

## TOWN OF ORFORD, NEW HAMPSHIRE

### WINTER AND INCLEMENT WEATHER POLICY SNOW REMOVAL, ICE CONTROL AND PUBLIC USE OF SALT/SAND

Pursuant to RSA 231:92-a, the Orford Board of Selectmen hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

#### PART A: POLICY OBJECTIVES.

1. **OBJECTIVE.** The Town of Orford seeks to provide timely, efficient and cost effective winter maintenance, snow removal, and ice control for the Town's residents and general motoring public.
2. **PROCEDURE.** The objective stated in Section 1 may best be achieved by implementation and execution of the procedures and tasks outlined in Part B of this policy, the Town's Winter Operations Snow Removal and Ice Control Procedures. Due to the many variables that are inherent in New England weather, each storm or weather event may require slightly different effort or emphasis on any number of maintenance tasks which, together, determine the overall winter maintenance, snow removal or ice control strategy.
3. **LEVEL OF SERVICE.** It is not reasonably possible to maintain a black, snow and ice free road during a storm. The Town intends to utilize its best efforts, within the means available, to provide practical, safe access to homes, businesses, and municipal facilities during and after winter storms.
  - (A) Nov. 1<sup>st</sup> - April 1<sup>st</sup> no parking on town roads
  - (B) As a general policy, the Town will start to conduct snow removal Operations upon accumulations of 1" – 2" of snow on PAVED roads and 3"-4" on GRAVEL roads until they freeze up. The Road Agent may, at his or her discretion, based upon weather information reports or prevailing conditions, elect to not remove snow until greater or lesser amounts have accumulated.
  - (C) Pre-treatment and ice control may be implemented prior to, during, or after a storm, as determined to be most effective, noting that salt has a much slower effect on melting snow and ice at temperatures below 15 degrees Fahrenheit, and thus may not be applied until it is warmer.
  - (D) No winter sidewalk maintenance will be provided.
4. **COMMAND.** The Orford Road Agent, or the Road Agent's designee, shall direct all winter maintenance activities for the Town.
5. **EXECUTION.** This policy is intended to serve as the normal procedure for winter maintenance, snow removal, and ice control for the Town of Orford. One or more of the following, which may delay or prevent the implementation of this policy, may affect all or any part of normal operating procedure.

- Equipment Breakdown
- Snow Accumulation in Excess of One Inch Per Hour
- Freezing Rain or Other Icing Conditions
- Traffic Congestion
- Emergencies
- Personnel Illness

6. **SALT/SAND PUBLIC USE.** Residents of the Town of Orford may obtain no more than five (5) 6-gallon pails of salt/sand at a frequency not to exceed once per storm. Residents can only take the salt/sand from the sand box by the highway garage. Residents are not allowed to take sand from the sand pit. Residents are to provide their own container and the means to load the container and transport it to the destination of use. Residents found abusing these limitations shall be reported to the Town of Orford Selectboard.

Use of public salt/sand is at the user's own risk. The Town of Orford shall not be held liable for any damages or injuries incurred in the loading, transportation or use of the material.

7. **NOTICE.** This policy shall be posted in appropriate public places in Orford as determined by the Selectmen. All residents are encouraged to familiarize themselves with the contents hereof as it describes conditions that one might encounter before, during and after a winter storm event.
8. **ADOPTION.** The Orford Board of Selectmen has adopted this policy and the accompanying Part B, encompassing standard operating procedures, on the 23<sup>rd</sup> of December 2019.

