A "Long Term Operation and Maintenance Plan" is provided as Appendix C for the Commission's review outlining long term stormwater management best management practices for the existing Site.

Standard 10: Prohibition of Illicit Discharges

- An illicit discharge statement is provided within the Long-Term Operation and Maintenance Plan and will be signed by the Owner upon completion of the project.

CMG believes the project is in compliance with the Massachusetts Stormwater Management Standards as a redevelopment project and will result in an improvement to Site stormwater. A copy of the “Checklist for Stormwater Report” is provided as an Attachment to this letter.

Please do not hesitate to contact us if you have any questions.

Sincerely,
CMG ENVIRONMENTAL, INC.



David T. Faist, P.E.
Principal Engineer



Robert Lussier, EIT
Project Engineer II

Appendix A

MA-DEP Stormwater Checklist



Checklist for Stormwater Report

A. Introduction

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A Stormwater Report must be submitted with the Notice of Intent permit application to document compliance with the Stormwater Management Standards. The following checklist is NOT a substitute for the Stormwater Report (which should provide more substantive and detailed information) but is offered here as a tool to help the applicant organize their Stormwater Management documentation for their Report and for the reviewer to assess this information in a consistent format. As noted in the Checklist, the Stormwater Report must contain the engineering computations and supporting information set forth in Volume 3 of the [Massachusetts Stormwater Handbook](#). The Stormwater Report must be prepared and certified by a Registered Professional Engineer (RPE) licensed in the Commonwealth.

The Stormwater Report must include:

- The Stormwater Checklist completed and stamped by a Registered Professional Engineer (see page 2) that certifies that the Stormwater Report contains all required submittals.¹ This Checklist is to be used as the cover for the completed Stormwater Report.
- Applicant/Project Name
- Project Address
- Name of Firm and Registered Professional Engineer that prepared the Report
- Long-Term Pollution Prevention Plan required by Standards 4-6
- Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan required by Standard 8²
- Operation and Maintenance Plan required by Standard 9

In addition to all plans and supporting information, the Stormwater Report must include a brief narrative describing stormwater management practices, including environmentally sensitive site design and LID techniques, along with a diagram depicting runoff through the proposed BMP treatment train. Plans are required to show existing and proposed conditions, identify all wetland resource areas, NRCS soil types, critical areas, Land Uses with Higher Potential Pollutant Loads (LUHPPL), and any areas on the site where infiltration rate is greater than 2.4 inches per hour. The Plans shall identify the drainage areas for both existing and proposed conditions at a scale that enables verification of supporting calculations.

As noted in the Checklist, the Stormwater Management Report shall document compliance with each of the Stormwater Management Standards as provided in the Massachusetts Stormwater Handbook. The soils evaluation and calculations shall be done using the methodologies set forth in Volume 3 of the Massachusetts Stormwater Handbook.

To ensure that the Stormwater Report is complete, applicants are required to fill in the Stormwater Report Checklist by checking the box to indicate that the specified information has been included in the Stormwater Report. If any of the information specified in the checklist has not been submitted, the applicant must provide an explanation. The completed Stormwater Report Checklist and Certification must be submitted with the Stormwater Report.

¹ The Stormwater Report may also include the Illicit Discharge Compliance Statement required by Standard 10. If not included in the Stormwater Report, the Illicit Discharge Compliance Statement must be submitted prior to the discharge of stormwater runoff to the post-construction best management practices.

² For some complex projects, it may not be possible to include the Construction Period Erosion and Sedimentation Control Plan in the Stormwater Report. In that event, the issuing authority has the discretion to issue an Order of Conditions that approves the project and includes a condition requiring the proponent to submit the Construction Period Erosion and Sedimentation Control Plan before commencing any land disturbance activity on the site.



Checklist for Stormwater Report

B. Stormwater Checklist and Certification

The following checklist is intended to serve as a guide for applicants as to the elements that ordinarily need to be addressed in a complete Stormwater Report. The checklist is also intended to provide conservation commissions and other reviewing authorities with a summary of the components necessary for a comprehensive Stormwater Report that addresses the ten Stormwater Standards.

