

OPERATIONS AND MAINTENANCE OF PARKS AND OPEN SPACES

Introduction

Parks and open space operations and maintenance activities commonly involve the operation of equipment such as mowers and tractors; disposal of waste from mowing, planting, weeding, raking, pruning, and trash collection; application of pesticides, herbicides, and fertilizers; cleaning and maintenance of park amenities such as play equipment, restrooms, and structures; and snow removal. These activities have the potential to generate contaminants such as sediments and toxic chemicals that may be picked up by rainwater, thereby entering the storm drainage system and receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to reduce the discharge of pollutants from the MS4 and to receiving waters as a result of parks and open space operations and maintenance. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

Within two years of the effective date of the MS4 Permit, the Town will create an inventory of all municipal parks and open spaces and update this inventory annually (refer to the attached inventory template).

Procedures

The Town will implement the following procedures at municipal parks and open spaces to reduce the discharge of pollutants to the MS4:

General

- Repair damage to landscaped or mulch or vegetated bare areas as soon as possible to prevent erosion. If there are areas of erosion or poor vegetation, repair them as soon as possible, especially if they are within 50 feet of a surface water (e.g., pond, lake, or river).
- Remove (sweep or shovel) materials such as soil, mulch, and grass clippings from parking lots, streets, curbs, gutters, sidewalks, and drainage-ways.
- Do not clean up any unidentified or possibly hazardous materials found during maintenance; notify a supervisor immediately.

Maintenance

- Wastewater from power washing signs, structures, or bleachers cannot be discharged into the stormwater system.
- When painting park equipment, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Sweep parking lots with a street sweeper and dispose of street sweepings in designated areas (see the SOP for Streets and Parking Lots).
- Never wash debris from parking lots into the storm drain.

Mowing

- Remove debris and trash from landscaped areas prior to mowing.
- Collect grass clippings and leaves after mowing. Do not blow or wash them into the street, gutter, or storm drains.
- Properly recycle or dispose of organic waste after mowing, weeding, and trimming.
- Reduce mowing frequencies wherever possible by establishing low/no-mow areas in lesser-used spaces.
- Brush off mowers (reels and decks) and tractors over grassy areas or in contained washout areas.
- Leave clippings on grassy areas or dispose of them in the trash or by composting.
- Do not hose off mowers over paved areas that drain into the MS4 or directly to surface waters.
- Follow proper vehicle and equipment maintenance procedures to prevent leaks (see the SOP for Operations and Maintenance of Municipal Vehicles and Equipment)
- Do not allow grease from mowers to fall onto areas where they can be washed into the stormwater system.

Irrigation

- Repair broken sprinkler heads as soon as possible.
- Only irrigate at a rate that can infiltrate into the soil to limit run-off.
- Avoid irrigating close to impervious surfaces such as parking lots and sidewalks.

Landscaping

- When establishing new plantings, use alternative landscaping materials, such as drought resistant or native plants to reduce the need for irrigation and extensive application of fertilizers and pesticides.
- Follow proper fueling procedures for all equipment to ensure that petroleum products do not enter the stormwater system (see the SOP for Fuel and Oil Handling Procedures).
- Fertilizers, herbicides, and pesticides should be properly used, stored, and handled (see the SOP for Storage and Use of Pesticides and Fertilizer).
- In accordance with the Charles River Watershed Phosphorus TMDL requirements, the Town will document its compliance with Massachusetts Regulation 330 CMR 31 in its Phosphorus Control Plans (PCPs) and certify that all turf grass areas and fertilizer use are managed in accordance with the policy (<https://www.mass.gov/files/documents/2018/01/22/330cmr31.pdf>).
- The Town discharges into the Charles River watershed, therefore, under MS4 Permit requirements, the Town acknowledges that blowing organic waste material (grass cuttings, leaf litter) is strictly prohibited.

Snow Removal

- Store salt or sand for snow removal indoors under a roof or in a covered container and on impervious surfaces.
- See the SOP for Winter Road Maintenance for more information on proper snow disposal and storage procedures.
- Any damage done to vegetated areas caused by plows or deicing materials should be repaired as early as possible in the spring.

Trash Management

- All waste and recycling containers must be leak-tight with tight-fitting lids or covers.
- Place waste and recycling containers indoors or under a roof or overhang whenever possible.
- Clean and sweep up around outdoor waste containers regularly.

