Appendix 6.1
Operation & Maintenance Procedures for Municipally-Owned or Operated Parks and Open Spaces, Buildings and Facilities, Vehicles and Equipment, and Infrastructure

1 INTRODUCTION

The following procedures were developed using a template prepared by the Seacoast Stormwater Coalition and New Hampshire Merrimack Valley Stormwater Coalition to meet the requirements of Part 2.3.7.1 Operations and Maintenance (O&M) Programs of the 2017 New Hampshire Small Municipal Separate Storm Sewer System General Permit (2017 NH Small MS4 General Permit).

Part 2.3.7.1 of the 2017 NH Small MS4 General Permit is included as part of Minimum Control Measure 6 Good Housekeeping and Pollution Prevention for Municipal Operations, and requires the Town of Exeter to develop written O&M procedures for the following municipally-owned or operated facilities or operations:

- Parks and open spaces
- Buildings and facilities where pollutants are exposed to stormwater runoff
- Vehicles and equipment
- Infrastructure

The O&M procedures are incorporated into the Town of Exeter's Stormwater Management Program (2017 NH Small MS4 General Permit) as Appendix 6.1. The Assistant Town Engineer is responsible for reviewing and updating these O&M procedures as well as tracking and recording training and other required documentation for annual reporting.

It should be noted that the O&M procedures do not apply to the Department of Public Works (DPW) Complex, which has a Stormwater Pollution Prevention Plan (SWPPP).

2 PARKS AND OPEN SPACES O&M PROCEDURES

2.1 Description

The Town of Exeter has established procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products in accordance with manufacturer's instructions as well as trash management; pet waste disposal; waterfowl management; and erosion and poor vegetative cover as outlined in Section 2.3.7.1.a. of the 2017 NH Small MS4 General Permit. It should be noted that the Town of Exeter does not apply or store pesticides, fertilizers, or herbicides at any facility owned or operated by the Town of Exeter. Any application of such products is done by a third-party contractor.

2.2 Municipal Parks and Open Space Inventory

The inventory of town parks and open spaces covered by these procedures is included in Attachment 1 of these O&M procedures. The inventory includes municipal parcels where fertilizers are used; lawns or vegetation are mowed, trimmed, and maintained; pesticides or herbicides are used, and/or where trash, pet waste, and waterfowl are managed (e.g. parks, cemeteries, open space properties). The inventory also includes Conservation Land. This inventory will be updated annually during SWMP review.

2.3 Responsible Party

The DPW Maintenance Department and the Recreation Department are responsible for parks and open spaces operation and maintenance.

2.4 Training

Annual maintenance procedures training will be made available to employees involved in parks and open spaces operations. All contractors involved in parks and open spaces operations are provided with the applicable sections of these O&M procedures.

2.5 Best Management Practices

The following best management practices (BMPs) aim to minimize the concentration of nitrogen and phosphorus in stormwater runoff:

2.5.1 Lawn Maintenance

Landscape Maintenance

- Mulch-mow grasses whenever possible; grass clippings are a natural fertilizer.
- Sweep grass clippings from sidewalks or streets back onto grassy areas.
- Dispose of organic wastes by composting whenever possible. When composting is not possible, dispose of organic wastes at an approved disposal facility. In both cases, ensure that runoff from sites does not enter a waterway.
- Do not wash down or dispose of lawn clippings, leaves, tree trimmings, or other landscape waste in a storm drain, drainage ditch, or open body of water.
- Consider landscape design that utilizes native, drought tolerant vegetation.

Application of Fertilizers

- Properly calibrate all fertilizer application equipment to ensure proper application rate.
- Time the application of fertilizers to coincide with the manufacturer's recommendation for best results.
- Consider using fertilizers with low or no levels of phosphorus.
- Consider using slow release fertilizers.

Storage and Handling of Pesticides, Fertilizers, and Herbicides

- Minimize the use of pesticides, fertilizers, and herbicides and use them in accordance with manufacturer's instruction.
- Store and mix pesticides, fertilizers, and herbicides inside a covered area that has an impervious (i.e. hard or paved) surface, preferably indoors, so that spills or leaks will not contact soils or waters.
- Do not handle or dispose of pesticides, fertilizers, and herbicides, or fungicides in or near storm drains, irrigation ditches, or surface water.
- Dispose of excess or leftover chemicals according to the instructions on the label, preferably on the target pest, vegetated area, or as hazardous waste.

2.5.2 Trash Management

- Routinely pick up any trash bags left along trails, parks, or streets.
- Empty trash cans and dumpsters regularly.
- Keep lids closed on all trash cans and dumpsters.

2.5.3 Pet Waste Cleanup

- Post signs in areas concerning the proper disposal of pet wastes.

2.5.3 Waterfowl Waste Management

- Discourage the congregation of waterfowl to reduce potential for waterfowl droppings to enter stormwater infrastructure by various measures, including scaring geese away from ponds on parks and open spaces and not feeding waterfowl.

2.5.4 Erosion and Poor Vegetative Cover

- Install temporary sediment and erosion control stabilization measures, as needed.
- Reestablish grass or native plants, especially within 50 feet of a surface water.

3 BUILDINGS AND FACILITIES O&M PROCEDURES

3.1 Description

Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary, ensure that spill prevention, control, and countermeasure (SPCC) plans are in place, as applicable. Develop management procedures for dumpsters and other waste management equipment. Sweep parking lots and keep areas surrounding the facilities clean to reduce runoff of pollutants in accordance with Section 2.3.7.1 b. of the 2017 NH Small MS4 General Permit.

3.2 Municipal Buildings and Facilities Inventory

The inventory of municipal buildings and facilities covered by these procedures is included in Attachment 1. The inventory includes schools, municipal offices, parking lots, pump stations, and other facilities located within the Town of Exeter. This inventory will be updated annually during SWMP review.

3.3 Responsible Party

The DPW Maintenance Department is responsible for building and facilities operation and maintenance.

3.4 Training

Annual maintenance procedures training will be made available to employees involved in municipal building and facilities operations. All contractors involved in building and facilities operations are provided with the applicable sections of these O&M procedures.

3.5 Best Management Practices

The following best management practices (BMPs) are implemented at municipally-owned or operated buildings and facilities located within the MS4 area:

3.5.1 Handling, Storage, Transfer, and Disposal of Trash and Recyclables

- Dispose of liquid and solid wastes properly.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. Regularly clean and sweep up around dumpsters and other waste containers.

- Keep dumpster drains plugged.
- Locate dumpsters on a flat, paved surface. Do not locate dumpsters over or adjacent to catch basins.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills. Replace damaged or leaking dumpsters or waste containers.

3.5.2 Building Maintenance

- Sweep parking lots and keep areas surrounding facilities clean to reduce runoff of pollutants and debris to the stormwater system.

3.5.3 Storage of Petroleum Products and Potential Pollutants

- Evaluate the use, storage and disposal of petroleum products and other potential stormwater pollutants.
- Routinely inspect buildings and facilities for areas of potential discharges or leaks.

3.5.4 Spill Response

- If the building or facility in question has a Spill Prevention, Control, and Countermeasure (SPCC) Plan, refer to the SPCC Plan for the spill response procedures.
- Notify the facility's supervisor immediately and ensure that other staff and/or members of the public are aware of the spill and removed from the spill area as appropriate.
- Notify the Fire Department, as necessary.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- For petroleum spills to the ground or surface water; hazardous materials spill to the ground or surface water, or toxic air releases, immediately notify NHDES Spill Response and Complaint Investigation Section at (603) 271-3899 (Monday through Friday, 8 a.m.

to 4 p.m.) or NH State Police Dispatch at (603) 223-4381 (24hours/day).

- Oil spills do not have to be reported if all five of the following conditions are met:
  1. The discharge is less than 25 gallons.
  2. The discharge is immediately contained.
  3. The discharge and/or contamination is completely removed within 24 hours.
  4. There is no impact or potential impact to groundwater or surface water.
  5. There is no potential for vapors which pose an imminent threat to human health.

- Document the spill using the NHDES Spill Reporting Form included in Attachment 2.
- For larger spills, contact an emergency response contractor, as necessary.
- Maintain materials and equipment necessary for spill cleanup, which may include but are not limited to: granular absorbent material; absorbent pads, socks, brooms; rags, dust pans, broom, shovel, gloves, goggles, sand, sawdust, and plastic and metal trash containers specifically for the purpose.
- Keep spill area well ventilated; and wear appropriate protective clothing to prevent injury from contact with spilled substance.
- With proper training and personal protective equipment, complete the following:
  - Stop the contaminant release;
  - Contain the release through the use of spill containment berms or absorbents;
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers;
  - Clean up the spill;
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.

4 VEHICLES AND EQUIPMENT O&M PROCEDURES

4.1 Responsible Party

The DPW Maintenance Department is responsible for vehicle and equipment operation and maintenance.

