

## HIGHWAY DEPARTMENT POLICIES

Center Harbor, New Hampshire

No: 2007-01

Date: November 4, 2009

Policy: Snow Removal and Ice Control Procedures

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

Approval Date: August 22, 2007

Next Review Date: **November 1, 2010**

**POLICY:** It is the goal and intent of the Town of Center Harbor 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 Center Harbor 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 or sidewalk 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 Town of Center Harbor does not have a bare roads policy and as such citizens and motorists should expect to find snow-covered areas during and after the winter storm.

It is our policy to start to conduct snow removal operations upon accumulations of two to three inches of snowfall, measured at the Center Harbor Highway Department. The Road Agent may, at his or her discretion based upon weather information reports, elect to not remove snow until greater or lesser accumulations.

Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and after the storm is over. 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.

After the storm has finished, treatment of the roads will begin when all the routes have been cleaned up. Treatment may consist of sand, sand/salt mix, or straight salt. The

Road Agent or his/her designee will determine the most appropriate material to use based on current weather, expected weather, time of year and temperature.

During storms of a long duration, the Road Agent may elect to bring the crews in for a rest period. This rest period should occur late at night after the majority of traffic has ceased. This period will last no longer than 4 hours and may last for a shorter time period if weather conditions change. It will be the responsibility of all operators to be sure and get the needed rest during this period.

**COMMAND:** Direction of all winter maintenance activities for the Town of Center Harbor is vested with the Road Agent 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 Center Harbor. 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

**ADOPTION:**

The Town of Center Harbor has adopted the Winter Operations Snow Removal and Ice Control Policy effective August 22, 2007 and reviewed in November of 2008 and 2009. Subsequent reviews shall be done at a minimum of every two years. 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.

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BOARD OF SELECTMEN  
CENTER HARBOR, NEW HAMPSHIRE

**WINTER OPERATIONS**  
**SNOW REMOVAL AND ICE CONTROL PROCEDURES**  
(Includes Highway, Sidewalks, 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 appendix.

**ROUTES:** Currently, the Town is divided into two major plow and/or treatment routes. All of the routes encompassing the Town's major artery and collector roads are assigned to one each of the Town's equipment. Additionally, there is one small truck with a 2-way plow used to assist in support of trucks assigned specific routes as well as maintaining all the Town's facilities buildings and municipal parking areas.

The Town uses one wheeled loader in the village area for snow removal as it may restrict parking or line of sight distances at intersections. This action will occur after the storm is over, sometimes several days after the storm is over. The Town does not have any sidewalks that are maintained during the wintertime.

**MANPOWER:** The Town of Center Harbor has Three (3) full-time personnel assigned to its winter maintenance operations.

**MATERIALS:** The Department uses approximately 500 tons of rock salt and 1100 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve traction for motor vehicles. 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 beside the Highway Department's building. Rock salt is purchased from a supplier as needed. A limited quantity of approximately 30 tons is stockpiled by the Highway Department.

**APPLICATION OF MATERIALS:**

**A. SAND AND SAND/SALT MIX:** Sand will be applied on an as needed basis. The main function of an application of sand will be to assist motorists in obtaining traction on ice or snow covered roads. Town wide sanding applications will not begin until after a storm is over and the cleanup is finished. If, during the storm, the plow driver encounters a slippery area then a light application may be applied to assist the motorists. Sand may be mixed with salt, at a rate of 10 parts sand to 1 part salt, to prevent the freezing of the sand inside the sander bodies. This mixture will also assist the sand in sticking to the ice-covered roadway. The sand will be applied to the center of the roadway. Sand will be applied at a rate of approximately 2 yards per mile of road.

**B. SALT:** Salt may be applied at the beginning of the storm, before plowing operations begin. Salt will be used to stop the formation of ice buildup on the roadways. Salt will only be used on those roads that have a sufficient enough traffic volume to work the brine across the roadway. Salt will be applied at a rate not to exceed 400 pounds per mile. Salt will be applied to the center of the roadway, where traffic will work the brine across the roadway. Salt has a lower working limit of approximately 15 to 18 degrees Fahrenheit; therefore no salt will be applied if the outside ambient temperature is below this limit.

**COMMUNICATIONS:** The majority of the Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving on a frequency of 156.240 MHZ. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Highway Department garage. The Town of Center Harbor Highway Department does not use the services of a dispatch center. The Highway Department is equipped with an answering machine.

**PARKING:** The Town has enacted a winter parking ban effective from November 1st to April 1st of each year. This ban (Center Harbor Town Ordinance 2:10:6) prohibits parking in or on the Town's roads or rights of way (ROW) between the hours of 12:00 AM and 7:00 AM. 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.

