

REV 2

TOWN OF SOUTH THOMASTON

OPERATIONS AND MAINTENANCE MANUAL

DEMOLITION DEBRIS DISPOSAL FACILITY

REVISION BY:

SOUTH THOMASTON SELECTBOARD:

~~JOHN SPEAR~~~~WALTER REITZ, CHAIRMAN~~

~~JEFF NORTHGRAVES~~~~JOHN SPEAR~~

~~SUE SNOW~~~~JAN GAUDIO~~

REVISED FEBRUARY, 2005

REVISED SEPTEMBER 16, 2014

REVISED APRIL, 2016

REVISED JULY and NOVEMBER, 2018

REVISED JULY 7, 2020

REVISED JANUARY??, 2025

Part I • General

A. Introduction

1. Scope of the Manual:

This manual is intended to serve as a guide to supervisors and attendants for the proper operation and maintenance of the Demolition Debris Facility (hereinafter facility). It is not the intent of this manual to provide detailed specifications for construction or equipment maintenance. All personnel assigned to operations or supervision should be familiar with the contents of this manual and be aware of their roles in operating a well-run, safe and cost effective facility.

2. Summary of the Project:

The Town of South Thomaston (hereinafter Town), population approximately 1,600, decided the most advantageous way of disposing of its demolition debris was to locate a transfer station and to have the demolition debris transported by contractual agreement. The current transport contract is with D.M. & J Waste Disposal. The site also provides a space for burning of brush and clean wood. Clean wood is no longer burned. On an experimental basis brush is also currently being transported of site but the site permit issued by DEP still allows the burning of brush.

Unless otherwise noted, Hhereinafter the word ~~demolition~~ debris shall mean demolition debris, brush and clean wood.

B. Managerial Responsibilities:

1. Personnel Responsibilities:

The facility is owned and operated by the Town under the supervision of the Selectboard, Facility Operator (~~Road Commissioner~~), and the Facility Attendant ~~and the Selectboard~~. The Town has the responsibility to ensure that the facility and site are properly maintained and operated. The Facility Attendant is responsible for the daily operation of the facility in accordance with the guidelines set forth in this manual and with good judgment. Any problems or maintenance requirements should be discussed first with the Facility Attendant and then if necessary, with the Facility Operator. At all times, "safety first" should be practiced.

Current key contact include the Facility Operator and the Town Administrator - at 596-6584.

2. Facility Security and Safety:

The gate to the facility may be open only when the Facility Attendant is present, or when full loads are to be transported from the facility. The gate shall be closed and locked at all other times. The Facility Operator shall maintain a posting of the hour's operation and other limitations and conditions of access at the entrance to the facility. It is the responsibility of the Facility Operator to ensure that all required safety features have been installed, are maintained, and that personnel are fully instructed in the hazards and safety procedures of their work.

The Facility Attendant shall instruct the public to use the facility for its intended purpose only and to stay within those areas open for their use. Children should not be allowed to wander around the facility. Children under (12) twelve should not be allowed on site without direct adult supervision. There should be no loitering at the site.

3. Hours of Operation

The facility will be open year round Wednesday and Saturday 9am - 4pm, excluding legal holidays. Except for emergencies, operational hours shall only be modified by the Selectboard.

Part II. The Demo Debris Facility

A. Site Description:

1. Site layout:

The Facility is located on the Stump Dump Road off Route 73 (Spruce Head Road), behind the Municipal Building located at 125 Spruce Head Road. The facility site includes areas for burning brush ~~and clean wood~~ and for loading containers with other debris that is to be transferred off site. Also included on the site is an attendants shed, an outhouse and a septic storage tank. This tank is no longer in use and is not currently permitted for use. The area where the brush is burned was built to a higher surface elevation by the Town in 2015 under the direction of the Maine DEP. The perimeter of the site has been cleared of most vegetation to create a no burn ring around the brush burning area.

