

DRAFT

**Town of Newbury
Operations
And
Maintenance Program
For
Town Owned Facilities**

Index

1. Summary and Purpose
2. Parks and Open Space Introduction
 - a. Inventory of Open Space
 - b. Proper use, storage and disposal of pesticides, herbicides and fertilizers
 - c. Evaluation of Water Quality Aspects
 - d. Pet and Water Fowl Waste Management
 - e. Trash and Dumpster Management
 - f. Erosion Prevention and Correction
3. Building and Similar Facilities
 - a. Introduction
 - b. Inventory of Facilities
 - c. Spill Prevention Plans
 - d. Waste Management Procedure
 - e. Sweeping of Parking Lot
4. Vehicle and Equipment
 - a. Introduction
 - b. Inventory of Equipment
 - c. Leak prevention Program
 - d. Fueling Area Evaluation
 - e. Procedures for Vehicle Washing
5. Operating Procedures
 - a. Catch Basin Inspections
 - b. Street Sweeping Procedures
 - c. Winter Road Maintenance
 - d. Stormwater Management Facilities
6. Report on Progress

Section 1.0

Summary and Purpose

This plan is a requirement of Newbury's Small Municipal Separate Storm Sewer (MS4) Permit, administered by the U.S. Environmental Agency. It deals primarily with the duties of the Newbury Department of Public Works, with respect to any activity of the department regarding stormwater management. This includes planning, inspection, maintenance and, any other similar activity that contributes to the quality of the stormwater that leaves Newbury's receiving water bodies: The Parker, Little, Merrimack and Plum Island Rivers, all of which are currently impaired by pathogens.

Strictly speaking, the permit limits its requirements to the "MS4 area" (details can be found in the Newbury "Stormwater Management Program", regarding EPA mandated delineation). Since, the said delineation is driven by population density, two major potential sources of stormwater pollution, the DPW Headquarters and the Transfer Station (for solid waste), are not, inside the MS4 area boundaries. Since, both of these sites abut the Great Marsh, it seemed only appropriate to include them in this plan.

Section 2

Parks and Open Space

2a. Inventory of Open Space

<u>NAME</u>	<u>USE</u>	<u>APPROX.AREA(ACRES)</u>
Upper Green	Passive recreation, softball, firemen's muster	2.9 acres
Manter Field	Passive recreation, soccer	62.81 acres
Baseball Field	Little League Baseball, Hockey	5.79 acres & 3.43 acres
Newbury Elementary School Campus	Basketball, School Recess Activities	11.39 acres
Plum Island Beach	Swimming, general recreation	Bathing easement 770,000 sq ft Public Beach 2.28 acres
Lower Green	Passive Recreation	3.1 acres
Boat Ramp	Parking, Launching Boats	3.5 acres

2b. Proper Use, Storage and Disposal of Pesticides, Herbicides and Fertilizers

All application of pesticides, herbicides and fertilizers are performed in-house. None of the above materials are stored on town property. All application of such materials is executed by the town personnel, who are trained and licensed in the work.

2c. Evaluation of Water Quality Aspects of Road Maintenance Activities

No work, such as to cause erosion, is routinely done within one hundred feet of the wetlands. Should any such work be required in this buffer zone, a Notice of Intent is filed with the Newbury Conservation Commission, to assure that proper mitigation measures are in place. An Order of Conditions will eventually be issued by the Massachusetts Department of Environmental Protection.

2d. Pet and Water Fowl Waste Management

Although signs ordering people to pick up their pet waste are in place, no bag dispensing stations have been established. The Town will commence planning for purchase and installation of dispensing stations during the term of this permit.

No action is currently undertaken to prevent waterfowl droppings.

2e. Trash and Dumpster Management

There is a covered dumpster at Plum Island Beach, the Newbury Elementary School Campus, Manter Field, the Baseball Field, and the Boat Ramp. Sizes vary, depending upon the volume produced.

DPW personnel regularly inspect the vicinity of each dumpster to pick up any trash that may have dropped inadvertently. These dumpsters are emptied routinely by a waste management company under contract with the Town.

2f. Erosion Prevention and Correction

Any Town project that could cause erosion and consequent siltation of wetlands is the subject of a Notice of Intent and a Public Hearing. The erosion control adequacy is policed by the Town Conservation Agent.

Section 3

Buildings and Similar Facilities

3a. Introduction

Building Maintenance of town owned facilities is the responsibility of the Director of Public Works. While a minor amount of the work is done by DPW employees, the majority is done by subcontractors.

