



TOWN OF WAKEFIELD

DEPARTMENT OF PUBLIC WORKS

Operations and Maintenance of Parks and Open Spaces

The Town of Wakefield performs a variety of operations and maintenance activities at its municipal parks and open spaces in accordance with NPDES regulations. The Town will provide these services in a responsible manner balancing Public Works fiduciary responsibility to the residents and the commitment to environmental/ water quality improvements.

Procedures:

Maintenance

- Wastewater discharge from power washing structures, bleachers, or signs must not be discharged into drainage system.
- When painting park equipment, use a drop cloths and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Do not clean up any unidentified or possibly hazardous materials found during maintenance; notify supervisor and spill response team immediately.

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.
- Leave grass clippings on lawn, when possible. Otherwise, bag and compost organic waste after mowing, weeding, and trimming at Nahant St. Yardwaste Site.
- 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.
- 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 drainage 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

- Remove (sweep) materials such as soil, mulch, and grass clippings from parking lots, streets, curbs, gutters, sidewalks, and drainage areas.
- Use alternative landscaping materials, such as drought resistant or native plants to reduce the need for irrigation and extensive application of fertilizers and pesticides.
- Fertilizers shall not be kept on hand.
- Conservation Commission approved organic product shall be used for all treatment within Lake Quannapowitt watershed.
- If needed, only low level phosphorus fertilizers are acceptable on as needed basis for fertilizer-treated areas outside of Lake Quannapowitt watershed.
- Pesticides shall not be stored at any Town facilities; pesticide application is contracted out only if deemed necessary by Parks and Forestry Supervisor give that the Town is above acceptable threshold of problem at hand.

Snow Removal

- Any damage done to vegetated areas caused by plows or deicing materials should be repaired as early as possible in the spring.

Trash Management

- Provide maintenance (clean, sweep, repair) outdoor waste containers regularly.
- Conduct periodic inspections of waste areas for leaks and spills.
- Ensure there are enough trash and recycling containers in appropriate areas; remove possibility of overflow in high-use locations (schools, parks, Main St. corridor, Lake Quannapowitt).
- Facilitate open-recycling bin replacement program with bins that are leak-tight and have lids.
- Arrange for regular pick-up and disposal of waste and recyclables.

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 following steps to prevent waterfowl droppings from entering the drainage system or surrounding waterbodies.
 - oil eggs, dog, and boat management
- Install signage to educate the public on the negative effects of waterfowl feces entering the drainage system or nearby waterbodies in order to discourage public

feeding

Employee Training

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

Revising the SOP

- These procedures are reviewed annually and updated as needed.

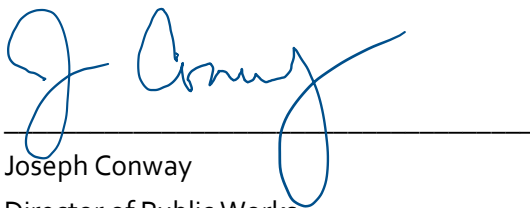
Effective

1/1/2020

A handwritten signature in blue ink, reading "Dennis P. Fazio", written over a horizontal line.

Dennis Fazio

Parks and Forestry Supervisor

A handwritten signature in blue ink, reading "Joseph Conway", written over a horizontal line.

Joseph Conway

Director of Public Works