



3/27/2015



Town of Avon QLP

Quality of Life Plan



Original Submittal

Town of Avon Quality of Life Plan documents and records are maintained as electronic files on the Town's computer system. Printed copies are not controlled or updated.

Mission Statement:

The Town of Avon Leadership is committed to creating a safe, vibrant community for active families and thriving businesses. We recognize that a healthy ecosystem is the basis for that goal. We will work toward increasing appreciation for our natural environment through:

- Fostering environmental leadership, community awareness, education and cooperation among Town employees, residents, businesses, and our neighboring communities;
- Encouraging and communicating best management practices at all levels;
- Utilizing pollution prevention practices to protect our air, soil, and water.
- Encouraging energy and resource efficiency and continuous environmental improvement for all town employees;
- Committing to operate in compliance with relevant environmental legislation, regulations, and voluntary commitments.
- Sharing environmental decisions and performance information with our community.

Attachment A is a signed copy of the Avon Town Council resolution

Roles and Responsibilities:

The Stakeholder Committee members are responsible as a group to discuss, prioritize, and select environmental projects within the Town. The Committee is also responsible for crafting and implementing this Quality of Life Plan and associated documents.

Committee members are:

Tom Klein, Town Manager
Jodi Dickey, Department of Planning and Building
Ryan Cannon, Department of Public Works
Gary Gamble, Department of Parks

Specifically, Committee members are responsible for:

- Meeting periodically to identify operational changes that might require the QLP (Plan) to be modified;
- Providing assistance to Town and contract employees to assure implementation, monitoring, and maintenance of the Plan;
- Working with their respective Departments to implement initiatives and provide dialogue on the Plan;
- Organizing and participating in training required or as indicated to implement the Plan;
- Participating in audits on the Plan and associated documents annually (after receiving CLEAN designation); and,
- Incorporating Plan goals in the development of new processes and/or services and the modification of existing processes and/or services.

Environmental Goals:

Operational Activities

The following Town departments are included in the Plan – Administration, Planning and Building, Parks, and Public Works. Committee members are responsible for identifying the activities and operations that may have environmental impacts and for crafting (in conjunction with IDEM program coordinator) the goals and objectives to mitigate those impacts. Below is a list of the departments and their general activities

Administration: General office activities; computer, phone/fax, copier use; purchasing; communications; budgeting; policy implementation; education and outreach.

Planning and Building: General office activities; computer, phone/fax, copier use; purchasing; communications; education and outreach; preparing written documents and presentation materials; technical assistance to general public, developers, council, and boards/commissions; building permits and inspections; code violation inspections; policy and implementation.

Parks: General office activities; computer, phone, copier use; purchasing; communications; education and outreach; preparing written documents and presentation materials; public educational and leisure programming; park site

design and construction; snow removal; park facility and equipment maintenance.

Public Works: General office activities; computer, phone/fax, copier use; purchasing; communications; education and outreach; preparing written documents and presentation materials; technical assistance to general public, developers, council, and boards/commissions; road construction review and inspections; general development plan review and inspection; drainage and street complaints and inspection; street sweeping and snow removal/salting; right-of-way mowing and management; building and equipment maintenance; floodplain management.

Identifying Aspects and Impacts

The committee works to identify the activities of each department and then seeks to identify the impacts of those daily/weekly/monthly/annually activities. Committee members evaluate each activity in relationship to its potential or real impact on the environment in conjunction with staff and IDEM resources (personnel and written materials). Activities are then prioritized based on applicability, level of negative impact, ease of mitigation, and potential benefits. The resultant activities are then included in Avon's Quality of Life Plan.

Attachment B is a list of prioritized aspects and impacts, including ranking and definitions.

Identifying Objectives and Targets

The stakeholder committee selected five environmental aspects (air, water, hazardous materials, materials, other) to work on during each three year CLEAN designation period. Along with the general categories, the committee will determine objectives, targets, and action plans for each selected aspect.

In addition, the committee is responsible for preparing and updating the QLP document, objectives, targets, and the action plan (at least quarterly) in anticipation of the CLEAN Community Challenge annual performance report.