With the exception of the two fire stations and the DPW headquarters, none of the town-owned or buildings contain any hazardous materials in other than normal household quantities.

The Fire Chief is responsible for spill clean-up, in conformance with the Laws of the Commonwealth of Massachusetts.

Currently, the Town Offices (otherwise referred to as the Town Hall), are temporarily housed in leased space in a business mall in the Byfield section of town.

3b. Inventory of Facilities

1. Town offices (temporary) These administrative offices are currently housed in rental property at 12 Kent Way. They will be vacated and functions returned to 25 High Road at the completion of the Town Hall renovations and the new police station construction project. The Town Hall building located at 25 High Road is currently occupied by the police station and due to be renovated and expanded upon completion of the new, Police Station, currently under construction. Both facilities are in the MS4 area.
2. The Police Station will be constructed on Morgan Avenue, also in the MS4 area.
3. Protection #1 Fire Station, is located at, 44 Central Street, serves the Byfield section of Newbury and is located in the MS4 area.
4. Protection #2 Fire Station is located at, 3 Morgan Avenue, and services the Old Town and Plum Island sections of Newbury, and is also in the MS4 area.
5. The Newbury Town Library is located at 0 Lunt Street and is in the MS4 area.
6. The Department of Public Works is located at, 197 High Road, and is not, in the MS4 area. It is being treated as if it were, due to its proximity to the Great Marsh.
7. The Town of Newbury Solid Waste Transfer Station is located at, 75 Boston Road, and is not, in the MS4 area. It is also being treated as though it were, as it directly abuts the Great Marsh.

This facility is the responsibility of the Board of Health, who has contracted out its operation to a private solid waste company. This company is responsible for the housekeeping and the presentation of illicit discharge under the supervision of the Newbury Board of Health. The Transfer Station is subject to periodic, unscheduled inspections by the Board of Health Agent to assure that contaminants are not leaving the site.

3c. Spill Prevention Plans

At present, the Town has no, specific spill prevention plans for individual facilities, in place. Any spill of a material which would constitute a pollutant is referred to the Fire Chief, who then cleans up and mitigates the effects of the spill, to the extent possible.

3d. Waste Management Procedure

Dumpsters are located at all Town-owned buildings. Servicing of these dumpsters is provided by a private contractor. The Department of Public Works keeps an eye on the various dumpster locations and picks up any loose trash inadvertently lying outside the dumpster.

3e. Sweeping of Parking Lots

The parking lots of the current Police Station, Library, The Protection #2 Fire Station and, the Newbury Elementary School, are swept once per year in the autumn. The Newbury Elementary School parking lot is swept by a landscape contractor employed by the Triton Regional School District. The Protection #1 Fire Station is owned by a private fire company. The balance of the parking lots are swept in the autumn by DPW.

Section 4

Vehicles and Equipment

4a. Introduction

The vast majority of the Town's properties in this category are assigned to the Police Department, Fire Department and, Public Works Department.

The Police Department vehicles are maintained by the dealerships from whom the vehicles were purchased.

Much of the maintenance work done on the Fire Department apparatus is done by the Fire Department personnel, in the Old Town and Byfield Fire Stations. Some of the more involved work is done by the dealerships.

Maintenance on the DPW equipment is done by DPW employees.