## **PART B: WINTER OPERATIONS, SNOW REMOVAL AND ICE CONTROL**

- 1. EQUIPMENT and PERSONNEL:** The assets available for winter snow removal and ice control are established within the parameters of the annual budget approved by the Town. In formulating the budget, the Town seeks to allocate sufficient funds for this purpose, but variable weather conditions may make budget projections inaccurate. When weather conditions require additional funds beyond those available in the budget, the Town will undertake such actions as are reasonably necessary to address such conditions, but the Town is bound by law to follow certain legal requirements and procedures that may delay immediate availability of funds for responses. The Highway Department utilizes all available assets of the Department as needed to address snow emergencies. The Town of Orford has three full-time personnel available for winter maintenance operations. The Town uses a backhoe and loader to load trucks during winter operations. It is also used to load snow or push back intersections to create better lines of sight.
- 2. ROUTES:** Currently, the Town is divided into three major plow and/or treatment routes; two of the routes encompass the Town's major artery and collector roads and are assigned to one each of the Town's dump trucks. Additionally, there is 1-1/2 Ton truck with 2-way plows used to maintain emergency service facilities, municipal parking areas, and to assist in support of trucks assigned specific routes. Plow routes may be altered from time to time for more efficient snow removal or cost efficiencies. The Road Agent shall notify all relevant personnel of such changes. Limited, temporary changes made in accordance with this section do not require approval of the Board of Selectman, unless specifically advised to the contrary.
- 3. MATERIALS:** The Town bases its annual budget for snow removal materials in part on past usage and estimated weather forecasts. The Highway Department uses salt and 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 untreated sand is owned by the Town and stockpiled at the Highway Department's sand/salt storage yard. The estimated annual supply of sand produced each year is mixed with a limited amount of salt to help prevent the stockpile from freezing. Rock salt is purchased from a supplier as needed. A limited quantity of approximately 32 tons is stockpiled by the Highway Department.

Unless weather conditions require a different approach, paved roads will be treated with a mixture of sand and salt. The mixture is applied to the center of the roadway where traffic can work the salt traveling either way. Gravel roads are maintained using untreated sand that is mixed with a minimum amount of salt to help prevent the sand from freezing. This mixture may be adjusted according to the nature of the storm with additional salt added if needed for paved roads. At the beginning and at the conclusion of a storm, salt or the mix of sand/salt may also be applied to assist in baring up the travel lane. The salt, in conjunction with traffic action, creates a watery brine melting snow and ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the brine mixture. The sand/salt

mixture as well as salt itself, is only effective to approximately 15 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use at this time. Highway salt and sand supplies are for use on municipal property only.

4. **COMMUNICATIONS:** All of the Highway Equipment is equipped with VHF band radios. Each plow and equipment operator is assigned a unique call number, and each operator may communicate with the with the Hanover Dispatch and the town of Orford police and fire departments. Radios are also maintained at the Highway Department garage. The operator is aware of the importance of the radios, and maintains their operation and communication during a storm.

5. **SCHOOLS:**

(A)**Maintenance.** The Town is not responsible for the clearing of snow and winter treatment of the Rivendell Interstate School District parking lot. On days when school is in session, winter maintenance efforts are timed to coincide with bus routing and delivery of students to the extent reasonably practicable.

(B) **School Cancellation.** The School Superintendent, or designated official representative, may contact the Road Agent or Highway Department to determine the condition of the municipality's roads in order to determine the advisability of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day.

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 as the snow and ice removal policies change for whatever reason, they be redistributed to all parties

6. **PARKING:** The town of Orford has adopted winter parking regulations. There shall be no parking on Town Roads November 1 – March 31, which will be strictly enforced at the registered owner's expense. 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.

7. **PLOW ROUTE PRIORITIES:** With a total of approximately **64 Lane** miles of road, with the equipment listed in Appendix A, the department has to assign priorities to remove snow and control ice in such a way to maximize the effectiveness of its efforts. The Road Agent or designee will assign these priorities and routes.

A. **School Bus Routes** – School bus routes will be given the first priority during school days. Each plow will ensure the best possible snow clearance will be completed within one (1) hour of the bus route start time.

B. **Town Roads.** Town roads will be given first priority for winter maintenance. The timing of maintenance on some routes will coincide with the Bus Routes

with the intent to provide snow clearing within one hour of the regular bus schedule for that route.

**C. Fire Department & Public Parking Areas at the Town Office, Heritage Center and Orford Free Library** will be plowed and skid resistant material will be applied as needed by the Highway department. (Private contractors may be used as needed and as available).

**D. Transfer Station/Recycle Center** – Public areas shall be kept as clear as possible to provide safe access as reasonably possible. Sand and other slip resistant materials shall be used in public areas. Often it will not be possible to maintain clear ground, but a reasonable effort will be made during storms. Transfer station personnel may be required to assist with the Town’s general winter maintenance operations.

