

TOWN OF NEW IPSWICH



Winter Maintenance, Snow Removal and Ice Control Standard Operating Procedures

Governing Laws: RSA 41:11, RSA 231:92-a, and RSA 507-B:2b

Approved Date: December 18, 2007

Policy:

It is the goal and intent of the Town of New Ipswich 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 New Ipswich Winter Maintenance, Snow Removal and Ice Control Standard Operating 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 and / or ice control strategy.

Level of Service:

It is not possible to maintain a snow and ice-free black road or sidewalk during a storm. It is the intention of the Town of New Ipswich to provide practical, safe access to homes, business and municipal facilities during winter storms within the confines of budget limitations.

It is our policy to start snow removal operations upon accumulation of two inches of snowfall. The Road Agent or his designee may, at his discretion, based on weather information reports, elect to not remove snow until a greater or lesser accumulation.

Pre-treatment and ice control may be addressed prior to actual snow beginning, during the actual storms as seen effective, and after 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 without additive until it is warmer.

Sidewalk snow clearance will be conducted as soon as possible during winter storms. Personnel availability and the needs to maintain roadways will take priority.

Command:

Direction of all winter maintenance activities for the Town of New Ipswich is vested in with the Road Agent, Foreman or their designee.

Execution:

The policy outlined above is intended to serve as the normal operation procedures for winter maintenance, snow removal and / or ice control for the Town of New Ipswich. 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
- Traffic congestion
- Emergencies
- Personnel illness
- Extensive long drawn out storm, with an exhausted crew

Adoption:

The Town of New Ipswich has adopted the Winter Operations Snow Removal and Ice Control Policy effective December 11, 2007 with subsequent approved revisions. 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.

Winter Operations

Snow Removal and Ice Control Procedures

Equipment:

The Highway Department utilizes all the assets needed to address snow emergencies. Snow plow equipment consists of two six wheel plow/sander trucks, two 1 ton plow/sander trucks, one pickup truck with plow, two loaders, one backhoe and one grader

Routes:

Currently, the town is divided into six plow routes. These routes are subject to change as may be beneficial to improve snow removal and ice control procedures. The current routes are listed in the appendix 'A'.

Manpower:

The town has six full-time highway employees, including the Road Agent, assigned to its winter maintenance operations. In addition, part-time employees are retained to supplement our full-time employees when storm conditions warrant the need for additional resources.

Materials:

The department uses salt and sand to treat the roads each season. The sand is used as an abrasive for dirt roads and is applied to improve the public's motor vehicle traction. On paved roads sand is mixed with salt and tightly spread as close to the middle of the road as traffic allows creating liquid super salt brine. The town's sand supply is generated from materials at the town's Transfer Station property, which is screened to be utilized each year. Rock salt is purchased from a supplier as needed.

Unless weather conditions require a different approach, winter maintenance routes are usually treated with a mixture of sand and salt. The mixture is maintained at minimum of one part salt to one part sand. The mixture is applied as close to the center of 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. Sand / salt is only effective to approximately 20 degrees Fahrenheit.

Salt Free Areas:

The Town of New Ipswich has established the following portion of roads as salt free areas to protect nearby drinking water wells. Signs that read “No Salt Used Next 500 Feet” mark such areas and are located as follows:

- From the intersection of Fox Farm Road and Poor Farm Road, to approximately 500 feet south on Poor Farm Road.
- On Appleton Road approximately 250 feet east of 214 Appleton Rd. to approximately 250 west of the same address.

Communications:

The Highway Department vehicles are equipped with two-way radios, which allow the operators to be in communication with each other and with the Highway Department office.

Schools:

The Highway Department is responsible for the clearing of snow and winter treatment of the Appleton and Central elementary school access drives and parking lots. On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery.

The Mascenic school superintendent and/or school bus transportation official may contact the Road Agent to determine the condition of the municipality’s roads in order to determine the safety of students using buses. The school representative and school bus transportation official shall make the decision to cancel or delay school opening for the day.

Parking:

The town has enacted a winter parking ban effective from November 1st to March 31st of each year, between the hours of 11:00 p.m. to 6:00 a.m. This ban prohibits parking in or on the town’s roads or right of way during these hours. Any vehicle in violation will be towed, without notice, at the owner or operator’s expense.

The purpose of the 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.

Snow Emergency:

At the forecast of a major snowstorm, or at the direction of the Road Agent, a snow emergency parking ban will be put into effect beginning one to two hours prior to the storm and will continue throughout the storm. The Road Agent will notify the Police Department of when the ban goes into effect and in turn the Police Department will notify the local news media. It will be unlawful to park or leave standing any motor vehicle on any road with the Town while this ban is in effect. Violators will be towed without notice and at the owner's or operator's expense.

Plow Route Priorities:

With a total of approximately 55 miles of town roads from which to remove snow and ice, 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. The Town has been divided into six plow routes. The first priority for the ice and snow removal will be for the Town's emergency service facilities, which include the police station, fire station and the Souhegan Valley Ambulance lots.

Transfer Station / Recycling Center:

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 is 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.

Sidewalk Snow Removal:

Sidewalk snow plowing will be done as soon as possible within the limitations of manpower, equipment, and storm size. If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads shall take priority. The sidewalks will be treated with salt and sand as quickly as possible after the storm if required.

Roads Not Receiving Winter Maintenance:

The town of New Ipswich does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town includes:

- Town roads classified as Class VI roads.
- Private roads
- State highways

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. 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 extends ten to twenty feet on either side of the paved or gravel road. Homeowners cultivate extensions of their lawns, place mailboxes, erect fences or stonewalls in these areas, which improves the appearance of the street greatly, but can be obstructive to good maintenance being conducted on the roadway.

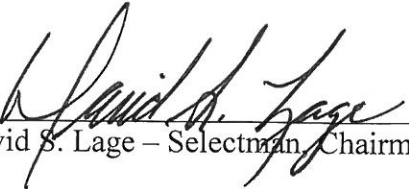
Homeowners should not put bark mulch, crushed rock, stonewalls, fences (visible and invisible), irrigation systems, trees or lawns in the town right-of-way. The town is not liable for damage that may occur to property in its right-of-way. Many items interfere with heavy equipment and become a hazard for vehicles and pedestrians. They often cause drainage failures, and thereby road deterioration.

Location of Mailboxes:

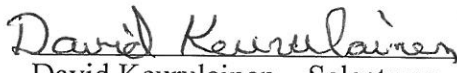
Mail and newspaper boxes are allowed, at the owner's risk within the right-of-way for the purposes of convenience. United States Postal bulletin 22102 states; "The Postal Service suggests using a semi-arch or extended arm support which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers". The following suggestions are for reducing the possibility of damage and liability:

- Mailboxes should whenever possible, be installed at least three feet from the edge of pavement.

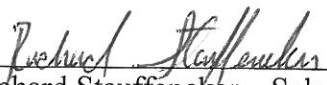
- Installation should be sufficiently sturdy to withstand the weight of heavy snow resulting from plowing operations.



David S. Lage – Selectman, Chairman



David Keurulainen – Selectman



Richard Stauffeneker – Selectman

DATE 1/29/08