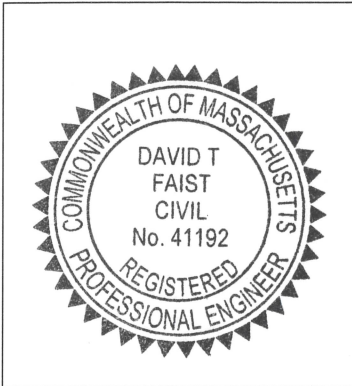
Note: Because stormwater requirements vary from project to project, it is possible that a complete Stormwater Report may not include information on some of the subjects specified in the Checklist. If it is determined that a specific item does not apply to the project under review, please note that the item is not applicable (N.A.) and provide the reasons for that determination.

A complete checklist must include the Certification set forth below signed by the Registered Professional Engineer who prepared the Stormwater Report.

Registered Professional Engineer's Certification

I have reviewed the Stormwater Report, including the soil evaluation, computations, Long-term Pollution Prevention Plan, the Construction Period Erosion and Sedimentation Control Plan (if included), the Long-term Post-Construction Operation and Maintenance Plan, the Illicit Discharge Compliance Statement (if included) and the plans showing the stormwater management system, and have determined that they have been prepared in accordance with the requirements of the Stormwater Management Standards as further elaborated by the Massachusetts Stormwater Handbook. I have also determined that the information presented in the Stormwater Checklist is accurate and that the information presented in the Stormwater Report accurately reflects conditions at the site as of the date of this permit application.

Registered Professional Engineer Block and Signature



David T. Faist 11-20-23
Signature and Date

Checklist

Project Type: Is the application for new development, redevelopment, or a mix of new and redevelopment?

- New development
- Redevelopment
- Mix of New Development and Redevelopment



Checklist for Stormwater Report

Checklist (continued)

LID Measures: Stormwater Standards require LID measures to be considered. Document what environmentally sensitive design and LID Techniques were considered during the planning and design of the project:

- No disturbance to any Wetland Resource Areas
- Site Design Practices (e.g. clustered development, reduced frontage setbacks)
- Reduced Impervious Area (Redevelopment Only)
- Minimizing disturbance to existing trees and shrubs
- LID Site Design Credit Requested:
 - Credit 1
 - Credit 2
 - Credit 3
- Use of “country drainage” versus curb and gutter conveyance and pipe
- Bioretention Cells (includes Rain Gardens)
- Constructed Stormwater Wetlands (includes Gravel Wetlands designs)
- Treebox Filter
- Water Quality Swale
- Grass Channel
- Green Roof
- Other (describe): _____

Standard 1: No New Untreated Discharges

- No new untreated discharges
- Outlets have been designed so there is no erosion or scour to wetlands and waters of the Commonwealth
- Supporting calculations specified in Volume 3 of the Massachusetts Stormwater Handbook included.



Checklist for Stormwater Report

Checklist (continued)

Standard 2: Peak Rate Attenuation

- Standard 2 waiver requested because the project is located in land subject to coastal storm flowage and stormwater discharge is to a wetland subject to coastal flooding.
- Evaluation provided to determine whether off-site flooding increases during the 100-year 24-hour storm.
- Calculations provided to show that post-development peak discharge rates do not exceed pre-development rates for the 2-year and 10-year 24-hour storms. If evaluation shows that off-site flooding increases during the 100-year 24-hour storm, calculations are also provided to show that post-development peak discharge rates do not exceed pre-development rates for the 100-year 24-hour storm.

Standard 3: Recharge

- Soil Analysis provided.
- Required Recharge Volume calculation provided.
- Required Recharge volume reduced through use of the LID site Design Credits.
- Sizing the infiltration, BMPs is based on the following method: Check the method used.
 - Static
 - Simple Dynamic
 - Dynamic Field¹
- Runoff from all impervious areas at the site discharging to the infiltration BMP.
- Runoff from all impervious areas at the site is *not* discharging to the infiltration BMP and calculations are provided showing that the drainage area contributing runoff to the infiltration BMPs is sufficient to generate the required recharge volume.
- Recharge BMPs have been sized to infiltrate the Required Recharge Volume.
- Recharge BMPs have been sized to infiltrate the Required Recharge Volume *only* to the maximum extent practicable for the following reason:
 - Site is comprised solely of C and D soils and/or bedrock at the land surface
 - M.G.L. c. 21E sites pursuant to 310 CMR 40.0000
 - Solid Waste Landfill pursuant to 310 CMR 19.000
 - Project is otherwise subject to Stormwater Management Standards only to the maximum extent practicable.
- Calculations showing that the infiltration BMPs will drain in 72 hours are provided.
- Property includes a M.G.L. c. 21E site or a solid waste landfill and a mounding analysis is included.

