

HIGHWAY DEPARTMENT POLICIES

Hancock, New Hampshire

No: 2000-03

Date: October 17, 2022

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B: 2-b,

Approval Date: June 13, 2000

Next Review Date: **November 1, 2024**

POLICY: It is the goal and intent of the Town of Hancock 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 Hancock 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 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 Hancock 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 three inches of snowfall, measured at the Hancock Highway Department. The Director of Public Works 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 of 11PM to 5 AM. All routes will begin from the Highway Department and the operators will work systematically around their respective routes. No operator will leave his or her assigned route unless he/she has the approval of the Director of Public Works or his/her appointed designee.

Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as deemed effective, and preceding 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 Director of Public Works or his/her designee will determine the most appropriate material to be used based on current weather, expected weather, time of year and temperature.

During storms of a long duration, the Director of Public Works 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. This period will last no longer than 5 hours, and may last for a shorter time period if weather conditions change. It will be the responsibility of all operators to be sure they get the needed rest during this period.

During periods of snow fall rates of less than 1 inch per hour the Director of Public Works or his 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.

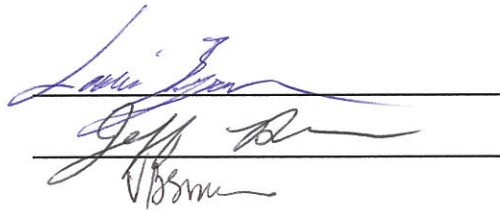
COMMAND: Direction of all winter maintenance activities for the Town of Hancock is vested with the Director of Public Works or his or her designee.

EXECUTION: The policy outlined above is intended to serve as the normal operating procedure for winter maintenance, snow removal and/or ice control for the Town of Hancock. 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
- Lack of Employees

ADOPTION:

The Town of Hancock has adopted the Winter Operations Snow Removal and Ice Control Policy effective June 13, 2000 and reviewed in October 2003, November 2006, November 2008, November 2010, November 2012 and October 2022. All residents are encouraged to familiarize themselves with the content as it describes the condition that one might expect to encounter before, during and following a winter storm event.

Three handwritten signatures in blue ink are positioned above three horizontal lines. The signatures are cursive and appear to be 'Lance J...', 'Jeff R...', and 'V. Bism...'. The lines are solid black and extend across the width of the signatures.

BOARD OF SELECTMEN
HANCOCK, NEW HAMPSHIRE

WINTER OPERATIONS
SNOW REMOVAL AND ICE CONTROL PROCEDURES
(Includes Highway, Sidewalks, Parking Areas)

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 the appendix.

ROUTES: The Town is divided into four major plow and/or treatment routes and 1 part-time route for town building parking areas. Each of the routes encompassing the Town's major artery and collector roads is assigned to one piece of the Town's equipment. Additionally, there is one small truck with a 2-way plow used to assist in support of trucks assigned specific routes.

The Town uses one wheeled loader in the down town area to load snow for removal as it may restrict parking or line of sight distances at intersections. This evolution will occur after the storm is over, sometimes several days after the storm is over.

MANPOWER: The Town of Hancock has Five full-time personnel and 1 part-time personnel assigned to its winter maintenance operations.

MATERIALS: The Department uses approximately 200 tons of rock salt and 2800 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 purchased each year and stockpiled beside the Highway Department's building. Rock salt is purchased from a supplier as needed. A limited quantity of approximately 15 tons is stockpiled by the Highway Department.

APPLICATION OF MATERIALS:

A. 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, a light application may be applied to assist motorists. Sand may be mixed with salt, at a rate of 10 parts sand to 1 part salt, to prevent freezing of the sand inside the sander bodies. This mixture will also assist the sand in sticking to the ice-covered roadway. Sand will be applied to the center of the roadway, at a rate of approximately 2 yards per mile of road.

B. 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 only be used on those roads that have a sufficient enough traffic volume to work the brine across the roadway. Salt will be applied at a rate not to exceed 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.

C. Magnesium Chloride: Liquid Magnesium Chloride may be applied prior to a freezing rain

storm on the asphalt roads. Magnesium Chloride is an environmentally safe anti-icing agent that can prohibit the bonding of freezing rain to cold pavement. When application is practical the Highway Department will apply a twelve foot center strip of liquid Magnesium Chloride several hours prior to the storm starting. The Director of Public Works or his designee will make the determination on the application of liquid magnesium chloride, after determining that the storm is most likely to produce freezing rain at the start of the storm. The weather conditions will dictate how long this application will last as it will dilute over time and eventually become ineffective. When this application becomes ineffective regular treatments of sand/salt mix or straight salt will be continued through out the storm.

COMMUNICATIONS: The majority of the Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving on a frequency of 156.045 MHZ. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Highway Department garage. The Town of Hancock, Highway Department does not use the services of a dispatch center. The Highway Department is equipped with an answering machine.

SCHOOLS: The Highway Department does not have the responsibility for the clearing of snow and winter treatment of the Elementary School access road 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 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 representative(s) shall make the decision to cancel or postpone school for that day.

PARKING: The Town has enacted a winter parking ban effective from November 1st to April 1st of each year. This ban prohibits parking in or on the Town's roads or rights of way (ROW) between the hours of 11:00 PM and 6:00 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 to maintain, as much as possible, the maximum effectiveness of their efforts.

