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**[HISTORY: Article I adopted by the Board of Selectmen 10/2000; Article II adopted the Board of Selectmen 3-20-2001. Amendments noted where applicable.]**

**GENERAL REFERENCES**

See A256.

**Highways and Streets — See Ch. 22.**

**Streets and Sidewalks — See Ch. 108**

**Sidewalks and Right-of-Way Regulations — See Ch. 178.**

**ARTICLE I**

Department Training and Documentation

[Adopted October 2000]

**§ 156-1 Policy.**

The purpose of this policy is to afford all employees the necessary training and/or instructional assistance to satisfactorily perform their jobs, safely and cost effectively, and to document the training of said employees to ensure that they are credited with said training. It is expected that by training employees in various aspects of their individual job functions that the following will occur:

- Employees will perform their jobs in a safer and more careful manner.
- Employees will be kept abreast of new and cost saving techniques.
- Employees will demonstrate a greater degree of job satisfaction.
- The town will see a lower accident rate.

- The town may see a savings in its insurance rates.
- Trained managers, supervisors and workers can more effectively fulfill their responsibilities.
- Training prepares employees for promotion to higher level positions.
- Employee morale will increase.

### **§ 156-2 Procedure.**

The Peterborough Public Works Department shall establish a process whereby it shall periodically identify the training and educational needs of managers, supervisors and/or workers.

1. The Peterborough Public Works Department will, from time to time, require employees to attend and to successfully complete training and/or instructional classes on various job procedures, equipment operation, construction techniques, personnel/job management, safety regulations and all other material deemed necessary to perform the essential functions of the employee's individual job or as part of a career development program.
2. All training activities will be approved by the department head before any employees may attend a training or instructional class.
3. The department will cover any cost associated with such training unless otherwise noted prior to starting of the training.
4. Employees will be required to attend these classes, as necessary; to be deemed qualified to perform their assigned job functions in a safe and professional manner.
5. The administrative office of the Peterborough Public Works Department will create a training log on each individual employee at the time of hiring. This training log will be kept in the personnel folder of each employee and available for inspection by said employee with due notice to the proper administrative personnel.
6. The training log of each employee attending a departmentally sanctioned training/ instructional class will be updated only after the employee has successfully completed said training or instruction.
7. The log will show the date attended, name of the class, location where the class was attended, instructor's name, the number of hours attended and a copy of any certificate given.

### **§ 156-3 Enforcement of Policy**

All employees of the Peterborough Public Works Department will be expected to attend any and all training and/or instructional classes as deemed necessary to perform their jobs satisfactorily.

## **ARTICLE II**

### Standard Highway Department Procedures

#### **Winter Operations-Snow Removal and Ice Control Procedures**

**[Adopted March 20, 2001]**

### **§ 156-4 Adoption.**

The Town of Peterborough has adopted the Winter Operations Snow Removal and Ice Control Policy effective March 20, 2001. All residents are encouraged to familiarize themselves with the content as it describes the condition that one might expect to encounter before, during and after a winter storm event.

### **§ 156-5 Definitions.**

In an effort to avoid confusion, the following standardized terminology with activity definitions is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions.

**Salt Route -** Roads will be spread with a mixture of sand and salt. The proportion of the sand/salt mixture will be determined by the Highway Superintendent or his or her designee. Mixture will be spread along the centerline of the roadway in a width of two to four feet.

**Sand Route -** Go over assigned route spreading sand and salt to keep sand from freezing on all roads, intersections and cul-de-sac in such a manner that one backtracks as little as possible.

- Open -** Just keep the center of roads open; not spending a lot of time clearing routes, intersections or turn arounds. This normally will be requested while snow is falling and there is a need to finish the drivers' routes in as short a time as possible. (One-inch per hour would result in three to four inches of snow at the beginning of routes before a truck gets back to it.)
- Open -** As snow gets deeper, the driver will need to make extra passes at Routes/intersections to allow vehicle traffic to flow better. This is also aimed at Intersections getting the whole route done in as short a time as possible.
- Clean-up -** Clean-up and push back all roads. Clean-up intersections, turn-around, route and cul-de-sacs. Some areas may require more than one pass.
- Slush Off -** Scrape off any snow/ice that has loosened up from treating with salt. Normally, it will require one pass each way unless advised to slush off and clean up.
- Push/Back -** After several large storms it may be necessary to send a truck or the grader out to shelf or back snow windrows. A loader will normally go along to clean up driveways and intersections.

**§ 156-6 Objective.**

It is the goal and intent of the Town of Peterborough 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.

**§ 156-7 Procedure.**

The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the Town of Peterborough 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.

