



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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## **WINTER MAINTENANCE POLICY Snow and Ice Control Policy Snow and Ice Control Procedures Plow Routes POLICY NO. 01**

### **SECTION 1. INTRODUCTION**

It is the goal and intent of the Town of Hopkinton 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.

### **SECTION 2. PURPOSE**

This policy shall serve as the guidelines concerning the winter maintenance of Town roads, sidewalks, and parking lots.

### **SECTION 3. AUTHORITY**

This policy is adopted by the Select Board in accordance with NH RSAs 41:11, 231:9-2, and 507-b:2.

### **SECTION 4. PROCEDURE**

The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the Town of Hopkinton 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.

### **SECTION 5. LEVEL OF SERVICE**

It is not possible to maintain a black, snow and ice-free road or sidewalk during a storm. It is the intention of the Town to provide practical, safe access to homes, businesses and municipal facilities during winter storms. The Town of Hopkinton 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 our policy to start to conduct snow removal operations upon accumulations of two-three inches of snowfall, measured at the Hopkinton Highway Department. The Superintendent of Highways or designee may, at his or her discretion based upon weather information reports, elect to not remove snow until greater or lesser accumulations. Snow accumulations of greater than 3 inches may be allowed before plowing operations begin during the overnight hours when traffic is less and less than 1

inch per hour snow fall is expected. 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 Superintendent of Highways or designee will determine the most appropriate material to be use based on current weather, expected weather, time of year and temperature.

During storms of a long duration, the Superintendent of Highways or designee 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. Length of this rest period will be determined by the Superintendent of Highways or designee based on current conditions and weather forecasts. It will be the responsibility of all operators to be sure and get the needed rest during this period.

During periods of snow fall rates of less than 1 inch per hour the Superintendent of Highways or 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.

## **SECTION 6. COMMAND**

Direction of all winter maintenance activities for the Town of Hopkinton is vested with the Superintendent of Highways or designee.

## **SECTION 7. 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 Hopkinton. 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

## **SECTION 8. SNOW REMOVAL AND ICE CONTROL PROCEDURES**

**(Includes Highway, Sidewalks, Parking Areas)**

- A. **EQUIPMENT:** The Highway Department utilizes all the assets of the department as needed to address snow emergencies. A list of the current rolling stock assets is included in Appendix A.
- B. **ROUTES:** Currently, the Town is divided into twelve major plow and/or treatment routes. Routes are listed in Appendix B. All of the routes encompassing the Town's major artery, collector roads, public buildings, school parking lots and public parking areas are

assigned to one each of the Town's equipment or sub contracted plow trucks. The Town uses one wheeled loader in the down town area for snow removal after the storm is over to open parking areas and maintain line of sight distances at intersections. This evolution will occur after the storm is over, sometimes several days after the storm is over. Sidewalks will be cleared after all roads have been cleared and personnel are available, this may take several days to complete.

- C. **STAFFING:** The Town of Hopkinton has eight (8) full-time personnel, two (2) part-time personnel and two subcontracted trucks assigned to its winter maintenance operations.
- D. **MATERIALS:** The Department uses approximately 1300 tons of rock salt and 4000 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 entire supply of sand is screened at the Town pit located on Kast Hill Rd. each year and stockpiled at the Highway Department complex. Rock salt is purchased from a supplier as needed.
- E. **APPLICATION OF MATERIALS:**
- **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 may be applied to assist the motorists. Sand may be mixed with salt, at a rate of 10 parts sand to 1 part 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 of the roadway three to five feet wide.
  - **SALT:** Salt may be applied at the beginning of the storm, before plowing operations begin. Salt will be used to stop the formation of ice buildup on the roadways. Salt will be applied at a rate of 400 pounds per mile. Salt will be applied to the center 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.
- F. **COMMUNICATIONS:** The majority of the Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving on a frequency of 33.06000 MHZ. Radios are also maintained at the Highway Department garage. The Town of Hopkinton, Highway Department does not use the services of a dispatch center. The Highway Department is equipped with an answering machine and checked periodically throughout the storm event.
- G. **SCHOOLS:** The Highway Department has responsibility for the clearing of snow and winter treatment of the Hopkinton School District access roads and 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.

