

MAINTENANCE SCHEDULE

● =Routine maintenance, now done by DCR

■ = Desired or enhanced maintenance level

for

HISTORIC PARKWAYS

		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	DCR Maintenance Activities (includes some MHD maintenance activities)	
Parkway Roadways	A. Pavement surface	■			●	■	■	■	■	■	■	■	■	<ul style="list-style-type: none"> • Replace in kind, restore crown and cross slope as necessary, fill and seal cracks. • Fill and repair potholes. • Power sweep the roadway surface according to the volume of parkway. Ocean parkway swept daily. • Determine whether DCR/MHD plows roadway during winter storms and frequency. 	
	B. Shoulders and parking areas	■	■	■	■	■	■					■	■	<ul style="list-style-type: none"> • Use reduced salt regimens in environmentally sensitive areas in winter. • Plow selected DCR parking areas. • In spring, regrade shoulders to predetermined slopes, replace materials lost to washouts, remove debris. • Sweep and monitor parking at curbs and adjacent parallel and perpendicular vehicular parking. • Make list of unmaintained parking areas. 	
	C. Pavement markings				●						■			<ul style="list-style-type: none"> • Repaint all pavement striping every spring; check in the fall for fading and repaint if necessary. DCR policy to reduce pavement markings to a minimum. 	
	D. Landscape grading, slopes and ledge outcrops				■									<ul style="list-style-type: none"> • Inspect for winter damage and debris in the spring. • Remove accumulated salts within the first ten feet of parkland curb by soaking with water in spring time to leach out salts. • Repaint all pavement striping every spring; check in the fall for fading and repaint if necessary. DCR policy to reduce pavement markings to a minimum. 	
	E. Sidewalks and pathways	■	■	■	■			■	■			■	■	■	<ul style="list-style-type: none"> • In spring, check for damage, overhanging branches. • Sweep all salt/sand off pathways. • Make list of repairs for summer work. • In summer, pull weeds from pavement cracks. • In fall, remove leaves weekly. • In winter, plow around schools and designated commuter routes.
	F. Retaining walls				■			■				■		<ul style="list-style-type: none"> • In spring, check for damage, make list of repairs for summer work. • In summer, pull weeds/ volunteer plant growth from cracks in masonry and repair. • Remove leaves from weepholes in fall. 	
	G. Curbs				■							■		<ul style="list-style-type: none"> • In spring, check for damage, make list of repairs for summer work. • In summer pull weeds/ volunteer plant growth from cracks and repair. 	

Required Elements		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	DCR Maintenance Activities (includes some MHD maintenance activities)
Control of Parkway Vegetation	A. Tree care	■	■		●			■	■		■			<ul style="list-style-type: none"> • DCR now maintains trees within ten feet of parkway, curb or edge of paving, and needs to develop a plan to expand the care for its adjacent parklands, either by starting public-private partnerships or by standardizing and funding more maintenance staff. • A certified arborist checks all winter damage in the spring, removes large branches/fallen trees in circulation areas after winter storms, makes list of pruning work for late spring and summer. • In remote areas, prune in winter months when ground is frozen. • Prune dead branches and trees overhanging pathways and roadways as a priority maintenance task. • For tree replanting follow recommendations of Parkway Report for location and species, including replanting from insurance from accidents. • In fall, remove deciduous leaves and needles off pathways and roadways. Rake into plant beds as mulch. A street tree management and replacement program, including pruning, fertilization, pest management, protection from mechanical stress, species diversity and programmed replacement is in process.
	B. Shrub care				■			■			■			<ul style="list-style-type: none"> • In spring, check for damage, make list for pruning and replacements. • Plant new shrubs in spring and fall planting seasons, pruning damaged shrubs after blooming is completed. Check proper pruning times for specimen plants. • Clean trash out of shrubs on a weekly basis. • Do not plant shrubs in unprotected areas of the urban parks. Replant shrubs in locations and with species recommended in Parkway Report for each parkway.
	C. Grass care			■	●	●	●	●	●	●	●	■		<ul style="list-style-type: none"> • In mid-March, take soil sample(s) and send to UMASS Soil Testing Service for soil amendments. • Apply the required fertilizers and weed controls as per DCR specifications. • Mowing of traditional grasses shall be as per DCR specifications for grass length. • Meadow grasses and other special grasses may only be mowed once in the summer months. Investigate correct time for mowing for each grass plant type. • Coordinate mowing with the nesting times of indigenous birds so that no mowing occurs during this time.
	D. Vistas, overlooks and special corridor views				■		■	■	■					<ul style="list-style-type: none"> • Remove hazardous trees and limbs. • Selectively prune and thin trees and underbrush for scenic enhancement every two-to-five years. • Identify invasive vegetation in the spring and remove. • Recheck location of invasives for the following three years. • Replant these disturbed areas immediately after removal of invasives. • Repeat vista/overlook monitoring every other year.
	E. Trail heads and trail crossings				●			■	■					<ul style="list-style-type: none"> • Remove hazardous trees and limbs. • Selectively prune and thin trees and underbrush for access and safety.
	F. Invasive vegetation control						■	■	■	■	■	■		<ul style="list-style-type: none"> • Check the January 2006 Commonwealth list of invasive plants. Identify invasive plants in visible locations on each parkway. • Develop a ten-year plan for replacing the large trees on the invasive list with native trees. Do the same for shrubs, perennials, vines and grasses. • Replace the less visible plants in the second ten-year period. • Monitor all removal spots for a period of three years and remove any new invasive vegetation as per Nature Conservancy or Arnold Arboretum specifications.

