

**TOWN OF HOOKSETT N.H
DEPARTMENT OF PUBLIC WORKS
SNOW AND ICE REMOVAL PLAN**

OBJECTIVE: It is the goal and intent of the Town of Hooksett 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 Hooksett 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: It is not possible to maintain a bare road or sidewalk totally free of snow and ice 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 commence snow removal operations upon the accumulation of two-inches of snowfall. The Public Works Director 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. Alternate methods of treatment may be utilized as conditions warrant.

Sidewalk snow clearance will be conducted as soon as possible during winter storms. Personnel availability, and the needs to maintain safe roadways, will take priority.

COMMAND: Direction of all winter maintenance activities for the Town of Hooksett is vested with the Public Works Director and his or her designee.

EXECUTION: The policy outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal, and ice control for the Town of Hooksett. 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

WINTER OPERATIONAL SNOW REMOVAL AND ICE CONTROL PROCEDURES

EQUIPMENT: The Public Works 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 the appendices of this policy.

ROUTES: Currently the Town is divided into 13 major plow and/or treatment routes.

Collector Roads - Alice Ave, Auburn Road, Benton Road, Bicentennial Drive, Farmer Road, Granite Street, Hackett Hill Road, Industrial Park Drive, Legends Drive, Lindsay Road, Main Street, Martins Ferry Road, North River Road, Smyth Road, South Bow Road, West Alice Ave and Zapora Drive.

Safety Center: Police and Fire facilities

Residential Streets and all other public roadways with in the Town of Hooksett.

MANPOWER: The Town of Hooksett has twenty (20) full-time personnel assigned to its winter maintenance operations. As well as for municipal/school parking lot snow removal.

MATERIALS: The Department uses approximately 2,500 tons of rock salts and 1,000 tons 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. Rock salt and sand are purchased from a supplier as needed. A limited quantity is stockpiled by the Public Works Department. Unless weather conditions require a different approach, winter maintenance routes are treated with a mixture of sand and salt. The mixture is maintained at approximately one part salt and 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 the 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. Liquid calcium chloride may be used in conjunction with sand/salt mixture below 2 degrees Fahrenheit to increase its effectiveness.

COMMUNICATIONS: All of the Public Works Department rolling stock is equipped with narrow band radios capable of transmitting and receiving on a frequency of 37.26000. Each operator is assigned to 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 Public Works Department garage and Police Dispatch Center.

SCHOOLS: The Public Works Department does have the responsibility for the clearing of snow and winter treatment of the Town schools 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 the designed official representative shall contract the Public Works Department to determine the condition of the municipality's roads in order to determine the safety of students using school buses. The School Superintendent, not the Public Works Director, shall make the decision to cancel or postpone school for that day.

PARKING: PARKING DURING WINTER MONTHS-ORDINANCE #00-1

The Town of Hooksett ordains that, pursuant to the authority granted under section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

EFFECTIVE

November 1, through May 1 each year, no parking shall be permitted on any Town road or Town maintained road between the hours of 11:00 p.m. and 6:00 a.m., or anytime during storms and related Town operations for snow and ice removal and control. The parking ban shall be in effect seven days a week.

PENALTY

Violator's vehicles shall be removed under the direction of the Highway Department Manager or Chief of Police. Charges for towing and storage shall be paid by the owner for release of the vehicle.

PLOW ROUTE PRIORITIES: With a total of approximately 85 miles of roads from which to remove snow and control ice, and with limited pieces of equipment to handle this responsibility, the Public Works Department has to assign priorities for the winter maintenance route activity in order to maximize the effectiveness of their efforts for the motoring public:

- PRIORITY 1** Main roads and carrier roads within the urban compact will be given first priority.

- PRIORITY 2** Residential streets and commercial areas will be assigned the next highest priority.

- PRIORITY 3** Dead end streets and cul-de-sacs will be the third priority.

- PRIORITY 4** Municipal and school parking lots and access roads will be fourth priority. On days when school has not been cancelled and at the discretion of the Public Works Director or his/her designee, school/municipal Parking areas may be assigned to Priority 2. Once completed, all dead end and cul-de-sacs will be the next priority.

ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE: The Town of Hooksett does not maintain a number of roadways and sidewalks as part of the 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 which are the responsibility of the school district.
- D. Sidewalks other than those shown on the sidewalk snow removal map attached.
- E. State roads that do not fall within the urban compact.

FIRE HYDRANTS: Snow will be removed from the area of fire hydrants by the respective water departments and/or the Fire Department.

Village Water Precinct 485-3392
Central Water Precinct 624-0608
Manchester Water Works 624-6494

DAMAGE TO PRIVATE PROPERTY: It should be noted that the municipality isn't held responsible for the 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 is often thought by property owners to be part of 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 maintain lawns, place mailboxes, erect fences or stone walls and place irrigation systems in this area, which improves the appearance of the street greatly, but may be obstructive to maintenance being conducted on the roadway.

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

As a courtesy to the residents of Hooksett, the Town will repair or replace mailboxes that are placed within the right of way if physically struck and damaged by the snow removal equipment. At no time will the Town replace mailboxes that are not able to withstand the weight or lateral force of the snow due to age, rot, or poor installation. The Town will only use standard rural type mailboxes and 4x4 wooden posts as replacement equipment.

PLACEMENT OF SNOW:

Placing Snow and Ice on Street and Sidewalks-Ordinance # 00-34

- (a) No person shall place or cause to be placed any snow, ice, or pumped water on the traveled portion of any public way or sidewalk in the town, unless specific written permission is obtained for special events from the Town Administrator, or designee of the office of the Town Administrator.

- (b) Any person who violates this section shall be subject to a fine not less than \$30.00 and not more than \$300.00, and the offender may be subject to reimburse the town for any expenses incurred by the cleanup of said violation (Actual Ordinance).

SIDEWALK SNOW REMOVAL:
Policy for Maintaining Sidewalks

Sidewalk Maintenance Sidewalk winter maintenance is ranked according to high, medium and low priority sidewalks. High priority sidewalks are sidewalks that provide access to public schools, town hall municipal services, and the local business area. Medium priority sidewalks are sidewalks that provide access to all public buildings such as town hall, safety center, etc., as well as Mammoth Road, Hooksett Road, and Benton Road. Low priority sidewalks are sidewalks with limited pedestrian use that are located in subdivisions.

During a winter snow emergency, high priority sidewalks are cleared upon completion of all road maintenance. During an average winter storm event, high priority sidewalks will be cleared immediately following the clearing/cleanup of all town roadways. Medium priority and low priority sidewalks will be cleared following high priority sidewalks as long as no other winter storm event occurs. In the event another winter storm occurs before there is an opportunity to clear medium and low priority sidewalks, we will begin with high priority sidewalks and continue from there.

Sidewalk Maintenance Priority List

High Priority

Village Area – Main Street, Merrimack Street, Lafond Avenue, Hooksett Road

Medium Priority

Mammoth Road, West River Road, Benton Road

Low Priority

All sidewalks located in residential subdivisions

MONITORING OF ROAD CONDITIONS: The normal hours of operation for the Public Works Department is Monday thru Friday 7:00 a.m. to 3:30 p.m. Outside of these hours, the Police Department, which is a 24 hour a day, 365 days a year operation will monitor the road conditions. Upon detecting a road hazard that needs an immediate response, the on duty Police Supervisor will contact the Highway Division Crew Chief. The Crew Chief will evaluate the situation and determine the appropriate response.

If the deficiency discovered is not an emergency, the Police Department should notify the Public Works Department during regular business hours.

CITIZEN COMPLAINTS/CONCERNS: Any resident who has a complaint or concern regarding the Public Works Department snow and ice removal operation, or wishes to report damage to their property, are encouraged to contact the Public Works Department during our regular business hours.

We can be reached by calling (603) 668-8019.

Appendix A

Snow Removal Equipment

- 12 – Plow/Dump Trucks with Sanders
- 2 – 1.5 ton Plow/Dump Trucks
- 3 – Pick up Trucks with Plows
- 1 – Loader with Snow Pusher
- 1 – Sidewalk Plow

Appendix B

Radio Call Listing

Recycling & Transfer

- 60 - Transfer
- 61 - Diane
- 62 - Ernie
- 63 - Richard
- 64 -
- 65 - Greg
- 66 -
- 67 -
- 68 - Jeff

Highway

- 69 -
- 70 - Jessica - HGWY Base
- 71 -
- 72 -
- 73 - Phil
- 74 - Mario
- 75 - Jim
- 76 - John
- 77 - Tommy
- 78 - Rob
- 79 - Dave
- 80 - Bob
- 81 -
- 82 -
- 83 - Brett
- 84 - Paul
- 85 -
- 86 -
- 87 - Jamie
- 88 - Jason
- 89 - Dale C.