4.2 Description

All vehicle and heavy equipment fleet maintenance is conducted at the DPW Complex or contracted out to a local service shop. Additionally, all municipal vehicles and equipment, other than small equipment, are fueled at the covered fueling island located at the DPW Complex.

The storage and/or washing of municipal vehicles and equipment is conducted at facilities, other than the DPW Complex, including Public Safety Complex and the Recreation Center Maintenance Garage (refer to a memorandum included at Appendix 6.2 of the Town of Exeter SWMP for an evaluation of these two facilities as to why they do not require SWPPPs). Small equipment, such as lawn mowers or chain saws, may be fueled on site utilizing a portable fuel container. The following is a brief description of activities conducted at the Public Safety Complex and the Recreation Center Maintenance Garage.

4.2.1 Public Safety Complex

The Police Department fleet is stored in the parking lot outside of the Public Safety Complex, and all Fire Department apparatus are stored inside. No vehicle maintenance is conducted at the Public Safety Complex; however, limited quantities of vehicles fluids are stored at the facility to top off fluids as needed. All vehicle washing is conducted in one of the apparatus bays that is dedicated to vehicle washing. Floor drains within the Public Safety Complex bays discharge to an oil/water separator connected to the sanitary sewer system. The Public Safety Complex is equipped with a skid-mounted 500-gallon aboveground storage tank (AST) equipped with a pump and dispenser for emergency fueling of diesel. DPW Maintenance Department maintains the tank and pump/dispenser and coordinates the filling of the tank (once a year).

4.2.2 Recreation Center Maintenance Garage

The Recreation Center Maintenance Garage is primarily used to store Parks & Recreation Department equipment, including lawn mowers, chain saws, leaf blowers, trimmers, leaf

vacuum, etc. A tractor is stored either adjacent to the garage on a gravel area or stored inside the garage. Limited small equipment maintenance, such as oil changes, cleaning of air filters, etc. is conducted in the garage. As such, limited quantities of oil and other automotive fluids are stored in their original containers and portable gasoline cans are stored inside. Small quantities of used oil are generated, which are transported to DPW for storage. There are no floor drains located in the garage.

4.3 Training

Annual O&M procedures training will be made available to applicable personnel involved in vehicle and equipment operations.

4.4 Best Management Practices

The following best management practices (BMPs) will be implemented for all municipally-owned or operated vehicles and equipment:

4.4.1 Vehicle and Equipment Storage

- Store vehicles with fluid leaks indoors or provide containment (i.e. drip pan) until repairs can be performed.
- Store and park vehicles on impervious surfaces, under cover, and/or indoors, whenever possible.
- Sweep vehicle and equipment storage areas on a regular basis.

4.4.2 Small Equipment Maintenance

- Conduct small equipment maintenance inside.
- Recycle or dispose of waste properly and promptly.
- Sweep up working area and pick up trash and debris as needed. Do not wash down floors and work areas with water.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

4.4.3 Vehicle and Equipment Fueling

For all vehicle and heavy equipment fueling conducted at the DPW Complex, refer to the DPW Complex SWPPP. For all other vehicle and equipment fueling, the following BMPs will be implemented:

- Fuel carefully to minimize drips to the ground.
- Keep absorbent material handy for incidental spillage.
- Inspect the area for drips, and (if needed) clean up any spillage immediately and properly, before leaving the fueling site.
- While fueling:
    - set hand brake and chock tires,
    - turn off engine,
    - do not leave vehicle or equipment unattended, and
    - do not smoke.
- When pouring fuel or additives or topping off fluids from a portable container,
    - conduct inside or choose a level, paved or concrete surface that is not near a catch basin, ditch, or waterbody,
    - use a funnel, and
    - place small equipment on drip pan (when practicable).
- In the event of a spill, follow procedures outlined in Section 3.5.4.

4.4.4 Vehicle Washing Procedures

- Outdoor washing of municipal vehicles should be avoided. Vehicle wash waters shall not be discharged to the MS4 or to surface waters.
- Vehicles and equipment should be washed inside to reduce runoff to the stormwater system.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Floor drains should be connected to a sanitary sewer or tight tank.

4.4.5 Small Equipment Rinsing Procedures

When small equipment cannot be washed inside, the following BMPs should be implemented:

- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale).
- Rinse equipment on a grassed area.
- Minimize the use of water to the extent practicable.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Do not use solvents.
- Do not power wash, steam clean, or perform engine or undercarriage cleaning.

5 INFRASTRUCTURE

5.1 Catch Basin Cleaning Program (revised May 2021)

5.1.1 Responsible Party

The DPW Highway Department is responsible for catch basin cleaning in the Town of Exeter.

5.1.2 Description

The Town of Exeter performs routine inspections, cleaning, and maintenance on catch basins on town-owned and/or maintained catch basins. There are approximately 1,570 catch basins inventoried as "Town" catch basins; of which 1,344 are located within the MS4 regulated area. The Town conducts catch basin cleaning on a two-year rotation; focusing on the East side of town one year, followed by the West side the next year. Additional cleaning and camera work is conducted in areas planned for capital improvements.

Catch basin cleaning is tracked using the "Catch Basin Cleanout" form within PeopleForms (a product of PeopleGIS's SimpliCITY). The form can be accessed digitally using a handheld tablet or can be printed as a physical paper form. Catch basins are inspected for structural characteristics, visual problems/odors/observations, and need for maintenance. Although the electronic form has the capability to calculate how full an individual sump is and the amount of sediment/debris removed from each structure, this requires additional inspector time to input measurements taken in the field; therefore it is recommended that these calculations be conducted outside of PeopleForms or be conducted back in the office, unless PeopleForms can link the required measurements from known asset information and auto populate these measurements during an inspection.

Sediment removed during catch basin cleaning is stored at the Transfer Station "pit" and mixed with compost at the end of the year. Following catch basin cleaning and inspections, a summary of catch basins requiring maintenance is provided to the DPW Highway Department. A copy of the "Catch Basin Cleanout" form is included in Attachment 3.

5.1.3 Catch Basin Cleaning Tracking

The Town tracks the following information for catch basin cleaning:

- Total number of town-maintained catch basins
- Number of catch basins cleaned
- Percent of catch basins cleaned
- Total sediment removed (ft^3)
- Number of catch basins cleaned ≥50% full
- Percent catch basins cleaned ≥50% full
- Date of cleaning
- Number of days of cleaning

5.1.4 Catch Basin Cleaning Procedures

The Town of Exeter implements the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4:

- Routine inspection and cleaning of catch basins. Catch basins are cleaned such that the sumps are no more than 50% full at any time.
    - The Town of Exeter contracts with a contractor to conduct catch basin cleaning each year. During catch basin cleaning, a Town of Exeter DPW employee accompanies the contractor to document the inspections and cleaning.
    - Catch basin cleaning is properly recorded. If paper forms are used for future input into PeopleForms rather than direct input, an identical form to that in PeopleForms is used. Catch basin cleaning personnel are trained on the purpose and intent of the information being collected on the form as well as what measurements are required.
    - Catch basins are typically cleaned in the spring of each year; however, sometimes a second round of cleaning is completed in the fall to meet cleaning goals. The Town's goal is to clean 50% of catch basins each year. Catch basins identified as town-owned/maintained that have not been cleaned to date will be prioritized until all town-owned/maintained catch basin have been recorded as inspected and cleaned.

    - The Town actively collects and evaluates cleaning data to assess sediment accumulation and establish optimal inspection and maintenance frequencies to meet the "50%" goal. Each year the Town will conduct an analysis of the cleaning data to determine if they are meeting their cleaning goals and whether the inspection and maintenance frequencies need to be adjusted.
    - Initially, the Town required four years of inspection/cleaning data based on the catch basin cleaning rotation to gather enough information to determine which catch basin sumps were found to be more than 50% full for two consecutive cleanings. An analysis was conducted identifying these catch basins. The analysis was documented in a Catch Basin Optimization Memorandum to the Town from Wright-Pierce (May 2021). This type of analysis will be conducted each year.
    - A memorandum summarizing the above referenced catch basin cleaning analyses will be developed each year to further optimize catch basin cleaning, as necessary.
- Catchments with high sediment loading and catch basins with no sumps will be reviewed and prioritized for storm drain cleaning and/or outfall cleaning.
- If a catch basin sump is more than 50% full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased (for instance, cleaned every year, instead of every other year).
- If inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50% full), catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently. Priority will also be given to catch basins that discharge to impaired waters.
- The following information will be included in each annual report:
    - Any action taken in response to excessive sediment or debris loading
    - Total number of catch basins

- Number of catch basins inspected
- Number of catch basins cleaned
- Total volume or mass of material removed from catch basins.

5.2 Street Sweeping Program

5.2.1 Responsible Party

The DPW Highway Department is responsible for street sweeping in the Town of Exeter.

