

# **STORMWATER MANAGEMENT SYSTEM**

## **Long Term Operations and Maintenance Plan**

**420 Main Street & 7 Cedar Street  
Sturbridge, MA 01566**

**Prepared For:**

Porchlight Investments III, LLC  
c/o Streetlight Concepts  
1601 Trapelo Road, Suite 282  
Waltham, MA 02451

January 5, 2021

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**McCLURE**

ENGINEERING, INC

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**Long-Term Operation & Maintenance Plan  
Site Stormwater Management System  
420 Main Street & 7 Cedar Street, Sturbridge, MA**

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**Property Owner/Responsible Party:**      **Porchlight Investments III, LLC**  
c/o Streetlight Concepts  
1601 Trapelo Road, Suite 282  
Waltham, MA 02451  
Phone: (781) 697-5861

**Storm Water Management System Owner:**      (same as above)

**Site subject to Wetlands Protection Act:**      No

**The Responsible Party Shall:**

- Prepare an “**Operation and Maintenance (O & M) Compliance Statement**” (Attachment #1)
- 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. Keep records for the last three (3) 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;
- Allow **Town of Sturbridge** official representatives to inspect each storm water system “best management practice” (BMP) to determine whether the responsible party is implementing the operation and maintenance plan;
- 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.

Responsible Party shall maintain a contract with the following companies:

**Landscaping and Pavement Maintenance:** \_\_\_\_\_

**Snow Removal and Plowing:** \_\_\_\_\_

**Storm Water System Maintenance:** \_\_\_\_\_

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## **Long-Term Operation & Maintenance Plan**

**420 Main Street & 7 Cedar Street, Sturbridge, MA**

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### **Site Description:**

The Subject Site is referenced as Sturbridge Assessor's Parcel I.D. 415-02435-420 and 202-02446-007 and consists of approximately 6.3 acres. The property lies on the northern side of Main Street and the western side of Cedar Street. The parcel is more particularly described in deed book 52075, page 145 as recorded with the Worcester County Registry of Deeds.

The site is located within the Commercial Tourist and Suburban Residential zoning districts. The existing site consists of an existing parking lot, buildings, open space, and wooded area. The site topography slopes generally in a southerly direction towards Main Street. There are no wetland resource areas located within 200' of the site.

There is an on-site FEMA Flood Hazard Area (Zone X – Area of Minimal Flood Hazard) per Flood Insurance Rate Map (FIRM) Worcester County Massachusetts (All Jurisdictions), Map Number 25027C0926E, Effective on 07/04/2011 (see Appendix C).

The proposed site layout is for the construction of an expanded parking lot for the existing buildings and uses on site. The proposed parking area will include approximately 21,885 s.f. of impervious area (pavement and sidewalks), and 69 additional parking spaces. The construction will disturb approximately 0.88 acres of existing woodland. The proposed parking area will be temporarily constructed out of a gravel surface, and will be pavement with bituminous asphalt in the future. The stormwater management system proposed includes mostly country drainage systems to eliminate the need for piping on site. Swales will direct runoff to four separate stormwater area drains and a single infiltration basin. The infiltration basin is designed to provide adequate ground water recharge for the proposed impervious areas. All disturbed areas are to be treated with a minimum of 4" of loam and seed for stabilization. Erosion control blankets/jute matting is proposed on all slopes of 3:1 or greater. The existing parking lot is proposed to be resurfaced and repainted in the future as well.

Details are provided on the following Site Plan drawings:

**“Site Plan – 420 Main Street & 7 Cedar Street, Sturbridge, MA 01566” prepared by McClure Engineering, Inc. revise date February 12, 2021.**

### **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 property located at 420 Main Street & 7 Cedar Street, Sturbridge, MA. The storm water management system shall be maintained properly to assure its continued performance. Inspection and maintenance for the system should be in compliance with Table 1.