- H. **PARKING:** The Town has enacted a winter parking ban (Ordinance Number 05-02) effective from November 1st to April 15th of each year. This ban prohibits parking in or on the Town's roads, parking lots or rights of way (ROW) between the hours of 11:00 PM and 7:00 AM. The Town 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.
- I. **ROADS NOT RECEIVING WINTER MAINTENANCE:** The Town of Hopkinton does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town include:
- Town roads classified as Class VI roads
  - Private roads, except those designated "Emergency Lanes"
- J. **DAMAGE TO PRIVATE PROPERTY:** The Hopkinton Highway Department makes every attempt to avoid damage to private property, it should be noted that the municipality is not held 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 is often 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 stonewall in these areas, which improves the appearance of the street greatly, but is obstructive to good maintenance from being conducted on the roadway. In the event of personal property damage, the Town of Hopkinton 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.
- K. **SNOW OBSTRUCTION POLICY:** The Town of Hopkinton 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 Superintendent of Highways and report the location of the alleged violation. The Superintendent of Highways or designee will determine the most appropriate response to eliminate this hazard. The Superintendent of Highways will document the incident and the remedial action that has been taken; a copy will be placed in the road files of any violations.
- L. **POST STORM OPERATIONS:** As determined by the Superintendent of Highways or designee, 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.
- **Snow Removal from Contoocook Village:** During the initial stages of the storm, only the roadways through the town center will be plowed, these will be plowed by NH DOT as this is their roadway (As parking areas along the businesses are free of parked vehicles, snow removal equipment may swing wider through the street to push back large amounts of accumulated snow.)
    - i. During the months of October 15th through April 15th snow removal of parking areas in the Town Center shall begin as soon as is practical after the storm.
    - ii. No snow removal operations will be conducted in the area of vehicles until they have been removed.

M. **SIDEWALKS SNOW REMOVAL:** the Town of Hopkinton maintains the sidewalks in Contoocook Village and Hopkinton. This maintenance will be done after the storm is over, sometimes a day or more after the storm. Maintenance will consist of snow blowing and an application of salt /sand if needed.

**SECTION 17. IMPLEMENTATION**

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

**Revision History**

Revision	Change	Date
001	Total Revision Adopted by Select Board	01/12/2015

## **APPENDIX A**

### **Equipment**

- 3-International DT 7400 with plow, wing, and sander
- 1-Ten wheel Freightliner with plow, wing and sander
- 3-Ford F550 four wheel drive trucks with plow, wing, and sander
- 1-Chevrolet 3500 with plow and sander
- 1-Ford F350 with plow
- 1-John Deere 624K loader with plow and wing
- 2-Hired Trucks with plow, wing, and sander
- 1-Gallion 850 Motor Grader with plow and wing
- 1-John Deere 410J backhoe

**APPENDIX B**

**Plow Routes**

<b><u>Route 1</u></b>	<b><u>Route 2</u></b>	<b><u>Route 3</u></b>	<b><u>Route 4</u></b>
Cross Rd	Kearsarge	Police Station	Penacook
Hop Cemetary	Fletcher Ln	Town Hall	East Penacook
Moss Rd	Granite Valley	Lilac	Tyler
Hop Fire Statio	Wildwood Cir	New Road	Dustin
Old Putney	Spring St	Kimball Pond	Tebroc
Highpond	Pinewood	George Rd	Briar Hill
Storyland	Snowshoe	Putney Hill Intersection	Broadcove
School	Hardy Ln	Checker Berry	Harold Martin
Dry Hydrant	Kryzaniak Ln	Harold Martin School	
	Elmbrook Area		
	Cressy Brook		
	Mill Rd		
	Schools		
<b><u>Route 5</u></b>	<b><u>Route 6</u></b>	<b><u>Route 7</u></b>	<b><u>Route 8</u></b>
Dolly	Pine St	Woodlawn Dr	Upper Boundtree
Stoneybrook	Clement Hill	Indian Ridge	Water Plant
Lower Putney	Kast Hill	Woodswell Gar	Old Spring St
Sugar Hill	Westwind Cir	Little Tooky Area	Ridge Ln
Bassett Mill	Brookwood	Gould Hill	South Shore
Stumpfield	Clement dirt	Watch Tower	Rolfe Pond
Boat Launch	Bound Tree	Blaze Hill	Bailey
Old Holme's	Pleasant Pond	Robert Gould	Covered Bridge
Little Frost	Burnhams Int	Roberts	Clerks Office
South Rd	Autumn Ridge	Old Stage	Penacook cut off
Irish Hill	Line Hill	Burrage	Houston Complex
Kimball Woods	Camp Merrimack	Chase farm	Alley Way
<b><u>Route 9</u></b>	<b><u>Route 10</u></b>	<b><u>Route 11</u></b>	<b><u>Route 12</u></b>
Cedar	Penacook	Hatfield	Putney
Carriage	Briar Hill	Galloping Hill	Gage Hill
Downtown	Rollins	Turnberry	Garrison
Prespect	Hutchins Hill	College	Elizabeth Lane
School St	Beech Hill	Bartons Corner	Farringtons Corner
Highland Ave	Patch	Pet Dow	Buckingham
Camp Rd	Willoby	Thain	Brockway
Cottage	Apple Tree	Moran	Corson
Smithfield	Upper Straw	Peaked Hill	Hookset Turnpike
Amesbury	Clarke	Country Club	Lower Straw
Riverside	Hedgerose	Tamarack	Hopkins Green
Fire Station			Hawthorn
High School			
Orchard Way			