5.2.2 Description

The Town of Exeter sweeps streets and municipally-owned parking lots at least two times per year (spring and fall). Sweeping typically occurs three to four days per week between April and November of each year. The Town of Exeter utilizes a vacuum sweeper. Miles of streets swept are tracked by a vendor (Sensible Spreader Technologies), using their software. Street sweepings are stored at the Transfer Station "pit" and mixed with compost at the end of the year. The volume of material removed is estimated by measuring the pile of street sweeping residuals.

There are 69 miles of streets in Exeter that are swept. Street sweeping is prioritized based on primary areas (priority roads and parking lots) and secondary areas (roads and parking lots with drainage network). All streets are swept, regardless if they are curbed or uncurbed.

The Town of Exeter implements the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4**:**

- All streets are swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).
- More frequent sweeping is considered for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.
- More frequent sweeping is required for municipally-owned streets and parking lots in areas that discharge to certain nutrient-impaired waters. Sweeping is performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (September 1 and December 1; following leaf fall).

- For rural uncurbed roadways with no catch basins and limited access highways, the Town of Exeter meets the minimum frequencies above.
- The following information will be included in each annual report:
    - Number of miles cleaned or the volume or mass of material removed.

5.3 Winter Road Maintenance Program

5.3.1 Responsible Party

The DPW Highway Department is responsible for winter road maintenance in the Town of Exeter.

5.3.2 Description

The Town of Exeter follows the Snow Plowing and Snow Removal Standard Operating Procedures (Snow Removal and Ice Control Policy) for winter operations (refer to Attachment 4 of these O&M procedures). The winter operations snow removal and ice control procedures apply to highways, sidewalks, and parking areas. The Town of Exeter has prioritized winter operations; the Town is divided into twenty major plow routes covered by six treatment routes (two salt only and four sand/salt). The Town stores approximately 500 tons of rock salt and 500 tons of sand/salt mixture in the Sand/Salt Barn at the DPW Complex. The Town's primary snow storage and disposal area is located at the Transfer Station.

The Town of Exeter applies rock salt and/or sand/salt mixture. Sand is used as an abrasive and is applied to improve traction. Salt is used as a deicing and anti-icing agent. Salt is applied at a rate not to exceed 300 pounds per mile. The sand/salt mixture applied to residential and country roads is maintained at a minimum of one part salt to four parts sand. Salt is applied to most arterial, collector, and some side roads. Salt may not be applied until the temperature is 20 degrees Fahrenheit or higher. Although calcium chloride is effective at a low temperature, it is used minimally because of its impact on the environment and need for specialized equipment.

5.3.3 Salt Reduction Measures

To reduce the use of salt and optimize salt spreading operations, the Town of Exeter follows guidance of the Green SnoPro certification program. Chloride alternatives were evaluated in Permit Year 1 (2018/2019) and it was determined to not be economically feasible.

The Town of Exeter will further reduce the discharge of pollutants to the MS4, including road salt, by implementing the following winter maintenance procedures, as appropriate:

- Review and update the Town's Snow Removal and Ice Control Policy to formally incorporate practices consistent with the Green SnoPro certification program.
- Minimize the use of and optimize the application of sodium chloride and other agents (while maintaining public safety) and consider opportunities for use of alternative materials.
- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.
- Prevent exposure of deicing product (e.g. salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells.
- Provide training for municipal employees on winter road maintenance procedures.

5.4 Stormwater Treatment Structures Inspection and Maintenance Procedures

5.4.1 Responsible Party

The DPW Highway Department is responsible for inspecting and maintaining structural stormwater BMPs owned and/or operated by the Town of Exeter. The SAU-16 Director of Operations is responsible for coordinating the inspection and maintenance of the School District's structural stormwater BMPs.

5.4.2 Description

The Department of Public Works maintains an inventory of structural stormwater BMPs that are owned and/or operated by the Town of Exeter or the School District (see Attachment 5 of these

O&M procedures). This inventory will be updated annually during SWMP review. Structural stormwater BMPs owned and/or operated by the Town of Exeter or the School District include:

- Water quality unit
- Rain garden
- Infiltration trench
- Media box filters (bio-filtration)
- Dry water quality swale/grass swale
- Wet pond
- Extended dry detention basin
- Gravel wetland
- Porous pavement (with underdrain)

Structural stormwater BMPs (excluding catch basins) will be inspected annually at a minimum, and maintained, as needed. Inspections for Town-operated structural stormwater BMPs will be documented using the inspection forms included in Attachment 6. Inspection forms will be developed as additional structural stormwater BMPs are added to the inventory. Structural stormwater BMPs operated by the School District will be maintained by their staff of by a contractor as per any Inspection and Maintenance Plan for the applicable BMPs. The Town will be provided with documentation from the School District indicating an annual inspection was completed and any maintenance required.

Maintenance procedures will be based on requirements listed in Volume 2: Post-Construction Best Management Practices Selection and Design, Chapter 4-3 Treatment Practices of the New Hampshire Stormwater Manual or available record drawing and/or specific inspection and maintenance information on file for the structural stormwater BMP. Maintenance procedures for the Water Quality Units will be as per manufacturer recommendations (included as Attachment 7).

ATTACHMENT 1

Inventory of Municipal Parks, Open Spaces, Buildings, and Facilities

Town of Exeter
Inventory of Municipal Parks, Open Spaces, Buildings, and Facilities
June 2020

Legend		Department	Status
	=	Conservation Commission	Complete
	=	Water & Sewer Dept	Complete
	=	Has SWPPP	Complete
	=	Highway Dept	Complete
	=	No known maintenance	Complete
	=	Parks & Rec	Complete
	=	Exeter Housing Authority	Complete
	=	SAU-16	Incomplete
	=	Swasey Parkway Trustees	Complete
	=	Maintenance	Complete
	=	Exeter Safety Complex	To be confirmed

