



Town of Jaffrey, New Hampshire
Department of Public Works
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Gravel Road Maintenance Policy
Eff. January 2016

The Town of Jaffrey has over 18 miles of unpaved gravel roadways (Class V) ranging from access to a single home/property to a connector providing access to many properties.

The roadways are typically low traffic volume (< 50 ADT recommended NHDOT⁽¹⁾).

The maintenance of unpaved roadways consists generally of the use of various equipment (Grader/Loader) and gravel. The basic components to a gravel roadway the driving surface, shoulder and ditch. The shoulder area and ditch may be minimal. Drainage is typically limited to ditches and cross culverts as needed.

The rights of ways for unpaved roads in Jaffrey range from 2 rods to 3 rods (33 feet to 49.5 feet) in width.

Problems that are typically encountered on unpaved roadways include rutting, groundwater intrusion including springs, spring thaw, gravel displacement, dusting, ditch and cross culvert clogging, and stone/ledge outcrops.

The challenges to maintain gravel roadways include the increase of development and traffic on gravel travelways. Greater ADTs and larger vehicles cause significant stresses on the roadway increasing maintenance costs.

The following are general guidelines utilized in the maintenance of the unpaved roadways throughout the year.

Winter

- The unpaved roads maintained for winter travel are as identified on the established plowing route list.
- Travelways will be plowed of accumulated snow in accordance with established Winter Maintenance Policy.
- Care will be undertaken during those times of the year when the travel surface is soft and plowing activities will significantly damage the roadway.
- Prior to spring thaw, Load Limit restrictions will be enacted under the approval of the Board of Selectmen. Signs to be installed.
- Ice treatment or slippery road conditions will be treated with sand/grit or as determined by the Road Foreman.
- Periodic inspection of the roadways will occur on an as-needed basis.
- Water issues as originating from winter melting conditions will be addressed as required, as determined by the Road Foreman.
- Complaints of road conditions etc. to be logged in PubWorks maintenance tracking software. Complaints to include name and phone number of complainant.

Spring

- Road conditions to be monitored by the Road Foreman during the melting season.
- Areas of road failure/excessive mud, etc to be addressed as needed with stone/and or gravel.
- Drainage issues to be addressed as needed to facilitate follow of groundwater.
- Complaints of road conditions etc. to be logged in PubWorks maintenance tracking software. Complaints to include name and phone number of complainant.

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.

Summer

- Road conditions to be monitored by the Road Foreman. Appropriate monitoring/inspection after heavy summer storms is necessary.
- Once spring thaw is complete and while road is damp but not saturated, grading of the roadway can commence.
- The Road Foreman will determine the order of the maintenance activity.
- Once grading is underway, the operator will shape the roadway paying attention to the crown of the roadway (existing and needed) (ideal is 1/2" per foot), the exiting condition i.e. corrugation, rutting, and displacement of material.
- Roadway, shoulder and ditches will be attended to by the grader. Additional equipment as necessary, and as determined by the Road Foreman, will be utilized to effectuate the maintenance of the roadway.
- Grader operator to utilize established techniques to effectuate the maintenance. Low speed, correct moldboard angle and pitch to be employed. Maintenance windrows or as a result of winter maintenance activities to be addressed as necessary by the grader operator.
- Grader operator to be aware of superelevation of any roadways.
- Soft or weak subgrades are difficult to remedy. Operator can supplement with stone/gravel as necessary. Proper rebuilding is probably unlikely given financial constraints.
- Potholes, corrugations and other defects to be addressed as necessary throughout the season.
- Roadside ditches to be maintained as necessary and as staffing permits. Cross culverts to be maintained as necessary.
- Road defects such as stones/boulders etc to be addressed in the summer as determined by the Road Foreman.
- Drainage improvements to be planned with assistance of the Town Engineer who shall apply for any necessary permits.
- Drainage installations, modifications and maintenance to be undertaken under the supervision of the NHDES certified installer.
- Acceptable gravel to be installed on roadways as determined by the Road Foreman, within budgetary constraints. Typically gravel funds are made available after bituminous paving is complete.
- Dust Control – the town does not undertake activities to control dust, etc. Chemical treatment (i.e. calcium chloride) is not used.
- Complaints of road conditions etc. to be logged in PubWorks maintenance tracking software. Complaints to include name and phone number of complainant.

Fall

- Road conditions to be monitored by the Road Foreman.
- Potholes, corrugations and other defects to be addressed as necessary throughout the season.
- Maintenance grading to occur as required.
- Roadside ditches to be maintained as necessary and as staffing permits. Cross culverts to be maintained as necessary.
- Drainage improvements to be planned with assistance of the Town Engineer who shall apply for any necessary permits.
- Drainage installations, modifications and maintenance to be undertaken under the supervision of the NHDES certified installer.
- Acceptable gravel to be installed on roadways as determined by the Road Foreman, within budgetary constraints. Typically gravel funds are made available after bituminous paving is complete.
- Dust Control – the town does not undertake activities to control dust, etc. Chemical treatment (i.e. calcium chloride) is not used.
- Complaints of road conditions etc. to be logged in PubWorks maintenance tracking software. Complaints to include name and phone number of complainant.

When working on gravel roads, appropriate work zone safety to be employed (signs, cones, detours, etc)

The above policy is not intended to be inclusive of all maintenance activities that occur on Jaffrey unpaved roadways. It is intended to be a general guidance tool. Any and all activities are subject to change and the policy modified as determined by the Director, Town Engineer and/or Road Foreman.

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(1) NHDOT Minimum Geometric & Structural Guides for Local Roads and Streets