2. Winter Sand for Resident's Personal Use:

Sand for residential use is no longer available at the Town Salt and Sand Shed. Access to the Town Salt and Sand Shed is restricted to authorized personnel only. However, the Town does place a pile of sand in the Demo Debris Facility near the access road during winter months. Sand is available for Town of South Thomaston residents only and available during normal demo debris facility operating hours. It is intended for personal use in slippery areas of dooryard drives and walks. There is no charge for the sand, but residents must supply their own buckets and may collect no more than 15 gallons of sand per day. Commercial use is strictly forbidden.

3. Access Road and Traffic Pattern:

Access to the facility is from Route 73 (Spruce Head Road). The ~~Road Commissioner Facility Operator~~ shall provide and maintain in good repair access roads at the facility site. Such access ~~roads wads~~ shall be ~~so~~ designed and constructed so that traffic will enter and exit the site safely, flow smoothly and will not be interrupted by inclement weather. Vehicles should first approach the facility where their loads can be inspected. The attendant shall then direct them to the proper location or container.

B. Facility Description:

1. Basic Concept:

The basic concept of the facility is to provide a central location where ~~demolition~~ debris may be concentrated prior to transport to a processing or disposal center or to be burned. The facility consists of ~~three~~ (3) primary

components: (1) a receiving/inspection area, (2) debris storage holding roll off bin(s) and retaining wall. , and (3) a ~~wood and~~ brush burning area.

2. Utilities:

Electrical power is provided for lighting and other small electrical requirements. Fire protection is provided by the South Thomaston Fire Department. An onsite fire extinguisher is to be maintained in good working order on site at all times.

C. Facility Operation:

1. Debris Deposit Limitations

The facility is not equipped to process large amounts of debris in a short period of time, such as debris from a building demolition project. ~~Consequently~~Consequently, debris disposal limits are as follows:

- a) No single load of debris in excess of 6 cubic yards may be deposited at the facility, with the exception of up to 12 cubic yards of burnable brush that may be deposited in one load.
- b) No debris in an aggregate amount exceeding 12 cubic yards from a single source may be deposited at the facility in a single day.
- c) No debris in an aggregate amount exceeding 12 cubic yards may be deposited at the facility by one person, or more than one person using the same truck and/or trailer, in a single day.

2. Source of Debris:

The source of the debris accepted at the facility shall only be from within the boundaries of the Town ~~of South Thomaston~~. Each time a person deposits debris they shall enter into a log book, which shall be provided by the attendant, the following information:

Name

Address of debris source

Name of property owner of debris source

Email and phone # of property owner

Plate number of vehicle

Sticker or fee voucher number

3. Permit Stickers

- a) Residents of the Town ~~of South Thomaston~~ and nonresident property owners are required to display a current year permit sticker to ~~enter facility~~ and deposit debris. Stickers shall be affixed to the windshield or other window of the vehicle.
- b) Stickers may be purchased at the Town Office. The Selectboard shall establish and modify the fee amount as it deems advisable.
- c) The Town Office staff shall maintain a record of the name, address, plate # and sticker number for each person issued a sticker.

PERMIT STICKERS ARE REQUIRED FOR ALL RESIDENTS AND NON RESIDENT PROPERTY OWNERS IN ORDER TO DUMP AT THE FACILITY. THEY ARE AVAILABLE AT THE TOWN OFFICE. THE COST IS \$~~20.00~~ 10.00. STICKERS MUST BE AFFIXED TO THE WINDOW OF A VEHICLE.

4. Fees

- a) Prior to depositing debris all facility users, including residents, non-resident property owners and resident and nonresident contractors ~~that are residents of the town or nonresidents~~, must pay a user fee in accordance with the below attached schedule.
- b) ~~Notwithstanding item 3,a, above, residents of the town and nonresident property owners displaying valid stickers may deposit debris for no fee if the source of the debris is from property within town that the resident or nonresident property owner owns, rents, leases or otherwise occupies.~~
- c) All user ~~contractor~~ fees must be ~~are~~ paid at the Town Office. Upon payment of the fee the user will be issued a numbered voucher that must be presented to the Facility Attendant and entered into the log when debris is deposited at the facility.
- d) ~~Contractors may not pay the fee and obtain the vouchers directly. The property owner must contact the Town Office and pay the fee directly to the Town in the form of cash, a check or by credit card. The property owner may authorize the Town Office to release the vouchers directly to a contractor. Excess vouchers exceeding the estimated number of vouchers required may be returned for a refund, but may not be used by the contractor to deposit debris from an alternative site.~~
- e) ~~Contractors may purchase vouchers directly for debris that is generated from property they own.~~
- f) ~~Contractor~~ Fee Schedule: effective March, August 2020