					PARCEL		BUILDING	
Source	FID	PARCEL_NUM	OWNER_1	LOCATION	Parcel Use	Description	Building Use	Description
Conservation Commission	3	050-001-0000	EXETER TOWN OF	JADY HILL AVE	Conservation Commission	Irvine Property		
	4	050-002-0000	EXETER TOWN OF	JADY HILL AVE	Conservation Commission	Irvine Marsh		
	6	052-097-0000	EXETER TOWN OF	PORTSMOUTH AVE	Conservation Commission	Prospect Park Marsh		
	8	055-016-0000	EXETER TOWN OF	COLCORD POND DR	Conservation Commission	Colcord Pond		
	9	055-035-0000	EXETER TOWN OF	EPPING RD	Conservation Commission	Colcord Pond		
	24	070-021-0000	EXETER TOWN OF	HIGH ST	Conservation Commission	Windemere		
	56	086-012-0000	EXETER TOWN OF	HAMPTON FALLS RD	Conservation Commission	Enwright		
	62	101-049-0000	EXETER TOWN OF	JUNIPER RIDGE RD	Conservation Commission	Juniper Ridge		
	63	104-003-0000	EXETER TOWN OF	OFF COURT ST	Conservation Commission	Whites Meadow		
	64	104-004-0000	EXETER TOWN OF	165 COURT ST	Conservation Commission	Perry		
	66	104-023-0000	EXETER TOWN OF	RIVER BEND CIR	Conservation Commission	Tara Bend		
	68	111-007-0000	EXETER TOWN OF	COURT ST	Conservation Commission	Perry Ext		
	69	112-011-0000	EXETER TOWN OF	LINDEN ST	Conservation Commission	Shaw		
	71	115-009-0001	EXETER TOWN OF	KINGSTON RD	Conservation Commission	?		
	51	082-015-0000	EXETER TOWN OF	COURT ST	Conservation Commission	Municipal Park		
Exeter Housing Authority (EHA)	14	064-040-0000	EXETER TOWN OF	277 WATER ST	Municipal Building	Exeter Housing Authority (includes parking)	MUNICIPAL BUILDING	EXETER HOUSING AUTHORITY
	59	095-056-0000	EXETER TOWN OF	82 LINDEN ST	Municipal Building	Exeter Housing Authority	MUNICIPAL BUILDING	EXETER HOUSING AUTHORITY
	26	071-017-0000	EXETER TOWN OF	11-13 PORTSMOUTH AVE	Municipal Building	Exeter Housing Authority	MUNICIPAL BUILDING	EXETER HOUSING AUTHORITY
	27	071-019-0000	EXETER TOWN OF	16-20 AUBURN ST	Municipal Building	Exeter Housing Authority	MUNICIPAL BUILDING	EXETER HOUSING AUTHORITY
SAU-16	44	073-232-0000	EXETER SCHOOL DISTRICT	SCHOOL ST	Municipal Building	Exeter Pre School	MUNICIPAL BUILDING	EXETER PRE SCHOOL
	46	073-293-0000	EXETER SCHOOL DISTRICT	LINCOLN ST	Municipal Building	Lincoln St School & Campus	MUNICIPAL BUILDING	LINCOLN ST SCHOOL
	47	073-303-0000	EXETER SCHOOL DISTRICT	MAIN ST	Municipal Building	Main St School & Campus	MUNICIPAL BUILDING	MAIN ST SCHOOL
	49	082-008-0000	EXETER REGION COOPERATIVE	LINDEN ST	Municipal Building	Seacoast School of Technology & Campus	MUNICIPAL BUILDING	SEACOAST SCHOOL OF TECHNOLOGY, AUTOMOTIVE BUILDING
	50	082-009-0000	EXETER REGION COOPERATIVE	LINDEN ST	Municipal Parking	SST Parking Lot		
Swasey Parkway Trustees	13	064-036-0000	EXETER TOWN OF	SWASEY PARKWAY	Municipal Park	Swasey Parkway Trustees	MUNICIPAL BUILDING	PARKS & REC SHED
	16	064-045-0000	EXETER TOWN OF	SWASEY PARKWAY	Municipal Park	Swasey Parkway Trustees	MUNICIPAL BUILDING	SWASEY PAVILION
Exeter Safety Complex	36	072-130-0000	EXETER TOWN OF	20 COURT ST	Municipal Building	Exeter Safety Complex (includes parking lot)	MUNICIPAL BUILDING	SAFETY COMPLEX
	35	072-129-0000	EXETER TOWN OF	1 BOW ST	Municipal Parking	Exeter Safety Complex Parking Lot		
SWPPP	2	049-015-0000	EXETER TOWN OF	13 NEWFIELDS RD	Municipal Facilities	Exeter DPW		
Parks & Rec	37	072-132-0000	EXETER TOWN OF	30-32 COURT ST	Municipal Building	Parks & Rec Facility & (includes parking lot)	MUNICIPAL BUILDING	SENIOR CITIZEN CENTER, PARKS & REC BUILDING
	19	064-088-0000	EXETER TOWN OF	JADY HILL AVE	Municipal Building	Powder House	MUNICIPAL BUILDING	Powder House
	29	072-001-0000	EXETER TOWN OF	10 FRONT ST	Municipal Building	Town Offices	MUNICIPAL BUILDING	TOWN OFFICES
	38	072-197-0000	EXETER TOWN OF	45 FRONT ST	Municipal Building	Exeter Historical Society	MUNICIPAL BUILDING	HISTORICAL SOCIETY
	40	072-225-0000	EXETER TOWN OF	9 FRONT ST	Municipal Building	Town Hall	MUNICIPAL BUILDING	TOWN HALL
	12	063-246-0000	EXETER TOWN OF	PARK ST COMMON	Municipal Park			
	17	064-047-0000	EXETER TOWN OF	WATER ST	Municipal Park	Waterfront Park (includes parking lot)		
	21	068-007-0000	EXETER TOWN OF	GUINEA RD	Municipal Park	Cemetery		
	22	069-004-0000	EXETER TOWN OF	4 HAMPTON RD	Municipal Park	Parks & Rec Park	MUNICIPAL BUILDING	PARKS & REC COMPLEX
	30	072-004-0000	EXETER TOWN OF	COURT ST	Municipal Park	Town House Commons		
	31	072-006-0000	EXETER TOWN OF	BOW ST	Municipal Park	Town House Commons (includes parking lot)		
	34	072-042-0000	EXETER TOWN OF	4 CHESTNUT ST	Municipal Park	Founders Park	MUNICIPAL BUILDING	PUBLIC LIBRARY
	41	073-006-0000	EXETER TOWN OF	FRONT/LINDEN ST	Municipal Park	Gale Park War Memorial & Park		
	42	073-188-0000	EXETER TOWN OF	167 FRONT & WINTER	Municipal Park	Winter St Cemetery		
	48	081-057-0000	EXETER TOWN OF	KINGSTON RD	Municipal Park	Brickyard Pond Park		
	52	083-019-0000	EXETER TOWN OF	BELL AVE	Municipal Park	Gilman Park Trustees	MUNICIPAL BUILDING	WATER PUMP STATION, PARKS & REC SHED
	53	083-053-0000	EXETER TOWN OF	109 COURT ST	Municipal Park	Skate Park		
	54	083-054-0000	EXETER TOWN OF	107 COURT ST	Municipal Park	Skate Park	MUNICIPAL FACILITIES	SEWER PUMP STATION
	57	087-005-0000	EXETER TOWN OF	HAMPTON RD	Municipal Park	Cemetery		
	58	095-047-0000	EXETER TOWN OF	THELMA DR	Municipal Park			
	61	101-016-0000	EXETER TOWN OF	KINGSTON RD-SOUTH	Municipal Park	Cemetery		

Town of Exeter
Inventory of Municipal Parks, Open Spaces, Buildings, and Facilities
June 2020

					PARCEL		BUILDING	
Source	FID	PARCEL_NUM	OWNER_1	LOCATION	Parcel Use	Description	Building Use	Description
Water & Sewer Dept.	1	N/A	EXETER TOWN OF	WESTSIDE DR	Municipal Facilities	Front St Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	5	052-012-0000	EXETER TOWN OF	21 WEBSTER AVE	Municipal Facilities	Webster Ave Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	7	054-003-0000	EXETER TOWN OF	MEETING PLACE DR	Municipal Facilities	Epping Road Water Tower	MUNICIPAL FACILITIES	WATER TOWER
	10	055-036-0000	EXETER TOWN OF	19 COLCORD POND DR	Municipal Facilities	Colcord Pond Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	15	064-044-0000	EXETER TOWN OF	279 WATER ST	Municipal Facilities	Main Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	18	064-087-0000	EXETER TOWN OF	JADY HILL AVE	Municipal Facilities	Clemson Pond		CSO OVERFLOW OUTFALL
	20	065-123-0000	EXETER TOWN OF	109 PORTSMOUTH AVE	Municipal Facilities	Surface Water Treatment Plant	MUNICIPAL FACILITIES	SURFACE WATER TREATMENT PLANT
	23	069-022-0000	EXETER TOWN OF	13 FULLER LN	Municipal Facilities	Hampton Water Tower	MUNICIPAL FACILITIES	WATER TOWER
	25	070-075-0000	EXETER TOWN OF	16 LANGDON AVE	Municipal Facilities	Langdon Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	55	085-089-0000	EXETER TOWN OF	PRENTISS WAY	Municipal Facilities	Folsom Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	60	097-024-0000	EXETER TOWN OF	9 RIVERWOODS DR	Municipal Facilities	Riverwoods Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	65	104-007-0000	EXETER TOWN OF	RIVER BEND CIR	Municipal Facilities	Riverbend Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
	67	105-001-0000	EXETER TOWN OF	48 LARY LN	Municipal Facilities	Ground Water Treatment Facility	MUNICIPAL FACILITIES	GROUND WATER TREATMENT PLANT
	67	105-001-0000	EXETER TOWN OF	50 LARY LANE	Municipal Facilities	Lary Lane Well	MUNICIPAL FACILITIES	WATER PUMP STATION
	28	071-119-0000	PEA	GILMAN LN		Stadium Well	MUNICIPAL FACILITIES	WATER PUMP STATION
	28	071-119-0000	PEA	GILMAN LN		SWTP River Pump Station	MUNICIPAL FACILITIES	WATER PUMP STATION
	52	083-019-0000	EXETER TOWN OF	BELL AVE	Municipal Park	Gilman Well	MUNICIPAL BUILDING	Gilman Well
	54	083-054-0000	EXETER TOWN OF	107 COURT ST	Municipal Park	Court St Sewer Pump Station	MUNICIPAL FACILITIES	Court St Sewer Pump Station
		098-003-0000	EXETER TOWN OF	9 CROSS ROAD	Municipal Facilities	Cross Rd Tower	MUNICIPAL FACILITIES	WATER TOWER
		095-067-0000	EXETER TOWN OF	WINSLOW WAY	Municipal Facilities	Winslow Way Sewer Pump Station	MUNICIPAL FACILITIES	SEWER PUMP STATION
Highway Dept (no changes)	11	062-054-0000	EXETER TOWN OF	BRENTWOOD RD	Municipal Facilities	Colcord Pond Dam		
	32	072-012-0000	EXETER TOWN OF	BOW ST	Municipal Parking			
	33	072-013-0000	EXETER TOWN OF	36 WATER ST	Municipal Parking			
	39	072-202-0000	EXETER TOWN OF	CENTER ST	Municipal Parking			
	43	073-196-0000	EXETER TOWN OF	FRONT & R R SQ	Municipal Parking			
	45	073-275-0000	EXETER TOWN OF	58 LINCOLN ST	Municipal Parking	Amtrak Parking Lot		
Nothing is done here	70	113-001-0000	EXETER TOWN OF	48 POWDER MILL RD	Municipal Facilities	Old Town Dump		

Town of Exeter
Inventory of Municipal Parks, Open Spaces, Buildings, and Facilities
June 2020