Attachment C includes the five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

Implementation and Operation Procedures:

Document Management and Control

All documents pertaining to the committee, their initiatives, and Avon's Quality of Life Plan will be stored on the Town's electronic document management system. Records for all departments are stored and accessed electronically through this system. The master copy of the QLP will be available to all employees and public (via town website); however, only stakeholder committee members will be able to modify the documents.

Creating Documents: Creation of the Plan itself is done through the stakeholder committee only. Revisions to any town operating or work procedures required as part of the Plan will be initiated through the committee and vetted through the Town Manager and Council (if policy changes are required).

Revising Documents: Any committee member may suggest changes to the Plan. The committee as a whole will review and potentially adopt the suggestion(s). The Plan Primary Contact will be responsible to make approved revisions to the Plan and disseminating those changes. Revisions will be noted on the Plan title page with the date the revision was approved. Obsolete documents will be removed from the electronic files. Printed copies of obsolete Plan documents may be retained for historical purposes. Printed copies of the Plan will not be controlled and a disclaimer is included with the Plan.

Record Keeping: Each department is responsible for maintaining records pertinent to their operations and in accord with the Plan. All documents are kept on the Town's electronic file system and backed up on the Town's server regularly.

Legal and Regulatory Requirements: Each department director is responsible for legal requirements of the day-to-day business of the Town. Each department head is also responsible for monitoring any new State and/or Federal regulation that may apply. Under direction of Avon's legal counsel, department heads and the town manager will make any required changes to standard operating procedures.

Communications: Internal communications are handled through weekly department head meetings, monthly staff meetings, and periodic departmental meetings. Information is also shared via email. External communications with the general public are handled primarily through email and website announcements and/or Action Center forms. Contractors are kept informed on the Town's ongoing commitment to the environment as specific projects mandate. Performance contracts contain information relating to the particular work being performed. The project manager is responsible for ensuring requirements are adhered to.

Emergency Preparedness and Response Plans: The Director of Public Works is responsible for Avon's emergency preparedness and response plans. He works in conjunction with Town staff, Township emergency and fire personnel, and Avon police. The Town maintains a Safety Manual containing all necessary and required procedures. All new employees are given a written copy of the Manual and annual training for all employees is mandatory.

Potential Environmental Hazards: The Public Works Department is responsible for maintaining and updating a list of chemicals purchased or used by the department. New chemicals are added as needed. In addition, the Town maintains and updates MSDSs for each hazardous material. In the event of a spill or leak, general emergency procedures as contained in the MSDS.

Employee Training: The Town has, and regularly updates, an Employee Safety Manual. This guide contains information on emergency response procedures for weather, hazardous materials spills, blood borne pathogens, animal control, and other emergency situations. Other information includes safe operation of machinery and power tools, electrical safety, and vehicle and driver policies. Required procedures are detailed in the manual, and all new employees are given a copy of these procedures and annual training is mandatory. Employees are made aware of additional training and educational opportunities via email and an employee bulletin board.

Monitoring and Progress Review:

Audit Procedures: The stakeholder committee is responsible for tracking and reporting progress of each initiative set forth in the Plan. Periodic meetings of the committee will be held to check the progress of action items. Data gathered will be entered and tracked

on the Town's server, which is accessible to all employees. The periodic meetings will allow committee members to make any necessary updates to the Plan.

An internal, annual audit will be conducted by committee members to track progress being made on the approved initiatives. This audit will be conducted in conjunction with IDEM's CLEAN program coordinator and will include a comparison of performance measures to the established baseline(s) data. The audit will help the stakeholder committee determine the effectiveness of the QLP and improvements made over time.

Audit results, including improvements, deficiencies, and changes, will be reported to IDEM as required and will also be maintained in accordance with the Document Management procedures identified in an earlier section of this Plan.

Community and Business Outreach:

Outreach: Communicating the elements of Avon's Quality of Life Plan is crucial to the success of this initiative. Avon will place the Plan and all reports on the Town's website and make periodic reports in the Town's newsletter (printed and electronic). Reports will also be made to the Town Council in a public meeting.