**TABLE 1**

<b>STORMWATER SYSTEM INSPECTION AND MAINTENANCE SCHEDULE PAVED PARKING LOT</b>		
<b>Porchlight Investments III, LLC 420 Main Street &amp; 7 Cedar Street, Sturbridge, MA</b>		
<b>Best Management Practice (BMP)</b>	<b>Inspection Frequency</b>	<b>Maintenance Frequency</b>
<b>STRUCTURAL BMPs</b>		
<b>Infiltration Basin</b>	After every major storm during first 3 months of operation and twice a year thereafter and when there are discharges through the high outlet orifice.	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>Deep Sump Hooded Catch Basin</b>	Quarterly	Quarterly and/or whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the basin to the lowest pipe invert in the basin.
<b>Swale (Grassed)</b>	The first few months after construction and twice a year thereafter.	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>Sediment Forebays</b>	Monthly	Quarterly and/or As Needed
<b>Pipe Outfall/ Rip Rap Apron/ Level Spreader</b>	After heavy rains and Bi-Annually Min (Early Spring & Late Fall)	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>NON-STRUCTURAL STORMWATER CONTROLS</b>		
<b>Landscaping</b>	Bi-Annual (Early Spring & Late Fall)	Seasonally As Needed
<b>Parking Area Sweeping</b>	Bi-Annual (Early Spring & Late Fall)	Bi-Annual ( 2-Times / Year) (Apr/May and Oct/Nov.)
<b>Snow Removal</b>	Seasonally As Needed	In Accordance with M.G.L. Title XIV. Public Ways and Works; Chapter 85
<b>Site Inspections</b>	Bi-Annual (Early Spring & Late Fall)	Keep Records on File at Site for Three (3) Years

Responsible Party shall be responsible for the system and all Operation and Maintenance procedures, including those outlined in the following sections.

**TABLE 1**

<b>STORMWATER SYSTEM INSPECTION AND MAINTENANCE SCHEDULE GRAVEL PARKING LOT</b>		
<b>Porchlight Investments III, LLC 420 Main Street &amp; 7 Cedar Street, Sturbridge, MA</b>		
<b>Best Management Practice (BMP)</b>	<b>Inspection Frequency</b>	<b>Maintenance Frequency</b>
<b>STRUCTURAL BMPs</b>		
<b>Infiltration Basin</b>	Monthly and after every major storm.	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>Deep Sump Hooded Catch Basin</b>	Monthly	Quarterly and/or whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the basin to the lowest pipe invert in the basin.
<b>Swale (Grassed)</b>	Monthly	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>Sediment Forebays</b>	Monthly	Quarterly and/or As Needed
<b>Pipe Outfall/ Rip Rap Apron/ Level Spreader</b>	Monthly and after every major storm.	Bi-Annual Min (Early Spring & Late Fall) and/or As Needed
<b>NON-STRUCTURAL STORMWATER CONTROLS</b>		
<b>Landscaping</b>	Bi-Annual (Early Spring & Late Fall)	Seasonally As Needed
<b>Snow Removal</b>	Seasonally As Needed	In Accordance with M.G.L. Title XIV. Public Ways and Works; Chapter 85
<b>Site Inspections</b>	Bi-Annual (Early Spring & Late Fall)	Keep Records on File at Site for Three (3) Years

Responsible Party shall be responsible for the system and all Operation and Maintenance procedures, including those outlined in the following sections.