Legend

	OPERATIONS (PARKS/OPEN SPACES)									OPERATIONS (BUILDINGS/FACILITIES)						
Source	Services Contracted	Lawn Mowing	Landscaping	Fertilizing	Pesticide / Herbicide	Trash Mgmt.	Pet Waste	Waterfowl Mgmt.	Other Maint	Services Contracted	Trash Mgmt.	Building Maint.	Pollutant Storage	Petroleum Storage	Other Maint.	Has SWPPP
Conservation Commission		1x / year							Hand pull invasive species	DOES NOT APPLY						
									Trail Maintenance							
									Trail Maintenance							
									Trail Maintenance							
		1x / year				x										
		1x / year				x										
		1x / year														
		1x / year							Student led clean ups							
Exeter Housing Authority (EHA)	x (monitoring well-AECOM)	x	x	x		x			The monitoring well is not the responsibility of EHA. AECOM monitors. Unitil owns		x	x	x	x		
		x	x			x	x					x	x	x		
		x	x													
		x	x													
SAU-16																
Swasey Parkway Trustees	X	X	X		X				Tree removal and tree planting in 2019, not typical. Aeration and overseeding of lawn in Fall			X				
	X	X	X		X				2019, not typical. Used Dylox for grub infestation in 2019, not typical.		X	X				
Exeter Safety Complex										X		X	X	X		
SWPPP	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	YES
Parks & Rec												X	X	X	X	
		x	x									X				
	x	x	x	x							X	X				
		x									X	X				
	x	x	x								X	X				
	x	x	x	x	x	x										
	x	x	x	x	x	x										
		x														
	x	x	x	x	x	x	x				X	X				
		x	x	x	x	x										
		x	x	x	x	x										
		x	x	x	x	x						X				
		x	x	x	x	x										
	x	x		x	x											
		x	x	x	x	x										
	x	x	x	x	x	x										
	x	x	x	x	x	x										
	x	x	x	x	x	x										
		x														
	x	x														
		x														

Town of Exeter
Inventory of Municipal Parks, Open Spaces, Buildings, and Facilities
June 2020

	OPERATIONS (PARKS/OPEN SPACES)									OPERATIONS (BUILDINGS/FACILITIES)						
Source	Services Contracted	Lawn Mowing	Landscaping	Fertilizing	Pesticide / Herbicide	Trash Mgmt.	Pet Waste	Waterfowl Mgmt.	Other Maint	Services Contracted	Trash Mgmt.	Building Maint.	Pollutant Storage	Petroleum Storage	Other Maint.	Has SWPPP
Water & Sewer Dept.		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X		X					X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X		X					X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
	x	x	x	x	x	x				X		X			X	?
	x	x	x	x	x	x				X		X			X	?
		X	X							X		X			X	?
		X	X							X		X			X	?
Highway Dept (no changes)										DOES NOT APPLY						
Nothing is done here																

ATTACHMENT 2

NHDES Spill Reporting Form

HAZARDOUS WASTE OR PETROLEUM
SPILL REPORTING FORM
Waste Management Division
Spill Response and Complaint Investigation Section

RSA 146-A:5/Env-Or-604.08

GUIDELINES FOR REPORTING A SPILL

1. Report the spill to your local 911 responder or fire department.
2. Call NHDES Spill Response to provide as much of information listed below.
   Monday to Friday 8am to 4pm **(603) 271-3899**
   Evenings and Weekends **(603) 223-4381** (State Police Dispatch)
3. Follow up by emailing a completed spill reporting form to orcb.wmd@des.nh.gov.

REPORTING PARTY INFORMATION

DATE SPILL REPORTED TO NHDES:		TIME REPORTED:
YOUR NAME:		
MAILING ADDRESS:		
TOWN:	STATE:	ZIP CODE:
PRIMARY PHONE NUMBER:	SECONDARY PHONE NUMBER:	
EMAIL:		

COMPANY OR PERSON RESPONSIBLE

BUSINESS OR INDIVIDUAL NAME:		
BUSINESS CONTACT NAME:	TITLE:	
MAILING ADDRESS:		
TOWN:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	EMAIL:	

SPILL LOCATION

SITE NAME:	TOWN:
STREET ADDRESS:	
DIRECTIONS TO SITE:	

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME:		
MAILING ADDRESS:		
TOWN:	STATE:	ZIP CODE:
PRIMARY PHONE NUMBER:	SECONDARY PHONE NUMBER:	
EMAIL:		

SPILL INFORMATION

SUBSTANCE SPILLED:	AMOUNT (GALLONS):
DATE OF SPILL:	TIME OF SPILL:
CAUSE OF SPILL:	
HOW WAS THE SPILL DETECTED:	

AREAS IMPACTED OR COULD BE IMPACTED

(SOIL, SURFACE WATER, WETLAND, CATCH BASIN, DRINKING WATER WELL)

IMPACTED AREAS:
DISTANCE FROM SPILL:
POTENTIALLY IMPACTED AREAS:
DISTANCE FROM SPILL:
CHECK HERE IF SAMPLING RESULTS ARE ATTACHED: ☐

RESPONSE COMPANY HIRED

COMPANY NAME:		
MAILING ADDRESS:		
TOWN:	STATE:	ZIP CODE:
CONTACT NAME:		TITLE:
TELEPHONE NUMBER:	EMAIL:	
RESPONSE ACTION:		
CHECK HERE IF RESPONSE REPORT IS ATTACHED: ☐		

OTHERS NOTIFIED

HAVE YOU NOTIFIED THE PARTY YOU BELIEVE IS RESPONSIBLE? YES ☐ NO ☐	
HAVE YOU REPORTED THIS SPILL TO LOCAL OFFICIALS? YES ☐ NO ☐	
IF YES, TOWN:	DEPARTMENT:
REPRESENTATIVE'S NAME:	PHONE NUMBER:

ATTACHMENT 3

Catch Basin Cleanout Form

Town of Exeter, NH

Catch Basin Cleanout

Inspection No:

Inspection Date:

Address

Catch Basin ID: (If Available)

Inspector Please select only one option

[ ] Jason Rucker

[ ] Daniel Morrow

[ ] Daniel Lewis

[ ] Cabot Howard

[ ] Steve Towle

[ ] A. Strause

[ ] FB Environmental

[ ] Josh Hamel

[ ] Connor McCallum

Has there been a rain event in the last 24 Hours:

[ ] Yes

[ ] No

Ownership:

[ ] Town

[ ] State

[ ] Private

[ ] Unknown

Stop inspection immediately if a petroleum odor is observed. Do not proceed with cleaning.

Is Immediate Repair Necessary?

[ ] Yes

[ ] No

If Yes, Is this a High or Low Priority Repair? (Describe Below)

[ ] High Priority Repair

[ ] Low Priority Repair

CB Diameter: (ft)

[ ] 2

[ ] 4

[ ] 5

[ ] 6

[ ] 8

[ ] 10

[ ] Other

Sediment Depth: (in)

Total Depth: (in)

Outlet Invert Depth: (in)

Flow Present?

[ ] Yes

[ ] No

If Yes, Flow Description:

[ ] Heavy

[ ] Moderate

[ ] Slight

[ ] Trickling

[ ] Standing

Does the basin have a hooded outlet cover?

[ ] Yes

[ ] No

Is Outlet Submerged?

[ ] Yes

[ ] No

Visible Problems/Odors/Observations:

[ ] NONE

[ ] Foam

[ ] Sewage

[ ] Orange Staining

[ ] Excessive sediment

[ ] Oil Sheen

[ ] Bacterial Sheen

[ ] Floatables

[ ] Pet Waste

[ ] Other (indicate below)

[ ] Optical Enhancers

[ ] Depression @ structure

[ ] Standing Water

[ ] Detergent Odor

[ ] Sewage Odor

Required Maintenance

[ ] Tree Work

[ ] New Grate Needed

[ ] Pipe Blocked

[ ] Frame Maintenance

[ ] Remove Sediment

[ ] Pipe Maintenance

[ ] Basin Undermined or Bypassed

[ ] Cannot Remove Grate

[ ] Corrosion at Structure

[ ] Erosion Around Structure

[ ] Remove Trash and Debris

[ ] Frame Needs Cement

[ ] Other (indicate below):

Other Required Maintenance:

Comments:

Sediment Height (Calculated): (In)

Sump Depth (Calculated): (in)

Percentage of Catch Basin Filled: (%)

Volume of Sediment Removed (ft^3)

ATTACHMENT 4

Town of Exeter Snow Removal and Ice Control Policy

Snow Plowing and Snow Removal

Standard Operating Procedures
Exeter, New Hampshire

No: 09 Date: 11-14-11

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B:2-b; Town ordinances #501 #502 #101.3 #102.2 #102.6

Approval Date:

Next Review Date: September 11-14-11

OBJECTIVE: It is the goal and intent of the Town of Exeter, New Hampshire to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on the roadways of the municipality for the safety and benefit of the Town's residents and the general motoring public.

