SNOW REMOVAL AND ICE CONTROL POLICY
WOLFEBORO, NEW HAMPSHIRE

No: 12-001 **Date: 11/10/15**

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B:2-b,

Approval Date: November 2015

Next Review Date: October 2018

IMMUNITY: Nothing contained in this Policy shall be construed to waive any immunity of the Town of Wolfeboro granted by RSA 231:92-A, by RSA 507-B:2-b, or by any other statue or principle of law.

POLICY: It is the goal and intent of the Town of Wolfeboro 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 of Wolfeboro 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 a slightly different 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: The highway division will strive to maintain a black surface and ice-free road or sidewalk after a storm provided, however, that such maintenance is only a goal, not a requirement, and the elimination of all snow or ice may be impossible or impractical to accomplish. It is the intention of the Town to provide safe travel along town roads, streets, and municipal facilities during winter operations.

It is our policy to start to conduct snow removal operations upon accumulations of two inches of snowfall. The Director of Public Works or his designee, at his discretion based upon weather information reports, may elect to start snow removal operations with greater or lessor accumulations.

Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and preceding the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 25 degrees, and may not be applied until it is warmer.

Sidewalk snow clearance will be conducted. Personnel availability and the needs to maintain safe roadways will take priority.

COMMAND: Direction of all winter maintenance activities for the Town of Wolfeboro is vested with the Director of Public Works or his 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 of Wolfeboro. 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 Breakdowns
- Snow Accumulation in Excess of 1" Per Hour
- Freezing Rain or Other Icing conditions
- Traffic Congestion
- Emergencies
- Personal illness

ADOPTION:

The Town of Wolfeboro has adopted the updated Winter Operations Snow Removal and Ice Control Policy effective **November 18, 2015**. 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.

Town of Wolfeboro, Board of Selectmen

David Senecal, Chairman

Linda Murray

Brad Harriman, Vice-chairman

David Bowers

Luke Freudenberg

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

EQUIPMENT: The Highway Division of the Public Works Department uses all the assets of the department as needed to address snow emergencies.

ROUTES: Currently, the Town is divided into nine major plow routes. This encompasses the Town's major collector and local roads. See attached snow plow routes with assigned equipment and operators.

The Town uses one wheel loader in the down town area to load snow for removal to snow fields. The Town has one sidewalk plow used for assigned sidewalks and one older unit as a backup.

MANPOWER: The Town of Wolfeboro has eleven full-time personnel assigned to its winter maintenance operations. In addition, other Public Works Division staff can be called into service.

MATERIALS: The Department uses approximately 1,200 tons of rock salt and 3,000 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve motor vehicle traction. Salt is employed by the Department as a de-icing and anti-icing agent. The entire supply of sand is purchased each year and stockpiled adjacent the Highway Division's salt building. Rock salt is purchased from a supplier as needed. A limited quantity of approximately 300-500 tons is stockpiled by the Highway Department. Unless weather conditions require a different approach, downtown streets and rural collector roads are treated with straight salt. All salt/sand spreaders are calibrated each year and salt is applied using NHDOT guidelines. Salt is concentrated to the center of the roadway providing a concentrated application to immediately develop a watery brine concentration which will flow down the crown of the road opening up the middle as quickly as possible. Traffic action will also disperse the material across the travel lane. The remaining rural roads, steep hills and sharp corners are treated with a salt/sand mixture of one part salt and four parts sand. At the end of a storm these roads will periodically be treated with straight salt to loosen and melt the remaining snow and ice to facilitate plowing. The Department also has started the use of Magnesium Chloride (approximately 4,500 gallon/year) as a salt pre-wetting agent. Three trucks are equipped with saddle tanks, pump and spray bar and provides the ability to pre-wet the salt application which assists salt activation at lower temperatures. This agent is an environmentally-friendly chemical and the Department will be looking to outfit more trucks in the future.

COMMUNICATIONS: All Department vehicles and equipment are equipped with two way radios capable of transmitting and receiving. Each operator is assigned a unique call number. A list of all current call numbers is included as an appendix to this policy. Radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with the Central Dispatch and the Town police and fire departments.

SCHOOLS: The Highway Department does not have the responsibility for the clearing of snow and winter treatment of the Town schools access road and parking lots. On days when school is in session, winter maintenance efforts are timed to coincide with bus routing and delivery of students along the bus route.

The school superintendent or designated official representative shall contact the Public Works Department to determine the condition of the Town of Wolfeboro roads in order to make their decisions regarding driving of school buses. The school representative(s) shall make the decision to cancel or delay school for that day.

PLOW ROUTE PRIORITIES: With a total of 68 miles of Town maintained roads from which to remove snow and control ice, and eleven 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.

A. School bus route will be given the first priority during school days. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.

B. During business hours the business district will be maintained. During the snow removal emergency the main snow removal effort will be done from 11 P.M. to 7 A.M. Public Safety is a major concern due to many cars and pedestrians in the area.

C. Public parking areas at the rear of Town Offices, each municipal department, and the parking lots will be maintained by plowing during the winter storm. The application of slip resistant materials will be applied after the storm as determined to be needed by the Highway Foreman.

D. Transfer Station/Recycling 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 is often impossible to maintain clear ground, but a reasonable effort will be made during storms.

ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE: The Town of Wolfeboro does not maintain a number of roadways and sidewalks as part of its ongoing winter maintenance activities. The areas not maintained by the Town include:

a. Town roads classified as Class VI roads

b. Private roads

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

DAMAGE TO PRIVATE PROPERTY: It should be noted that the municipality is not held responsible for damage to private property that is located within the public right of way. The right of way (ROW) is normally 50' wide, and is often confused by property owners as their own property. In most cases, the ROW extends 10 to 20 feet of either side of the paved or gravel road. Homeowners often cultivate extensions of their lawns and place fences or stonewalls in these areas, which improve the appearance of the street, but create obstructions to good maintenance.