¹ 80% TSS removal is required prior to discharge to infiltration BMP if Dynamic Field method is used.



Checklist for Stormwater Report

Checklist (continued)

Standard 3: Recharge (continued)

- The infiltration BMP is used to attenuate peak flows during storms greater than or equal to the 10-year 24-hour storm and separation to seasonal high groundwater is less than 4 feet and a mounding analysis is provided.
- Documentation is provided showing that infiltration BMPs do not adversely impact nearby wetland resource areas.

Standard 4: Water Quality

The Long-Term Pollution Prevention Plan typically includes the following:

- Good housekeeping practices;
 - Provisions for storing materials and waste products inside or under cover;
 - Vehicle washing controls;
 - Requirements for routine inspections and maintenance of stormwater BMPs;
 - Spill prevention and response plans;
 - Provisions for maintenance of lawns, gardens, and other landscaped areas;
 - Requirements for storage and use of fertilizers, herbicides, and pesticides;
 - Pet waste management provisions;
 - Provisions for operation and management of septic systems;
 - Provisions for solid waste management;
 - Snow disposal and plowing plans relative to Wetland Resource Areas;
 - Winter Road Salt and/or Sand Use and Storage restrictions;
 - Street sweeping schedules;
 - Provisions for prevention of illicit discharges to the stormwater management system;
 - Documentation that Stormwater BMPs are designed to provide for shutdown and containment in the event of a spill or discharges to or near critical areas or from LUHPPL;
 - Training for staff or personnel involved with implementing Long-Term Pollution Prevention Plan;
 - List of Emergency contacts for implementing Long-Term Pollution Prevention Plan.
- A Long-Term Pollution Prevention Plan is attached to Stormwater Report and is included as an attachment to the Wetlands Notice of Intent.
 - Treatment BMPs subject to the 44% TSS removal pretreatment requirement and the one inch rule for calculating the water quality volume are included, and discharge:
 - is within the Zone II or Interim Wellhead Protection Area
 - is near or to other critical areas
 - is within soils with a rapid infiltration rate (greater than 2.4 inches per hour)
 - involves runoff from land uses with higher potential pollutant loads.
 - The Required Water Quality Volume is reduced through use of the LID site Design Credits.
 - Calculations documenting that the treatment train meets the 80% TSS removal requirement and, if applicable, the 44% TSS removal pretreatment requirement, are provided.



Checklist for Stormwater Report

Checklist (continued)

Standard 4: Water Quality (continued)

- The BMP is sized (and calculations provided) based on:
 - The ½" or 1" Water Quality Volume or
 - The equivalent flow rate associated with the Water Quality Volume and documentation is provided showing that the BMP treats the required water quality volume.
- The applicant proposes to use proprietary BMPs, and documentation supporting use of proprietary BMP and proposed TSS removal rate is provided. This documentation may be in the form of the propriety BMP checklist found in Volume 2, Chapter 4 of the Massachusetts Stormwater Handbook and submitting copies of the TARP Report, STEP Report, and/or other third party studies verifying performance of the proprietary BMPs.
- A TMDL exists that indicates a need to reduce pollutants other than TSS and documentation showing that the BMPs selected are consistent with the TMDL is provided.

Standard 5: Land Uses With Higher Potential Pollutant Loads (LUHPPLs)

- The NPDES Multi-Sector General Permit covers the land use and the Stormwater Pollution Prevention Plan (SWPPP) has been included with the Stormwater Report.
- The NPDES Multi-Sector General Permit covers the land use and the SWPPP will be submitted **prior to** the discharge of stormwater to the post-construction stormwater BMPs.
- The NPDES Multi-Sector General Permit does **not** cover the land use.
- LUHPPLs are located at the site and industry specific source control and pollution prevention measures have been proposed to reduce or eliminate the exposure of LUHPPLs to rain, snow, snow melt and runoff, and been included in the long term Pollution Prevention Plan.
- All exposure has been eliminated.
- All exposure has **not** been eliminated and all BMPs selected are on MassDEP LUHPPL list.
- The LUHPPL has the potential to generate runoff with moderate to higher concentrations of oil and grease (e.g. all parking lots with >1000 vehicle trips per day) and the treatment train includes an oil grit separator, a filtering bioretention area, a sand filter or equivalent.

Standard 6: Critical Areas

- The discharge is near or to a critical area and the treatment train includes only BMPs that MassDEP has approved for stormwater discharges to or near that particular class of critical area.
- Critical areas and BMPs are identified in the Stormwater Report.



