



TOWN OF WESTMINSTER

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Debris Management Plan – April 2016

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Plan Overview

The purpose of this plan is to provide for effective and efficient management of disaster generated debris within the Town of Westminster, Vermont. Vermont was struck by *tropical Storm Irene* in August of 2011 and since that time several other declared disasters have occurred. The direct experience with debris management and the FEMA reimbursement process during these recent disasters underpins the format and principals in this plan.

This plan was developed by local officials in the Town of Westminster, Vermont, including the Road Commissioner, Emergency Management Director, Health Officer, Zoning Administrator, and the Selectboard. Resources utilized in the writing of this plan include:

- State of Vermont Emergency Operations Plan Support Annex 6 - Debris Management (2014)
- Town of Loxahatchee Groves Disaster Debris Management Plan (2009)
- FEMA Resources

A public meeting was held on _____ to present the Debris Management Plan and to gather input. The Selectboard adopted this plan on _____.

1. Events and Assumptions

In the Town of Westminster, severe thunderstorms and wind, snow and ice storms, micro-burst rain, flooding, and fluvial erosion are the most likely events to occur. In recent years these types of storms have generated vegetated debris, in addition to structural debris, hazardous waste and sediment. The Town of Westminster had hundreds of cubic yards of debris from Tropical Storm Irene and can expect to have similar amounts of debris from future incidents that overload the municipalities waste management capacity and would require special debris management strategies and preparedness.

The Town of Westminster, Vermont is mostly rural with a total of 88 miles of maintained roads with 50 miles +/- of that being graveled (dirt). That being said the preparation for a disaster has its limitations due to access to all of the remote areas in this Town. Westminster has approximately 28,953 square acres with 1550 parcels and encompasses 45.24 square miles. We have a major ridgeline that divides the Town in two. All of these rural characteristics have challenges that we deal with on a daily basis. In a case of disaster, this event this becomes magnified.

The Town of Westminster is a member of the Windham Solid Waste Management District (WSWMD) and is affiliated with the Town of Rockingham who is a part of the Windsor Solid Waste District (Windsor) through a transfer station located in Westminster on Route 5. The residents of Westminster have their trash and recycling picked up weekly by a contracted pay as you throw curbside service. Residents have access to both Districts household hazardous waste collection services. The WSWMD has a delivery spot in Brattleboro, Vermont that residents of Westminster can drop off their hazardous waste, large recyclables, white products, electronics, construction debris, batteries, light bulbs, etc. and the Windsor Solid Waste District has the transfer station on Route 5 that does the same. Through the WSWMD, Westminster also has a limited recycling facility at the Town Garage. Here people can drop off the basics of cardboard, paper, plastics, cans and glass.

2. Debris Collection and Removal Facilities

The major facilities and roads in Town that are likely to be impacted by disaster debris in order of priority are:

a. Roads that affect egress for fire, police, and first responders:

- Interstate 91 with access ramp
- US Route 5 in its entire length through Town
- Westminster Heights Road / School Street / Kurn Hattin Road / Patch Road
- Route 121 in its entire length through Town
- Westminster West Road / Morse Brook Road / West Road

b. Critical Facilities:

- State of Vermont Safety Building - Westminster Heights Road
- National Guard Facility & Grounds – Sand Hill Road
- Green Mountain Power Facility – Westminster Heights Road
- Green Mountain Power Sub-station – Back Westminster Road

c. Public Buildings:

- Town Hall – US Route 5
- Westminster Fire Department – Grout Ave.
- Westminster West Fire House – Wright Way
- Westminster Town Garage / Highway Dept. – Town Garage Road
- Westminster Institute / Westminster Cares – US Route 5
- Westminster Center School – School Street
- Westminster West School – Westminster West Road
- Kurn Hattin Homes – Kurn Hattin Road
- Compass School – US Route 5
- Bellows Falls Union High School – US Route 5

d. Businesses with Significance to Relief:

- Westminster Animal Hospital – US Route 5
- Ruggiero Trash Removal – US Route 5
- Bazin Bros. – Back Westminster Road
- Charles Lovell Excavating – Kurn Hattin Road
- Vermont Invasives – Back Westminster Road

Response & Recovery Priorities

During the response and recovery, operations to protect public health and safety will be given the highest priority. The following are other response phase priorities:

- To remove debris to facilitate search and rescue efforts
- To clear roads to allow access to critical facilities
- To prevent or mitigate flooding

During the recovery, the following are the priorities:

- Collect the remaining debris
- Reduce or recycle debris to the extent feasible
- Arrange for disposal of the remainder of the debris

Roles & Responsibilities

The Selectboard and the Town Manager are the lead entities responsible for debris clearing and removal.

The Westminster Highway Department is the lead entity that will carry out all operations of emergency debris clearance on essential transportation routes and Town property. The Town Manager will be in charge of coordinating the permanent removal and disposal of all deposited in and along public rights of way.

The Emergency Management Director (EMD) is responsible for the Town's Local Emergency Operations Plan (LEOP) and for coordinating all planning, training and disaster recovery activities.

The Administrative Assistant/Communications Officer is responsible for coordination and the communication of critical information to the residents, the public and the media.