PROCEDURE: The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the Town Winter Operations Snow Removal and Ice Control Procedures. Due to the many variables that are inherent in New England weather, each storm and/or weather event may require different levels of effort and/or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control strategy.

LEVEL OF SERVICE: It is not possible to maintain snow and ice-free roads or sidewalks during a winter storm. The Town will make every effort possible to provide unobstructed and clean roadways in order to facilitate safe transportation.

It is our policy to start to conduct snow plowing upon accumulation of two or more inches of snowfall. The Highway Superintendent or Public Works Director may, at his or her discretion based upon weather information reports, elect to not remove snow until greater or lesser accumulations.

Pre-treatment and ice control may be initiated prior to the actual storm beginning, during the actual storm as deemed effective, and following the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 20 degrees, and may not be applied until the temperature is 20 degrees or higher.

Sidewalk snow clearing operations on select sidewalks will be conducted during winter storms. Personnel and equipment availability and the needs to maintain safe roadways may delay sidewalk cleaning operations.

COMMAND: Direction of all winter maintenance activities for the Town is vested with the Highway Superintendent or his/her designee.

EXECUTION: The policy outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal and/or ice control for the Town. One or more of the following, which may delay or prevent the implementation of this policy, may affect all or any part of this Policy:

- Equipment Breakdown
- Snow Accumulation in Excess of 1" Per Hour
- Freezing Rain or Other Icing Conditions
- Traffic Congestion
- Emergencies
- Personnel Illness

ADOPTION: The Town has adopted the Winter Operations Snow Removal and Ice Control Policy effective 11/14/2011,. All residents are encouraged to familiarize themselves with the content as it describes the condition that one might expect to encounter before, during and following a winter storm event.

WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL PROCEDURES
(Includes Highway, Sidewalks, and Parking Areas)

EQUIPMENT: The Highway Department utilizes all the assets of the Public Works as needed to address snow and ice emergencies.

ROUTES: The Town is divided into 20 major plow routes and 6 treatment routes, (2 salt only and 4 sand/salt).

The Town uses several pieces of heavy equipment including wheeled loaders, Graders Wing and plow trucks and one ton trucks The Town has 3 sidewalk snow plows/blowers used for assigned sidewalks.

MATERIALS: The Department uses rock salt and sand for de-icing operations. The sand is used as an abrasive and is applied to the road to improve the public's motor vehicle traction. Salt is employed by the Department as a de-icing and anti-icing agent. Unless weather conditions require a different approach, winter maintenance routes are treated with salt and or a mixture of sand and salt as needed. Salt will be applied at a rate not to exceed 300 pounds per mile. The sand salt mixture used on residential and country roads is maintained at a minimum of one part salt to 4 parts sand. The mixture is applied to the center of the roadway where traffic can work

the mix traveling either way. The mixture, in conjunction with traffic action, creates a watery brine melting snow and/or ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the mixture brine. The sand/salt mixture is only effective to approximately 20 degrees Fahrenheit. Salt is applied to most of the arterial, collector and some side roads and is applied in the same manor as described previously. Other deicing agents such as calcium chloride are effective at lower temperatures. It is used minimally because of the impact on the environment and the need for specialized equipment.

COMMUNICATIONS: The majority of the Public Works equipment is equipped with two way communications. Each plow and equipment operator is assigned a unique call number. A list of all call numbers is displayed in each piece of equipment or truck. Portable and base radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with Exeter Dispatch and the Town police and fire departments.

SCHOOLS: The Public Works Department does not have the responsibility for the clearing of snow and winter treatment of the Town schools access road and parking lots.

PARKING BAN: The Town has a winter parking ban. It is in effective from December 1st to March 15th of each year. This ban prohibits parking in the Town rights of way (ROW) between the hours of 12:00 midnight and 6:00 am. The Town has the right to tow or ticket violators. The purpose of this winter parking ban is to allow winter maintenance crews unobstructed snow removal and ice control routes in order to maximize their efforts.

SNOW EMERGENCIES PARKING BANS: Snow emergency parking bans may be instituted by the Public Works Director with concurrence of the Police Chief in the event of a predicted or on-going severe winter snowstorm as authorized by town ordinance #102.6 SNOW EMERGENCY.

1. Contact Police Chief for concurrence with implementing the parking ban.
2. Notify the Town Manager.
3. Draft “News Release sing sample format on public works stationary.
4. Fax copies to:

Town Office	772-4709
Channel 22 & town web site	
Police Department	778-7061
WMUR Channel 9 News	641-9005
Fosters	749-7079
Exeter Newsletter	772-3830
WOKQ	749-1459
Chamber of Commerce	772-9965

PEA 777-4392

Union leader 668-0910

SAMPLE

January 3, 2004

NEWS RELEASE

The Town of Exeter has instituted a SNOW EMERGENCY PARKING BAN, which will begin 9:00pm on Friday January 3rd and remain in effect until 9:00 am Saturday, January 4th. Vehicles parked on or alongside town streets during this period will be towed at the owner's expense.

PLOW ROUTE PRIORITIES: With a total of 68 miles of roads from which to remove snow and control ice and 20 pieces of equipment to handle this responsibility, the Highway Department has to assign priorities for winter maintenance route activity in order to maximize the effectiveness of their efforts for the motoring public.

1. School bus routes will be given priority during school days. The business district will be maintained as practical during business hours, with the main snow clearance effort to be done during the snow parking curfew hours from 12 midnight to 6 A.M. Public Safety is a very great concern in this area due to many cars and pedestrians in the area. All night parking is permitted on Pleasant Street provided proper application is made to the office of the Town Manager and a permit is issued in compliance with rules established by the Board of Selectman and Town Manager. All night parking is permitted in designated areas in Town Lots (Water Street, Kossuth Street, Front Street and Center Street) with out a permit. During snow removal operations vehicles left for overnight parking must park in the designated areas to allow for clean up operations within these Town Lots.
2. Public parking areas at the rear of the Town Offices, each municipal department, and the Municipal Parking Lots will be cleared as soon as possible during the winter storm. The application of slip resistant materials will be applied after the storm as determined to be needed by the Highway Superintendent or acting representative.
3. Transfer Station/Recycle Center: Transfer station personnel may be required to assist with the Town's general winter maintenance operations. If the facility is open during the snow or ice storm, personnel will plow this area prior to opening for public use. Public areas shall be kept as clear as possible to provide as safe access as reasonably possible. Sand and other slip resistant materials shall be used in public areas. It often will not be possible to maintain clear ground, but a reasonable effort will be made during storms.
4. Fire Hydrants: Fire hydrants are cleaned of snow following the snow storms.

ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE: The Town of Exeter does not maintain a number of State roadways and certain sidewalks as part of its ongoing winter maintenance activities.

A. Town roads classified as Class VI roads and beyond the Urban Compact boundary.

B. Private roads.

C. School District sidewalks and parking areas, which are the responsibility of the school district.

D. Due to limited manpower and equipment a limited number of sidewalks are plowed. It is the goal of the department to plow all sidewalks used by children that walk to school while school is in session.

LOW SALT USE: The Town has established roadways or portion of roadways as low salt use areas to protect drinking water resources or other natural resources. A low salt area is one in which the municipality has determined it will use a low concentrate of salt as part of its ice control efforts for winter maintenance. The Town will post the area to warn traveling motorists that they are in a low salt area.

DAMAGE TO PRIVATE PROPERTY: The municipality is not responsible for damage to private property that is located within the public right of way. (RSA 231:92-a).The right of way (ROW) is often 50'wide, and is often confused by property owners as their property. In most cases, the ROW often extends 10 to 20 feet of either side of the road. Cultivated extensions of lawns, mailboxes, fence and stonewalls within the right of way improves the appearance of the street greatly, but is obstructive to good winter maintenance.

The snow windrow must be pushed back as far as possible for many reasons such as:

1: Traffic safety
2: Space for future snow storage.
3: Prevention of melting snow water from running onto the pavement
4: To permit maximum possible view of traffic and roads.

It is not possible for the town to replace or repair any type of structure erected by an abutting land owner within the right-of-way that has been damaged as a result of highway maintenance and construction work.

The Town is responsible for repair or replacement of property damaged by snow removal equipment having been in actual contact (not by the weight of snow being pushed back) and only if the damaged is property is on private property. Damage within the public right-of-way , Lawns, Fences, Granite post) is not the responsibility of the Town.

Mail Boxes Town Rights –of-way
Selectmen's Policy 03-33
1, Mailboxes in stalled on town property or within the public rights of way must be positioned in accordance with town standards. The Towns liability for damages to any mailbox and post will

not exceed $35.00 .Claims must be initiated by the resident, with work being completed by the department as scheduling allows. In the case of residents requesting more than basic mailbox installations, the Town will provide payment (not to exceed $35.00 for materials and $15.00 for labor) to the resident, with proper invoicing provided.