Checklist for Stormwater Report

Checklist (continued)

Standard 7: Redevelopments and Other Projects Subject to the Standards only to the maximum extent practicable

- The project is subject to the Stormwater Management Standards only to the maximum Extent Practicable as a:
 - Limited Project
 - Small Residential Projects: 5-9 single family houses or 5-9 units in a multi-family development provided there is no discharge that may potentially affect a critical area.
 - Small Residential Projects: 2-4 single family houses or 2-4 units in a multi-family development with a discharge to a critical area
 - Marina and/or boatyard provided the hull painting, service and maintenance areas are protected from exposure to rain, snow, snow melt and runoff
 - Bike Path and/or Foot Path
- Redevelopment Project
- Redevelopment portion of mix of new and redevelopment.
- Certain standards are not fully met (Standard No. 1, 8, 9, and 10 must always be fully met) and an explanation of why these standards are not met is contained in the Stormwater Report.
- The project involves redevelopment and a description of all measures that have been taken to improve existing conditions is provided in the Stormwater Report. The redevelopment checklist found in Volume 2 Chapter 3 of the Massachusetts Stormwater Handbook may be used to document that the proposed stormwater management system (a) complies with Standards 2, 3 and the pretreatment and structural BMP requirements of Standards 4-6 to the maximum extent practicable and (b) improves existing conditions.

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control

A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan must include the following information:

- Narrative;
 - Construction Period Operation and Maintenance Plan;
 - Names of Persons or Entity Responsible for Plan Compliance;
 - Construction Period Pollution Prevention Measures;
 - Erosion and Sedimentation Control Plan Drawings;
 - Detail drawings and specifications for erosion control BMPs, including sizing calculations;
 - Vegetation Planning;
 - Site Development Plan;
 - Construction Sequencing Plan;
 - Sequencing of Erosion and Sedimentation Controls;
 - Operation and Maintenance of Erosion and Sedimentation Controls;
 - Inspection Schedule;
 - Maintenance Schedule;
 - Inspection and Maintenance Log Form.
- A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan containing the information set forth above has been included in the Stormwater Report.



Checklist for Stormwater Report

Checklist (continued)

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control (continued)

- The project is highly complex and information is included in the Stormwater Report that explains why it is not possible to submit the Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan with the application. A Construction Period Pollution Prevention and Erosion and Sedimentation Control has **not** been included in the Stormwater Report but will be submitted **before** land disturbance begins.
- The project is **not** covered by a NPDES Construction General Permit.
- The project is covered by a NPDES Construction General Permit and a copy of the SWPPP is in the Stormwater Report.
- The project is covered by a NPDES Construction General Permit but no SWPPP been submitted. The SWPPP will be submitted BEFORE land disturbance begins.

Standard 9: Operation and Maintenance Plan

- The Post Construction Operation and Maintenance Plan is included in the Stormwater Report and includes the following information:
 - Name of the stormwater management system owners;
 - Party responsible for operation and maintenance;
 - Schedule for implementation of routine and non-routine maintenance tasks;
 - Plan showing the location of all stormwater BMPs maintenance access areas;
 - Description and delineation of public safety features;
 - Estimated operation and maintenance budget; and
 - Operation and Maintenance Log Form.
- The responsible party is **not** the owner of the parcel where the BMP is located and the Stormwater Report includes the following submissions:
 - A copy of the legal instrument (deed, homeowner's association, utility trust or other legal entity) that establishes the terms of and legal responsibility for the operation and maintenance of the project site stormwater BMPs;
 - A plan and easement deed that allows site access for the legal entity to operate and maintain BMP functions.

Standard 10: Prohibition of Illicit Discharges

- The Long-Term Pollution Prevention Plan includes measures to prevent illicit discharges;
- An Illicit Discharge Compliance Statement is attached;
- NO Illicit Discharge Compliance Statement is attached but will be submitted **prior to** the discharge of any stormwater to post-construction BMPs.