4b. Inventory of Equipment

FY20 TOWN OF NEWBURY AUTO & EQUIPMENT FLEET

DEPARTMENT	YEAR	MANUFACTURER AND MODEL	VIN#
DPW	1981	HUDSON TRAILER	HTR188144
DPW	1996	ON THE ROAD TRAILER	109FS2125R2022327
DPW	1998	MORBARK CHIPPER	4S8SZ1310WW022525
DPW	1999	STOW CEMENT MIXER	9900466
DPW	2000	INGERSOLL COMPRESSOR	314889UHK221
DPW	2002	PEQUEA UTILITY TRAILER	4JADS20252G102368
DPW	2007	STERLING DUMP L-8000 W/SANDER	2FZAAWDC67AY54968
DPW	2007	ELGIN PELICAN STREET SWEEPER	NS0106D
DPW	2009	JOHN DEERE FRONT END LOADER 544K	DW544KZ624483
DPW	2010	FREIGHTLINER DUMP W/WING & SANDER	1FVAC3BS7ADAT1145
DPW	2011	FORD F350 4X4 ONE TON DUMP	1FDRF3H67BEC12038
DPW	2012	FORD F250 4X4 PICK UP	1FTBF2B6XCEA93301
DPW	2013	CHEVROLET SILVERADO DUMP TRUCK	1GB3KZCGXDF228177
DPW	2013	PETERBILT TRUCK W/WING & SANDER	2NP3HV8X3DM210212
DPW	2013	WACKER NEUSON WHEELED EXCAVATOR	WNCE0603HPAL00230
DPW	2014	BELMONT TRAILER	1B9UT1629EL657352
DPW	2015	JOHN DEERE 3039R TRACTOR	1LV3039RCGG400170
DPW	2017	FORD - F250 TRUCK	1FT7X2B63HEE60355
DPW	2017	MACK -GU172	1M2AX01C9HM002869
DPW	2018	JOHN DEERE - LOADER	1DW544KZJF689767
DPW	2019	MACK - GR42F9 TREE TRUCK	1M2GR5AC6KM001221
DPW		FORK LIFT	
DPW	2013	JOHN DEERE Z-TRACK MOWER W/BAGGER	1TC960RCCDT010371
DPW	2013	JOHN DEERE Z-TRACK MOWER W/BAGGER	1TC960RCLDT010365
DPW	2017	JOHN DEERE 661RMOWER	1TC661RMKHT051384
DPW		FERRI FE FLAIL MOWER	A8943
DPW	2019	CRAFCO TANK TRAILER	1C9SY1019K1418175
POLICE	2005	PACE UTILITY TRAILER - WHITE	4FPUB16275G092257
POLICE	2007	CHEVROLET SILVERADO 2500K 4X4 PICK UP	1GCHK24K87E512669
POLICE	2013	FORD TAURUS	1FAHP2E87DG152773
POLICE	2014	FORD INTERCEPTOR UTILITY	1FM5K8AR5EGA14451
POLICE	2014	TRAFIC LOGIX - RADAR TRAILER	490106
POLICE	2014	SPORT TRAILER	5NHUTS627EW054345
POLICE	2015	FORD EXPLORER	1FM5K8ARFGA15997
POLICE	2015	POLARIS TRAILER RZR900	3NSVAE872FF437282
POLICE	2016	FORD EXPLORER	1FM5K8D89GGA37432
POLICE	2016	FORD INTERCEPTOR SUV	1FM5K8AR9HGA13257
POLICE	2019	HARLEY DAVIDSON MOTORCYCLE	1HD1FMP14KB670391
POLICE	2017	FORD INTERCEPTOR UTILITY	1FM5K8AR4HGD59748
POLICE	2018	FORD EXPLORER INTERCEPTOR	1FM5K8AR7JC17755

EMA	1992	FORD AMBULANCE	1FDKF38M1NNA22837
EMA/PD	2013	ARGO AVENGER ATV	NP34348
EMA/PD	2009	FORD - F250	1FTNF21509EA61049
HARBORMASTER	1998	AMERICAN BOAT TRAILER	5KTBS2012WF007183
HARBORMASTER	2011	SHORE LANDER BOAT TRAILER	1MDA5AP14BA462846
HARBORMASTER	2011	LUND BOAT W/HONDA MOTOR	201011/2474
FIRE	1995	PIERCE - FIRE ENGINE	4PICT02S3SA000663
	1998	FORD - CUTVAN AMBULANCE	1FDXE40F5WHC13818
	1999	FORD - F-450	1FDXF47F2XEB40090
	2000	PIERCE - DASH	4PICT0250YA000497
	2003	FORD - CUTVAN AMBULANCE	1FDXE45F93HA86351
	2005	HORTON HAULER UTILITY	5E2B1101751018749
	2009	FORD - CUTVAN AMBULANCE	1FDXE45P29DA21205
	2012	FORD - EXPEDITION	1FMJU1G54CEF15814
	2014	AMERICAN - AMBULANCE	1FDXE4FS1EDA98337
	2015	KME - TANKER	1HTWGAZT0GH003455
	2015	FORD - F250	1FT7W2B67FEB48538
	2015	STEALTH - TRAILER	52LBE162XGE039839
	2015	KME - CUSTOM PUMPER	1K9AF4S82GN058225
	2020	KME - CUSTOM PUMPER	1K9AF6M8XLN058959
	2020	KME - FIRE TRUCK PUMPER	1K0AF4S87LN058960
ANIMAL CONTROL	2015	FORD TRANSIT VAN	NMOLE7E71F11825801
BOARD OF HEALTH	2002	JOHN DEERE BACKHOE LOADER 410G	T0410GX907630
BOARD OF HEALTH	2018	DIAMOND CARGO 7X14 TA-3500 ENCLOSED CARGO	53NBE1427J1060272
COUNCIL ON AGING	2016	E350 FORD CUTAWAY VAN	1FDEE3FL2GDC30728
TOWN ADMINISTRATOR	2013	FORD - EXPLORER	1FM5K8AR0DGA89024