**PLOW ROUTE PRIORITIES:** With a total of 17 3/4 miles of roads from which to remove snow and control ice, and three 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 routes will be given a priority during school days. It takes approximately 2 to 3 hours to properly prepare a route for bus traffic; the timing of the storm could have an effect on proper preparation of all routes. Each plow route will make every possible attempt to see that the best possible snow clearance will be completed on their route. The School District shall be responsible for informing the Highway Department to any changes in the normal school routine.
- B. The Town Office Building, Library and Police & Fire Stations will be maintained as possible during business hours. Steps and walkways will be maintained as time and personnel permits. Public Safety is a very great concern in this area due to many cars and pedestrians in the area, but our limited resources will dictate our ability to maintain these areas.
- C. Public parking areas at the Town Offices, and each municipal department, 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 Road Agent.

- D. Fire Hydrants: Fire Hydrants will be cleared on an as needed basis and typically will not commence until the end of the storm.
- E. Other Town Facilities: The Historical Society, the Townhouse and the Town skating rink will be maintained after all other plow routes are completed.
- F. Plow Routes: Each specific plow route is depicted in the appendix to this policy.

**ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE:** The Town of Center Harbor 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 and driveways
- c. Most sidewalks

**DAMAGE TO PRIVATE PROPERTY:** Although the Center Harbor Highway Department makes every attempt to avoid 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). The right of way (ROW) is typically 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, place mailboxes, or erect fences or stonewalls in these areas, improving the appearance of the street greatly, but obstructing good maintenance from being conducted on the roadway.

In the event of personal property damage, the Town of Center Harbor 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.

**SNOW OBSTRUCTION POLICY:** The Town of Center Harbor has in place a snow obstruction ordinance (Town Ordinance 2:10:7). If an operator finds a violation of this ordinance, he/she will contact the Road Agent and report the location of the alleged violation. The Road Agent will determine the most appropriate response to eliminate this hazard.

**POST STORM OPERATIONS:** As determined by the Road Agent, the snow banks resulting from the previous accumulations shall be pushed back, or shelved, using the plow and wing of the trucks or other suitable equipment to make space for future snow storms.

**APPENDIX A  
EQUIPMENT LIST**

**TRUCK #1:** One-ton dump equipped with a 9' power angle plow and sander.

**TRUCK #2:** A 7 cubic yard 6-wheeled dump truck equipped with a plow, front-mount wing and sander.

**TRUCK #3:** A 7 cubic yard 6-wheeled dump truck equipped with a plow, front-mount wing and sander.

**LOADER:** A backhoe/loader equipped with a 1 ¼ cubic yard front bucket.

**SNOWBLOWER:** Ariens 9.5 hp 26" cut

**APPENDIX B  
PLOW ROUTES**

**ROUTE #1**

**TRUCK #1**

**OPERATOR: Jeff Haines**

1. Main Street at fountain
2. Lake Street at docks
3. Dock Road
4. Kelley Court
5. Town Office/Fire Station
6. Harbor Heights: cul-de-sac (Meredith)
7. Highway Garage
8. Overlook Drive: cul-de-sac
9. Whispering Wind Drive: cul-de-sac
10. Skywatch Road: cul-de-sac
11. Preston Road (Class V section)
12. Skating rink
13. Historical Society
14. Townhouse
15. Hydrants (various locations)
16. Wood Ridge Road: cul-de-sacs
17. Town Office/Fire Station: walkways, steps and entrances
18. Nichols Memorial Library: walkways, steps and entrances

**ROUTE #2**

**TRUCK #2**

**OPERATOR: Jay Haines**

1. Follett Road
2. Old Center Harbor Road (Meredith)
3. Harbor Heights (Meredith)
4. Coe Hill Road
5. Butterfield Road
6. Main Street
7. Lake Street
8. Kelsea Avenue
9. Chase Circle
10. Center Harbor Neck Road
11. Anthon Road
12. High Haith Road

13. Singing Eagle Road

**ROUTE #3**

**TRUCK #3**

**OPERATOR: Kevin Thomas**

1. Piper Hill Road
2. Hawkins Pond Road
3. McCrillis Hill Road
4. Skywatch Road
5. Elliot Road
6. Bartlett Hill Road
7. Whispering Wind Drive
8. College Road
9. Keyser Road
10. Tuttle Road
11. Overlook Drive
12. Wood Ridge Road
13. Beaverside Drive
14. Meadow Drive

