

# TOWN OF OXFORD

## PARKS AND OPEN SPACE OPERATION AND MAINTENANCE PLAN

Revised September 25, 2020



**TOWN OF OXFORD**

**DPW**

**DEPARTMENT OF PUBLIC WORKS**

# Parks and Open space Operation and Maintenance Plan

## 1. INTRODUCTION

This Operation and Maintenance (O&M) Plan has been developed by the Town of Oxford to address the municipal parks and open space operation and maintenance activities and compliance with the U.S. EPA National Pollutant Discharge Elimination System General Permit for Municipal Separate Stormwater Sewer Systems in Massachusetts (MS4 Permit).

This O&M Plan addresses Minimum Control Measure 6, Good Housekeeping and Pollution Prevention for Permittee-Owned Operations, Section 2.3.7.a.i of the MS4 Permit and outlines the procedures that the Town will take to address the proper use, storage and disposal of chemicals and other potential stormwater pollutants. Operation and maintenance activities are carried out by the Town's DPW Cemetery/Grounds Division.

The Town of Oxford's Municipal Parks and Open Space Inventory is attached to this document and is updated as needed. The inventory indicates which locations include potential stormwater pollutants (chemical use, storage and waste items).

## 2. PROCEDURES

The Town of Oxford 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).
- 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 Sweeping Streets and Parking Lots Standard Operating Procedure).
- 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 SOP 21: 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 SOP 7: Fuel and Oil Handling Procedures).

- Fertilizers, herbicides, and pesticides should be properly used, stored, and handled (see SOP 12: Storage and Use of Pesticides and Fertilizer).
- In accordance with the Long Island Sound TMDL for Total Nitrogen, the Town will use slow-release fertilizers in addition to reducing fertilizer use to reduce runoff to the French River which is tributary to the Thames River and Long Island Sound.
- In accordance with Lake and Pond Phosphorous TMDL requirements for Buffumville Lake (MA42005, Lowes Pond (MA42-19) and McKinstry Pond (MA42035), the Town will document its compliance with Massachusetts Regulation 330 CMR 31 in its Lake Phosphorus Control Plans (LPCPs) 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 of Oxford discharges into the French River, tributary to Long Island Sound that has an established TMDL for Total Nitrogen and acknowledges that blowing organic waste material (grass cuttings, leaf litter) onto adjacent impervious surfaces 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 SOP 18: 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., decoys, 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. Specific areas where signage is installed is at McKinstry Pond and Carbuncle Pond.

### **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.

## **3. ATTACHMENTS**

Parks and Open Space Inventory

#### **4. RELATED STANDARD OPERATING PROCEDURES**

SOP 7: Fuel and Oil Handling Procedures

SOP 12: Storage and Use of Pesticides and Fertilizer

SOP 16: Streets and Parking Lots

SOP 18: Winter Road Maintenance

SOP 21: Operations and Maintenance of Municipal Vehicles and Equipment