



# TOWN OF WINCHESTER

INCORPORATED JULY 2<sup>ND</sup> 1753

1 Richmond Road • Winchester, New Hampshire 03470

Voice: (603) 239-4951 • Fax: (603) 239-4710 • TDD Access: Relay NH 1-800-735-2964

selectmen@winchester.nh.gov • www.winchester-nh.gov



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

**Adoption:** The Town of Winchester, NH has adopted the Winter Operations Snow Removal and Ice Control Policy, to become effective March 2012 and to be followed in good faith. 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.

**Policy:** It is the goal and intent of the Town 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.

**Command:** Direction of all winter maintenance activities for the Town is vested with the Road Agent or his or her designee. The Road Agent is responsible for making the determination to begin measures of salting, sanding, and /or snow removal based on the circumstances of the various types of storms that can occur.

**Level of Service:** It is not possible to maintain a black, snow and ice-free road during a storm. It is the intention of the Town to provide practical, safe access to schools, homes, businesses and municipal facilities during winter storms.

It is our policy to start to conduct snow removal operations upon accumulations of one to two inches of snowfall. The Road Agent may, at his or her discretion based upon weather information reports, elect not to remove snow until greater or lesser accumulations. It should be noted that salt has a slower effect on melting snow and ice at temperatures below 20 degrees, and may or may not be applied until it is warmer, as conditions warrant.

**Execution of service:** The policy is intended to serve as the normal operating procedures for winter maintenance, snow removal and/or ice control for the Town of Winchester, NH. 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

Plow truck drivers are not obligated to plow to mailboxes and will do their best to not disturb any mailbox. However, the Town holds no financial responsibility for anything placed within Town right-of-ways that may be damaged by snow removal or normal road maintenance unless negligence can be proven.

From time to time, during a long storm that is not accumulating very fast, the side roads may be skipped on one pass to keep the main roads clearer.

Plow truck drivers will be available to assist police, ambulance and fire trucks to respond to an emergency situation. Drivers will maintain their regular routes unless dispatched to an emergency situation. Every effort will be made to assist while keeping out of the path of the responders.

Public parking areas at the Town Offices and each municipal department parking lot will be maintained by plowing during the winter storm. It is the responsibility of the Town Highway crew to plow out the following: Town Hall, Emergency Management Operations, Highway Garage, Water/Waste Water, and Transfer Station.

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.

The application of de-icing materials will be applied after the storm as determined to be needed by the Road Agent.

**School plow routes priority:** School bus routes will be given the first priority during school days. Each plow route will attempt to ensure that the best possible snow clearance will be completed within one hour of the bus route time. The Highway Department has the responsibility for the clearing of snow and winter treatment of the Town schools access roads. On days when school is in session, winter maintenance efforts will be timed to coincide with bus routing and delivery. The school superintendent or designated official representative shall contact the Highway Department to determine the condition of the municipality's roads in order to determine the safety of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day with input from the local bus company. The local bus company has contact with the Highway Department.

**Roads not receiving winter maintenance:** The Town of Winchester does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town include private roads and Class VI roads.

**Equipment:** The Highway Department utilizes all the assets of the department as needed to address snow emergencies.

**Routes:** Currently, the Town is divided into seven (7) major plow routes and seven (7) treatment routes plus sidewalks.

**Manpower:** The Town of Winchester has five (5) full-time personnel assigned to its winter maintenance operations. Plow truck drivers will adhere to requirements adopted by the Town of Winchester in relation to vehicle safety, conduct, and actions at the scene of an accident. These requirements are set forth in the Town of Winchester Safety Program, Personnel Policy and Drug & Alcohol Policy.

**Materials:** The Department uses approximately 1000 – 1200 tons of rock salt and 2000 – 3000 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve the public's motor vehicles traction. The Department employs salt as a de-icing and anti-icing agent. A supply of sand is purchased each year and stockpiled at the Highway Department's salt building. Rock salt is purchased from a supplier as needed. The Highway Department stockpiles a limited quantity of approximately 300 tons. Unless weather conditions require a different approach, winter maintenance routes are treated with sand or salt. Sand is for gravel roads and, as conditions warrant, on pavement for traction. The salt is applied to the center of the paved roadways where traffic can work the mix traveling either way. The salt, 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 brine. Other de-icing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use to this time. Salt and/or sand are used as conditions may require and as available. At about 1" deep, salt is applied to the paved roads at approximately 500 lbs. per mile. That done, if it is still snowing and expected, or has accumulated, 2 - 4 inches, the snowplows are hooked up and the plowing of all roads is started. At the end of the storm, more salt is applied. During the storm, sand or salt is applied to the steep hills and bad curves as needed. Ice storms are salted and sanded as soon as possible and as needed throughout the storm.

**Communications:** The majority of the Highway Department rolling stock is equipped with two way radios capable of transmitting and receiving with other equipment. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with the Keene Dispatch and Town Police / Fire departments.

**Parking:** The Town has enacted a winter parking ban effective from November 15<sup>th</sup> to April 15<sup>th</sup> of each year. This ban prohibits parking in or on the Town's roads or rights of way (ROW). 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, as much as possible, to maintain the maximum effectiveness of their efforts.

**Private owner / Plow Services responsibilities:** Placing or causing to put any snow or ice on the surface of the traveled portion of any road is prohibited. This policy applies to private owners and/or private plow services. If any person shall place any obstruction in a road which renders it unsuitable for travel or creates a hazardous condition, he shall be liable for all damages and costs which the town shall be compelled to pay to any person injured by such obstruction.

Parking on any road or ROW during a snowstorm is prohibited. Private drivers should make every attempt to have stalled or stuck vehicles moved and contact the Police or Highway Department to let us know their vehicle is being moved so as not to incur responsibility of payment to more than one wrecker. Plow truck drivers are required to call for police assistance if necessary.

Winchester Board of Selectmen:

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Sherman Tedford, Chairman

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Theresa Sepe

Theresa Sepe

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Kenneth Gardner

Kenneth Gardner

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Gustave Ruth

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Roberta Fraser

Roberta Fraser

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Date

4-3-12

Adopted April 3, 2012.