

## CHAPTER 180

### SNOW AND ICE CONTROL POLICY

**[HISTORY: Updated by the Board of Selectmen August 17, 2009; Amended by Board of Selectmen 2/21/2010 section 180-9; Amended by the Board of selectmen November 4, 2019]**

#### **§ 180-1 Purpose**

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

#### **§ 180-2 Command**

Direction of all winter maintenance activities for the Town of Pembroke is vested with the Director of Public Works or his / her designee. The provisions of this policy should not be understood or interpreted as restricting the essential freedom of judgment which must be exercised by the Public Works Director or his / her designee empowered to implement this policy.

#### **§ 180-3 Execution**

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.

#### ***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.

#### **§ 180-4 Level of Service**

It is not possible to maintain a black, snow and ice-free road or sidewalk during a storm. The Department of Public Works 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 Director of Public Works or when notified from the Police Department of adverse weather conditions. Pre-treatment and ice control 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 after all town roads are cleared of snow and/or ice.

#### **§ 180-5 Equipment**

Equipment available to the Town varies depending upon many economic, political, social and mechanical related factors.

#### **§ 180-6 Manpower**

The Town of Pembroke has Nine (9) full-time personnel assigned to its winter maintenance operations and may hire temporary employees for additional support after all Town employees are called out. The Director of Public Works will first contact plowing companies in Town for assistance before contracting with other companies.

#### **§ 180-7 Salt Free areas**

The Town of Pembroke has established that Gravel roads will not be treated with road salt to prevent frozen gravel from melting, however, the Public Works Director or designee may determine that road salt is needed during an extended period of freezing rain.

## **§ 180-8 School cancellation**

In the event of a storm on a school day, the Pembroke Academy Headmaster will coordinate with the Pembroke Police Department and the Pembroke Public Works Director to evaluate the road conditions for safety before school. The Headmaster will contact the Superintendent of Schools and make the decision to cancel or postpone school for the day.

## **§ 180-9 Parking**

The Town has instituted a winter parking ban from January 1<sup>st</sup> through March 31<sup>st</sup> from 12 midnight through 6AM. The Director of public works also has the opportunity to at any time with notice declare a winter emergency parking ban. In the event that a parking ban is called, all notifications will be made to the news and radio stations as well as posting on the Town's website and social media sites.. If a snow emergency has been called, parking on the road is allowed for the following areas. Glass Street from Main Street to the United States Post Office. Main Street from the Allenstown Town Line bridge North to Broadway, Union Street from the Perry Eaton Building to Main Street. This is allowed so that the businesses can continue to operate. Penalties for violating this policy are referenced in 191-9 Prohibited Stopping, Standing or Parking.

## **§ 180-10 Damage to private property**

The Town is not responsible and assumes no liability for damage to private property that is located within the public right-of-way (RSA 231:92). The right-of-way (ROW) is often 50' wide and, in most cases, extends 10 to 20 feet from either side of the paved or gravel road.

## **§ 180-11 Mail & newspaper boxes/Items in Town Right of Way**

The Town's primary obligation is to ensure that its roadways are kept free of snow and ice. It is also understood that most mailboxes are located inside the public right of way and occasional damage to them is often unavoidable for various reasons. Therefore, there is a shared responsibility between the town and homeowner when mailboxes are damaged during snow removal operations. Any Highway Department employee who knows that damage was done to a mail / newspaper box during maintenance activity shall report the incident to his / her immediate supervisor immediately and any citizen may file a mail / newspaper box damage claim with the Public Works Department

within (7) days of when the damage occurred. Upon investigation of the circumstances involved, the Public Works Director will review the request and determine if a reimbursement is warranted. If the reimbursement is denied, he will note on the mailbox request form his reasons why and notify the resident. If the Public Works Director approves the expense, it shall be no greater than \$25.00. This amount is intended to cover any and all damages to the mailbox, post and brackets. No reimbursement in excess of \$25.00 shall be provided, regardless of the location, size, original cost or elaborateness of the mailbox and post. Only one reimbursement request per address will be accepted for each winter season.

Mailboxes and/or posts on State plowed roads are not covered under this policy.

It is the responsibility of the Public Works Director to insure that any mailbox placed within the Town's sidewalks allows for the plowing of that sidewalk. Any homeowner's mailbox that interferes with plowing shall be notified by the Public Works Director that it needs to be moved. The Public Works Director shall assist in plotting out where the correct placement should be.

In addition, any item within the right of way such as fences, trees, shrubbery, etc that may be damaged anytime during the year is the responsibility of the homeowner

## **§ 180-12 Routes**

Currently, the Town is divided into four (4) major plow and/or treatment routes. All of the routes encompass all Town roads; Class V (5) or better and municipal facilities.

## **§ 180-13 Snow removal & ice control**

With a total of approximately 80 miles of roads from which to remove snow and control ice and 10 pieces of equipment to handle this responsibility, the Highway Department has to assign priorities in order to maximize the effectiveness of its efforts. Each specific plow route is identified in this policy with an attached map.

**Priority 1:** Priority is given to the following streets due to steep hill conditions & high traffic volume: Broadway, Brickett Hill, Bean Hill Road, Center Hill Road and Pembroke Hill

Road, Fourth Range Road, North Pembroke Road,  
Cross Country Road, Main Street & Glass Street.

- Priority 2:** Priority is given to schools when schools are open. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.
- Priority 3:** Priority is primary plow routes.
- Priority 4:** Priority is given to snow removal from all municipal parking lots and facilities.
- Priority 5:** After storm - snow banks shall be pushed back and/or shelved.
- Priority 6:** After storm - plow snow from Primary Sidewalks.
- Priority 7:** After storm – perform snow removal around fire hydrants. (Attachment E)
- Priority 8:** After storm - remove snow banks from downtown (Main Street from Bridge to Church Street and Glass Street from Main Street to Post Office and Bank)
- Priority 9:** After storm - remove snow banks from municipal parking lots.
- Priority 10:** After storm - plow snow from secondary sidewalks.

#### **§ 180-14 Transfer station/recycling center**

Transfer station personnel may be required to assist with 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 as 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. In the event of severe weather the Transfer Station may be closed in order that all available personnel may be utilized during the storm. In the event of a winter parking ban, trash will not be picked up on its normal scheduled day. The trash route that was cancelled will be picked up the following day.

## **§ 180-15 Depositing snow and ice on streets and sidewalks**

In accordance with Town Code, Chapter 186-15; No person shall throw or place or push or cause to be thrown or placed or pushed and leave any snow on the traveled portion of any public highway or sidewalk within the Town of Pembroke from any private driveway, roadway, parking lot, or sidewalk entering onto any such public highway or sidewalk or from any land adjacent to any such public highway or sidewalk.

### **Depositing Snow at Memorial Field or 6 Union Street**

No private haulers will be allowed to deposit any snow on the above noted properties. These locations are approved sites for the sole use of the Town of Pembroke Public Works Department or those haulers hired by the Town.

## **§ 180-16 Penalties**

In accordance with Town Code, Chapter 186-16; any person found to be in violation with the provisions of Chapter 186-15 may be fined not more than one hundred dollars (\$100.00) for each violation.

**November 4, 2019**