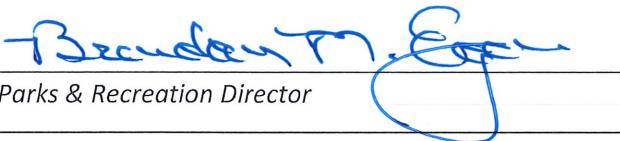


<b>Standard Operating Procedures</b> <i>Burlington</i> <i>Parks and Recreation</i>		<b>Issue Date:</b>																																																																																																														
<b>Parks and Open Space Management</b>																																																																																																																
<b>Approved by:</b>																																																																																																																
 <i>Parks &amp; Recreation Director</i>																																																																																																																
<b>MA Small MS4 General Permit Requirement Summary:</b>																																																																																																																
<b>Part 2.3.7.a.i.</b> Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for [Parks and open space]. These written procedures shall be included as part of the SWMP.																																																																																																																
<b>Part 2.3.7.a.ii.1.</b> Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting). Establish pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. Establish procedures for management of trash containers at parks and open space (scheduled cleanings; sufficient number). Establish procedures to address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of surface water.																																																																																																																
<b>Municipal Parks and Open Space Inventory</b> The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.																																																																																																																
<table> <thead> <tr> <th>Park</th> <th>Address/Location</th> <th>Lawn Mowing</th> <th>Landscaping</th> <th>Fertilizing</th> <th>Pesticide/Herbicide</th> <th>Trash mgmt.</th> <th>Pet waste mgmt.</th> <th>Waterfowl mgmt.</th> <th>Erosion/bare ground/vegetatng</th> <th>Other maintenance:</th> </tr> </thead> <tbody> <tr> <td>Simonds Park</td> <td>10 Bedford Street</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rahanis Playground</td> <td>84 Mill Street / 2 Patriot Rd</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Regan Playground</td> <td>14 Sumpter Rd</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Human Services Center</td> <td></td> </tr> <tr> <td>Fields</td> <td>61 Center Street</td> <td>X</td> <td>X</td> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Veterans Playground</td> <td>110 Willmington Rd</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TRW Playground</td> <td>26 Mall Rd</td> <td>X</td> <td>X</td> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Overlook Park</td> <td>1 Edgmere Ave</td> <td>X</td> <td>X</td> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wildmere Playground</td> <td>19 Wildmere Ave</td> <td>X</td> <td>X</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Park	Address/Location	Lawn Mowing	Landscaping	Fertilizing	Pesticide/Herbicide	Trash mgmt.	Pet waste mgmt.	Waterfowl mgmt.	Erosion/bare ground/vegetatng	Other maintenance:	Simonds Park	10 Bedford Street	X	X	X	X	X	X				Rahanis Playground	84 Mill Street / 2 Patriot Rd	X	X	X	X	X	X				Regan Playground	14 Sumpter Rd	X	X	X	X	X	X				Human Services Center											Fields	61 Center Street	X	X			X	X				Veterans Playground	110 Willmington Rd	X	X	X	X	X	X				TRW Playground	26 Mall Rd	X	X			X	X				Overlook Park	1 Edgmere Ave	X	X			X	X				Wildmere Playground	19 Wildmere Ave	X	X			X				
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Pathwoods Tot Lot	20 Pathwoods Ave	X	X	X	
Town Common	2 Bedford St	X	X	X	X
Marvin Field	100 South Bedford	X	X	X	X
Rotary Field	110 South Bedford	X	X	X	X
Wildwood Park	114-116 Bedford St	X	X	X	X
Mary PC Cummings Park	25 Blanchard Rd	X	X	X	X
Mitre Corp.	142 Bedford St/256 Middlesex Tpk.	X	X	X	X

*Add lines as necessary*

## Personnel

The following personnel are responsible for municipal parks and open space management. Employees performing the procedures in this SOP shall attend annual stormwater pollution prevention training.

