

TOWN OF
ALLENSTOWN PUBLIC
WORKS DEPARTMENT
Snow and Ice Control Policy

Adopted by the Board of
Selectmen

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APPENDIX A - PRIMARY SNOW PLOW ROUTES

PURPOSE

The purpose of this policy is to insure that normal operating procedures for winter maintenance, snow removal and ice control are performed in a timely and cost-effective manner 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 of Allentown is vested with the Road Agent or his / her designee. The provisions of this policy should not be understood or interpreted as restricting the essential freedom of judgment which must be exercised by the Road Agent or his / her designee empowered to implement this policy.

EXECUTION

Due to the many variables that are inherent in New England weather, each storm situation varies and presents a unique set of circumstances and challenges to the individuals employed by the Town who are charged with the responsibility of meeting the Town's winter maintenance obligations. Therefore, this policy is intended to provide general guidelines that are strictly advisory in nature.

EXAMPLES OF UNIQUE CIRCUMSTANCES & CHALLENGES

- Equipment Breakdown
- High Rate of Snow Accumulation
- Extreme Weather Conditions, i.e.: Winds, Freezing Rain, Low Temperatures
- Traffic Congestion
- Emergencies
- Shortage of Personnel
- Road Obstructions, i.e.: Down Trees, Down Electric Wires, Automobile Accidents, etc.

LEVEL OF SERVICE

It is not possible to maintain a black, snow and ice-free road or sidewalk during a storm. The Department of Public Works will provide practical, safe access to homes, businesses and municipal facilities during winter storms. It is our policy to start treatment of road surface operations when determined necessary by the Road Agent or when notified from the Police Department of adverse weather conditions. Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and following the storm. Road salt has a much slower effect on melting snow and ice at temperatures below 25 degrees and may not be applied until air temperature is warmer. Sidewalk snow clearance will be conducted as soon as possible after all town roads are cleared of snow and/or ice.

EQUIPMENT

Equipment available to the Town varies depending upon many economic, political, social and mechanical related factors.

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MANPOWER

The Town of Allenstown has six (6) full-time personnel assigned to its winter maintenance operations and may hire temporary employees for additional support. The Road Agent will first contact plowing companies in Town for assistance before contracting with other companies.

SALT FREE AREAS

The Town of Pembroke has established that Gravel roads will not be treated with road salt to prevent frozen gravel from melting, however, the Road Agent or designee may determine that road salt is needed during an extended period of freezing rain.

SCHOOL CANCELLATION

In the event of a storm on a school day, the Principal shall contact the Police Department to determine the safety of students using school buses. The Principal shall make the decision to cancel or postpone school for that day and contact the Road Agent to let him/her know their decision.

PARKING

The Town has instituted a winter parking ban from January 1st through March 31st. The Road Agent still has the authority to call a winter parking ban when required. In the event that a parking ban is called, all notifications will be made to the news and radio stations as well as posting on the Town's website.

DAMAGE TO PRIVATE PROPERTY

The Town is not responsible and assumes no liability for damage to private property that is located within the public right-of-way (RSA 231:92). The right-of-way (ROW) is often 50' wide and, in most cases, extends 10 to 20 feet from either side of the paved or gravel road.

MAIL & NEWSPAPER BOXES

The Town's primary obligation is to ensure that its roadways are kept free of snow and ice. It is also understood that most mailboxes are located inside the public right of way and occasional damage to them is often unavoidable for various reasons. Therefore, there is a shared responsibility between the town and homeowner when mailboxes are damaged during snow removal operations. Any Highway Department employee who knows that damage was done to a mail / newspaper box during maintenance activity shall report the incident to his / her immediate supervisor. Upon investigation of the circumstances involved, the Public Works Director will review the request and determine if replacement is warranted.

Mailboxes and/or posts on State plowed roads are not covered under this policy.

It is the responsibility of the Road Agent to insure that any mailbox placed within the Town's sidewalks allow for the plowing of that sidewalk. Any homeowner's mailbox that interferes with plowing shall be notified by the Road Agent that it needs to be moved. The Road Agent shall assist in plotting out where the correct placement would be.

ROUTES

Currently, the Town is divided into four (6) major plow and/or treatment routes. All of the routes encompass all Town roads; Class V (5) or better and municipal facilities.

SNOW REMOVAL & ICE CONTROL PRIORITIES

With a total of approximately 37 miles of roads from which to remove snow and control ice and 9 pieces of equipment to handle this responsibility, the Highway Department has to assign priorities in order to maximize the effectiveness of its efforts. Each specific plow route is identified in this policy with an attached map.

- Priority 1:** Priority is given to streets due to steep hill conditions & high traffic volume.
- Priority 2:** Priority is given to schools bus routes when schools are open. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.
- Priority 3:** Priority is primary plow routes.
- Priority 4:** Priority is given to snow removal from all municipal parking lots and facilities.
- Priority 5:** After storm - snow banks shall be pushed back and/or shelved.
- Priority 6:** After storm - plow snow from Primary Sidewalks.

SIDEWALK SNOW AND ICE REMOVAL

Sidewalk snow clearance will not begin until all other snow removal operations are manned and in progress. Sidewalks will be cleared using only the Skid Steer. If there is insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads shall take priority.

TRANSFER STATION/RECYCLING CENTER

Transfer station personnel may be required to assist with 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. In the event of severe weather the Transfer Station may be closed in order that all available personnel may be utilized during the storm.

DEPOSITING SNOW AND ICE ON STREETS AND SIDEWALKS

In accordance with Town Ordinance, ??????; No person shall throw or place or push or cause to be thrown or placed or pushed and leave any ice or snow on the traveled portion of any public highway or sidewalk within the Town of Allentown from any private driveway, roadway, parking lot, or sidewalk entering onto any such public highway or sidewalk or from any adjacent land to any such public highway or sidewalk.

PENALTIES

In accordance with Town Ordinance, ??????; Any person found to be in violation with the provisions of Ordinance ?????? may be fined not more than ?????? dollars (\$?????) for each violation.

ADOPTION

This policy is effective immediately upon acceptance of the Board of Selectmen

Date:-----

Scott McDonald, Chairperson

Sandy McKenney, Selectperson

Maureen Higham, Selectperson

Keith Klawes, Selectperson

James Rodger, Selectperson