4c. Leak Prevention Program

In both Fire Stations and the Public Works garage, motor oil is drained into a container, which in itself is in a back-up container. Used motor oil is stored in closed containers, situated in a containment area. Used motor oil is burned in the DPW Headquarters heating system.

The floor of the equipment bay, in which a vehicle or piece of equipment is housed, is inspected for evidence of leakage whenever the equipment leaves the bay. Should leakage be evident, proper action is taken to prevent further leakage from that vehicle.

4d. Fueling Area Operation

Vehicles of the Police and the Protection#1 Fire Station, are fueled at select, commercial service stations. The Public Works vehicles that burn gasoline are also fueled at service stations where the Town has an account. The heavier DPW equipment that burns diesel oil is fueled at the DPW headquarters. The Protection #2 fire apparatus is fueled from a tank at the Town-owned Fire station.

As noted elsewhere in the document, gasoline is obtained from commercial service stations. Diesel fuel is dispensed at the DPW headquarters. The area is not covered, and there is no provision for catching fuel spills. This condition should be corrected.

It is planned to construct a roof over the fueling areas and, to pitch the pad to a sump. A sign will be prepared advising DPW and Fire personnel as to actions that should be taken should an inadvertent spill occur.

Captured diesel oil spills shall continue to be stored with the main batch of waste oil and, used in the DPW Headquarters heating system.

Any piece of equipment on which a leak is noted will be stored within the DPW headquarters building until it can be repaired.

4e. Procedures for Vehicle Washing

The Town has no centralized vehicle washing location. Vehicles are currently washed in several locations and, no provisions exist that prevent inadvertent flow of wash-water into wetlands.

The Town needs to identify a location (or locations) where Town vehicle washing can take place with appropriate safeguards. Test pits must be dug and infiltration tests performed, the facility designed and funds appropriated

This vehicle washing station can also, serve as a venue for student fund-raising car wash activities.

Section 5

Operating Procedures

5a. Catch Basin Inspections

After the annual street sweeping, catch basins are inspected and cleaned out every spring, by a contractor who uses a clam-shell bucket and, long-handled shovels to clean the side of the sump. All catch basins with any significant amount of material in them are cleaned out, regardless of the 50% max sump full requirement.

At this time, the basins are inspected for damage and, any damage, as well as an estimated volume of cleanings removed from the sump, are entered into the Newbury Stormwater Inspector Database.

Any sumps that are found to be more than half, full, are flagged for semi-annual cleaning.

Catch basin cleanings are taken to a local contractor's yard, where they are tested and, if found acceptable, are used as common fill. If, it is not acceptable, it is disposed of as solid waste.

A record is kept of each catch basin cleanings volume removed and, the condition of the catch basin.

5b. Street Sweeping Procedure

All streets except the State Highways (I-95, US Route 1 and US Route 1a), are swept at least, once a year, in the spring, prior to catch basin cleanout. The more heavily traveled streets are swept again in the Autumn.

Street sweepings are disposed of in a way similar to the catch basin cleanings.

5c. Winter Road Maintenance

Salt application is done to a minimum consistent with public safety. Application rates are reduced on relatively flat sections of roads.

Road salt is kept in a shed. However, when loading trucks, the frontend loader trams into the shed fills the bucket and, trams back out of the shed and discharges into a salt/sand distribution truck.

There is some, spillage at every discharge. The Town needs to construct an additional shelter at the salt shed entrance, with a containment facility, so that the spilled salt/sand can be swept up prior to washing of the property in a rainstorm.

5d. Stormwater Management Facilities

Some of the detention ponds and other structural BMP's are the responsibility of their owners or an owner's association. Some have been transferred to the Town and, a third category remain in the hands of individual homeowners. The Town has had varying success in obtaining permission to maintain the last category and, not a lot of maintenance has been done on those that are on Town property.

Action must be taken to establish maintenance schedules for BMP's under Town control and, assure that maintenance is being done on those not under Town control.

6. Report on Progress

Progress reports and activity records will be part of each year's Annual Report to the EPA.