

Standard Operating Procedures

Alexandria, New Hampshire

No: 2010 Amendment

Date: May 18, 2010

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B:2-b; *(include any local parking bans or local ordinances)*

Approval Date: May 18, 2010

Next Review Date: September 7, 2011

OBJECTIVE: It is the goal and intent of the Town of Alexandria 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 Alexandria 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: At times, it is not possible to maintain a black snow and ice-free road during a 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 two-inches of snowfall. 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 preceding the storm. 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.

COMMAND: Direction of all winter maintenance activities for the Town of Alexandria 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

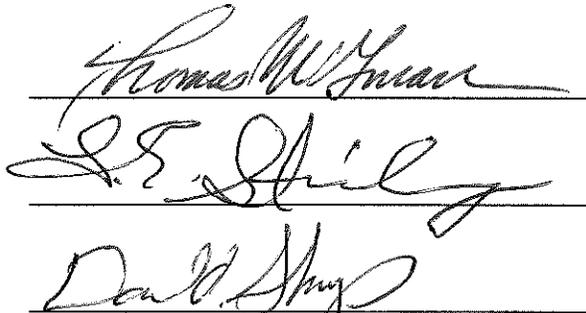
Alexandria. One or more of the following, which may delay or prevent the implementation of this policy, may affect all or any part of this Policy:

- 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 Alexandria has adopted the Winter Operations Snow Removal and Ice Control Policy effective Fall, 2000. 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.

Updated: _____ May 18, 2010 _____



The image shows three handwritten signatures, each written on a horizontal line. The signatures are in cursive and appear to be: 1. Thomas W. Green, 2. J. E. Staley, and 3. Don W. King.

BOARD OF SELECTMEN
TOWN OF ALEXANDRIA, NH

WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL PROCEDURES

(Includes Highway, 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 major plow and/or treatment routes. These routes encompass the Town's major artery and collector roads, and are assigned to one each of the heavier (six-wheel or larger) Town trucks. Additionally, there are two small, one-ton trucks with 4-way plows used to maintain emergency service facilities, municipal parking areas, Transfer Station and to assist in support of trucks assigned specific routes. The Road Agent will adjust routes, drivers and equipment as he sees fit.

MANPOWER: The Town of Alexandria has four (4) full-time personnel assigned to its winter maintenance operations. In addition, a labor pool of one seasonal driver and on-call drivers can be called if the need arises.

MATERIALS: The Department uses approximately 500 tons of rock salt and 4,000 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. The material is stockpiled treated. Rock salt is purchased as needed. A limited quantity of approximately 100 tons is stockpiled by the Highway Department. Unless weather conditions require a different approach, winter maintenance paved routes are treated with a mixture of sand and salt. The mixture is maintained at a minimum of one part salt to two parts sand. The mixture is applied to the center of the roadway where traffic can work the mix traveling either way. The mixture, in conjunction with traffic action, creates a watery brine melting snow and/or ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the mixture brine. The sand/salt mixture is only effective to approximately 20 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use to this time.

COMMUNICATIONS: The majority of the Highway Department's rolling stock is equipped with high band radios capable of transmitting and receiving on a frequency of 155.8650. Each plow and equipment operator is assigned a unique call number. A list of all call numbers is displayed in each piece of equipment or truck. A copy of the current call numbers is included as an appendix to this policy. Radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with the Town police department.

SCHOOLS: On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery.

- A. The school superintendent or designated official representative **will** contact the **Alexandria 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) will make the decision to cancel or postpone school for that day.

- B. It is important to have it determined who is canceling or postponing school. At the time of this document, it is the Newfound Area School District Superintendent or his/her designee who determines whether or not school should be cancelled.

PARKING: The Town has enacted a winter parking ban effective from November 15th to April 1st of each year. This ban prohibits parking in or on the Town's roads or rights of way (ROW) between the hours of 10:00 PM and 6:00 am. The Alexandria Police Department 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 many miles of roads from which to remove snow and control ice and five 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 the first priority during school days. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.
- B. The village common area will be maintained as possible during business hours, with the main snow clearance effort to be done during the snow parking curfew hours from 11 P.M. to 7 A.M.
- C. 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.
- D. Each specific plow route is depicted on the list(s) attached to this policy.

ROADS NOT RECEIVING WINTER MAINTENANCE: The Town of Alexandria does not maintain a number of roadways 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
- C. School District sidewalks and parking areas, which are the responsibility of the school district.

SALT FREE AREAS: The Town of Alexandria has established the following roadways or portion of roadways as “salt free” areas.

