



**Town of Jaffrey, NH**  
**Department of Public Works**  
**Winter Operations**  
**Snow Removal and Ice Control Procedures**  
(Includes Highway, Sidewalks, Transfer Station and Parking Areas)

**Equipment:** The Highway Department utilizes all the assets needed to address snow emergencies. A list of the current rolling stock assets is maintained by the Town Mechanic.

**Routes:** Currently, the town is divided into eleven (11) plow routes and four (4) treatment routes. Major through-roads and school bus routes are prioritized as much as possible noting that major arterials (Routes 202, 124, 137) are maintained by the NHDOT.

**Manpower:** Full-time Public Works employees, including Water Division employees assist the Highway Department with winter road maintenance. In addition, several contractors, as deemed necessary by the Director or designee are contracted with seasonally to assist. This includes the contract operator of the wastewater treatment facility.

**Materials:** The department anticipates using approximately 2000 tons of salt and 750-900 cubic yards of sand each season. Salt is typically obtained from supplier utilizing the NHDOT bid pricing annual contract. Locally procured sand is used as an abrasive for dirt roads and is applied to improve the public's motor vehicle traction. On paved roads salt is deposited by mechanical spreader in the middle of the road (where traffic allows) creating a liquid super salt (brine) effect. Depending upon the type of treatment required for road conditions, the salt may be broadcast over the travel way to deice. Department may also employ additional anti-icing compounds such as calcium chloride.

At the beginning of each winter season, it is the goal of the department to begin the season with a full salt shed. As material is used, salt is ordered to keep the shed stocked.

Unless weather conditions require a different approach, winter maintenance routes are usually treated first with salt. If a mixture of sand and salt is used the ratio used is approximately 2 parts sand to 1 salt. The salt is applied as close to the center of the roadway as possible, where traffic can work the mix traveling either way (this sometimes requires spreading the material). 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. Depending on temperatures and other weather conditions, the Public Works Director or his designee will make the determination as to when to stop applying salt and change to other add materials that are available for use at the time.

The following roads (or sections thereof) are designated "No or Reduced Salt Zones" and may be treated with salt alternatives:

- Gilmore Pond Road
- Squantum Road

Gravel roads receive no anti-icing materials. Sand is spread on these roads as an abrasive.

**Communications:** The Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving on a town owned frequency. Most private contractors working for the

town communicate with DPW using cell phones. Department radios also have the ability to monitor police and fire channels to address concerns of those departments.

**Schools:** Public Works is not responsible for maintenance activities at the Jaffrey-Rindge schools.

The school superintendent or designated official representative may contact the Public Works Department to determine the condition of the municipality's roads. The school representative shall make the decision to cancel or postpone school for that day.

**Parking:** The Town enacts a winter parking ban effective from November 1<sup>st</sup> to April 15<sup>th</sup> annually. This ban prohibits parking in or on the town's roads or right-of- ways between 11:00 PM and 6:00 AM. The Town has the right to tow at the owner's expense. The purpose of the winter parking ban is to allow winter maintenance crews unobstructed snow removal and ice control routes, as much as possible, and to maintain the maximum effectiveness of their efforts. Overnight parking is also restricted in Blake Street parking lot and the Town Office parking lot. Overnight parking is permitted in the Blake Street lot in designated areas only. Violators may be ticked and/or towed.

### **Snow & Ice Operations**

At the commencement of inclement weather, based upon reported and observed road conditions and traffic, salting of roadways commences. Dependent upon intensity of precipitation, salting operations may be halted or skipped and plowing commencing immediately. Once plowing of public roadways, sidewalks and parking lots begins, it will continue until precipitation has ceased and all roads are clear. Once plowing ceases, based on road conditions, salt or other materials may be spread. For gravel roads, application of sand is done typically upon completion of application of anti-icing materials on paved roadways and/or availability of equipment.

**Plow Route Priorities:** With a total of over 64 miles of town roads from which to remove snow and ice and finite pieces of equipment to handle these responsibilities, 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.

- Main roadways will be given first priority. Efforts will be made that school bus routes will be given the first priority during school days.
- Sidewalks will receive winter maintenance concurrent with maintenance of roadways subject to limitations of manpower, equipment and size of storm.
- Public parking areas at the Town Office, Library, Police Station, and Fire Station will be maintained by plowing during the winter storm. The application of slip resistant materials will be applied as determined by the Highway Foreman or his designee.
- Transfer Station / Recycling Center: If the facility is open during the snow or ice storm, personnel or contractor 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 is reasonably possible.
- Sand and other slip resistant materials to be used in public areas. It often will not be possible to maintain clear ground, but a reasonable effort will be made during storms.

**Roads not receiving Winter Maintenance:** The town of Jaffrey does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town includes:

- Town roads classified as Class VI roads.
- Private roads
- Private subdivision roads
- Class V roads closed for winter (Witt Hill Road- Section)

**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. The right of way (ROW) is often varies but can be up to 50' wide, and is often confused by property owners as their own property. In most cases, the ROW extends ten to twenty feet on either side of the paved or gravel road. Homeowners 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.

Homeowners should not put bark mulch, crushed rock, stone walls, fences (visible and invisible), irrigation systems, trees or lawns in the town right-of-way. The town is not liable for damage that may occur to property in its right-of-way. Many items interfere with heavy equipment and become a hazard for vehicles and pedestrians. They often cause drainage failures, and thereby road deterioration.

Location of Mailboxes: Mail and newspaper boxes are allowed, at the owner's risk within the right-of-way for purposes of convenience. United States Postal Bulletin 22102 states:

"The Postal Service suggests using a semi-arch or extended arm support which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers."

The following suggestions for reducing the possibility of damage and liability:

- Mailboxes should be installed at least three feet from the edge of pavement
- Installations should be sufficiently sturdy to withstand the weight of heavy snow resulting from plowing operations.

### **Post Storm Operations:**

Snow bank removal operations will occur in the downtown business parking area at a time determined by the Director or his designee. The Department will strive to remove the snow as soon as practical, but limitations such as manpower, equipment, fatigue, traffic, and forecasted weather will factor into the decision on when snow is to be removed. The department will endeavor to complete this task in the overnight to minimize impacts to vehicular traffic and pedestrians and disruptions to businesses.

As determined by the Director of Public Works or his designee, the snow banks resulting from the previous accumulations may be pushed back, or shelved, using the plow and wings of the dump trucks, grader, or other suitable equipment to make space for future snow storms.

Roads will be scraped in those areas subject to drifting snow, on an as needed basis.

**Sidewalk Snow Removal:**

Sidewalks are constructed at the outer edge of the right-of-way creating a conflict between snow removal equipment and some structures such as fences. Every effort is made to minimize damage to private property. Should damage occur, after inspection, public works personnel will negotiate extent of repairs.

Sidewalk snow removal will be done as soon as possible within the limitations of manpower, equipment, and storm size.

If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads shall take priority.

The sidewalks will be treated with ice control materials as quickly as possible after the storm if required.

Total operations for a moderate sized snowfall will typically require 3-4 days from beginning to end.

This policy supersedes previous winter maintenance policies

Date of this policy: February 21, 2012