Name	Responsibility
Director of Parks & Rec. – Brendan Egan	Oversee the operation of Parks Maintenance division
Parks Superintendent – Rich Cote	Oversee all park maintenance management

## Lawn Mowing

Occurs at the following parks:

All parks

On the following schedule:

1 – 2X a week depending on time of year and weather (Spring through Fall)

Responsible Personnel:

All full time and seasonal park maintenance staff

### Standard Operating Procedures:

- Lawns shall be mowed to a height of Spring / Summer – 3"; Fall – 2".
- Mowing pattern shall vary to prevent ruts and promote even growth.
- Grass clippings shall be mulched using a mulching mower

## Pesticide, Herbicide, and Fertilizer Use

Occurs at the following parks:

Wildwood, Simonds, Rahani (Patriot Rd. side), Veterans and Regan

On the following schedule: Spring (April) – apply herbicides as needed; apply fertilizer to all parks on list; Summer (June & August) – apply herbicide as needed to treat for weeds; apply fertilizer in Aug. / Sept. to all fields listed

Except during drought conditions or preceding heavy rainfall.

Responsible Personnel: Herbicides / fertilizers: outsourced to Greenhaven Turf Care

The following chemicals are utilized for municipal parks and open space management:

Chemical	Use	Storage Location*	Disposal (per manufacturer's instructions)
Earthworks 16-0-5	Fertilizer	N/A outsourced	N/A outsourced
Sili-cal SS	Fertilizer	N/A outsourced	N/A outsourced
Drive XLR 8	Post emergent crabgrass	N/A outsourced	N/A outsourced
Microyl	Crop oil used in combination with Drive	N/A outsourced	N/A outsourced
Pylex	Post emergent crabgrass	N/A outsourced	N/A outsourced

**Standard Operating Procedures:**

- Chemicals shall be reordered by contractor at an approximate frequency they determine to minimize excess storage/disposal.
- Pesticides, Herbicides, and Fertilizers shall be applied following manufacturer's instructions

## Other Landscaping

Involves the following:

- Weeding
- Planting/reseeding
- Pruning
- Leaf litter removal

Occurs at the following parks: All parks in Burlington

On the following schedule: Seasonally or sooner when needed

Responsible Personnel: All Parks & Recreation maintenance division staff; full time and seasonal

**Standard Operating Procedures:**

- Landscaping waste shall be disposed of in the yard waste pile at the Maintenance garage at Overlook Park so as to avoid entering the storm drain system.
- Weeding shall be done manually where possible to reduce herbicide use.
- Leaf litter shall be disposed of in the yard waste pile (Maintenance garage) so as to avoid entering the storm drain system.

## Trash Management

Trash cans and/or dumpsters are located at the following parks: All parks and playgrounds

Emptying and replacing bags/inspecting for leaks shall take place on the following schedule:

Spring through Fall: 7 days a week

Late Fall / Winter: 2 – 3X a week

Responsible Personnel: Parks & Recreation maintenance division staff; full time and seasonal

Additional trash cans or other necessary equipment shall be ordered by Parks & Recreation Parks Superintendent or Foremen based on the results of park inspections.

Parks shall be inspected and cleaned for litter on the following schedule:

Spring through Fall: 7 days a week

Late Fall / Winter: 2 – 3X a week

Responsible personnel: Parks & Recreation maintenance division

Pet waste receptacles and/or bags are located at the following parks: Rahanis Dog Park

Signage encouraging dog owners to clean up after their pets are located in all parks.

Additional pet waste receptacles, signage, bags, etc. shall be ordered by Park Superintendent based on the results of park inspections.

## Other Park Management

Procedures for addressing waterfowl congregation and waste at specific parks: There are no procedures to remove waterfowl congregation and waste in Burlington

Procedures for addressing the emptying and cleaning of water features:

Simonds Park wading pool, emptied annually in August

Town Common water feature (not chlorinated), turned off for winter annually in October

- Allow 5 – 10 days for dechlorination
- Store disinfection chemicals indoors in secondary containment
- Train staff on spill response procedures at least annually

Specific Parks: Simonds Park

Responsible personnel: Various staff; All staff trained as Certified Pool Operators

Procedures for washing or cleaning park impervious surfaces:

- Sweeper frequency: Once per year or more frequently if requested.

Specific Parks: Wildwood, Simonds and Rahanis Park

Responsible personnel: DPW

Procedures for correcting areas experiencing erosion:

- Temporary stabilization measures – add loam
- Sediment and erosion control measures – install erosion control fabric
- Re-establish grass or native plants – add seed