PLOW ROUTE PRIORITIES: With a total of 50 miles of roads from which to remove snow and control ice and four pieces of equipment to handle this responsibility, the Highway Department has to assign priorities for winter maintenance route activity to maximize the effectiveness of their efforts for the motoring public.

- A. School bus routes will be given a priority during school days. It takes approximately 3 to 4 hours to properly prepare a route for bus traffic; the timing of the storm could have an effect on proper preparation of all routes. Each plow route will make every possible attempt to see that the best possible snow clearance will be completed on their route. The School District shall be responsible for informing the Highway Department of any changes in the normal school routine. B. The Town Office Building and Police Station will be maintained as possible during business hours. Steps and walkways will be maintained as time and personnel permits. Town Office and Police Department staff will assist, as needed, in keeping the steps and walkways clear during working hours. Public Safety is a concern in this area due to many cars and pedestrians in the area, but limited resources will dictate our ability to maintain these areas.
- C. Public parking areas at the Town Offices and each municipal department will be maintained by plowing during the winter storm. The application of slip resistant materials will be applied after the storm as determined to be needed by the Director of Public Works.
- D. Transfer Station/Recycle Center: Transfer station personnel may be required to assist with the Town's general winter maintenance operations. If the facility is open during the snow or ice storm, personnel will plow this area prior to opening for public use. Public areas shall be

kept as clear as possible to provide safe access as reasonably possible. Sand and other slip resistant materials shall be used in public areas. It often will not be possible to maintain clear ground, but a reasonable effort will be made during storms.

- E. Fire Hydrants: Fire Hydrants will be cleared on an as needed basis and will not commence until the Water Commissioners have given approval
- F. Hancock Meeting House: The entrance to the Hancock Meeting House will be maintained Monday through Friday by the Town of Hancock. During the weekends (Saturday and Sunday) maintenance of the walks will be the responsibility of the Congregational Church.

ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE: The Town of Hancock does not maintain some roadways and sidewalks as part of its ongoing winter maintenance activities. The areas not maintained by the Town include:

- a. Town roads classified as Class VI roads
- b. Private roads
- c. Antrim Road (From the Intersection of Birch road to the town line): summer maintenance only.

Old Town Road (From the intersection of King's Highway to the end of public way):
Summer Maintenance Only

Eaton Road (From the Chlorinator to the English Residence): Summer Maintenance Only
- d. School District sidewalks and parking areas, which are the responsibility of the school district.
- e. Parking Area and sidewalks for The United States Post Office

SALT FREE AREAS: The Town of Hancock has established the following roadways or portion of roadways as "salt free" areas. A "salt free" area is one in which the municipality has determined it will not use salt as part of its ice control efforts for winter maintenance.

- a. Gravel roads will not be treated with salt at any time. (This is to prevent the frozen gravel from melting)
- b. King's Highway from the intersection of Hunts Pond Road to Lake Nubanusit
- c. Windy Row, in the vicinity of the spillway bridge
- D. Sargent Camp Road from the camp's first driveway to the town line
- e. Kimball and Cavender Roads
- f. Antrim Road, from the intersection of Brimstone Corner Road to Birch Road

- g. Jaquith Road, Depot Road, Cross Street, School Street, Wilder Road, Hosely Street, Carriage Hill Road, and Reavely Road

DAMAGE TO PRIVATE PROPERTY: Although the Hancock Highway Department makes every attempt to avoid 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 50' wide, and is often perceived by property owners as their own property. In most cases, the ROW 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.

Under no circumstances will the Town of Hancock be held responsible for damage to personal property located within the public right of way.

SNOW OBSTRUCTION POLICY: The Town of Hancock 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 Director of Public Works and report the location of the alleged violation. The Director of Public Works will determine the most appropriate response to eliminate this hazard. The Director of Public Works will document the incident and the remedial action that has been taken; a copy will be placed in the road files of any violations.

POST STORM OPERATIONS: As determined by the Director of Public Works, 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 the Town Center: (the area around the Library and the Market) 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.)

- A. 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.
1. No snow removal operations will be conducted in the area of vehicles until they have been removed.

SIDEWALK SNOW REMOVAL:

The Town of Hancock maintains the following sidewalks only:

- Crossing the Town office to Main Street
- North side of Main Street, just east of the Post Office driveway, to the intersection of NH Route 137 North
- Along the commercial properties on the South side of Main Street. This will be cleared as personnel and needs allow. During the storm, business owners may want to assist the Town and their patrons by brushing snow off the walks and into the parking area. After the storm all walks will be cleared and treatment applied.

This maintenance may not be done until the storm is over sometimes a day or more after the storm is over. This maintenance will consist of Snow-blowing and possibly the application of sand if required.

APPENDIX A

PLOW ROUTES

Director of Public Works

Tyler Howe

Route #1
Truck #2
Radio Call #: H-5
Operator:

Route #2
Truck #1
Radio Call #: H-4
Operator:

Route #3
Truck #3
Radio Call #: H-3
Operator:

Route #4
Truck # F-550
Radio Call #: H-2
Operator:

Route #5
Backhoe
Radio call #: H6
Operator:

