

# Standard Operating Procedures

## Weare, New Hampshire

No: 2003-001

Date: January 25, 2016

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B: 2-b; *(include any local parking bans or local ordinances:*

Approval Date: January 25, 2016

Next Review Date: *(recommend reviewing every couple of years)*

**OBJECTIVE:** It is the goal and intent of the Town of Weare, NH 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 Weare 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 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:** 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 homes, businesses and municipal facilities during winter storms.

The Public Works Director or his assign shall establish and maintain a procedure by which the existence of hazardous road conditions is communicated to the Highway Department. This can be accomplished in any number of ways... actual field observations by the Public Works Director or his assign, notification by the State Department of Transportation that State roads within Weare are being treated, and also through our local Police Department.

All full-time Highway employees shall be responsible for alerting the Public Works Director or his assign, of hazardous conditions created by weather conditions.

The Public Works Director or his assign shall provide road condition information to school representatives as requested.

**WINTER STORM MAINTENANCE:** Upon notification of a winter storm, the Public Works Director or his assign will call out the appropriate Highway employees and equipment to surface treat roads in the following manner:

1. At the onset of the snow storm, the Public Works Director or his assign shall have salt/sand spreaders treat the initial 1 to 2 inches of snowfall on our tar road surfaces. This will prohibit additional snow accumulations from bonding to the road surfaces. It will enable our tar roads to remain free as possible from ice and snow pack, during the actual storm as seen effective, and following 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.
2. As the storm develops and 2 ½ to 3 inches of snow has accumulated, all of the drivers and available equipment will begin to plow their assigned routes (including gravel roads providing that the roads have become frozen to a degree that prevents a plow from digging into the road surface). Trucks that have sand spreaders will spread sand on slippery areas after they clear away the snow. The operators of trucks that do not have spreaders will notify their supervisor then that route is ready for treatment for sand and/or salt mix. There are times when weather conditions are such that snow plowing will not take place until after the storm has ended. For example, snowfall has occurred or is occurring and the weather forecast is for a change to freezing rain. Plowing operations might be suspended to allow traffic some traction without the “glazing over” of a cleared surface. At the end of the freezing rain, normal plowing operations would begin again providing accumulations of ice and/or snow get to a point that traveling is determined to be hazardous by the Public Works Director or his assign.
3. When a storm has ended, all road surfaces will be treated if needed, as determined by the supervisor in charge. Fire cisterns/fire ponds may not be plowed until the following day after the storm. Gravel roads are treated with sand only. Tar roads are treated with salt and/or salt/sand mixture (depending upon the severity of buildup on the asphalt surface). Salt is applied at a rate of approximately 500 lbs. per lane mile. Weather conditions may require changing to another option and will be the responsibility of the Public Works Director or his assign.

**COMMAND:** Direction of all winter maintenance activities for the Town of Weare, NH is vested with the Public Works Director or his or 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 of Weare, 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

# **WINTER OPERATIONS**

## **SNOW REMOVAL AND ICE CONTROL PROCEDURES**

(Includes Highways and Parking Areas)

**EQUIPMENT:** The Highway Department utilizes all the assets of the department as needed to address snow emergencies. A list of the current rolling stock assets is included in the appendices of this policy.

**ROUTES:** Currently, the Town is divided into twelve (12) major plow and/or treatment routes. Additionally, is one small truck with a 4-way plow used to maintain municipal parking areas, to assist in support of trucks assigned specific routes and for attending to broken trucks and/or equipment.

**MANPOWER:** The Town of Weare has twelve (12) full-time personnel assigned to its winter maintenance operations.

**MATERIALS:** The Department uses approximately 2,500 tons of rock salt and 6,000 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. Salt is employed by the Department as a de-icing and anti-icing agent. The entire supply of sand is stockpiled at the Highway Department. The material is stockpiled untreated. Rock salt is purchased from a supplier as needed. The Highway Department stockpiles a quantity of up to approximately 500 tons. Unless weather conditions require a different approach, winter maintenance routes are treated with a mixture of sand and salt. The mixture is maintained at a minimum of one part salt to three parts sand. The mixture is applied to 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. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use to this time.

**COMMUNICATIONS:** The majority of the Public Works rolling stock is equipped with low band radios capable of transmitting and receiving a frequency on 156.19500. 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. Radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with the Public Works Director and some radios are able to communicate with the Fire Department and Base 100 dispatch.

**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 must be times to coincide with bus routing and delivery.

- A. The school superintendent or designated official representative and/or School Bus Company shall contact the Public Works 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.

- B. It is important to have it determined who is canceling or postponing school. It is recommended that procedure be documented and signed as being agreed upon by both parties. Further, it is recommended that procedure be documented and signed as being agreed upon by both parties. Further, it is recommended that as the snow and ice removal policies change for whatever reasons, they be redistributed to all parties.

**PARKING:** The Town has enacted a winter parking ban from November 15<sup>th</sup> to April 1<sup>st</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.

**ROADS AND OTHER AREAS NOT RECEIVING WINTER MAINTENANCE:** The Town of Weare does not maintain a number of roadways and other areas as part of the ongoing winter maintenance activities. The areas not maintained by the Town include:

- A. Town roads classified as Class VI roads
- B. Private Roads
- C. Each specific plow route is depicted on the map (or list) attached to this policy. (A map or list depicting the various routes with assigned route numbers will assist the public to identify the plan, and hopefully understand the severity of the problem for snow clearance.)

**SALT FREE AREAS:** The Town of Weare has established the following roadways or portion of roadways as "salt free" areas to protect drinking water resources or other natural resources which is believed to have been damaged in the past due to roadway salt. A "salt free" area is one in which the municipality has determined it will not use 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 "salt free" area.

- A. Gravel roads will not be treated with salt at any time. (This is to prevent the frozen gravel from melting.)

**DAMAGE TO PRIVATE PROPERTY:** It should be noted that the municipality isn't held 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 own property. In most cases, the ROW often extends 10 to 20 feet of either side of the paved or gravel road. Some homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, which improves the appearance of the street greatly, but is obstructive to good maintenance from being conducted on the roadway.

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 of the roads

The Town cannot assume the responsibility for striking or burying them, or pushing them over due to the weight of the snow windrow. Mailboxes located within road limits exist by sufferance only with the responsibility assumed by the owner.

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 or construction work.

In the event of personal property damage, the Town of Weare 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 right-of-way.

To promote the safe and orderly passage of the motoring public on the Town's roads, free from obstructions and obstacles created by the removal or depositing of snow, the Town of Weare hereby adopts the following ordinance.

Pursuant to RSA 236:20, RSA 47:17, Paragraph VII, and RSA 41:11, it shall be unlawful to plow snow across any and all Town Roads, including Class 5 & 6, or to deposit snow within the traveled portion of Town Roads.

Definitions:

***Across Town Roads*** – shall mean pushing snow from one side to the other where snow would be deposited within the Right of Way of any road.

***Traveled Portion*** – shall mean any part of the roadway in which vehicles would travel or within the shoulders of said roadway.

Any person who violates the provisions of this will be guilty of a violation, subject to a \$100 fine. Subsequent offenses shall be subject to a fine of up to \$500.

## Appendix A - SNOW PLOW ROUTES (2015 – 2016)

<p><b><u>T-9 #502</u></b>                      Beech Hill Road                      Boulder Hill Road                      Boyce Road                      Burnt Hill Road                      Cilley Road                      Cross Road                      Fox Hollow Develop.                      Lufkin Road                      Sewell Hoyt Road                      Sherwood Forest Rd                      So. Sugar Hill Road                      Sugar Hill Road                      Weaver Place</p>	<p><b><u>T-2 #504</u></b>                      Boisvert Road                      Clough Park Road                      Deerhaven Road                      Depot Street                      Elanor Way                      Fessenden Lane                      Greenwood Road                      Guy's Lane                      Jamie Drive                      Jennifer Lane                      No. Riverdale Rd                      River Road                      Rockland Road</p>	<p><b><u>T-4 #509</u></b>                      Abbie Drive                      Balch Hill Road                      Bartlett Drive                      Bogue Road                      Cram Road                      Etta Lane                      Lawrence Road                      Lorden Lane                      Lull Road                      Mountain Road                      Mountain School Rd                      Old Francestown                      - - Road (tar)                      Perkins Pond Road                      Rossdale Lane</p>	<p><b><u>T-7 #511</u></b>                      Barnard Hill Road                      (River Road end)                      Bart Clough Road                      Birchwood Drive                      Chuck Street                      Colby Road                      Eastman Road                      High Rock Road                      Hillcrest Drive                      Peaslee Road                      Rolling Hill Road                      Roosevelt Road                      Tracie Lane                      Worthley Road</p>
<p><b><u>T-6 #505</u></b>                      Apple Way                      Barnard Hill (114 end)                      B &amp; B Lane                      Bolton Field                      Carolyn Place                      Gould Road                      Hoit Mill Road                      Josef Drive                      Newman Wilson Road                      Norris Road                      Old Town Road                      Orchard Hill Road                      Renshaw Road                      Twin Bridge Road                      Wayne Drive</p>	<p><b><u>T-10 #506</u></b>                      Buzzell Hill Road                      Carding Mill Road                      Center Brook Lane                      Center Road                      East Road                      Flanders Memorial Rd                      Hodgdon Road                      Holly Hill Road                      Lafrance-Short End                      Peaslee Hill Road                      Pine Hill Road                      Quaker Street                      Winterberry Road</p>	<p><b><u>T-1 #513</u></b>                      Bog Hill Road                      Duck Pond Road                      Elm Drive                      Hatfield Road                      Hemlock Drive                      Meadow Drive                      Moody Pond Road                      Mt. William Pond                      Rd                      Pondview Road                      Salmen Road                      Walker Hill Road                      Woodbury Road                      Woodland Drive</p>	<p><b><u>T-5 #510</u></b>                      Beaver Pond Road                      Brown Ridge Road                      Corliss Drive                      Irving Drive                      Lafrance Road                      Martin Road                      Maplewold Road                      Mt. Dearborn Road                      Orchard Path                      Short Street                      Wallingford Terrace</p>
<p><b><u>G-1 #507</u></b>                      Buxton School Road                      Forest Road                      Helen Dearborn Road                      Oak Ridge Road                      Old Francestown Road                      Oak Hill Road                      Peacock Hill Road                      Poor Farm Road                      Ridgeview Road</p>	<p><b><u>T-13 #508</u></b>                      Brown Hill Road                      Chase Hill Road                      Chipmunk Falls Road                      Craney Hill Road                      Emery Lane                      Grandview Drive                      John Connor Road                      Nichols Road                      Paige Hill Road                      Tiffany Hill Road                      Upper Craney Hill Rd                      Waterman Road                      West Quaker Street                      Winslow Road</p>	<p><b><u>T-8 #512</u></b>                      Abijah Bridge Road                      Buckley Road                      Chevey Hill Road                      Del's Way                      Dudley Brook Road                      Reservoir Drive                      Shady Hill Road                      Thorndike Road                      Tobey Hill Road</p>	<p><b><u>P-3 #503</u></b>                      Clark Mill Road                      East Fire Station                      George Moody Rd                      General Knox Rd                      High Street                      Knox Road                      Legion                      Library                      Paige Memorial                      Lane                      Safety Complex                      South Fire Station                      Town Hall                      Town Office</p>