The Town Manager and the Administrative Assistant will provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to the disaster response and recovery. They will assure coordinated submittals for reimbursement. This task also includes assuring coordination of Federal and State financial assistance through available reimbursement programs. They will also manage the receipt and submission of all Debris Contractor payables via load tickets and load ticket data base information, as well as any labor and equipment hours eligible for reimbursement.

The Town will coordinate with other entities including the Windham Solid Waste Management District, VTrans, Agency of Natural Resources (ANR), and the Division of Emergency Management and Homeland Security (DEMHS).

Methods to Remove Debris

During the response phase, the Town of Westminster Highway Department will clear key roads for emergency access by pushing the debris to the edge of the right of way, rather than removing the debris. When all key roads are open, the Highway Department will follow up by collecting the remaining debris, reducing and/or recycling, and implement the final disposal.

Large woody debris is beneficial in natural stream systems as it contributes greatly to the roughness of the stream channel, reducing overall velocities and the stream power acting on the bed and banks of the stream. Importantly, large woody deposits provide critical ecological benefits. Before removing debris from waterways, the Town will contact the Agency of Natural Resources for an assessment and removal authorization.

3. Temporary Debris Management Sites and Disposal Locations

As feasible, debris will be separated into the following categories at the site of generation:

- Vegetative Waste
- Construction and Demolition (C&D) Waste
- Household Hazardous Waste (HHW)
- Putrescible Municipal Solid Waste
- Household Appliances
- Scrap Metal
- Soil, Sediment, Silt and/or Sand
- Electronic Waste (E-Waste)

Debris will be brought to either the Windham Solid Waste disposal facility in Brattleboro or the Rockingham/Westminster transfer station in Westminster. At the facilities, these products will be sorted and segregated further for proper disposal.

The Town of Westminster can also consult with the contracted Hauler for the Town's "Pay As You Throw" program, Ruggiero Trash Removal, as another source of disposal. They have a facility in Walpole, NH that is registered for such activity.

If all is at capacity, The Town of Westminster will contact ANR and find a facility that they have designated for Temporary Debris Storage and Reduction Site (TDSRS). ANR's contact information is as follows: (802) 828-1138 or their official website.

4. Debris Removal on Private Property

The Town of Westminster shall not seek or accept requests from private property Owners to preform debris clearing or removal activities. The Town will not remove debris from private property unless it threatens public infrastructure or public safety. If it is found to be necessary, it will be performed in keeping with 20 V.S.A. § 36 of the Vermont Debris and Wreckage Removal Statute. The Town will also consult their attorney before declaring this action.

FEMA Policy regarding:

- Demolition of private structures is set forth in FEMA DAP9523.4 which is found at: http://www.fema.gov/governement/grant/pa/9523_4.shtm
- Debris removal from private property is set forth in FEMA DAP9523.13 which is found at: http://www.fema.gov/governement/grant/pa/9523_13.shtm

The Town will seek Federal reimbursement for this through FEMA and/or FHWA

5. Use and Procurement of Contracted Services

The State of Vermont as of 2015, will have a list of pre-qualified debris management contractors with stand-by contracts for any municipality that is overwhelmed by a disaster and its debris management.

6. Use of Force Account Labor

Force account labor will be used for debris management and monitoring. The Town staff will communicate with Federal, State, and local emergency officials, notify contractors to ensure response readiness and activate Town staff and equipment, provide public information, and other pre-event operations as needed. Post event, the Town staff will take actions necessary to coordinate town-wide debris collection processing and disposal operations, provide public information, and prepare documentation necessary for reimbursement.

7. Monitoring of Debris Operations

All eligible work on public property and/or in the public right of way will be monitored either by Town staff or contractors. This includes monitoring the collection of disaster debris, removal of hazardous trees, limbs and stumps, management of any municipally ran household hazardous waste collection event(s), and the reduction, recycling, and disposal of debris when applicable.

8. Health and Safety Requirements

Town staff and contractors will comply with all Local, State, and Federal safety regulations. All contracts shall include safety requirements and will state that the safety of the contractor's personnel and equipment is the requirement of the contractor. The Town and the Contractor(s) shall provide all of the safeguards, safety devises and protective equipment necessary to protect their respective workers. Both entities will provide any other actions deemed necessary to protect the life and welfare of their workers in connection with the performance of the necessary work.

9. Environmental Considerations and Other Regulatory Requirements

All debris operations shall comply with Federal, State, and Local environmental laws. This includes the fueling of equipment, staging areas, removal of hazardous waste such as asbestos and lead based paint, debris removal from waterways, storage and segregation of debris, work at historic and archaeological sites and debris disposal.

10. Public Information

The Town Manager and his Administrative Assistant will serve as the Public Information Officer and will be responsible for coordinating the communication of critical information to residents, the public and the media. Efforts will be made to use multiple outreach channels including notices at the Town Hall, radio, internet, the Town's website, and FACTV.

11. Identification of Debris Removal Contractors

The Town has identified the following prequalified debris removal contractors for local emergency incidents that do not qualify for the State contracted management services addressed above:

- Bazin Brothers Trucking
- Charles Lovell Excavating

12. Conclusion

The Town of Westminster, Vermont is aware of the possible debris management demands and limitations of a small rural community. That being said, our first responders, our highway department, and the management staff are all trained and ready to proceed as necessary to ensure public safety and wellness. The Town is dedicated to the environment to which we share.