2, With the exception of mailboxes , the Town accepts no responsibility for damages to structures, (i.e. granite post, lamppost, fences, ect) located on town property or within the public right – of –way.

3, Installation of any other structures or plants require permission of the Town by way of an excavation permit, approval of the Highway Superintendent and / pr Selectmens approval, and would require a hold harmless agreement absolving the Town of Exeter of Liability.

OBSTRUCTING ROADS AND SIDEWALKS: This is prohibited by law and can cause a serious hazard Revised State Statutes 41:11 47:17 VII and 236:20. Town Ordinance (502) No person, firm or corporation engaged in the operation of snow plowing, blowing or removing shall allow or cause any accumulation of snow to obstruct or impair any town-maintained street, roadway, sidewalk, parking lot or right-of way, unless such operations are approved by the Highway Superintendent or the Director of Public Works.

POST STORM OPERATIONS: As determined by the Highway Superintendent, the snow banks resulting from the previous accumulations shall be pushed back, or shelved, using the plow and wing of the grader or other suitable equipment to make space for future snow storms.

DOWNTOWN SNOW REMOVAL OPERATIONS: During the initial stages of the storm, only the roadways through the town center maybe plowed. (As parking areas along the businesses are free of parked vehicles, snow removal equipment may swing wider through the street to push back large amounts of accumulated snow.)

The Town Center is defined as being bounded on the north by Water Street, on the west by Main Street on the south by Front Street and to the East by High Street. Between November 15th and April 15th snow removal in the Town Center shall not begin until 10 PM and shall cease operations at 7 AM. Cars left in this area after the stated times will be called into the Police Department to be towed away. No snow removal operations will be conducted in the area of such vehicles until they have been removed.

SIDEWALK SNOW REMOVAL:
A. Sidewalk snow clearance will not begin until all other snow removal operations are manned and in progress. If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads shall take priority.

B. Sidewalks outside the Town Center shall be cleared as soon as possible during and after the storm.

C. Sidewalks leading to the schools and town center are a priority, similar to the roads being

school priority routes.

D. The sidewalks will be treated with sand as quickly as possible after the storm.

F. The Arterial sidewalks listed below are to be cleared of snow and sanded as described above.

Water Street	Drinkwater Road	Chestnut St
Main Street	String Bridge	Brentwood Rd
Pleasant Street	Swasey Parkway	Tan Lane
Front Street	Linden Street	Spring St
Portsmouth Avenue	Gill Street	
Center Street	Court Street	
High Street	Pine Street	
Winter Street	Lincoln St	

G. The secondary sidewalks will be plowed and sanded only after roads and arterial sidewalks are cleared.

Franklin St	South St	Elm St	Elliot St	Gary Ln	Union St
School St	Washington St	Holland Way	Park St	Clifford St	
Bow St	Grove St	Jady Hill Ave	Chestnut St	Summer St	

If pedestrians or vehicles cause obstructions to the sidewalk snow removal operations, the Town's winter maintenance operators are encouraged to request their cooperation. Otherwise, the operator is expected to call the Police for assistance. The operator is cautioned to avoid confrontation at all possible costs.

APPENDIX A
TERMINOLOGY

In an effort to avoid confusion, the following standardized terminology is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions.

Treat Roads: Roads spread with salt and or a mixture of sand and salt. The proportion of the sand/salt mixture will be determined by the Road Agent or his or her designee. Mixture will be spread along the centerline of the roadway in a width of two to four feet.

Treat Route: The spreading of salt and or a sand/salt mix on all roads, in such a manner that one backtracks as little as possible.

Treat Mains: The treating of just the high traffic volume roads. Depending on conditions, drivers

Open: Keeping the center of roads open; not spending a lot of time clearing route intersections or turn arounds. This normally will be requested while snow is falling and there is a need to finish the drivers' routes in as short a time as possible. (One-inch per hour would result in three to four inches of snow at the beginning of routes before a truck gets back to it.)

Open Full: Making extra passes at Routes/intersections to allow vehicle traffic to flow better. This is also aimed at getting the whole route done in as short a time as possible.

Cleanup: Clean-up and push back all roads. Clean-up intersections; turn arounds, Route and cul de sacs. Some areas may require more than one pass.

Slush Off: Scrape off any snow/ice that has loosened up from treating with salt. Normally it will require one pass each way unless advised to slush off and clean up.

Push/Back: After several large storms it may be necessary to send a truck or the grader out to shelf or back snow win rows. A loader will normally go along to clean up driveways and intersections.

Drafted by the Exeter, NH Public Department
Adopted:

ATTACHMENT 5

Inventory of Municipally-Owned or Operated Structural BMPs

INVENTORY OF MUNICIPALLY-OWNED OR OPERATED STRUCTURAL BMPS

Ownership	BMP Type	Location	Location Alias	Inspection Responsibility
Town of Exeter	Water Quality Unit	62 Epping Rd		DPW Highway
	Rain Garden	4 Chestnut St	Town Library	DPW Highway
	Water Quality Unit	Court St		DPW Highway
	Water Quality Unit	Water St	Waterfront Park	DPW Highway
	Infiltration Trench	Lincoln St		DPW Highway
	Media Box Filters (Bio-filtration)			DPW Highway
Exeter Region Cooperative	Water Quality Unit	30 Linden St	Seacoast School of Technology	SAU-16 personnel/contractor
	Dry Water Quality Swale/Grass Swale		Seacoast School of Technology	SAU-16 personnel/contractor
	Wet Pond	1 Blue Hawk Dr	Exeter High School	SAU-16 personnel/contractor
	Extended Dry Detention Basin		Exeter High School	SAU-16 personnel/contractor
	Dry Water Quality Swale/Grass Swale		Exeter High School	SAU-16 personnel/contractor
	Gravel Wetland	Main St	Main St School	SAU-16 personnel/contractor
	Porous Pavement (w/Underdrain)		Main St School	SAU-16 personnel/contractor

ATTACHMENT 6

Annual Inspection Forms – Structural Stormwater BMPs

ANNUAL INSPECTION* – STRUCTURAL STORMWATER BMP

BIORETENTION AREA / RAIN GARDEN

General Information

BMP Type			
BMP Location		Location Alias	
Inspector			
Date of Inspection:			
Type of Inspection	☐ Regular ☐ Pre-Storm ☐ During Storm ☐ Post-Storm		

Inspection Item	Status	Corrective Action Needed
Is there accumulated sediment in the pretreatment measure?	☐ Yes ☐ No ☐ NA	
Is there trash and debris that needs to be removed?		
Are there signs of erosion or bare areas?	☐ Yes ☐ No ☐ NA	
Is vegetation healthy?	☐ Yes ☐ No ☐ NA	
Does vegetation need pruning?	☐ Yes ☐ No ☐ NA	
Does dead/diseased vegetation need to be removed?	☐ Yes ☐ No ☐ NA	
Are invasive species present?	☐ Yes ☐ No ☐ NA	
Does system drain within 72 hours?	☐ Yes ☐ No ☐ NA	

Maintenance Notes

Date maintenance referred to Highway Department	
Date maintenance completed	
Notes on maintenance completed	

*NH DES Stormwater Manual: Volume 2 recommends inspecting twice annually and following rainfall events >2.5” in a 24-hour period.

ANNUAL INSPECTION* – STRUCTURAL STORMWATER BMP

WATER QUALITY UNIT

General Information

BMP Type			
BMP Location		Location Alias	
Inspector			
Date of Inspection:			
Type of Inspection	☐ Regular ☐ Pre-Storm ☐ During Storm ☐ Post-Storm		

Inspection Item	Status	Corrective Action Needed
Are there blockages or signs of blockages in sediment chamber?	☐ Yes ☐ No ☐ NA	
Are there blockages or signs of blockages in oil chamber?	☐ Yes ☐ No ☐ NA	
Are there blockages or signs of blockages in by-pass structure?	☐ Yes ☐ No ☐ NA	
Is there any damage to the structure and components?	☐ Yes ☐ No ☐ NA	
Depth of sediment		
Depth of oil and floatable debris		

Maintenance Notes

Date maintenance referred to Highway Department	
Date maintenance completed	
Notes on maintenance completed	

*Manufacturer recommends quarterly inspections and after major storm events. Refer to manufacturer guide for Inspection & Maintenance procedures, including maximum allowable depth of sediment.

ANNUAL INSPECTION* – STRUCTURAL STORMWATER BMP

INFILTRATION TRENCH

General Information

BMP Type			
BMP Location		Location Alias	
Inspector			
Date of Inspection:			
Type of Inspection	☐ Regular ☐ Pre-Storm ☐ During Storm ☐ Post-Storm		

Inspection Item	Status	Corrective Action Needed
Is there accumulated sediment or debris in pretreatment measure?	☐ Yes ☐ No ☐ NA	
Does system drain within 72 hours?	☐ Yes ☐ No ☐ NA	
Is there accumulated sediment/debris or blockages in connected drain manholes?	☐ Yes ☐ No ☐ NA	
Are there signs of extended ponding in connected drain manholes?	☐ Yes ☐ No ☐ NA	

Maintenance Notes

Date maintenance referred to Highway Department	
Date maintenance completed	
Notes on maintenance completed	

*NH DES Stormwater Manual: Volume 2 recommends inspecting twice annually and following rainfall events >2.5” in a 24-hour period.