In the event of personal property damage, the Town of Wolfeboro will only be responsible to repair or replace damaged property having been in actual contact with the snow removal equipment that is on private property and not within the public right-of-way. Mail Boxes are required to be installed in accordance with U.S. Postal Service requirements and should be 42 inches high, this allows plows to pass underneath without hitting them.

OBSTRUCTIONS: It should be noted that no person shall put or place or cause to be placed any snow or ice upon the surface of the traveled portion of any public way including sidewalks.

See Chapter 140, Snow and Ice Removal, Town of Wolfeboro Ordinances.

POST STORM OPERATIONS: As determined by the Highway Foreman, 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.

Snow Removal from the Town Center: During the initial stages of the storm, only the roadways through the town center will be 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.)

A. Sidewalk snow clearance is part of this policy.

B. The sidewalks will be treated with salt or sand as quickly as possible after the storm, if required.

C. All municipal sidewalks are to be cleared of snow and treated as described above.

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.

Attachment 1: Plow Routes, Equipment and Operators

HD-1
Doug Lemery
Highway Foreman

One ton truck outfitted with a Sand/Salt Spreader and Magnesium Chloride.

Assists all maintenance sections with problem areas such as "snow and ice pack", break downs, spot treatments and general driver assistance.

HD-2
Richard Hanks
Equipment Operator

Six wheel International dump truck outfitted with front plow, side mount wing plow and sand/salt spreader.

College Rd.
Bryant Rd.
Martin Hill Rd.
Cotton Valley Rd.
Cotton Mountain Rd.
North Wakefield Rd.
Jenness Farm Rd.
Stoneham Rd.
Fire Substation
Allen Rd.

HD-3
Tony Guilbault
Highway Crew Leader

Ten wheel Mack dump truck outfitted with front plow, side mount wing plow and sand/salt spreader.

North Wolfeboro Rd.
Haines Hill Rd.
Natures Way
Stoddard Rd.
Bickford Rd.
Chick Rd.
Cowper Rd.
Trask Mountain Rd.
Upper Trask Mountain Rd.
Johnson Rd.
Pork Hill Rd.
Tibbetts Rd.

HD-4
Marvin Nailor
Heavy Equipment Operator

Six wheel International dump truck outfitted with front plow, side mount wing and sand/salt spreader

Pleasant Valley Rd.
Cross Rd.
New Garden Rd.
Brackett Rd.
Brewster Heights
Abenakee Estates
Oakwood Rd.
Springfield Point Rd.
Middleton Rd.
Sleepy Hollow
Friar Tuck Way

HD-7
Ben Berry
Equipment Operator

Six wheel International dump truck outfitted with a front plow, side mount wing and sand/salt spreader

Forest Rd.
Hopewell Point
Spruce Rd.
Lakeview Drive
Jennifer Circle
Hemlock Drive
Waumbec Rd.
Lang Pond Rd.
Bass Dr.
Keewaydin Rd.
Port Wedlin Rd.
Winter Haven Rd.
Lloyd Rd.
Nary Shores Rd.
Highland Terrace

HD-8
John Vatalaro
Heavy Equipment Operator

Case 521 Loader outfitted with reversible front plow and side mount high lift wing plow

Lehner St.
Glendon St.
School St.
Central Ave.
Rail Road Ave.
Cropley Hill Rd.
Lake St.
Endicott St.
Dockside parking lot
Parking lot behind Harvest Market
Municipal parking lot at the end of Glendon St.
Pickering Corner to Mill St. parking spots
Sewall Rd. to Picking Corner parking spots
Town Hall front and back lots

HD-9
Scott Vaccarro
Equipment Operator

All wheel drive International Terre star dump truck outfitted with reversible front plow, side mount wing plow and sand/salt spreader with liquid deicer

Bay St.
King St.
Varney Rd.
Filter Bed Rd.
Friend St.
Mill St.
Libby St.
Sewall Rd.
Pleasant St.
Oak St.
Lucas St.
Clow Rd.
Pointe Sewall Rd.
Old Lakeview Terrace
Bassett Rd.
Larry Rd.
Cricket Hill Rd
Partridge Drive
Maplewood
Berrywood

HD-10
Rob Maloney
Equipment Operator

Six wheel GMC dump truck outfitted with a reversible front plow, side mount wing plow and a ground speed control sand/salt spreader

Beck Drive
Beach Pond Rd.
Trotting Track Rd.
Percy Dr.
North Line Rd. Pavement
Brown Rd.
Northline Rd. Gravel
Jonathan Hersey Rd.
Sandstrom Rd.
Wickers Dr.

HD-11
Wesley Smallidge
Equipment Operator

One ton Ford F-550 dump truck outfitted with reversible front plow, side mount wing plow and salt/sand spreader

River St.
Blackberry St.
Park St.
High St.
Whitten Neck Rd.
Birch Rd.
Willow St.
Grove St.
Pine St.
Esterbrook Rd.
Green St.
Clark Rd.
Clipper Dr.
Eagle Trace
FairwayView
East Clark Rd.
Goodrich Rd.
Old Mill Dr.
Canopache Rd.
Anagance Lane
Treadwell Lane
Mast Landing parking lot

HD-13
Scott Sorrel

Mechanic

Volvo 90F Loader outfitted with a 12 foot snow pusher

Parking Lots

Public Safety
Odd fellow's Municipal
Library
Town Hall
Dockside
Central Square

HD-17

Jerry Williams

Equipment Operator

Trackless MT four wheel drive sidewalk tractor outfitted with front plow, blower and sand/salt spreader

All town maintained sidewalks