Appendix B

Construction Period Stormwater Pollution Prevention Plan “SWPPP”

**Construction Period
Erosion and Sediment Control
Stormwater Pollution Prevention Plan
(SWPPP)
“Sturbridge Service Center”
Proposed Parking Lot Repaving
#241 & 245 Main Street
Sturbridge, MA 01566**

November 2023

TABLE OF CONTENTS

Table of Contents Page 1

Project Description & Supporting Documents..... Page 2

Sequence of Major ActivitiesPage 3

Designation of Project Supervisors / TeamPage 4

Erosion and Sediment Controls..... Page 4

Waste Disposal.....Page 5

Maintenance/Inspection Requirements.....Page 6

Compliance w/ Long Term Operation & Maintenance Plan.....Page 7

Attachment A Weekly Inspection and Maintenance Report Form &
Stormwater Inspection Figure

**Stormwater Pollution Prevention Plan (SWPPP)
For Construction Activities
Sturbridge Service Center
#241 & 245 Main Street
Sturbridge, MA 01566
November 2023**

Responsible Party/ Property Owner:

Sturbridge Service Center
241 Main Street
P.O. Box 33
Sturbridge, MA 01566
p. (508) 347-3896

Site Contractor/:	Craig Moran	Site Engineer:	CMG
Project Supervisor	Property Owner (508) 347-3896 cmoran@mobilemedtransport.com		67 Hall Road Sturbridge, MA 01566 Tel: (774) 241-0901

Project Description:

The applicant proposes a full depth restoration of the historically paved areas of the site. The area of disturbance is less than 1 acre, therefore, coverage under the NPDES Construction General Permit is not required.

Soil disturbing activities will include: installing erosion and sediment controls; pavement removal, and replacement of pavement.

Supporting Documents:

- “Notice of Intent Plan – Sturbridge Service Center, #241 & 245 Main Street, Sturbridge, MA”, drawn by CMG, dated 11/13/2023.

Sequence of Major Activities:

The order of activities will be as follows:

1. Confirm that all required permits are in place.
2. Contact “DIG-SAFE” for utility demarcation prior to commencement of construction.
3. Confirm that all overhead and subsurface utilities are shut off or otherwise made safe for construction.
4. Install 12” erosion control straw wattles with silt fence backing.
5. Hold preconstruction conference on the site.
6. Demolish and remove existing pavement and subsurface material.
7. Install new 6” aggregate base and pavement per the attached Plan Set.
8. Perimeter erosion and sediment controls may be removed once approved by the Sturbridge Conservation Commission.

Designation of Project Supervisors:

Stormwater Team – Project Contractor will be the designated “Project Supervisor” and responsible for compliance with erosion control inspections, stormwater system protection, and maintenance of entrance driveway & drainage system during construction until completion of the project.

Erosion and Sediment Controls:

All on-site Construction Activities and Erosion & Sediment Controls are to be conducted, installed, and maintained in accordance with the Order of Conditions.

Sediment/Silt Fence – Install silt fence at various locations shown on the plans and details. Embed the silt fence into the ground and firmly anchor it as shown on the plan details. Repair and/or replace silt fence immediately if damaged or deteriorated.

Stockpiling or Storage of Excavated Materials – Completely surround temporary material stockpiles with silt fence to prevent transportation of sediment.

- Surround all stockpiles with straw bales if on-site > 1 week.

Dust Control – Precautions shall be taken to prevent dust from becoming a nuisance to abutting property owners. Pavements adjoining the excavation shall be broomed on a daily basis. All earth stockpiles should be covered and/or kept moist at all times. To further control dust, calcium chloride (ASTM D-98, Type I) may be used over certain areas of the site, as directed by the engineer. Additionally, all dump trucks hauling material to and from the site shall be covered with a tarpaulin. The contractor shall maintain and inspect, on a daily basis, the adequacy of dust control measures and correct any deficiencies immediately.

Temporary Stabilization – Top soil stock piles and disturbed portions of the site where construction activity ceases for at least 21 days will be stabilized with temporary seed and mulch no later than 14 days from the last construction activity in that area. The temporary seed and mulch procedures and specifications shall be in accordance with the landscape architect’s recommendations. Areas of the site which are to be paved will be temporarily stabilized by applying geotextile and stone sub-base until bituminous pavement can be applied.

Pavement Maintenance – The contractor shall sweep paved roadways adjacent to the site on a routine basis to prevent tracking of mud onto public roadways and washing of mud into waterways.

Permanent Stabilization – Disturbed portions of the site where construction activities permanently cease shall be stabilized with permanent seed no later than 14 days after the last construction activity. The permanent seed & mulch specifications and procedure shall be in accordance with the landscape architect’s recommendations.