1-3 YARDS	\$20.00
3+ -6 YARDS	\$40.00
6+ -9 YARDS OF BRUSH	\$65.00
9+ -12 YARDS OF BRUSH	\$75.00
(1) MATTRESS	\$10.00

VEHICLE/TRAILER FEES - Container and Brush Pile

Small amount transported by car or SUV	\$0
-Pick Up Truck	\$15 -- ½ or less load \$10
1 Axle Trailer, 8 Foot or Less	\$25 --½ or less load \$15
1 Axle Trailer 8 Greater than 8 ft	\$30 – ½ or less load \$20
2 Axle Trailer	\$40 – ½ or less load \$25
1 Ton Truck	\$30 – ½ or less load \$20
Single Axle Dump Truck	\$40 – ½ or less load \$25

Other Fees

Mattresses, Box Springs, Stuffed Chairs, other furniture, rope \$10

LARGER VEHICLES AND TRAILERS NOT ACCEPTED

IMPORTANT: FEES MUST BE PAID FOR AT THE TOWN OFFICE BEFORE DEBRIS IS TAKEN TO THE FACILITY. A VOUCHER DEMONSTRATING THAT THE FEE HAS BEEN PAID SHALL BE PRESENTED TO THE ATTENDANT PRIOR TO DEBRIS DISPOSAL.

g) Notwithstanding d. and f. above, contractors may apply for a declaration of a Contractor in Good Standing. Such a declaration will exempt the contractor from the requirements contractors can not purchase vouchers on behalf of the property owner vehicle trailer fees assessed on a per trip basis.

Exemptions may be granted by the Facility Operator upon payment of an annual fee of \$1,000 and based on standards promulgated by him/or her. His/her decision shall be final and non-appealable. Standards to be applied include, but are not limited to, clear and consistent compliance with the requirements set forth in this manual, cooperative compliance with directives of the attendant and/or facility operator, prompt payment of fees, and transparency as to the source of debris. Annual fees must be paid in advance, but may be paid in quarterly payments of \$250. No refunds will be granted.

2. Acceptable Debris:

Examples of acceptable demolition debris are as follows:

- a) wallboard
- b) asphalt shingles
- c) windows
- d) doors
- e) furniture
- e)f) mattresses/box springs
- d)g) ropes
- e)h) insulation
- f)i) carpeting
- g)j) ~~tree limbs~~
- h)k) brush, leaves, grass

i)l) lumber

j)m) wood chips

k)n) wood shavings

l)o) plywood

m)p) concrete form work

n)q) saw dust

o)r) lumber, tree limbs, and branches not exceeding (6) inches in diameter and/or (8) eight feet in length

3. **Unacceptable Waste:**

Unacceptable wastes are materials not considered acceptable, reclaimable, or specially approved by the Town for disposal at the facility.

The following is a list of unacceptable wastes:

a) junked or abandoned vehicles including metal parts of vehicles

b) cardboard

asbestos and asbestos containing wastes

c) contaminated soils

d) medical and other potentially infectious or pathogenic wastes

e) sand blast grit

f) liquid wastes

g) waste, wastewater, paper mill or tannery sludge's

h) dredge spoils

i) inert fill

j) agricultural wastes

k) sewage

l) industrial process wastes

m) hazardous or special wastes including: fluorescent tubes, thermometers, mercury switches, batteries, and explosives

n) appliances such as: refrigerators, freezers, white goods, water heaters, stoves, washers, dryers, or any enameled appliances

o) metals such as: iron, steel, aluminum, copper, brass, sheet metal, wire, cable, and cable fencing.

p) TVs, CRTs, computers and other electronic devices

q) stumps

r) waste that could cause transportation problems

s) hay of any kind

t) other wastes designated by the Town or the Maine Department of Environmental Protection

4. **Question of Acceptability:**

The facility operator and/or attendant has the authority to accept or reject any type of material that is not referenced in this operation and maintenance manual.

