



# Operation and Maintenance Plan

Town of Reading  
Birch Meadow Park Phase II

0 Bancroft Avenue – 0 Birch Meadow Drive  
Reading, MA, 01867

**Owner:**

Town of Reading  
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Reading, MA 01867

**Submitted To:**

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## 1.0 Operation and Maintenance Plan

The Town of Reading Birch Meadow Park project site is subject to Standard 9 - Operation and Maintenance Plan of the Massachusetts Stormwater Handbook. This Operation and Maintenance Plan details management recommendations for long-term pollution prevention.

The area to be renovated is the existing Birch Meadow Park Facility located on Birch Meadow Lane. The project scope is limited to an area of approximately 1.41 acres. The project consists of renovations to the existing basketball court, playground improvements, ADA accessible walkways leading to all courts and the playground, formalized handicap parking, and landscape improvements.

The surfacing types within the limit of work consist of post-tension concrete, poured-in-place playground surfacing, cement concrete, bituminous asphalt, and grassed areas.

### 1.1 Subsurface Detention System

The subsurface chamber system should be inspected monthly within the first year of installation and annually thereafter. Inspections should begin with upstream and downstream structures for signs of sediment or other debris and standing water in the upstream manhole. Use of a pipe camera is recommended to inspect the pipes and chambers. The recharge system has been designed with inspection ports at the end of each row of chambers. If warranted, sections of the turf field should be removed, and inspection ports accessed.

- The owner shall keep a maintenance log which shall include details of any events which would have an effect on the system's operational capacity.
- The operation and maintenance procedure shall be reviewed periodically and changed to meet site conditions.
- Maintenance of the stormwater management system shall be performed by qualified workers and shall follow applicable occupational health and safety requirements.

Debris removed from the stormwater management system shall be disposed of in accordance with state and local guidance.

### 1.2 Outlet Control Structure

There will be one outlet control structure on site to control the flow out of the basketball court drainage system. The outlet control structure should be inspected twice each year and cleaned twice per year. The outlet control structure should be checked at least four times a year and at the end of the foliage and snow-removal season.

- Record all maintenance and repairs. Submit reports every year for compliance.
- Inspect the outlet control structure every storm (or at least four times a year) and at the end of the foliage and snow-removal season.
- If sediment is more than six inches deep and/or there are floatable pollutants, they will be removed from the outlet control structure and disposed of.

### 1.3 Area Drains

Area drains should be cleaned twice per year. Area drains should be checked at least four times a year and at the end of the foliage and snow-removal seasons.

- Record all maintenance and repairs. Submit reports every year for compliance.
- Inspect all area drains after every storm (or at least four times a year) and at the end of the foliage and snow-removal seasons.
- If sediment is more than six inches deep and/or there are floatable pollutants, they will be removed from the drain and disposed of.
- During colder periods, area drain grates shall be kept free of ice and snow.
- During warmer periods, area drain grates shall be kept free of leaves, litter, sand, and other debris.

## 1.4 Catch Basins

Catch basins on site will have sumps a minimum of 4 feet deep and hooded outlets to trap debris, sediment, and floating contaminants. Catch basins should be cleaned twice per year. Catch basins should be checked after every storm event, typically within 72 hours after the end of the rainfall event.

- Record all maintenance and repairs. Submit reports every year for compliance.
- Inspect all catch basins after every storm (or at least four times a year) and at the end of the foliage and snow-removal seasons.
- If sediment is more than six inches deep and/or there are floatable pollutants, they will be removed from the basin and disposed of.
- During colder periods, basin grates shall be kept free of ice and snow.
- During warmer periods, basin grates shall be kept free of leaves, litter, sand, and other debris.

## 1.5 Vegetated Areas Maintenance

Although not a structural component of the drainage system, the maintenance of vegetated areas may affect the function of stormwater management practices. This includes the health/density of vegetative cover and activities such as the application and disposal of lawn and garden care products, disposal of leaves and yard trimmings.

- Inspect planted areas on a semi-annual basis and remove any litter.
- Maintain planted areas adjacent to pavement to prevent soil washout.
- Immediately clean any soil deposited on pavement.
- Re-seed bare areas: install appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- Plant alternative mixture of grass species in the event of unsuccessful establishment.

## 1.6 Spill Prevention and Control Plan

The Property Owner will be responsible for training of people in the proper handling and cleanup of spilled materials. No spilled hazardous materials or hazardous wastes will be allowed to come in contact with stormwater discharges. If such contact occurs, the stormwater discharge will be contained on site until appropriate measures in compliance with state and federal regulations are taken to dispose of such contaminated stormwater.

In order to minimize the potential for a spill of hazardous materials to come into contact with stormwater, the following steps will be implemented:

1. All materials with hazardous properties (such as pesticides, petroleum products, fertilizers, detergents, construction chemicals, acids, paints, paint solvents, cleaning solvents, additives for soil stabilization, concrete curing compounds and additives, etc.) will be stored in a secure location, with their lids on, preferably under cover, when not in use.
2. The minimum practical quantity of all such materials will be kept on the site.
3. A spill control and containment kit (containing, for example, absorbent materials, acid neutralizing powder, brooms, dustpans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.) will be provided at the maintenance area of the site.
4. Manufacturers recommended methods for spill cleanup will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and cleanup supplies.

In the event of a spill, the following procedures should be followed:

1. All spills will be cleaned up immediately after discovery.
2. The spill area will be kept well-ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with hazardous substances.
3. The Owner will be notified immediately.
4. Spills of toxic or hazardous materials will be reported to the appropriate federal, state, and/or local government agency, regardless of the size of the spill.

The Property Owner will be the spill prevention and response coordinator. He will designate the individuals who will receive spill prevention and response training. These individuals will each become responsible for a particular phase of prevention and response. The names of these personnel will be posted in the material storage area and other applicable areas onsite.

## 2.0 Appendices

## 2.1 Operations and Maintenance Logs

Inspection for Year: \_\_\_\_\_

NOTE: See Operations and Maintenance Plan for details of inspection requirements.

<b>Structural Best Management Practice</b>	<b>Action</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Completed By</b>	<b>Action</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Completed By</b>
Area Drain	Inspect				Clean (if required— See Plan for details.)			
Catch Basin	Inspect				Clean (if required— See Plan for details.)			
Subsurface Detention System	Inspect				Clean (if required— See Plan for details.)			
Outlet Control Structure	Inspect				Clean (if required – See Plan for details.)			