

POLICIES AND PROCEDURES

Office of the Director Department of Public Works Town of Goffstown New Hampshire	Effective Date: April 25, 2011	Policy Number: 3-6
		Page 1 of 2
Subject: Sidewalk Maintenance Policy	Supersedes: N/A	Approved By: Board of Selectmen

PURPOSE

The purpose of this policy is to provide a written outline of steps to be taken by the Department of Public Works to maintain the town's sidewalk network.

GENERAL MAINTENANCE (YEAR ROUND)

Each spring the sidewalks are swept and inspected. The DPW maintains an inventory of the sidewalks including condition. Any normal repairs are noted, prioritized and will be made in accordance with the department routine maintenance schedule. Issues that are deemed a hazard will be taken care of as soon as possible.

WINTER MAINTENANCE

All sidewalks in Town will be maintained. If personnel are available, plowing will begin after accumulation of 4 inches of snow. In the event that the storm does not accumulate more than 4 inches sidewalks will be cleaned after the storm. Snow blown from sidewalks may be blown on private property. Sidewalks will be cleaned as soon as they can be (If equipment is broken down sidewalk clearing could be delayed). Sanding will be done following the end of the storm, unless extenuating circumstances dictate an earlier need. This need will be determined by the Supervisor on duty. Cross walks, narrow areas and handicap ramps will be cleaned up after the storm during the snow removal operation.

PRIORITIES

The Town of Goffstown has more than 13 miles of sidewalk varying in age. Condition and use vary considerably. The Town recognizes that it is not possible to maintain all sidewalks in perfect condition. The Town also recognizes that certain user groups, primarily seniors and qualified individuals with disabilities, are more sensitive to sidewalk problems than other users and maintenance problems are likely to impact them more than others. To that end, it is the policy of the Town of Goffstown, as it conducts its snow removal operations in accordance herewith, to insure, as part of the snow removal effort for any of the priority items listed below, that any disabled access areas or other infrastructure features which are designed to insure accessibility for qualified individuals with disabilities, are included in such effort.

Additionally, the Town of Goffstown understands that the Americans with Disabilities Act of 1990 requires non-discrimination in all programs, services, and activities for qualified individuals with disabilities and, as such, desires to identify and respond to any situation in which qualified individuals with disabilities may have unique or particular accessibility issues not known to the Town. To that end, the Board of Selectmen requests that any qualified individual with a disability which requires unique assistance with snow removal or sidewalk

POLICIES AND PROCEDURES

maintenance, contact the ADA Coordinator, at 497-8990 x100, so that their particular issue can be addressed and incorporated into the process for sidewalk maintenance and snow removal. All such requests and the ADA Coordinator's response to such requests shall be kept in a log. Any denials of requests shall be made in writing to the requestor by the ADA Coordinator.

The following locations are listed in prioritized order as to the Department of Public Works responsibility to keep them open and passable:

1. Arterial Roads (Classification A): Mast Road (in its entirety), Elm Street, Main Street, Pleasant Street, St. Anselm's Drive, Center Street, Pinard Street and High Street will be given the highest priority due to the high traffic volumes associated with these streets.
2. School Routes (Classification B): Wallace Road and Maple Avenue will be given priority on days that school is in session.
3. Dead end and residential streets (Classification C) will have the lowest priority.

SIDEWALK RECONSTRUCTION

It is the intent of this policy that unless otherwise identified as a new sidewalk and budgeted separately in the Capital Improvements Plan, sidewalks will be reconstructed at the time that the road is reconstructed. Sidewalk replacement usually involves drainage upgrades and curbing replacement which affect the roadway design. It is much more cost-effective to do all of the work at the same time. When sidewalks are reconstructed the town will attempt to meet ADA standards.