Waste Disposal:

Waste Materials – All waste materials will be collected and stored in a securely lidded metal dumpster. The dumpster shall meet all Commonwealth of Massachusetts solid waste management regulations. The dumpster will be emptied a minimum of once per week or more often if necessary. No construction waste materials will be buried on-site. All personnel will be instructed regarding the correct procedure for waste disposal. Notices stating these practices will be posted in the office trailer and the contractor will be responsible for seeing that these procedures are followed.

Hazardous Waste – All hazardous waste materials will be disposed of in the manner specified by the Commonwealth of Massachusetts regulations. Site personnel will be instructed in these practices and the contractor will be responsible for seeing that these procedures are followed.

Sanitary Waste – All sanitary waste will be collected from the portable unit a minimum of three times per week by a licensed sanitary waste management contractor as required by local regulation.

Maintenance/Inspection Requirements:

- All control measures will be **inspected** by site contractors at least **following every runoff-producing rainfall, but in no case less than once a week.**
- Any mud or sediment that is tracked onto public roadways will be removed immediately.
- All measures will be maintained in good working order; if a **repair** is necessary, it will be initiated **within 24 hours** of report.
- Following the final removal of any erosion and sediment control devices, sediment deposits shall be graded in a manner to meet existing topography.
- A **maintenance inspection report** will be completed **weekly** by the Site contractor. Copies of the weekly inspection reports will be kept in a folder on-site and be made available to State MassDEP & Town of Sturbridge personnel upon request.

Daily Site Contractor Visual Inspection:

- **Sediment/Erosion control berms and/or wattles** will be visually inspected by site contractors daily for depth of sediment, tears, to see if the fabric is securely attached to the fence posts, and to see that fence posts are firmly in the ground.

Weekly Site Contractor Inspection:

- **Sediment/Erosion control berms and/or wattles** will be inspected and recorded by site contractor weekly for depth of sediment, tears, to see if the fabric is securely attached to the fence posts, and to see that fence posts are firmly in the ground.
*Built up sediment will be removed from the Sediment/Silt Fence when it has reached $\frac{1}{4}$ of the effective height of the fence.
- **Temporary and permanent seeding and planting** will be inspected **weekly**, at a minimum, by site contractors for bare spots, washouts, and healthy growth.

Compliance w/ Long Term Operation & Maintenance Plan:

- Refer to Site specific “Long Term Operation and Maintenance Plan” for post-construction stormwater management requirements.

Attachment A

Inspection and Maintenance Report Form & Stormwater Inspection Figure

Weekly Storm water Construction Site Inspection Report 241 & 245 MAIN STREET - STURBRIDGE, MA

General Information				
Project Name	Sturbridge Service Center – Proposed Parking Lot Repaving			
MassDEP File Number:	DEP FILE No. CE ____ - ____			
Date of Inspection		Start/End Time		
Inspector's Name(s) & Contact Information				
Type of Inspection: <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event				
Weather Information				
Has there been a storm event since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide: Storm Start Date & Time: Storm Duration (hrs): Approximate Amount of Precipitation (in):				
Weather at time of this inspection? <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other: Temperature:				
Have any discharges occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:				
Are there any discharges at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:				
	Site – Specific BMPs	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
1	Erosion Control Silt Fence & Straw Bales	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Roadway Sweeping	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 and title: _____

Signature: _____ **Date:** _____

Overall Site Issues

Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Natural Resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Perimeter Controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Surround Stockpiles w/ straw bales if > 1 week
4	Discharge Points and receiving waters free of any sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Storm Drain Inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Trash / Litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Washout Facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	*No Washout Allowed within 100 ft. of Wetlands
9	Vehicle and Equipment Fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	*No Vehicle Fueling within 100 ft. of Wetlands
10	Materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Non-stormwater discharges (wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix C

Long-Term Operation & Maintenance Plan

STORM WATER MANAGEMENT SYSTEM LONG-TERM OPERATION & MAINTENANCE PLAN

November 20, 2023

**Sturbridge Service Center, Inc.
Proposed Parking Lot Repaving
#241 & 245 Main Street
Sturbridge, MA**

Prepared For:

Sturbridge Service Center, Inc.
241 Main Street – P.O. Box 33
Sturbridge, MA 01566

Prepared By:

CMG Environmental, Inc.
67 Hall Road
Sturbridge, MA 01566
Phone: (774) 241-0901

CMG ID 2022-248

TABLE OF CONTENTS

Responsible Party..... 1

Structural Storm Water BMP Maintenance..... 3

Gravel Diaphragm

Non-Structural Storm Water Controls.....4

Vehicle Maintenance Areas

Landscape Maintenance

Trash Removal

Hazardous Waste / Oil Spill Response 5

Snow Management Plan 5

Inspections 6

Public Safety Features..... 6

Operation & Maintenance Budget 6

TABLES

Table 1 Inspection & Maintenance Schedule 2

ATTACHMENTS

Attachment #1	O&M Compliance Statement
Attachment #2	Quarterly Inspection Form

**Long Term Operation & Maintenance Plan
Site Stormwater Management System
Sturbridge Service Center, Inc.
#241 & 245 Main Street
Sturbridge, MA**

Operation and Maintenance (O&M) Plan

The purpose of this Storm Water Management System Operation and Maintenance Plan is to prevent erosion, sedimentation, pollution or other deterioration of the storm water management system and resource areas located on and adjacent to the site property located at **#241 & 245 Main Street in Sturbridge, MA** (the “Site”). The storm water management system shall be maintained properly to assure its continued performance.

Responsible Party:

Sturbridge Service Center
241 Main Street – P.O. Box 33
Sturbridge, MA 01566
p. (508) 347-3896

Storm water Management System Owner: (same as above)

Site subject to Wetlands Protection Act: YES

The “Responsible Party” Shall:

- Prepare and submit an “**Operation and Maintenance (O & M) Compliance Statement**” (see **Attachment #1**) upon completion of site construction activities.
- Implement the routine and non-routine operation, maintenance, and inspection tasks in accordance with the procedures specified in this document to ensure that all storm water management systems function as designed;
- Maintain a log of all operation and maintenance (O & M) activities for the last five (5) years, including inspections, repairs, replacement and disposal (for disposal, the log shall indicate the type of material and disposal location);
- Make this log available to **Town of Sturbridge** official representatives upon request;
- Agree to notify in writing all “future property owners” of the presence of the storm water management system and the requirement for proper operation and maintenance.

“**Sturbridge Service Center**” maintains a contract with the following companies:

Landscaping & Pavement Maintenance: _____

Snow Removal & Plowing: _____

Storm Water System Maintenance: _____

Table No. 1
#241 & 245 Main Street, Sturbridge, MA
Proposed Site Entrance Improvements

STORMWATER SYSTEM INSPECTION AND MAINTENANCE SCHEDULE		
Best Management Practice (BMP)	Inspection Frequency	Maintenance Frequency
STRUCTURAL BMPs		
18" Width Gravel Diaphragm	Four (4) Times / Year	Remove Sediment Four (4) Times / Year (Including End of Foliage & Snow Removal Seasons)
NON-STRUCTURAL STORMWATER CONTROLS		
Landscaping	Four (4) Times / Year	Seasonally As Needed
Roadway / Driveway Sweeping	Two (2) Times /Year	Seasonally As Needed
Snow Removal	Seasonally As Needed	In Accordance with M.G.L. Title XIV. Public Ways and Works; Chapter 85

STRUCTURAL STORMWATER BMP MAINTENANCE:

Gravel Diaphragm

- Inspect regularly, especially after large rainfall events;
- Note and repair any erosion & sediment buildup at the Rip-Rap outlet protection.

NON- STRUCTURAL STORM WATER MANAGEMENT CONTROLS:

Non-Structural Control Measures & Stormwater Treatment

Landscape & Pavement Maintenance:

- **No debris, refuse or other materials**, including but not limited to landscaping debris, leaves, shrubs and tree trimmings, logs, bricks, stone or trash shall be deposited within the vegetated wetland.
- The use of pesticides, herbicides, and fertilizers on the site shall be minimized to the maximum extent practicable and shall be applied in accordance with manufacture recommendations by experienced and if applicable, licensed personnel.
- Pavement areas will be swept seasonally as necessary to remove accumulated winter sand and salt and fall leaves, and shall be swept as required to remove litter. Collected material will be properly disposed of off-site.

Trash Removal

- Inspect on-site area for litter and trash as needed. Any accumulated trash, litter, and discarded materials in this area will be removed and will be disposed of at a suitable location on a weekly basis.

Materials & Waste Storage

- Non-hazardous materials are to be stored within the limits of the secured/ fenced-in “storage yard” as shown on the enclosed Site Plans. Non-hazardous waste will be discarded in refuse containers. Any combustibles are to be stored inside the building in fire rated cabinets. No other hazardous materials or waste is to be stored on premise.