## Appendix A – SANDER ROUTES – PAVED ROADS (2015-2016)

<p><b><u>T-9 #502</u></b>                      Beech Hill Road                      Boulder Hill Road                      Cross Road                      Fox Hollow Develop.                      Lyndsey Lane                      Sherwood Forest Rd                      So. Sugar Hill Road                      Sugar Hill Road                      Weaver Place                      Windsong Heights</p> <p><b><u>T-6 #505</u></b>                      Barnard Hill Rd (114                      End)                      B &amp; B Lane                      Carolyn Place                      Gould Road                      Hoit Mill Road                      Josef Drive                      Newman Wilson Rd                      Old Town Road                      Orchard Hill Rd                      (apron)                      Renshaw Road                      Twin Bridge Road                      Wayne Drive</p> <p><b><u>T-13 #508</u></b>                      Chase Hill Road                      East Shore Drive                      (mailboxes)                      Emery Lane                      Grandview Drive                      John Connor Rd (tar)                      Paige Hill Road                      Upper Craney Hill Rd</p>	<p><b><u>T-2 #504</u></b>                      Boisvert Road                      Clough Park Road                      Deerhaven Road                      Depot Street                      Elanor Way                      Greenwood Road                      Guy's Lane                      Jamie Drive                      Jennifer Lane                      No. Riverdale Road                      River/Birchwood to                      End                      Riverdale Road                      Rockland Road</p> <p><b><u>T-10 #506</u></b>                      Buzzell Hill Road                      Carding Mill Road                      Center Brook Lane                      Center Road                      East Road                      Flanders Memorial Rd                      Hodgdon Road                      Holly Hill Farm Rd                      Lafrance (short end)                      Pine Hill Road                      Quaker Street                      Winterberry Lane                      Woodbury Road</p> <p><b><u>T-8 #512</u></b>                      Abijah Bridge Road                      Buckley Road                      Chevey Hill Road                      Del's Way                      Reservoir Drive                      Shady Hill Road                      Thorndike Road                      Tobey Hill Road</p>	<p><b><u>T-4 #509</u></b>                      Abbie Drive                      Balch Hill Road                      Bartlett Drive                      Bogue Road                      Etta Lane                      Lorden Lane                      Lull Road                      Mountain Road                      Mountain School Rd                      Old Francestown Rd                      Perkins Pond Road                      Rossdale Lane</p> <p><b><u>T-1 #513</u></b>                      Bog Hill Road                      Duck Pond Road                      Elm Drive                      Hatfield Road                      Hemlock Road                      Meadow Drive                      Moody Pond Road                      Mt. William Pond Rd                      Pondview Road                      Salmen Road                      Walker Hill Road</p> <p><b><u>P-3 #503</u></b>                      East Fire Station                      General Knox Road                      George Moody Rd                      High Street                      Knox Road                      Library                      Safety Complex                      South Fire Station                      Town Hall                      Town Offices</p>	<p><b><u>T-7 #511</u></b>                      Barnard Hill Rd                      (River Rd end)                      Bart Clough Road                      Birchwood Drive                      Chuck Street                      Colby Road                      Eastman Road                      High Rock Road                      Hillcrest Drive                      Peaslee Hill Road                      River Road/77 to                      Birchwood Drive                      Rolling Hills Drive                      Roosevelt Road                      Tracie Lane                      Worthley Road</p> <p><b><u>T-5 #510</u></b>                      Beaver Pond Road                      Brown Ridge Road                      Corliss Drive                      Irving Drive                      Maplewold Road                      Martin Road                      Mt. Dearborn Road                      Oak Hill Road                      Oak Ridge Road                      Orchard Path                      Ridgeview Road                      Short Street                      Wallingford Terrace</p>
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**G-1 IS TO RUN LOADER WHEN NOT PLOWING!!!**

