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| <p><b>Standard Operating Procedures</b></p> <p><i>Town of Dracut</i><br/> <i>Department of Public Works</i><br/> <b>Operations and Maintenance of Parks and Open Spaces</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>SOP Number:</b></p> <p>14</p> | <p><b>Issue Date:</b></p> <p>June 30, 2020</p> |
| <p><b>Approved by:</b> General Foreman of the Tree Department</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Edward Patenaude</p> </div> <div style="text-align: center;">  <p>Tina Douk</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>Public Works Director</p> </div> <div style="text-align: center;"> <p>Stormwater Manager</p> </div> </div> |                                     |                                                |

## 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.

The Town of Dracut performs a variety of operations and maintenance activities at its municipal parks and open spaces.

Every town-owned park and open space is maintained by the Public Works Department. With the use of town equipment and staff, each park and open space is maintained on a rotating schedule where mowing, weed whacking, and use of fertilizer, pesticides, and herbicides are done by a certified applicator.

The Town of Dracut has created an inventory of all municipal parks and open spaces and update this inventory annually (refer to the attached inventory template).

## Procedures

The Town of Dracut will implement the following procedures at municipal parks and open spaces to reduce the discharge of pollutants from 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) or wetland resource area.
- 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

- 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
- Vacuum areas with pervious pavement
- 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.
- 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.

### **Landscaping**

- Follow proper fueling procedures for all equipment to ensure that petroleum products do not enter the stormwater system.
- Fertilizers, herbicides, and pesticides should be properly used, stored, and handled.

### **Snow Removal**

- Store salt or sand for snow removal indoors under a roof or in a covered container and on impervious surfaces.
- Any damage done to vegetated areas caused by plows or deicing materials should be repaired as early as possible in the spring.

### **Trash Management**

- 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.
- Ensure there are enough trash and recycling containers at appropriate areas.
- Provide pet waste stations with bags and trash receptacles where pets are permitted. Post signs describing the proper disposal of pet waste.

### **Employee Training**

- Employees who perform maintenance or other applicable work at municipal parks and open spaces are trained 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.

**Attachments**

1. Inventory of Municipal Parks and Open Spaces

**Inventory of Municipal Parks and Open Spaces**  
**Dracut, Massachusetts**

| Name                        | Location          | Park or Open Space | Co-Owner or Description     |
|-----------------------------|-------------------|--------------------|-----------------------------|
| Veterans Park               | 80 BROADWAY RD    | park               | Veterans Park               |
| CARRICK BALL PARK           | 1285 MAMMOTH RD   | park               | CARRICK BALL PARK           |
| PARK WITH MEMORIAL          | 2032 LAKEVIEW AV  | park               | PARK WITH MEMORIAL          |
| DILLION MACENESPIE PARK     | 2166 LAKEVIEW AV  | park               | DILLION MACENESPIE PARK     |
| PARKER AVE SCHOOL BALLFIELD | 77 PARKER AV      | park               | PARKER AVE SCHOOL BALLFIELD |
| BOULE PARK                  | 1196 LAKEVIEW AV  | park               | BOULE PARK                  |
| HOVEY FIELD EXTENSION       | 515 HILDRETH ST   | park               | HOVEY FIELD EXTENSION       |
| HOVEY FIELD EXTENSION       | 509 HILDRETH ST   | park               | HOVEY FIELD EXTENSION       |
| HOVEY PLAYFIELD             | 330 PLEASANT ST   | park               | HOVEY PLAYFIELD             |
| PARK WITH MEMORIAL          | 1346 BRIDGE ST    | park               | PARK WITH MEMORIAL          |
| MONAHAAN PARK               | 499 PLEASANT ST   | park               | MONAHAAN PARK               |
| VARNUM PARK                 | 165 ARLINGTON ST  | park               | VARNUM PARK                 |
| CONGRESS STREET BALLFIELD   | 30 INTERVALE AV   | park               | CONGRESS STREET BALLFIELD   |
| INTERVALE BALLFIELD         | 31 CONGRESS ST    | park               | INTERVALE BALLFIELD         |
| OPEN SPACE                  | 40 DIANA LN       | open space         | OPEN SPACE                  |
| OPEN SPACE OFF OF SNOW CIR. | 53 ISLAND POND RD | open space         | OPEN SPACE OFF OF SNOW CIR. |
| OPEN SPACE LAND             | 24 CLEMENT RD     | open space         | OPEN SPACE LAND             |

**Inventory of Municipal Parks and Open Spaces**  
**Dracut, Massachusetts**

| Name                   | Location                 | Park or Open Space | Co-Owner or Description             |
|------------------------|--------------------------|--------------------|-------------------------------------|
| Loon Hill @ Broadway   | Loon Hill @ Broadway Int | Maintenance Area   | Town – owned maintenance properties |
| DPW Annex              | 150 Pleasant St          | Maintenance Area   | Town – owned maintenance properties |
| Tricentennial Square   | 1346 Bridge Street       | Maintenance Area   | Town – owned maintenance properties |
| Costello Square        | 2041 Lakeview Ave        | Maintenance Area   | Town – owned maintenance properties |
| Polly's Corner         | 2032 Lakeview Ave        | Maintenance Area   | Town – owned maintenance properties |
| Adamczyk Square        | 320 New Boston Road      | Maintenance Area   | Town – owned maintenance properties |
| Turner Square          | 440 New Boston Road      | Maintenance Area   | Town – owned maintenance properties |
| Gunther Square         | 1410 Lakeview Ave        | Maintenance Area   | Town – owned maintenance properties |
| Hamblett Island        | 1153 Lakeview Ave        | Maintenance Area   | Town – owned maintenance properties |
| Dinley Square          | 126 Sladen Street        | Maintenance Area   | Town – owned maintenance properties |
| Town Hall Annex        | 11 Spring Park Ave       | Maintenance Area   | Town – owned maintenance properties |
| Library                | 28 Arlington Street      | Maintenance Area   | Town – owned maintenance properties |
| Town Hall              | 62 Arlington Street      | Maintenance Area   | Town – owned maintenance properties |
| Center Fire Station    | 488 Pleasant Street      | Maintenance Area   | Town – owned maintenance properties |
| Cheever Square         | 1 Cheever Ave            | Maintenance Area   | Town – owned maintenance properties |
| Dagle @ Fox Ave        | 170 Broadway Road        | Maintenance Area   | Town – owned maintenance properties |
| Pulaski Square         | 760 Arlington Street     | Maintenance Area   | Town – owned maintenance properties |
| Kelly Road @ Arlington | 27 Kelley Road           | Maintenance Area   | Town – owned maintenance properties |
| Kelly Road @ Methuen   | 98 Kelley Road           | Maintenance Area   | Town – owned maintenance properties |
| Fire Station           | 488 Pleasant Street      | Maintenance Area   | Town – owned maintenance properties |
| Ogonowski Square       | 721 Broadway Road        | Maintenance Area   | Town – owned maintenance properties |
| D.P.W                  | 833 Hildreth Street      | Maintenance Area   | Town – owned maintenance properties |
| Park Square            | 140 Arlington Street     | Maintenance Area   | Town – owned maintenance properties |
| Willowdale Beach       | 272 Willowdale Road      | Maintenance Area   | Town – owned maintenance properties |
| Nashua Rd Grass Strip  | 51 Nashua Road           | Maintenance Area   | Town – owned maintenance properties |