

**TOWN OF FRANCESTOWN**  
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## **Highway Department**

Date June 6, 2011

Policy: Snow Removal and Ice Control

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

Approval Date: June 6, 2011

Next Review Date: **June 4, 2012**

**POLICY:** It is the goal and intent of the Town of Francestown 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 Francestown 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:** The Town of Francestown 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 the intention of the Town to provide practical, safe access to homes, businesses and municipal facilities during winter storms.

It is our policy to start to conduct snow removal operations upon accumulations of three inches of snowfall, measured at the Francestown Highway Department. The Road Agent may, at his or her discretion based upon weather information reports, elect to not remove snow at greater or lesser accumulations. Snow accumulations of greater than 3 inches may be allowed before plowing operations begin during the overnight hours of 12 midnight to 5 AM. All routes will begin from the Highway Department and the operators will work systematically around their respective routes.

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. It should be noted that salt has a much slower

effect on melting snow and ice at temperatures below 18 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 be used 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.

During periods of snow fall rates of less than 1 inch per hour the Road Agent or his designee may elect to shut down snow removal operations. Current weather conditions, weather forecasts, as well as day of the week will be considered before operations will be shut down.

**COMMAND:** Direction of all winter maintenance activities for the Town of Francestown 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 Francestown. 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 francestown has adopted the Winter Operations Snow Removal and Ice Control Policy effective May 16, 2011. 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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FRANCESTOWN BOARD OF SELECTMEN

Snow Removal & Ice  
Control Policy

**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.

**ROUTES:** Currently, the Town is divided into seven major plow and/or treatment routes and all of the routes encompassing the Town's major artery and collector roads are assigned to one each of the Town's equipment.

**MANPOWER:** The Town of Francestown has Three (3) full-time personnel and 4 part-time personnel assigned to its winter maintenance operations.

**MATERIALS:** The Department uses rock salt and stockpiles 3000 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.

**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 of sand may be applied to assist the motorists. Sand may be mixed with 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 area of the roadway.
- B. **SALT:** Salt may be applied at the beginning of the storm, before plowing operations begin as determined appropriate by the Road Agent based on conditions and weather forecasts. Salt will be used to stop the formation of ice buildup on the roadways. Salt will be applied to the center area 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. Other deicing agents are effective to lower temperatures and salt may be treated with one of these additives if a substantial cold snap is forecasted.

**COMMUNICATIONS:** The majority of the Public Works rolling stock is equipped with two-way radios. Radios are also maintained at the Highway Department garage. The Town of Francestown, Highway Department does not use the services of a dispatch center. The Highway Department is equipped with an answering machine.

**SCHOOLS:** The Highway Department does not have the responsibility for the clearing of snow and winter treatment of the Elementary School parking lots. On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery.

The school superintendent or designated official representative shall contact the Highway 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.

**FLOW ROUTE PRIORITIES:** With a total of 60 miles of roads from which to remove snow and control ice, and seven 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 4 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 operator 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. Access areas of all Municipal buildings will be maintained as reasonably possible during business hours. Steps and walkways will be maintained as time and personnel permits, Municipal building staff will have to assist in keeping the steps and walkways clear during working hours. Public Safety in these areas is of significant concern due to relatively high volume 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. Transfer Station/Recycle Center: Transfer Station personnel may be required to assist with the 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.

**DAMAGE TO PRIVATE PROPERTY:** The Francestown Highway Department makes every reasonable effort to avoid damage to private property. The municipality is not 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 in many cases the ROW extends 10 to 20 feet on either side of the pavement or on the traveled section of a gravel road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, which may improve the appearance of the street greatly, but is often obstructive to proper maintenance of the roadway.

In the event of personal property damage, the Town of Francestown will only be responsible for repairing or replacing damaged property that has been in actual contact with the snow removal equipment and providing that said property is not within the public right-of-way.

**SNOW OBSTRUCTION POLICY:** The Town of Francestown has in place a snow obstruction ordinance, a full copy of which will be attached to this document. 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 this hazard. The Road Agent will document the incident and the remedial action that has been taken and any such records shall be kept.

**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 grader or other suitable equipment to make space for future snow storms. The Highway Department will also use necessary equipment to keep snow clear of shoulders to allow for freezing of road shoulder in conjunction with the road bed, as well as keeping runoff as far off road as needed. Shoulder freezing is paramount to reduce pavement breaking at edge of road.

Plowing may continue after the storm to remove any remaining snow and/or slush accumulation in an effort to prevent buildup of ice.

As needed when rain events are predicted turnouts may be pushed through snow banks at key locations to allow for drainage.