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Parkway Site Elements	A.	Traffic barriers/guardrails				■	■	■	■	■	■	■			<ul style="list-style-type: none"> • Check in spring for repair and/or replace segments. • Repair guardrail in areas where there has been significant enough damage to create a safety hazard for vehicles. • Weed below barriers/guardrails every month during the summer. Repair and repaint in the summer.
	B.	Gates, fencing and historic railings				■			■	■					<ul style="list-style-type: none"> • Check in spring for repair and/or replace foundations, fencing and gates. Repair during summer months. • Check for DCR's casting patterns for fencing and historic railings. Immediately repair railings and fences to protect safety of users.
	C.	Signs			■	●			■	■					<ul style="list-style-type: none"> • Check in spring for repair and/or replace foundations, posts, panels and legends. • Repair directional and traffic signs immediately. Make other repairs in summer. • In all parkway signage, conform to DCR graphic standards manual. When a dispute arises between the MUTCD and DCR manual, follow DCR standards.
	D.	Trail heads and trail crossings				■			■	■					<ul style="list-style-type: none"> • In spring replace material lost to washouts and/or reconstruct shoulders and parking areas with specified design material to stabilize. • Inspect stone and wood steps for failure. Repair steps and signage immediately. • Perform less immediate trail and vegetation control work in the summer months.
	E.	Benches/picnic tables/railings				■			■	■					<ul style="list-style-type: none"> • In spring, check damage to benches, picnic tables and railings and replace immediately if dangerous. • Check site furniture and replace any serious damage immediately. Inventory less serious damage for summer repair. • Do annual maintenance chores, like repainting and crack repair, as needed in the summer months.
	F.	Trash receptacles			●	●	●	●	●	●	●	●	●	●	<ul style="list-style-type: none"> • In urban areas and areas of high use, empty receptacles daily, on ocean parkways twice daily during season. • Make ocean trash receptacles bird proof. In areas with less traffic, empty either twice a week or weekly depending on maintenance schedule for the parkway. • In the spring, check the condition of the receptacles and repair as needed in the summer months.
Parkway Utilities	A.	Utilities, other than drainage				■		■	■	■					<ul style="list-style-type: none"> • After the winter, check all DCR utilities to determine their condition. • Set up an electronic survey of all utilities in the parkway, their ages and the condition of their lines and elements, and determine a 20-year replacement plan. • Fix any urgent problems immediately. • After the DCR utility replacement plan is completed, work with other utilities owners to coordinate their utility replacement plans.
	B.	Traffic signals				●	■								<ul style="list-style-type: none"> • Coordinate traffic signal repair with proper owner. • Coordinating with MHD, maintain all loop detectors, including BTM loop detectors in parkway. • Notify owner immediately of signal malfunction.
	C.	Lighting					●								<ul style="list-style-type: none"> • Repair or replace lights outside curb-to-curb boundaries as needed. • Coordinate other light repair with proper owner. Notify other owners immediately of light malfunction. • For DCR light poles, check all parkway poles in the spring for working order of bulbs and damage to poles. • Replace luminaire bulbs within a week of their failure. • Repair damage to pole during summer months. • Replace fallen poles and lights within the week of notification.

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Parkway Drainage Utilities	A. Drop inlets, catch basin, stone ladders				■		■	■	■		■			<ul style="list-style-type: none"> • In spring, check all structures. Clean debris from structure and grate. • Remove sand/debris from sumps as needed on an annual basis in low use areas, and in high use areas, clean sumps either twice or four times a year depending on the particular parkway maintenance plan. • Repair any leaks and concrete or masonry cracks in structures during the summer months.
	B. Paved waterways				■		■	■	■					<ul style="list-style-type: none"> • In spring, check for any cracks or holes in waterway surface. • Repair/repave eroded waterways as needed in the summer months. • Inspect sub drain system where erosion is evident. • Remove weeds twice during the summer months.
	C. Grass waterways				■		■	■	■					<ul style="list-style-type: none"> • In spring, check for erosion and clear debris. • Mow grass to maintain proper height as per each parkway's maintenance plan. • Inspect sub drain system where erosion is evident. • Reseed if necessary but inspect weekly for six weeks to reseed after rainstorms until new grass is established. Add rye grass seed for quick cover.
	D. Headwalls				■		■	■						<ul style="list-style-type: none"> • In spring, check for winter damage. • Repair masonry or concrete during summer months.
This matrix is based on the model for the Mt. Greylock Parkway Maintenance Plan prepared by Vollmer Associates.		<p>* Notes: 1. Immediately paint over or remove spray paint graffiti and other visible signs of vandalism as it has been observed that visible acts of vandalism appear to attract more destructive acts. 2. If any hazardous material is spilled on the parkway, immediately contact the appropriate DCR department for instructions for removal. Cordon off the area immediately.</p>												