HAZARDOUS WASTE / OIL SPILL RESPONSE PROCEDURE

Initial Notification. In the event of a spill of hazardous waste or oil the facility manager or supervisor will be notified immediately by telephone.

Assessment – Initial Containment. The supervisor or manager will assess the incident and initiate control measures. The supervisor will first contact the **Town of Sturbridge Fire Department** and then notify the **Town of Sturbridge Police Department**. The Fire Department

is ultimately responsible for matters of public health and safety and should be notified immediately.

Fire Department Telephone: 911 (Emergency); (508) 347-2525 (Non-Emergency)

Police Department Telephone: 911 (Emergency); (508) 347-2525 (Non-Emergency)

Further Notification. Based on the assessment by the Fire Chief, additional notification to a clean up contractor may be made. The Massachusetts Department of Environmental Protection and the EPA may be notified depending upon the nature and severity of the spill. The Fire Chief will be responsible for determining the level of clean up and notification required.

SNOW MANAGEMENT PLAN:

- No snow storage shall be located within or “deposited” within wetland resource areas on or off-site.
- No salt shall be used to treat unpaved areas during snow and ice conditions. The storage of all “de-icing” chemicals and treatment products is to be inside the building.
- Per the Town of Sturbridge Wetland Regulations §365-3.7, no salt shall be used within the 100-foot wetland buffer.
- If Site snow storage interferes with driveway maneuvers or sight distances (i.e. blocking of travel aisles, sight distance, or parking) the snow pile will be either removed or reduced legally in a legal manner by the snow plow vendor within 24-hours.
- Pavement areas will be swept seasonally as necessary to remove accumulated winter sand and salt and fall leaves, and shall be swept as required to remove litter. Collected material will be properly disposed of off-site.

INSPECTIONS / RECORDKEEPING:

Routine Inspections:

Routine inspections and maintenance to be conducted with the frequency described in this Operation and Maintenance Plan. All repairs and maintenance activities regarding the stormwater management system should be recorded and provided to the Sturbridge Conservation Commission upon request. An example inspection form is provided in **Attachment #2**.

Recordkeeping

Records of all drainage system inspections and maintenance shall be kept on file for a period of at least **five (5) years**.

Attachment #1

Illicit Discharge Compliance Statement

**Illicit Discharge Compliance Statement
Site Storm Water Management System
Sturbridge Service Center
Proposed Parking Lot Repaving
#241 & 245 Main Street
Sturbridge, MA**

Responsible Party:
Sturbridge Service Center
241 & 245 Main Street – P.O. Box 33
Sturbridge, MA 01566
p. (508) 347-3896

Storm Water Management System Owner: (same as above)

Site subject to Wetlands Protection Act: YES

The above listed “responsible party” is responsible for implementation of this “Long-Term Operation and Maintenance Plan” and certifies that:

- The site has been inspected for erosion and appropriate steps have been taken to permanently stabilize any eroded areas;
- All aspects of storm water BMPs have been inspected for damage, wear and malfunction, and appropriate steps have been taken to repair or replace the system or portions of the system so that the storm water at the site may be managed in accordance with:
 - MA-DEP Stormwater Management Standards, revise date January 2, 2008;
- There is no record or knowledge of illicit discharges to the on-site stormwater management system;
- All “future property owners” must be notified of their continuing legal responsibility to operate and maintain the Site Stormwater Management System.
- The “Long-Term Operation and Maintenance Plan” for the storm water BMPs is being implemented.

Signature of Responsible Party:

Sturbridge Service Center

Date

Attachment #2

Stormwater Management System Quarterly Inspection Form

Inspection Form - Storm Water Management System
Sturbridge Service Center
Proposed Parking Lot Repaving
#241 & 245 Main Street, Sturbridge, Massachusetts

QUARTERLY INSPECTION AND MAINTENANCE REPORT

Jan.-Mar. Apr.-Jun. July-Sep. Oct. – Dec.

Note: This Log should be copied prior to use. Note Additional Comments on back of Form.

Inspector's Name: _____ Date: _____ Time: _____ am/pm

Inspector's Qualifications: _____

Days Since Last Rainfall: _____ Amount of Last Rainfall: _____ inches

Item/Condition to be Checked	Maintenance Required		Corrective Action & Date
	No	Yes	
18" Width Gravel Diaphragm			
Parking Lot / Driveway Sweeping			*Sweep Seasonally – As Needed
Landscaping / Trash Removal			
Snow Removal (seasonal)			*All De-icing chemical storage to be inside building

Additional Comments: _____