



Town of Allenstown  
New Hampshire

## POLICIES & PROCEDURES

Town of Allenstown, NH

Title

# WINTER AND HAZARDOUS WEATHER ROADWAY & SIDEWALK MAINTENANCE POLICY

Policy No

#2016-002

Original Adoption Date

00/00/2016

Revision – No. & Date

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## Section 1.0: Purpose

The purpose of this policy is to insure that normal operating procedures for winter maintenance, snow removal and ice mitigation efforts are performed in a timely and cost-effective manner for the safety and benefit of the Town's residents and the general motoring public.

## Section 2.0: Organization Affected

Highway Department

## Section 3.0: Definitions

**3.1 Winter Maintenance:** Shall mean the removal of snow from roadways, sidewalks and municipal parking lots during and after a snow precipitation event. It shall also mean the treatment of those roadways, sidewalks and municipal parking lots prior to, during and after accumulation of ice or snow due to falling precipitation or runoff of water.

## Section 4.0: Policy

### 4.1 Responsibility for Roadway & Sidewalk Maintenance

Responsibility for all winter and hazardous weather maintenance of roadways and sidewalks activities for the Town of Allenstown is vested with the Road Agent. The provisions of this policy should not be understood or interpreted as restricting the essential freedom of judgment which must be exercised by the Road Agent empowered to implement this policy.

## Section 5.0: Procedures

### 5.1 Roadway & Sidewalk Maintenance Procedures

Due to the many variables that are inherent in New England weather, each storm situation varies and presents a unique set of circumstances and challenges to the individuals employed by the Town who are charged with the responsibility of meeting the Town's winter maintenance obligations. Therefore, this policy is intended to provide general guidelines that are strictly advisory in nature.



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### ***EXAMPLES OF UNIQUE CIRCUMSTANCES & CHALLENGES***

- Equipment Breakdown
- High Rate of Snow Accumulation
- Extreme Weather Conditions, i.e.: Winds, Freezing Rain, Low Temperatures
- Traffic Congestion
- Emergencies
- Shortage of Personnel
- Road Obstructions, i.e.: Down Trees, Down Electric Wires, Automobile Accidents, etc.

### ***5.2 Levels of Service***

It is not possible to maintain snow and ice-free roads or sidewalks during a storm. The Highway Department will provide practical, safe access to homes, businesses and municipal facilities during winter storms. It is our policy to start treatment of road surface operations when determined necessary by the Road Agent or when notified by the Police Department of adverse weather conditions. Pre-treatment and ice mitigation may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and following the storm. Road salt has a much slower effect on melting snow and ice at temperatures below 25 degrees and may not be applied until air temperature is warmer. Sidewalk snow clearance will be conducted as soon as possible however the priority will be to ensure town roads are cleared of snow and/or ice.

### ***5.3 Priority of Maintenance Efforts***

With a total of approximately 33 miles of roads from which to remove snow and mitigate ice, the Highway Department has to assign priorities in order to maximize the effectiveness of its efforts.

**Priority 1:** Priority is given to Town roadways.

**Priority 2:** Priority is given to Emergency Lanes so designated.

**Priority 3:** Priority is given to the parking lots of municipal buildings to include the following: Fire Station, Police Station, Community Center, Town Hall and the Library. .

**Priority 4:** Priority is given to sidewalks designated to for winter maintenance.



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**Priority 5:** After storm - snow banks may be pushed back and/or shelved.

**Priority 6:** After storm - remove snow banks from municipal parking lots.

### **5.4 Roadways & Sidewalks not subject to Winter Maintenance**

The limited resources available to the Town to respond to winter maintenance needs results in some roadways and sidewalks not receiving winter maintenance. Class VI roadways are not required to be maintained in the winter time. The Road Agent at his discretion may maintain sections of Class VI roadways when he has the resources to do so. The following sidewalks will be maintained during the winter period based upon the priorities as listed above;

School St. North side from Rt. 3 to Main St.

Main St. North and South side where sidewalks exist from the Pembroke Town line to Als Ave.

Granite St. North side from Main St. to Parkwood Dr.

Turnpike St. East side from River Rd. to the Pembroke Town line

All other sidewalks which are the responsibility of the Town will not receive winter maintenance.

### **5.5 Municipal Parking Lots and Facilities**

The Highway Department is responsible for winter maintenance for the parking lots of municipal buildings. The Road Agent may seek assistance from other departments such as the Fire and Sewer Departments if they have equipment and personnel available to assist.

Clearance of snow around municipal fire hydrants shall be the responsibility of the Fire Department. The Road Agent may assist the Fire Chief with this effort if resources are available.

Municipal facility managers are responsible for winter maintenance of walkways, ramps, entry ways and sidewalks on the grounds of those facilities.

### **5.6 Clearance of Debris from Roadways & Sidewalks due to Weather Events**



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Moderate to severe weather, other natural events may cause debris to be deposited on roadways and sidewalks. The Highways Department is responsible for removal of debris based upon the same priority levels as indicated above (Priority 1 through 4).

### Section 6.0: 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 committee members, appointed or elected to office and at such other times as may be necessary.

### Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		00/00/2016
<u>Original Policy Reviewed &amp; Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		00/00/2016
Kate Walker	Board of Selectman		00/00/2016
.	Board of Selectman		00/00/2016



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**Section 8.0: Policy & Procedure Revision History**

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				

DRAFT