## **STRUCTURAL STORM WATER BMP MAINTENANCE:**

### **Infiltration Basin:**

Infiltration basins are prone to clogging and failure so it is imperative to develop and implement aggressive maintenance plans and schedules. Installing the required pretreatment BMPs will significantly reduce maintenance requirements for the basin. Perform inspections and preventive maintenance at least twice a year, and after every time drainage discharges through the high outlet orifice. Inspect the pretreatment BMPs in accordance with the minimal requirements specified for those practices and after every major storm event. A major storm event is defined as a storm that is equal to or greater than the 2-year, 24-hour storm (generally 2.9 to 3.6 inches in a 24-hour period, depending in geographic location in Massachusetts). Once the basin is in use, inspect it after every major storm for the first few months to ensure it is stabilized and functioning properly and if necessary take corrective action. Note how long water remains standing in the basin after a storm; standing water within the basin 48 to 72 hours after a storm indicates that the infiltration capacity may have been overestimated. If the ponding is due to clogging, immediately address the reasons for the clogging (such as upland sediment erosion, excessive compaction of soils, or low spots). Thereafter, inspect the infiltration basin at least twice per year. Important items to check during the inspection include: signs of differential settlement, cracking, erosion, leakage in the embankments, tree growth on the embankments, condition of riprap, sediment accumulation, and the health of the turf. At least twice a year, mow the buffer area, side slopes, and basin bottom. Remove grass clippings and accumulated organic matter to prevent an impervious organic mat from forming. Remove trash and debris at the same time. Use deep tilling to break up clogged surfaces, and revegetate immediately. Remove sediment from the basin as necessary, but wait until the floor of the basin is thoroughly dry. Use light equipment to remove the top layer so as to not compact the underlying soil. Deeply till the remaining soil, and revegetate as soon as possible. Inspect and clean pretreatment devices associated with basins at least twice a year, and ideally every other month.

### **Deep Sump Hooded Catch Basin:**

Regular maintenance is essential. Deep sump catch basins remain effective at removing pollutants only if they are cleaned out frequently. Inspect or clean deep sump basins at least four times per year and at the end of the foliage and snow removal seasons. Sediments must also be removed 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. Clamshell buckets are typically used to remove sediment in Massachusetts. However, vacuum trucks are preferable, because they remove more trapped sediment and supernatant than clamshells. Vacuuming is also a speedier process and is less likely to snap the cast iron hood within the deep sump catch basin. Although catch basin debris often contains concentrations of oil and hazardous materials such as petroleum hydrocarbons and metals, MassDEP classifies them as solid waste. Unless there is evidence that they have been contaminated by a spill or other means, MassDEP does not routinely require catch basin cleanings to be tested before disposal. Contaminated catch basin cleanings must be evaluated in accordance with the Hazardous Waste Regulations, 310 CMR 30.000, and handled as hazardous waste. In the absence of evidence of contamination, catch basin cleanings may be taken to a landfill or other facility permitted by MassDEP to accept solid waste, without any prior approval by MassDEP. However, some landfills require catch basin cleanings to be tested before they are accepted.

**Swale:**

The swale should be inspected periodically and after every major storm to determine the condition of the swale. Rills and damaged areas should be promptly repaired as necessary to prevent further deterioration. Remove sediments, and repair as necessary. Riprap should be checked at least annually and after heavy rains for scouring below the riprap layer, displaced stones, slumping, and erosion at edges, especially downstream or downslope. If the riprap has been damaged, it should be repaired immediately before further damage can take place. Rock may need to be added if sediment builds up in the pore spaces of the swale. Make repairs immediately using appropriate stone sizes. Plastic filter cloth, if used, should be completely covered and protected from sunlight. Woody vegetation should be removed from the rock riprap annually because tree roots will eventually dislodge the riprap. Woody vegetation should not be allowed to become established in the rock riprap and if present should be removed. Debris should not be allowed to accumulate in the channel. Give special attention to outlets and points where concentrated flow enters channel. Repair eroded areas promptly.

Inspect check dams after each rainfall event. Remove sediment accumulations. Check structure and abutments for erosion, piping, or rock displacement. Repair immediately. If stone is displaced from the face of the check dam, the stone size is too small and needs to be increased. If sediment is traveling through check dams, there is an inadequate layer of stone on the inside face of the check dam or the stone is too coarse to restrict flow through dam. If the issue is ongoing, consider adding a non-woven geotextile liner to inside of dam. Dispose of waste materials in designated disposal areas.