**§ 156-8 Level of Service.**

It is not possible to maintain a black 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. In other words, all roads and streets cannot be kept completely clear of snow and therefore caution by drivers must be advised for winter driving. The Town's policy is to start conducting snow removal operation upon an accumulation of approximately three (3) inches of snowfall, or earlier, if called in by the Peterborough Police Department for safety reasons. Roadway safety and traction are affected by a variety of climatic conditions, including roadway surface temperatures, moisture content of the snow, type of precipitation – dry or heavy wet snow, sleet, freezing rain, etc. For instance, four inches of a “cold” snow provides better traction than two inches of wet snow, on a frozen road surface.

Pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm as seen effective, and proceeding the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 25 degrees, and may not be applied until it is warmer.

Sidewalk snow clearance will be conducted as soon as possible during winter storms. Personnel availability and the need to maintain safe roadways will take priority.

**§ 156-9 Command.**

Direction of all winter maintenance activities for the Town of Peterborough is vested with the Highway

Superintendent or his or her designee.

**§ 156-10 Execution.**

The policy outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal and/or ice control for the Town of Peterborough. 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

**§ 156-11 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 appendices of this policy.

**§ 156-12 Routes.**

Currently, the Town is divided into ten (10) major plow and/or treatment routes. All of the routes encompass the Town's major artery and collector roads, which are assigned to one each of the Town's Class VII trucks. Additionally, there are two small trucks with 4-way plows used to maintain emergency service facilities, municipal parking areas, and to assist in support of trucks assigned specific routes.

The Town uses a snow blower loader in the downtown area to load snow for removal to the snow fields located behind the Public Works garage as it may restrict parking or line of sight distances at intersections. The Town has one sidewalk snow plow/blower to clear assigned sidewalks.

Peterborough residents are concerned that too much salt applied to the roads will cause environmental damage to trees, vegetation, and the groundwater. Historically, a salt route and sand only routes has evolved over the years and salt usage will only be used on the sand routes to

keep the sand from freezing, unless an exception has been granted. The Public Works Director, in consultation with the Police Chief and Highway Superintendent may direct that salt be applied to the "sand only" routes if traffic conditions deteriorate due to icing conditions and sand only is proving ineffective.

**A. Salt Routes.** The following streets shall be included in the salt route:

- |             |                   |   |
|-------------|-------------------|---|
| • Vine      | • Pine            | • Depot                                 |
| • Vale      | • Grove           | • Altemont                              |
| • Main      | • Union           | • Winter St. from<br>Vale to Elm        |
| • Elm       | • Prospect        | • McDowell Rd to the<br>McDowell Colony |
| • Vose Farm | • High            |   |
| • School    | • Old Street Road |   |

**B. Sand Routes.** All other Town maintained roads shall be considered to be sand only.

**§ 156-13 Manpower.**

The Town of Peterborough has nine (9) full-time personnel plus one contracted plow truck and operator assigned to its winter maintenance operations.

**§ 156-14 Materials.**

The Department uses approximately 4000 cubic yards of sand and 1200 tons of rock salt each season. The sand is used as an abrasive and is applied to the road to improve the public's motor vehicles traction and salt is employed by

the Department as a de-icing and anti-icing agent on the salt route. The entire supply of sand and salt is purchased each year and stockpiled inside the Highway Department's sand /salt building. The sand material is stockpiled and mixed with salt to keep the sand from freezing. Rock salt is purchased from a supplier as needed. Approximately 300 tons is stockpiled at any one time by the Highway Department. Unless weather conditions require a different approach, sand routes are treated with a mixture of sand and salt. The mixture is maintained with a minimum of salt to keep the sand from freezing. 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. The sand/salt mixture is only effective to approximately 20 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use in Peterborough.

#### **§ 156-15 Communications.**

The majority of the Public Works rolling stock is equipped with low band radios (frequency 451.05). Each plow and equipment operator is assigned a unique call number. A list of all call numbers is displayed on each piece of equipment or truck. A copy of the current call numbers is included as an appendix to this policy. Radios are also maintained at the Highway Department garage, along with the operator's ability to communicate with the Hillsborough County Dispatch, Peterborough police, Peterborough Fire, and the Town House. During office hours questions or concerns relative to Town highway issues may be directed to the Peterborough Public Works Department at 924-8008 (Mon.-Fri. 8:00 am-4:30 pm). After hours or weekends, please call the Peterborough Police Department at 924-8050.

#### **§ 156-16 Schools.**

The Highway Department does not have the responsibility of clearing snow and winter treatment for the Contoocook Valley School Districts access roads 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 may contact the Public Works Department to determine the condition of town roads in order to determine the safety of students using school buses. The school representatives shall make the decision to cancel or postpone school for that day.