**MERRILL ROAD IS TO BE HANDLED BY EVERYONE!!!**

**Appendix A – SANDER ROUTES – DIRT ROADS (2015 – 2016)**

<p><b><u>T-9 #502</u></b>          Boyce Road          Cilley Hill Road          Sewell Hoyt Road          Lufkin Road          Burnt Hill Road</p>	<p><b><u>T-2 #504</u></b>          Buxton School Road          Poor Farm Road          Old Francestown Rd</p>	<p><b><u>T-4 #509</u></b>          Cram Road          Lawrence Road          Helen Dearborn Rd          Peacock Hill Road</p>	<p><b><u>T-7 #511</u></b>          Buzzell Hill Road          Clark Mill Road          Peaslee Road          Barnard Hill Road          (River Rd end)          Bart Clough Road</p>
<p><b><u>T-6 #505</u></b>          Norris Road          Newman Wilson Rd          Forest Road          Orchard Hill Road          Apple Way          Martin Road          Center Book Lane</p>	<p><b><u>T-10 #506</u></b>          Paige Hill Road          Craney Hill Road          Chipmunk Falls Rd          Winslow Road          Upper Craney-Hill Rd</p>	<p><b><u>T-1 #513</u></b>          Duck Pond Road          John Connor Road          Woodland Drive          Bog Hill Road</p>	<p><b><u>T-5 #510</u></b>          Maplewold Road          Mt. Dearborn Road          Lafrance Road</p>
<p><b><u>T-13 #508</u></b>          Brown Hill Road          Chase Hill Road          Nichols Road          West Quaker Street          Waterman Road          Winslow Road          (Cemetery)</p>	<p><b><u>T-8 #512</u></b>          Dudley Brook Road          Abijah Bridge Road          Tiffany Hill Road          Quaker Street</p>		

**ONCE YOU GET DONE WITH YOUR ROUTES, CALL AROUND TO SEE IF ANYONE NEEDS HELP!!!**

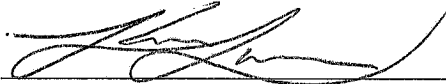


In an effort to avoid confusion, the following standardized terminology with activity definitions is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions.

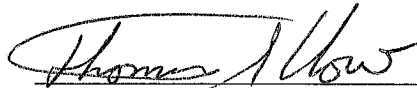
- Treat Roads** Roads will be spread with a mixture of sand and salt. The Road agent or his/her designee will determine the proportion of the sand/salt mixture. Mixture will be spread along the centerline of the roadway in a width of two to four feet.
- Sand Roads** Roads will be spread with "straight" sand over the travel width of a gravel road. It may be necessary to spread in both directions to get a complete coverage.
- Treat Route** Go over assigned route spreading a sand/salt mix on all roads, intersections and cul-de-sac in such a manner that one backtracks as little as possible.
- Treat Main** Treat just the high traffic volume roads. Depending upon conditions, drivers
- Drags** May be requested to do side streets
- Open** Just keeps the center of roads open; not spending a lot of time clearing routes, 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** As snow gets deeper, the driver will need to make extra passes at routes/intersections to allow vehicle traffic to flow better. This is also aimed at intersections 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, routes 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 windrows. A loader will normally go along to clean up driveways and intersections.

**ADOPTION:** The Town of Weare, NH has adopted the Winter Operations Snow Removal and Ice Control Policy effective January 25, 2016. 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 snow event.

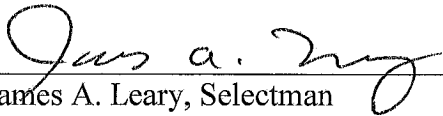
Weare Board of Selectmen



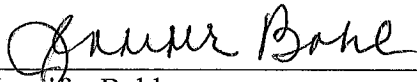
Keith R. Lacasse, Chairman



Thomas S. Clow, Vice Chairman



James A. Leary, Selectman



Jennifer Bohl



Frederick W. Hippler