**Sediment Forebay:**

Sediment forebays should be readily accessible for maintenance and sediment removal. Inspect sediment forebays after each significant rainfall. Remove and properly dispose of sediment at least 2 times per year or when sediment deposits total approximately 12". The effectiveness of a sediment forebay is based less on its size than on regular sediment removal. Place waste material in designated disposal areas. Smooth site to blend with surrounding area and stabilize. Clean or replace gravel when sediment pool does not drain properly. Stabilize the floor and sidewalls of the sediment forebay before making it operational, otherwise the practice will discharge excess amounts of suspended sediments. After removing the sediment, replace any vegetation damaged during the clean-out by reseeding. When reseeding, incorporate practices such as hydroseeding with a tackifier, blanket, or similar practice to ensure that no scour occurs in the forebay, while the seeds germinate and develop roots. Check embankment, emergency spillway, and outlet for erosion damage. Check embankment for: settlement, seepage, or slumping along the toe or around pipe. Look for signs of seepage or erosion. Repair immediately. Remove trash and other debris from principal spillway, emergency spillway, and pool area.

**Pipe Outfall/Rip Rap Apron/Level Spreader:**

Inspect riprap outlet structures after heavy rains for erosion at sides and ends of apron and for stone displacement. Rock may need to be added if sediment builds up in the pore spaces of the outlet pad. Make repairs immediately using appropriate stone sizes. Do not place stones above finished grade. If erosion is occurring down gradient of the outfall, the down gradient vegetation is not stable and the area should be stabilized, the rip rap apron is not long or wide enough and needs to be increased, or the riprap stones are too small or not graded well. If movement of stone is occurring: riprap stones may be too small or not graded well, or the appropriate filter fabric

may not be installed under riprap. If erosion occurs around apron and scour holes appear at outlet, foundation may not be excavated wide or deep enough. If erosion of the foundation is occurring, the appropriate filter fabric may not be installed under riprap.

Level spreaders should be inspected periodically and after every major storm. Any detrimental sediment accumulation should be removed. If rilling has taken place on the lip, the damage should be repaired and re-vegetated. Vegetation should be mowed occasionally to control weeds and encroachment of woody vegetation. Clippings should be removed and disposed of outside the spreader and away from the outlet area. Fertilization should be done as necessary to keep the vegetation healthy and dense. The spreader should be inspected after every runoff event to ensure that it is functioning correctly.

## **NON - STRUCTURAL STORM WATER MANAGEMENT CONTROLS / GOOD HOUSEKEEPING PRACTICES:**

### **Hay bales/ Wattles:**

Inspect straw/hay bales/ wattles before a forecasted storm event, immediately after each runoff producing rainfall and at least daily during prolonged rainfall. Ensure there are not gaps between bales or evidence of undermining. Close attention should be paid to the repair of damaged bales, undercutting beneath bales, and flow around the ends of the bales. Necessary repairs to barriers or replacement of bales should be accomplished promptly. Replace rotted or sediment covered bales as necessary. Sediment deposits should be checked after each runoff-producing rainfall. They must be removed when the level of deposition reaches approximately one-half the height of the barrier. Any sediment deposits remaining in place after the straw bale barrier is no longer required should be dressed to conform to the existing grade, prepared and seeded.

### **Silt Fence:**

A sediment fence requires a great deal of maintenance. Silt fences should be inspected immediately after each rainfall and at least daily during prolonged rainfall. Remove accumulated sediment when it reaches one half the height of the sediment fence. Remove sediment deposits promptly to provide adequate storage volume for the next rain and to reduce pressure on fence. Take care to avoid undermining fence during cleanout. Sagging, frayed, torn, or otherwise damaged fabric should be repaired or replaced. Repair end runs and undercutting. Inspect reinforcement and staking materials for structural integrity, and replace when necessary. Sediment deposits remaining after the fabric has been removed should be graded to conform to the existing topography and vegetated.

