

Chapter 189
TOWN PROPERTY, USE OF

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[HISTORY: Adopted by the Board of Selectmen, of the Town of Peterborough Art. I, 8-26-1969; Art. II, 8-22-1991; Art. III, 8-22-1991. Art. IV, January, 1970; Amendments noted where applicable.]

GENERAL REFERENCES

Town Property, Use of - See Ch. 44.

ARTICLE I

[Adopted 8-26-1969]

§ 189-1. Public Works Department equipment.

In the Public Works Department, the loan or rental of any machinery or equipment for other than town department use is prohibited.

ARTICLE II

[Adopted 8-22-1991; Amended Sept 4, 2007]

§ 189-2. Machinery and Equipment.

- A. Machinery and equipment is to be used only for authorized Town construction maintenance programs, and such emergency activities as may arise from time to time.
- B. No piece of machinery or equipment is to be loaned to or rented to any individual, business or corporation, except in the case of an emergency as determined by the Director of Public Works, or his designee.
- C. No piece of machinery or equipment is to be used for any work on private property except in cases of emergency or undue hardship to the property owner as determined by the Director of Public Works, or his designee, and except where work on private property involves authorized maintenance or construction of water, sewer or drainage services on that portion of private property that the Town has as an easement or right-of-way.

§ 189-2.1 Idling Policy [Added Sept 4, 2007]

The Anti – Idling Policy is intended to reduce town operation expenses, lower emissions produced by town vehicles and improve air quality for residents and employees. The Town of Peterborough strives to improve the quality of life for its residents by protecting the natural environment. No town vehicle or piece of equipment should be left running when the driver is not present after proper start procedures. Town vehicles will not be permitted to idle unless specifically exempted below. Diesel and gas engines are subject to different exemptions.

Exemptions:

- A. For all Fire, Police and Public Works vehicles:
 1. Idling of Fire, Police and Public Works vehicles at the scene of an emergency response where lights and other accessories are needed in order to respond to the situation will be permitted. This includes vehicles that need to run in order to charge batteries to power radar, computers, lights, etc. for their primary function.
 2. Fire, Police and Public Works vehicles may be allowed to idle during a non-emergency response situation, such as traffic detail, only when idling is absolutely necessary to perform the job at hand.

3. Emergency vehicles, such as an ambulance, which may have contents sensitive to extreme heat and cold may be allowed to idle as necessary to maintain adequate internal temperatures.
 4. Vehicles with passenger compartments that need to be maintained at a comfortable temperature may be permitted to idle as necessary.
- B. For all Recreation vehicles:
1. Vehicles with passenger compartments that need to be maintained at a comfortable temperature may be permitted to idle as necessary.
- C. For all vehicles:
1. Any vehicle which needs to be running during service or repair is permitted to idle.
 2. Any vehicle which needs to defrost their windshield in order to drive safely is permitted to idle.
- D. Additional diesel engine specific exemptions:
1. When the outside temperature is above 32 degrees F, a diesel engine will be permitted to warm up for 3 minutes.
 2. When the outside temperature is between -10F and 32F a diesel engine will be permitted to warm up for 5 minutes.
 3. If the outside temperature is below -10F, and no nuisance is created, a diesel engine will not be subject to idling restrictions.

§ 189-3. Materials, goods and services.

- A. Except as herein after provided, no Town owned construction materials of any kind, including pipe, fittings, culverts and catch basins, is to be given or sold to any individual business or corporation, except in cases of emergency as determined by the Director of Public Works, or his designee. This does not restrict the department heads from inter-town cooperation with neighboring towns.
- B. No automotive or equipment parts, oils, lubricants, tires or fuels are to be used in any vehicle other than vehicles, machinery and equipment owned by the Town and assigned the several Town Departments unless approved in advance by the department head.
- C. Nor, shall any of the above be sold to any Town employees except under the employee purchase procedure with the prior approval of the department head with payroll deductions signed for the employee in advance.
- D. Any Town employee found willfully violating this section will be subject to dismissal.

ARTICLE III
[Adopted 8-22-1991]

§ 189-4. Public Safety.

Because of the type of vehicles and equipment that are a part of the Police, Fire and Civil Defense Departments, and because their use is, generally speaking, limited to emergencies, no restrictions as to use are imposed on the Departments concerned at this time, except those restrictions which the Department Heads themselves may wish to impose.

ARTICLE IV
Town House Use
[Adopted January, 1970; Amended April 26, 1994]

§ 189-5. In House Usage.

- A. Any Department using the Town House for off-hour activities shall make prior arrangements with the Assistant Town Administrator to insure that space is reserved.
- B. The Department Head, reserving such time shall be responsible for the premises at all times during said activity. That person shall be responsible for unlocking and locking the building, inspecting all parts of the building before securing same, and to insure that unauthorized persons are not in the building at any time.
- C. Any person requesting use of a Town building under the sponsorship of a Town Department will have on file with the Selectmen's office, a duly executed Responsibility Agreement prior to any use of the building. Said person shall accept full financial responsibility for any damage to building or contents during use by the individual or group represented.
- D. The person assuming responsibility for the building shall insure that the doors, both interior and exterior remain closed at all times, except for actual ingress and egress. Failure to do so will result in denial of further use of the premises.

§ 189-6. Outside Usage.

- A. Individuals or groups wishing to use the Townhouse shall make prior arrangements with the Assistant Town Administrator.
- B. Usage shall be on a first request basis subject to availability of space and security service.
- C. Rental rates are subject to change and are available from the Assistant Town Administrator upon application.
- D. A security person will be on premises at all times the building is open. The applicant shall be responsible for the security person's wages.

ARTICLE V

**Prevention of Slips, Trips and Falls
[Adopted September, 2012]****§ 189-7. Prevention of Slips, Trips and Falls**

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

- A. Slips, trips and falls are among the leading causes of injury and lost work time to employees and to members of the public visiting municipal properties. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. The Town of Peterborough and its employees will take a proactive approach to managing the risks associated with slip, trip and fall related conditions.
- B. Employees will always follow correct safety protocol for their working conditions, including wearing the appropriate footwear and protective devices warranted by the situation. Sidewalks, parking lots, stairs and other areas that employees and the public frequently use will be properly maintained to ensure that no tripping points, ice/snow build-up, or any other hazardous conditions exists that could contribute to a slip, trip or a fall. Interior hallways, stairs, floors, and other areas of foot travel will be clear of obstructions such as boxes, power cords or frayed carpeting. Proper signage will be used to indicate wet floors or other hazardous conditions that could contribute to a slip, trip or fall.
- C. Employees are encouraged to monitor, report and, whenever reasonably possible, help to correct conditions that have caused, or are likely to cause, a slip, trip or a fall related event if corrective action is not taken.
- D. Unsafe conditions are to be reported to your immediate supervisor or department head and, then, to the appropriate building supervisor or department head for corrective action, by telephone or e-mail. If the conditions present an immediate threat to the safety of employees or to the public, the employee will take the necessary steps to prevent injuries until the appropriate personnel arrive.