

# Standard Operating Procedures

Pembroke, NH

Department of Public Works

Issue Date:

09/26/2022

## Parks and Open Space Management

### Approved by:

V.J. Ranfos, DPW Director

### NH Small MS4 General Permit Requirement Summary:

#### Part 2.3.7.1.

The permittee must develop an inventory of [parks and open space] within two (2) years of the effective date of this permit. The permittee shall review this inventory annually and update as necessary.

#### Part 2.3.7.1.a.

Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers (PHF) including minimizing the use of these products and using them only in accordance manufacturer’s instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced use of PHFs, integrated pest management (IPM), recycling or proper disposal of lawn clippings and other vegetative waste, and use of native and drought resistant landscaping materials. Establish procedures for management of trash containers at parks (scheduled cleanings; sufficient number), and for placing signage in areas concerning the proper disposal of pet wastes. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. 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 a surface water.

### Municipal Parks and Open Space Inventory

The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.

Park	Address/Location	Lawn Mowing	Landscaping	Fertilizing	Pesticide/Herbicide	Trash mgmt.	Pet waste mgmt.	Waterfowl mgmt.	Other maintenance:
Memorial Field	Exchange Street	X		X	X	X			
Langmaid Monument	Academy Road	X	X	X	X				
Evergreen Cemetery	Buck Street	X		X	X				
Robert Frost Bench	Buck Street	X		X	X				
Daughters of the American Revolution	Broadway	X	X	X	X				

A private contractor is hired to complete maintenance work.

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### 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
None (Private contractor)	

### Lawn Mowing

Occurs at the following parks: All parks

On the following schedule: As required to maintain a good stand of grass.

Responsible Personnel: Parks and Recreation Staff.

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- Lawns shall be mowed to a height of 4 inches.
- Mowing pattern shall vary to prevent ruts and promote even growth.
- Grass clippings shall be disposed of off-site by a private contractor so as to avoid entering the storm drain system.

### Pesticide, Herbicide, and Fertilizer Use

Occurs at the following parks: All Parks

On the following schedule:

Except during drought conditions or preceding heavy rainfall.

Responsible Personnel: Private Contractors

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

Chemical	Use	Storage Location*	Disposal (per manufacturer's instructions)

\*All storage locations

→ Private contractors, none stored on site

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→ Private contractors. None stored on site

## Other Landscaping

Involves the following (*add as appropriate*):

- Weeding
- Pruning
- Leaf litter removal

Occurs at the following parks: All parks

On the following schedule: As required

Responsible Personnel: Parks and recreation personnel

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→ Landscaping waste shall be disposed of at DPW so as to avoid entering the storm drain system.

→ Weeding shall be done manually where possible to reduce herbicide use.

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→ Leaf litter shall be disposed of at DPW so as to avoid entering the storm drain system.

## Trash Management

Trash cans and/or dumpsters are located at the following parks: Memorial Field  
*(consider including maps)*

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

Responsible Personnel: Parks and Recreation staff

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

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

Responsible personnel: Parks and Recreation staff

Pet waste receptacles and/or bags are located at the following parks: Memorial Field

Additional pet waste receptacles, signage, bags, etc. shall be ordered by Parks and Recreation staff based on the results of park inspections.

## Other Park Management

Procedures for addressing waterfowl congregation and waste at specific parks:

Choose and explain one or several options: (signage related to feeding geese) (decoys) (tall grasses near waterbodies or other structural changes) (dogs) (audio repellent) (other)

Specific Parks: None

Responsible personnel: Parks and Recreation staff monitor conditions.

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