**E. Class V Roads as listed below**

- i** Cole Farm Road
- ii** Andrew’s Road – from Charlie Smith’s driveway to the turn around
- iii** Quinttown Road – from Mousley Brook road to the end
- iv** Piermont Heights Road – from Bear Tree Road to Piermont Town line

**8. ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE:**

The Town of Orford does not maintain a number of roadways and sidewalks as part of its ongoing winter maintenance activities. The areas not maintained by the Town of Orford include:

- A.** Class VI roads
- B.** Summer Maintained Roads
  - i** Tillotson Fall Road
  - ii** High Bridge Road – from P&V Campground entrance to the intersection of Tillotson Falls Road
- C.** Private roads, driveways and sidewalks
- D.** Roads, sidewalks and other areas maintained or within the jurisdiction of State, Federal or other units of government
- E.** School District sidewalks, parking lots and driveways

**9. SALT FREE AREAS:** The Town of Orford 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.

- A.** Archertown Road is not to be treated with salt from a point 300' from its intersection with Route 10 to 500' before its intersection of Tannery Road.
- B.** *The paved section of* Upper Baker Pond Road not to be treated with salt

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

**10. DAMAGE TO PRIVATE PROPERTY:**

- A. The Town of Orford assumes no responsibility for damage to private property that is located within the public right of way as such property is deemed an encumbrance that is not permitted to be located in the right of way. The right of way (ROW) is often 50' wide and is often mistaken by property owners as their own property. In most cases, the ROW often extends 10' to 20' either side of the paved or gravel surface of a road. Homeowners often cultivate lawns, place mailboxes, erect fences or stone walls in these areas, which improves the appearance of the road greatly, but may obstruct or interfere with maintenance being conducted on the roadway, including winter maintenance. Appendix B provides guidance for mail box placement as well as clearing snow in front of the mail box.
- B. In the event of personal property damage occurring as a result of winter maintenance activities conducted by the Town of Orford, the Town may be held responsible only for damages arising from negligence or other faults properly attributable to the Town. The Town will not be responsible for the repair or replacement of damaged property, with no exception.
- C. The Town will not be responsible for damage to any vehicle which may be damaged during winter maintenance if the vehicle is parked in violation of any State law or local regulation, including any winter or snow removal parking limitation periods.

**11. PLACEMENT OF SNOW IN RIGHT OF WAY:** No snow is to be shoveled, blown, plowed or placed, by any means, onto Town roads or sidewalks or across roadways to the opposite side snow banks.

**12. ROADWAY OBSTRUCTIONS:** If any pedestrian, vehicle, or other item interferes with snow removal operations, the Town's personnel will seek the cooperation of the owner to remove it immediately. If the owner cannot be readily located or if the owner refuses to cooperate, the operator shall contact the Orford Police Department for assistance.

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

**14. SNOW REMOVAL FROM TOWN ROADS:** During the initial stages of a storm, Town highways will be plowed and receive surface treatment as appropriate in accordance herewith. As parked vehicles are removed from streets, snow removal equipment may swing wider through the street to push back accumulated snow.

- A. Any vehicles that violate winter parking regulations are subject to ticketing and towing. Any vehicle which otherwise interferes with the reasonable efforts of the Town's winter maintenance is subject to removal after reasonable attempt to notify the operator.
- B. Snow removal operations may be delayed or ended in areas where vehicles are improperly parked or where they might interfere with snow removal operations.
- C. The Town is not responsible for damages to such vehicles arising out of Winter Maintenance operations or a result of towing.

**15. THE POLICE DEPARTMENT** shall be notified of any vehicle obstruction and/or damage.

**16.** Mail Box placement (offset from the road, mailbox height and mailbox location) will follow federal and local postal guidelines

**17.** Plow routes shall be established by the Road Agent, or the Road Agent's designee, annually

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## **Appendix A - Equipment**

1. 2018 Ford F-550 W/Reversible Plow and Hopper Sander
2. 2013 International with Reversible Plow and Wing with center bed chain and spinner.
3. 2008 International with Reversible Plow and Wing with center bed chain and spinner.
4. 2006 John Deere Grader with one-way plow and wing.