

SNOW REMOVAL POLICY

TOWN OF GOFFSTOWN, NEW HAMPSHIRE

PURPOSE

The purpose of this policy is to provide a written outline of steps to be taken by the Department of Public Works during snow and ice events. Due to the wide variety of storms, the Department of Public Works reserves the right to modify this plan as needed to address particulars for each storm.

This maintenance plan and set of priorities is not intended nor shall it be construed to prevent or otherwise limit the exercise of discretion and judgment on the part of the Town's officials and employees who are charged with the difficult job of responding to inclement weather conditions. Such officials and employees may deviate from these priorities whenever in the exercise of discretion such deviation is deemed necessary or desirable to the best interest of Public Safety.

The Director of Public Works and/or his assignee will be responsible for carrying out this plan and a copy of this plan will be provided to every employee involved in the snow removal process.

OPERATIONS OUTLINE

At the outset of a storm, during normal work hours, the Director or his assignee will be responsible for determining when snow removal operations will begin.

After normal work hours the Police Department will notify the on-call supervisor who will proceed from his location within 30 minutes to check road conditions and take the necessary action.

The following conditions to be considered by the supervisor on-call may include:

1. If the problem is found to be isolated slippery spots, the supervisor may treat with the pick-up mounted sander unit. He may also call in a few drivers from the rotation list if necessary. If the storm necessitates a full crew reaction, the supervisor will make the decision and call in the remaining crew.
2. Once a storm has progressed to the point of covering the streets, the department will begin treating operations which may include all truck-mounted sanders and/or calcium chloride spreaders. Chemical application rates may be adjusted for differing conditions.
3. Snow plowing will begin when approximately two (2) inches of snow has accumulated. Snow plowing operations will continue throughout the storm in an established assignment (see Attachment #1) to keep streets passable. During normal plowing operations, the chemical treatment of roads is suspended until the final

cleanup. Roads will only be treated during plowing operations if absolutely necessary.

4. If an emergency exists during plowing operations (Police or Fire) the supervisor will dispatch the unit closest to that location, upon notification, to ensure that the emergency units' access is not impeded.
5. During plowing and salting/sanding operations, all operators are required to keep the supervisor on duty apprised of any hazardous or illegal snow plowing activity by private contractors or citizen. (ie. Plowing across a Town road or making a sidewalk impassable due to driveway plowing, etc.) Also, operators are to inform supervisors of illegally parked or abandoned automobiles which are impeding snow removal operations. The supervisor will then notify the Police and, if the operator can not be located, the vehicle will be towed.
6. After his route has been plowed, each operator of a plow unit with a spreader is responsible for treating his route with the appropriate chemical application (as determined by the supervisor on duty) before he leaves his route. Also, he must notify the supervisor on duty of the status of his route for possible assignment to assist a fellow driver with his route before completing his shift. Dirt Roads are treated last.
7. Dirt roads are not salted they only receive a treatment of sand when they get slippery.

PRIORITIES

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: Mast Road (in its entirety), Elm Street, Goffstown Back Road, Henry Bridge Road, Wallace Road, Shirley Hill Road, Pleasant Street, St. Anselm's Drive, Daniel Plummer Road, College Road, Rockland Avenue, Pinard Street and High Street.
2. Police and Fire Facilities.
3. Collector Roads (ie. Tibbetts Hill, Paige Hill, etc.)
4. Residential Streets (Priorities established by geometric constraints such as hills, etc.)
5. Dirt Roads
6. Goffstown Public School parking lots, Villa Augustina, Town Hall Parking Lot, etc. will be plowed as they are encountered during the operator's normal route. Every effort will be made to open the lots prior to school opening and prior to school letting out to facilitate bus travel. If school is canceled or it is not a normal school day the lots may be left for the end of the storm.

The Superintendent of Schools will confer with the Goffstown Truck Center on whether or not to cancel school. Upon making a decision the Superintendent of Schools will notify the Department of Public Works through a phone call to the Goffstown Police Department.

All drivers will complete their assigned routes (see Attachment #1) in a logical order from start to finish before returning to a street for a second pass.

SIDEWALKS

All sidewalks in Town will be maintained with the exception of a small section of Center Street from Juniper to the Grasmere Town Hall; Mast Road (By Libby Street); Mountain Road (beyond the Masonic Temple); Spring Street and Shirley Park, Prospect Street, E. Union beyond the parish house; Higgins Street, Shirley Park Rd and the rail trail. These are not maintained due to being too narrow for our snow removal equipment. If personnel is 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 and handicap ramps will be cleaned up after the storm during the snow removal operation.

CHURCHES

Church parking lots will be cleaned up at the end of the storm if the church provides the town with a liability waiver to enter private property. Every effort will be made to get lots open for services and functions. The supervisor on duty must be notified of special events.

SNOW DUMPS

The Department of Public Works will utilize snow dumps at the DPW facility at Elm Street, the parking lot at the ballfield on Louis Street and the parking lot at the ballfields on Laurier Street. The snow dumps will be managed in accordance with the NHDES Fact Sheet attached as Attachment #2.

ASSISTING STRANDED MOTORISTS

Operators are not allowed to tow or jump start private vehicles. Operators will stop if they can and call for assistance via radio to the office for stranded motorists.

PLOWING PRIVATE DRIVEWAYS

Plow operators are prohibited from plowing private driveways. The supervisors who have their trucks at home may plow their driveways to get out.

FUELING OF EQUIPMENT

Operators will refuel before they leave on their routes, as needed while on route and they will also refuel before storing the equipment after the storm.

PLOWING ONE WAY STREETS

At times, the plows need to proceed the wrong way on one way streets, particularly, on Greer Road, Laurier Street and Eden Street.

DECLARING A SNOW EMERGENCY

The Director of Public Works or the Police Chief may declare a snow emergency for a particular storm. The snow emergency will have definitive times that it is in effect. During a snow emergency, there will be no parking within the ROW.

MUNICIPALLY MAINTAINED PARKING LOTS

There will be no overnight parking allowed in municipally maintained parking lots during the winter season except in designated spaces.

POST-STORM SNOW REMOVAL

Following the normal plowing and the end of the storm, snow removal operations will commence. A 24-hour rest period may be observed after a lengthy plowing event prior to commencing removal operations. The department will try to conduct removal operations during normal business hours; however, conditions may necessitate removal operations to be done at night along the arterial roads.