#### **§ 156-17 Parking. (Amended by Board of Selectmen November 25, 2008)**

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 roads or right-of-ways (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, as much as possible, to maintain the maximum effectiveness of their efforts. At the discretion of the Police Chief in consultation with the Public Works Director, may impose parking bans on Town streets where normal parking is impeded by snow banks.

#### **§ 156-18 Plow Route Priorities.**

With a total of 75 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 for winter maintenance route activity in order to maximize the effectiveness of their efforts for the motoring public.

- A. School bus routes will be given the first priority during school days. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.
- B. The business district will be maintained to the maximum extent possible during business hours, with the main snow clearance effort to be done during the snow parking curfew hours from 11 P.M. to 7 A.M. Public safety is a very great concern area due to many cars and pedestrians in the area.
- C. Rural roads, or roads not on the school bus route or within the downtown business district above.
- D. Public parking areas at municipal lots off Depot St., the Library, Police, Fire, and Adams Recreation office will be maintained by plowing during or after the winter storm. The application of slip resistant materials

- E. will be applied after the storm as determined to be needed by the Road Agent.
- F. Transfer Station/Recycling 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 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.
- G. Fire Hydrants: As soon as practicable, after roads have been cleared and made safe, fire hydrants shall be uncovered of snow by the Highway Department assisted by the Peterborough Utilities Department.
- H. Each specific plow route is depicted on the list attached to this policy.

#### **§ 156-19 Roads and Sidewalks not Receiving Winter Maintenance**

The Town of Peterborough does not maintain a number of 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 not accepted by the Town;
- C. Private driveways;
- D. Cunningham Pond Beach Road and Parking area: Summer Maintenance only;
- E. School District sidewalks and parking areas, which are the responsibility of the school district;
- F. State Highways - Routes 101 and 202. However, sidewalks on these highways are maintained by the Town.

The Town does not have the resources to clear snow banks at the end of driveways, nor can snow plowing of Town roads be coordinated with plowing of driveways. In order to properly clear Town roads several plowing passes may have to be made for one storm.

#### **§ 156-20 Salt Free Areas.**

The Town of Peterborough has established the following roadways or portion of roadways as "salt free" areas to protect drinking water resources or other natural resources, which is believed to have been damaged in the past due to roadway salt. 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. The Town will post the area to warn traveling motorists that they are in a "salt-free" area.

- A. Tarbell Road and Summer Street are not to be treated with salt from the intersection of Hunt and Summer south 1000 feet on Summer.
- B. Gravel roads will not be treated with salt at any time. (This is to prevent the frozen gravel from melting)

#### **§ 156-21 Damage to Private Property.**

It should be noted that the municipality is not held responsible for damage to private property that is located within the public right-of-way. (RSA 231:92-a) The right-of-way (ROW) is often 50' wide, and is often confused by property owners as their own property. In most cases, the ROW often extends 10 to 20 feet of either side of the paved or graveled road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stonewalls in these areas, which improves the appearance of the street greatly, but is obstructive to good maintenance from being conducted on the roadway.

In the event of personal property damage, the Town of Peterborough will only be responsible to repair or replace damaged property having been in actual contact with the snow removal equipment that is on private property and not within the public right-of-way.

Snow from private driveways shall not be plowed across or into town roads. Embankments may restrict sight

distance, freeze and plug drainage swales at the edge of the roadway shoulder, or make winging back difficult. Homeowners are responsible for cleaning their own mailboxes.

**§ 156-22 Post Storm Operations.**

As determined by the Highway Superintendent, 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. Catch basin inlets will also be cleared.

**§ 156-23 Sidewalk Snow Removal.**

- A. Sidewalk snow clearance will not begin until:
  - a. All other snow removal operations are manned and in progress;
  - b. 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.
- B. Priority for sidewalk snow clearance, sanding, and salting shall be given to the downtown area first and working outwards to Union, Concord, Granite, and Route 202 South.
- C. The sidewalks within the downtown area will be maintained at a higher standard than the rest of the sidewalks that will be maintained later (possibly after the storm), such as Route 202 North and South.
- D. The sidewalks in the downtown area will be treated with sand as quickly as possible after the storm.

If pedestrians or vehicles cause obstructions to the sidewalk snow removal operations, the Town's winter maintenance operators are encouraged to request their cooperation. Otherwise, the operator is expected to call the Police for assistance. The operator is cautioned to avoid confrontation at all possible cost.

**§ 156-24 Winter Freezing Rain Storm.**

It is important to note that sand or salt is wasted if applied before rain stops. There is nothing the Highway Department can do during a freezing rainstorm. However, as soon as the freezing rain stops, salt and sand will be applied to the roads.