### **Mulching:**

Mulching shall be used in areas which cannot be seeded because of the season, or are otherwise unfavorable for plant growth (traffic and parking areas). When properly applied, mulch offers a fast, effective means of controlling erosion and dust. Soil surfaces should be roughened prior to mulching. Run track-mounted machinery up and down the slope in order to leave horizontal depressions in the soil running parallel to the slope. Roughened soil surfaces should be mulched and/or seeded as soon as possible. Ensure there is a continuous, uniform, even coverage. Ensure mulch layer is not so thick that it suppresses desired seed germination and plant growth. Ensure rilling or gullying does not occur beneath "binded" mulch. Replace or repair mulch if washed or

blown away. On steep slopes and critical areas such as waterways, use netting or anchoring with mulch to hold it in place. Inspect after rainstorms to check for movement of mulch or erosion. If washout, breakage, or erosion occurs, repair surface, reseed, remulch, and install new netting. Straw or grass mulches that blow or wash away should be repaired promptly. Blanket mulch that is displaced by flowing water should be repaired as soon as possible. Continue inspections until vegetation is well established.

### **Temporary & Permanent Seeding**

Well-established vegetation is widely considered the most effective form of erosion control. The presence of temporary or permanent cover will provide stabilization and erosion protection to disturbed areas. Temporary seed mixes contain annual vegetation that grows quickly and helps stabilize an area until permanent vegetation can be established. Proper soil bed preparation, seeding method and soil moisture are critical for successful seed application. Before planting, scarify/roughen the soil surface and install appropriate surface drainage measures to prevent erosion and scouring. Seed with an approved conservation cover mix during the specified growing season, using native plant species. Seeding operations should be performed within one of the following periods: April 1 - May 31, August 1 - September 10, November 1 - December 15 as a dormant seeding (seeding rates shall be increased by 50% for dormant seeding). As needed, provide water, fertilizer, lime, and mulch to the seedbed. If it is unlikely that growth will occur due to cold weather, apply mulch for temporary stabilization. Inspect within 6 weeks of planting to see if stands are adequate. Check for damage after heavy rains. Stands should be uniform and dense. Fertilize, reseed, and mulch damaged and sparse areas immediately. Tack or tie down mulch as necessary. Seeds should be supplied with adequate moisture. Furnish water as needed, especially in abnormally hot or dry weather or on adverse sites. Water application rates should be controlled to prevent runoff. Inspect seeded areas for failure and make appropriate repairs and re-seed and re-plant as necessary. Inspect for bare spots, rilling, or gulying and correct as necessary. If stand has less than 40% cover, re-evaluate selection of seeding materials and quantities of fertilizer. Re-establish the stand following seedbed preparation and seeding recommendations. If the season prevents resowing, mulch or jute netting is an effective temporary cover. Lack of water may also be an issue. Conduct a follow up survey after one year and re-seed failed areas. Temporarily stabilized areas will require permanent stabilization when the area has been completed as designed or when the growing season begins.

### **Landscape & Parking Area Maintenance**

Landscape areas shall be maintained in a neat and orderly fashion. Landscape maintenance debris shall not be deposited on adjacent properties and properly disposed of off-site as necessary to maintain a clean and orderly appearance. Parking Areas shall be inspected often and after significant rainfall events. Inspect for signs of erosion, rilling, gulying. Regrade and repair parking areas as necessary. If areas are needing constant maintenance apply mulch/wood chips to help prevent further erosion. Areas not used for parking or traffic should be seeded for stabilization. All parking areas should be stabilized prior to off season shutdown, preferably with a mulch application.

### **Fertilizer, Herbicide, and Pesticide Storage**

Storage of all fertilizers, herbicides, and pesticides will be indoors. Use of all fertilizers, herbicides, and pesticides shall be in a manner consistent with the products intended use.