5. Vehicle Unloading

Vehicles delivering debris to the site will stop at the attendant's building. Signs and the attendant's direction will guide people to the proper areas for discharge of different demolition debris. ~~Trucks may not dump directly into the dumpsters. Debris should be offloaded by hand.~~

6. Odor, Noise, and Litter:

Due to the transportation of demolition debris regularly and the nature of the items accepted odor should not be a problem at the site during normal operations. Noise should pose no major impact due to the remoteness of the site. Litter is always a potential problem in working with waste. The Facility Attendant is responsible to control and clean up the litter.

7. Storage:

When ~~either of the (2)~~ roll off container(s) are full, the attendant shall notify the Facility Operator. The Facility Operator will then ~~cause the use equipment to compact~~ the debris located in the containers to be compacted. This procedure is repeated until the container is ready to be transferred. A single 50 yard transfer trailer would at this density have a capacity of approximately 8 tons resulting in a gross vehicle weight which is within the applicable weight limits.

8. Contingency Plan:

~~With two (2) roll off bins it is unlikely this plan would be needed. However, i~~In the event that the available rolls off container(s) ~~are were~~ full debris may be place on the ground and later transferred to a container. Additionally, - the Facility Operator may temporarily reschedule the operating hours of the facility.

9. Personnel Responsibilities

Personnel at the site consists of a Facility Attendant whose responsibility is to monitor the incoming demolition debris. He may refuse to accept any demolition debris which he may consider unacceptable. The Facility Attendant is also responsible for maintaining the site in a safe condition for public use. Access may be refused to anyone without a proper sticker or fee voucher.

Any user who violates these facility rules shall be issued a written warning by the Facility Operator noting that a subsequent violation may result, after notice and hearing by the Selectboard, in the suspension or termination of the privilege to use the facility. Some egregious violations such as disposing of unacceptable material, depositing debris without a valid sticker or proper voucher and/or failure to accurately complete the log, may proceed directing to the Selectboard without the written warning described above being issued.

10. 11. Safety and Fire Protection:

The attendant must be aware of the type of demolition debris being brought to the site to eliminate possible fire hazards initiating from debris. **All** debris should be inspected for any potentially combustible or hazardous materials. Except in emergencies, loads that are smoldering or hot may not be deposited at the facility. Emergency hot loads are to be placed in the center of the paved area as directed by the attendant. Upon

placement of emergency hot loads the facility will be shut down until the load is no longer hot. The attendant should contact 911.

For minor fires, a fire extinguisher kept on site can be used. A first aid kit is located in the building on site. In case of a major injury the attendant or operator shall call 911.

In 2016 the Selectboard authorized the facility operator to henceforth post and maintain signs prohibiting hunting in areas adjacent to the facility in accordance with a plan on file with the Town Clerk.

11. 12. Accounting Procedures:

Weight records of demolition debris transferred from the facility will be kept by the Town Administrator in the Town Office, also maintaining a set of records for cost estimating and planning purposes. Future budgets will depend on the accurate recording of volume trends and the costs associated with them. Records will also be kept on the amounts and type of materials. Maintenance and utility usage will also be recorded

.D). Transfer Station Maintenance:

1) Access Roads:

The access roads are to be repaired and re-graded as required. In the winter, they are to be plowed, sanded, and generally kept accessible. It will be the responsibility of the Town's snow plow contract to maintain the access road to and from the site after snow and ice storms. The snow banks at the intersection of the access road should be plowed back after each storm to maintain safe sight distances for vehicles leaving the site. Ice melting materials shall be used around the building where foot traffic occurs.

2) Facility:

Routine maintenance of the facility will be the responsibility of the Facility Operator who shall inspect the facility once a week or more frequently as needed. The Town Administrator should be contacted for any major maintenance problems.

South Thomaston Selectboard:

~~Walter Reitz~~ John Spear, Chair

~~John Spear~~ Sue Snow

~~Jan Gaudio~~ Jeff Northgraves

Signed the ~~7th~~ day of ~~January~~ July 2024. Fee changes become in effect on March 1, 2025

DRAFT