ANNUAL INSPECTION – STRUCTURAL STORMWATER BMP

MEDIA BOX FILTER

General Information

BMP Type			
BMP Location		Location Alias	
Inspector			
Date of Inspection:			
Type of Inspection	☐ Regular ☐ Pre-Storm ☐ During Storm ☐ Post-Storm		

Inspection Item	Status	Corrective Action Needed
Is there accumulated sediment or debris in pretreatment side of the structure?	☐ Yes ☐ No ☐ NA	
Are there blockages in the trash and debris screen?	☐ Yes ☐ No ☐ NA	
Does system drain within 72 hours?	☐ Yes ☐ No ☐ NA	
Does media show signs of becoming clogged/failing?	☐ Yes ☐ No ☐ NA	

Maintenance Notes

Date maintenance referred to Highway Department	
Date maintenance completed	
Notes on maintenance completed	

ATTACHMENT 7

Supporting Maintenance Procedures

INSTALLATION GUIDE

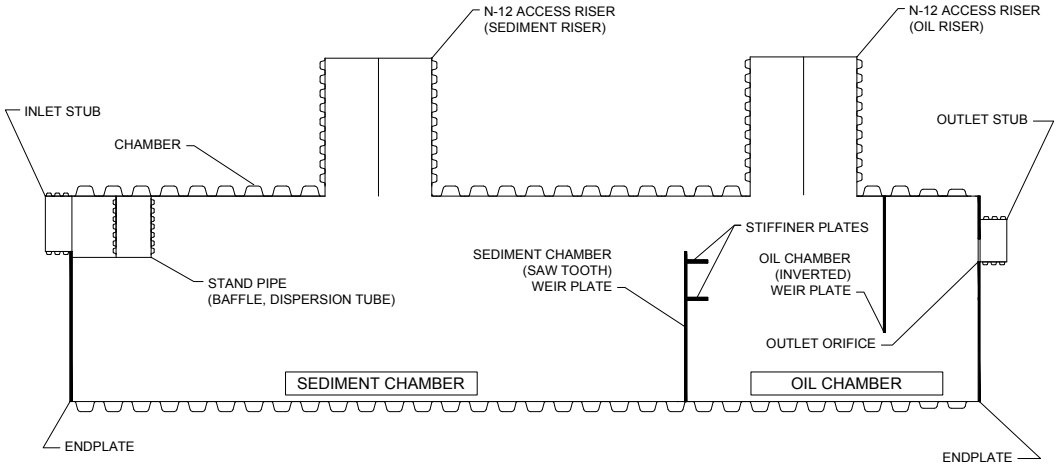
Storm Water Quality Units – Inspection & Maintenance

IG 2.02
October 2008

Description / Basic Function

The ADS Water Quality Unit harnesses the proven concepts utilized in municipal sewage treatment systems and transforms it into a compact Water Quality Unit.

The unit is ideal for storm water applications including gas stations and fast food restaurants; this system gives you a highly effective BMP solution to meet EPA requirements.



Risers

The ADS Water Quality Unit consists of two risers. A 24" riser is centered over Sediment and Oil Chambers. These two risers provide access to the individual chambers of the Storm Water Quality Unit for maintenance and inspection. Entry into the WQU should be considered an OSHA confined space and appropriate guidelines should be followed.

Maintenance Overview

The purpose of maintaining a clean and obstruction free Water Quality Unit is to ensure the system performs its intended function. A build up of debris in excess of the design storage volume could reduce the efficiency of the system.

A company specializing in such activities should perform inspection and maintenance of the Water Quality Unit.

Inspection / Maintenance Frequency for the ADS Water Quality Unit

- Inspected quarterly (4 times a year) and after major storm events.
- Cleaned (pumped and pressure washed) a minimum of once a calendar year
- Site or surrounding site conditions may require more inspections and maintenance

Inspection

An inspection should be performed when the system is installed. This allows the owner to measure the invert prior to accumulation of sediment. This survey will allow the monitoring of sediment build-up without entering the system, thereby eliminating the need for confined space entry. Documentation of pre-inspection data should be captured.

Procedures

1. In the By-Pass Structure inspect for blockage. Inspect the diversion structure and weir for damage and sediment buildup. Any damage should be repaired and sediment should be removed as required.
2. On the Water Quality Unit, locate the risers. The risers will be 24" in diameter.
3. Remove the lid of each riser. It is recommend that this be done one at a time so an open riser is not left exposed during inspection or maintenance of the other risers.
4. In the 24" riser over the Sediment Chamber, inspect the amount of floatable debris. Then measure the sediment buildup with a measuring device such as a Sludge Judge® Also inspect that the inlet pipe does not have any blockage. Blockage inspection is better suited after unit is vacuumed. Any confined space entry would be done through this riser and OSHA requirements must be followed.
5. In the 24" riser over the Oil Chamber, measure / inspect the oil depth.
6. Inspect structure and components for any damage.
7. Replace all riser lids.

Maintenance

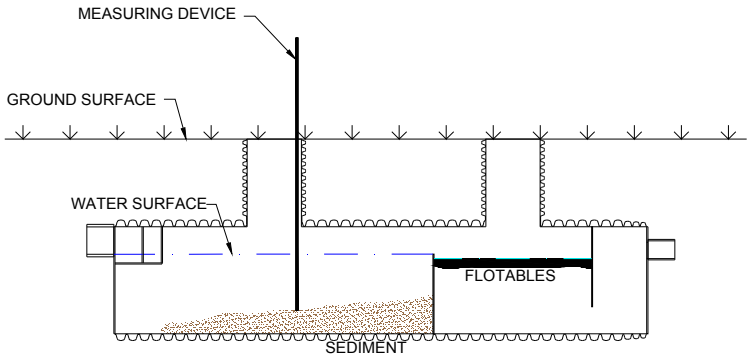
Cleaning should be performed if ***sediment volume has reduced the storage area by 20% or if the depth of sediment has reached approximately 25% of the diameter of the structure (See Table 1 for cleanout depth information).*** Furthermore, the system may need cleaning in the event a spill of a foreign substance enters the unit.

Inspection Procedures (Measuring Sediment Depth)

1. Lower measuring device into sediment riser of unit.
2. Read measurement at ground surface.
3. Subtract the current measurement reading from the distance between the ground surface to the invert of the SWQU (obtained when unit was first installed or is clean).
4. Compare calculated difference to the respective value in Table 1. If resulting value is equal to or greater than the respective value on the Table 1, maintenance shall be performed. The figure below illustrates the inspection procedure.

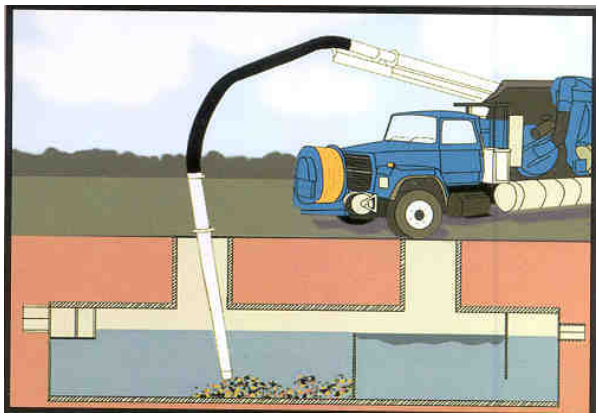
Table 1
Sediment Depth at Cleanout

Model Number	Diameter (jn)	Sediment Depth (in)
3620WQ	36	9
3640WQ	36	9
4220WQ	42	10
4240WQ	42	10
4820WQ	48	12
4840WQ	48	12
6020WQ	60	15
6040WQ	60	15



Cleaning Procedures

1. Insert vacuum hose into By-Pass Structure and pump out. Inspect By-Pass Structure for any damage.
2. Insert vacuum hose into 24” riser and pump out the Sediment Chamber. Pressure wash this Chamber if needed. Inspect for any damage. Inspect the inlet pipe for any blockage. Also inspect weir plate for damage.
3. Insert vacuum hose into other 24” riser. This will pump out the Oil Chamber. Inspect for any structural damage. Pressure wash this Chamber if needed.
4. Refill water quality unit with water.
5. Replace all riser lids.



The owner or operator is responsible for meeting all federal, state, and local laws and regulations during the maintenance and cleanout operations.

Material Disposal

Owners are responsible for complying with all federal, state, and local regulations when disposing of material collected from the storm water quality unit. Water and sediment from cleanout procedures should not be dumped into sanitary sewer.