- Arrange for waste and recyclables to be picked up regularly and disposed of at approved disposal facilities.
- Do not wash out waste or recycling containers outdoors or in a parking lot.
- Conduct periodic inspections of waste areas to check for leaks and spills.
- Ensure there are enough trash and recycling containers at appropriate areas.
- Monitor waste and recycling containers at heavily-used sites and on holidays to ensure that there is no overflow.

Other Activities

- Provide pet waste stations with bags and trash receptacles where pets are permitted. Post signs describing the proper disposal of pet waste.
- All portable toilets should be staked down in flat, secure locations where they are less likely to be knocked down or blown over. They should be placed in a location that would retain any spillage from washing into the MS4 or receiving waters. Ensure routine maintenance and cleaning of portable toilets.
- Identify undesirable waterfowl congregation areas and take steps to prevent waterfowl droppings from entering the stormwater system or surrounding waterbodies.
 - Take measures to discourage congregation near waterbodies and the storm system (e.g., use strobe lights or reflective tape, establish no-mow zones to reduce available feeding areas, or plant thick vegetation along waterlines). If waterfowl congregation cannot be managed, then isolate the drainage from congregation areas away from the storm system and waterbodies.
 - Install signage to educate the public on the negative effects of waterfowl feces entering the stormwater system or nearby waterbodies in order to discourage public feeding. Alternatively, enact feeding bans.

Employee Training

- Employees who perform maintenance or other applicable work at municipal parks

and open spaces are trained annually on these procedures and the proper operation of related equipment.

- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Inventory of Municipal Parks and Open Spaces

Related Standard Operating Procedures

1. Fuel and Oil Handling
2. Storage and Use of Pesticides and Fertilizer
3. Streets and Parking Lots
4. Winter Road Maintenance
5. Operations and Maintenance of Municipal Vehicles and Equipment

This SOP adapted from Central Massachusetts Regional Stormwater Coalition SOP template.

Inventory of Municipal Buildings and Facilities

Town of Belmont, Massachusetts

Facility	Address	Potential Pollutant Sources										
		Storage of Pesticides	Storage of Fertilizer	Hazardous Materials Storage	Vehicle or Equipment Washing	Vehicle or Equipment Fueling	Vehicle or Equipment Maintenance	Salt or Brine Storage	Storage of Sweeping /Catch Basin material	Pet Waste Area	Chlorine Discharges	Refuse Area
Roger E Wellington Elementary	121 ORCHARD ST			x				x				x
Town Hall	455 CONCORD AVE							x				x
Water Dept	35 WOODLAND ST			x	x		x	x				x
Light Dept	450 CONCORD AVE			x	x		x	x				x
Police Dept	460 CONCORD AVE			x				x				x
DPW Yard/Belmont Light	37 C ST			x	x	x	x	x	x			x
Belmont Municipal Light Dept Substation 3	70 HITTINGER ST											
Everett C. Benton Library	75 OAKLEY RD							x				x
Belmont High School	265 CONCORD AVE			x				x		x	x	x
Daniel Butler Elementary School	90 WHITE ST			x				x		x		x
W L Chenery Middle School	95 WASHINGTON ST			x				x		x		x
Winn Brook Elementary School	97 WATERHOUSE RD			x				x		x		x
Belmont Center Fire Station	99 LEONARD ST			x	x		x	x				x
Cemetery	121 GROVE ST	x	x	x			x	x		x		x
W L Chenery Middle School	182 OAKLEY RD			x				x		x		x
Senior Citizen Center	266 BEECH ST			x				x				x
Burbank Elementary	266 SCHOOL ST			x				x		x		x
High School Harris Field/Viglirolo Skating Rink	291 CONCORD AVE	x	x	x	x		x	x		x		x
Belmont Fire Department (HQ Station 1)	299 TRAPELO RD			x	x		x	x				x
Underwood Pool	320 CONCORD AVE			x						x	x	x
Belmont Public Library	336 CONCORD AVE											x
Viglirolo Skating Rink/Ball fields	345 CONCORD AVE	x	x	x	x		x	x		x		x
Rock Meadow Conservation Land	1034 CONCORD AVE									X		x
Wellington Depot - Town Green	2 COMMON ST									x		x
McLean Barn	248 MILL ST											
Highland Meadow Cemetery	700 CONCORD AVE									x		
Clafin Street Parking Lot	10 CLAFLIN ST									x		x

PQ Playground	310 TRAPELO RD									X		x
Grove St Playground/Tennis Courts	180 GROVE ST									x		x
Payson Park Playground	288 PAYSON RD									X		x
Town Field	288 BEECH ST									X		x