## **Waste Storage & Trash Removal**

All waste products are to be stored indoors, under cover, or within a covered dumpster. Inspect on-site area for litter and trash on a weekly basis. 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. The loading and dumpster areas throughout the site will be inspected on a daily basis for cardboard and/or paper products and will be inspected on a weekly basis for any accumulated trash, litter, and discarded material. Dumpster to be kept closed when not in use. Gates to the dumpster enclosure areas are proposed to be locked when not in use.

## **Hazardous Waste or 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. 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/Dispatch)

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

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:**

Snow plowing will be done to allow access to the site and provide safe passage from vehicle to front door. No salt shall be used to treat unpaved areas during snow and ice conditions. Snow from lighter storms will be plowed to the perimeter of the parking lots and allowed to melt onto the pavement surfaces. Snow will be temporarily stock piled on the pavement surface during larger storm events to keep the parking area open for customers. This stockpiling will be temporary and will be located within designated areas throughout the Site, furthest away from the building entrances. If Site snow storage interferes with parking lot operations (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.

## **Winter Road Salt & Sand Use Restrictions**

Salt and sand for winter de-icing will only be stored indoors or under cover. Use of road salt and sand will only be used on a limited basis during the winter months to insure safe passage of pedestrian walkways and parking areas.

## **INSPECTIONS / RECORDKEEPING / TRAINING:**

### **Routine Inspections**

Routine inspections and maintenance to be conducted with the frequency described in this Operation and Maintenance Plan. 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 three (3) years and provided to the Town of Southbridge upon request.

## **PUBLIC SAFETY FEATURES:**

All cast iron storm water structure grates and covers shall be kept in good condition and kept closed at all times. Any damaged or broken structures will be replaced immediately upon discovery;

## **OPERATION AND MAINTENANCE BUDGET ESTIMATE:**

The responsible party agrees to maintain an adequate annual budget to provide for the routine maintenance activities detailed in this document including but not limited to:

- Infiltration Basin Maintenance
- Swale Maintenance
- Deep Sump Hooded Catch Basin Maintenance
- Sediment Forebay Maintenance
- Pipe Outfall/ Rip Rap Apron/ Level Spreader Maintenance
- Landscape Maintenance
- Trash Removal
- Snow Plowing & Removal

# **Attachment #1**

## **Operation & Maintenance (O & M) Compliance Statement**





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**Illicit Discharge Compliance Statement  
Site Storm water Management System**

**420 Main Street & 7 Cedar Street, Sturbridge, MA**

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**Property Owner/Responsible Party:**      **Porchlight Investments III, LLC**  
c/o Streetlight Concepts  
1601 Trapelo Road, Suite 282  
Waltham, MA 02451  
Phone: (781) 697-5861

**Storm water Management System Owner:**      (same as above)

**Site subject to Wetlands Protection Act:**      No

**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 the Stormwater Management Standards, revise date January 2, 2008.
- There is no record or knowledge of existing 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 existing stormwater management system structures.
- The “Long-Term Operation and Maintenance Plan” for the storm water BMPs is being implemented.

Signature of Responsible Party:

\_\_\_\_\_  
Porchlight Investments III, LLC

\_\_\_\_\_  
Date



## **Attachment #2**

### **Inspection & Maintenance Reports**



**Long-Term Operation and Maintenance Plan  
Storm Water Management System**

420 Main Street & 7 Cedar Street, Sturbridge, MA

***INSPECTION AND MAINTENANCE REPORT FORM***

*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	
Infiltration Basin			*Inspect Twice Per Year Minimum, Report encountered issues to engineer as soon as possible.
Deep Sump Hooded Catch Basin			
Swale (Grassed & Rip Rap)			
Sediment Forebay			
Pipe Outfall/ Rip Rap Apron/ Level Spreader			
Landscaping / Trash Removal			
Snow Removal (seasonal)			

**Corrective Actions Taken (if necessary):**