- A. Gravel roads will not be treated with salt only at any time. (This is to prevent the frozen gravel from melting) There is, however, a small amount of salt mixed with the sand that is applied to all roads.

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-a) The right of way (ROW) is often 50' wide, and confused by property owners as their own property. In most cases, the ROW often extends 10 to 20 feet of either side of the paved or gravel road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, which improves the appearance of the road greatly, but is obstructive to good maintenance from being conducted on the roadway.

In the event of personal property damage, the Town of Alexandria 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.

It shall be prohibited to shovel snow or plow snow onto a Class V road after it has been plowed and treated with sand or salt. In instances where it is necessary for a property owner to plow across the road, permission must be obtained from the landowner. Under no circumstances shall any person cause to leave snow in the road.

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

**Town of Alexandria
Plow Policy**

Plow Route #1

<u>Priority</u>	<u>Secondary</u>
Cass Mill Road	Sye Ali Road
Corliss Road	Morrison Road
Cross Road	Crouse Road
Transfer Station (when open)	Lyle Gale Road
	Poor Farm Road
	Bucklin Road
	Solar Acres Road
	Stoney Lane

**Town of Alexandria
Plow Policy**

Plow Route #2

Priority

Mt. Cardigan Road

Brook Road

Fowler River Road

Fairview Lane

Fox Hollow Road

Verrill Road

Perkins Hill Road

Welton Falls Road

Cream Hill Road

Secondary

Gove Road

Copatch Road

Kummerer Road

Linfield Road

Shem Valley Road

Knowles Hill Road East

Hutchins Hill Road

Gale Road West

Wadhams Road

Cole Hill Road

Gale Road East

**Town of Alexandria
Plow Policy**

Plow Route #3

Priority

Bog Road

Karl Gordon Road

Berry Road

Berry Farms Road

Walker Road

Secondary

Pattee Hill Road

Belser Road

Gordon Hill Road

McMurphy Road

Akita Road

Fletcher Farm Road

**Town of Alexandria
Plow Policy**

Plow Route #4

Priority

Secondary

Run salt:

Assist Truck #2

Fowler River Road

Assist other trucks

Fairview Lane

Mt. Cardigan Road

Town Pound Road

Thissell Road

Plummer Hill Road

Bailey Road

Mountain View Road

Cass Mill Road

Walker Road

Karl Gordon Road

**Town of Alexandria
Plow Policy**

Plow Route #5

Priority

Secondary

Town Pound Road

Foster Pond Road

Thissell Road

Matthews Road

Plummer Hill Road

Eastman Hill Road

Bailey Road

Patten Road

Mountain View Road

Sargent Road

Burns Hill Road

Thomas Road

King Road

Assist Other Trucks

Washburn Road

Salt application rates:

Pre-treat rate 500 lbs. @ lane miles
De-ice rate: 1,000 lbs. @ lane miles
Sand Rate = 2 c.y./mile

APPENDIX A **TERMINOLOGY**

In an effort to avoid confusion, the following standardized terminology with activity definitions is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions.

- Treat Roads** Roads will be spread with a mixture of sand and salt. The proportion of the sand/salt mixture will be determined by the Road Agent or his or her designee. Mixture will be spread along the centerline of the roadway in a width of two to four feet.
- Sand Roads** Roads will be spread with “straight” sand over the travel width of a gravel road. It may be necessary to spread in both directions to get a complete coverage.
- Treat Route** Go over assigned route spreading a sand/salt mix on all roads, intersections and cul de sac in such a manner that one backtracks as little as possible.
- Treat Main** Treat just the high traffic volume roads. Depending on conditions, drivers may be requested to do side streets.
- Open** Just keep the center of roads open; not spending a lot of time clearing routes, intersections or turn arounds. This normally will be requested while snow is falling and there is a need to finish the drivers’ routes in as short a time as possible. (One-inch per hour would result in three to four inches of snow at the beginning of routes before a truck gets back to it.)
- Open** As snow gets deeper, the driver will need to make extra passes at intersections to allow vehicle traffic to flow better. This is also aimed at getting the whole route done in as short a time as possible.
- Cleanup** Clean-up and push back all roads. Clean-up intersections, turn arounds and cul de sacs. Some areas may require more than one pass.
- Slush Off** Scrape off any snow/ice that has loosened up from treating with salt. Normally, it will require one pass each way unless advised to slush off and clean up.
- Push/Back** After several large storms it may be necessary to send a truck or the grader out to shelf or back snow winrows. A loader will normally go along to clean up driveways and intersections.