

HIGHWAY



## WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL POLICY

Adopted January 11, 2010

Revised January 4, 2016

## **Policy**

It is the goal and intent of the Town of Sullivan 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 general motoring public. Direction of all winter maintenance activities for the Town of Sullivan is vested with the Road Agent or a designee.

## **Procedure**

The aforementioned objective will be achieved by implementation and execution of the procedures and tasks outlined in the Town of Sullivan Winter Operations Snow Removal and Ice Control Policy. Due to the many variables that are inherent in New England weather, each storm and/or weather event may require slightly different 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 snow and ice free black roads 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 Sullivan does not have a bare roads policy and, as such, citizens and motorists should expect to find snow-covered areas during and after a winter storm and drive according to those conditions.

## **General Practices**

It is our policy to begin to conduct snow removal operations upon accumulations of two to four inches of snowfall, measured at the Sullivan Highway Department. The Road Agent may, at his or her discretion based upon weather reports, elect to remove snow upon greater or lesser accumulations. 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 without the approval of the Road Agent or appointed designee. From time to time, during a storm of long duration where snow accumulation is slow, side roads may be skipped on one pass in order to keep the main roadways as clear as possible.

Pre-treatment and ice control may be addressed prior to the onset of a storm, during a storm as seen effective, and following a storm. It should be noted that at temperatures below 15 degrees Fahrenheit, the effectiveness of road salt to melt snow is greatly reduced. For this reason, salt may not be applied until temperatures warm.

After the conclusion of a storm, treatment of roads will begin after all routes have been cleaned up. Treatment of paved roads may consist of sand, sand/salt mix, or salt.

Gravel roads will be treated only with sand (*Note: When ice is located under the applied sand, immediate stops are not possible.*). The Road Agent or a designee will determine the most appropriate material with which to treat the road surface based upon current or expected weather conditions, time of year, and current or expected temperatures.

During storms of long duration, the Road Agent may elect to call in work crews for a rest period. The rest period should occur late at night after the majority of vehicular traffic has ceased. The rest period

will last no longer than four hours; a shorter rest period may be necessary when there is a change in weather conditions. It is the responsibility of all operators to ensure they receive needed rest during this period.

It is the responsibility of Highway Department crewmembers to plow out the following buildings: Town Hall, Fire Department, Public Library and Highway Garage. Snow removal from the respective walkways will occur as crewmembers become available.

Plow truck drivers will be available to assist police, ambulance and fire trucks responding to emergency situations. Drivers are to maintain their regular routes unless dispatched to an emergency situation. Every effort will be made to assist in emergency situations while keeping out of the path of the responders.

### **Town owned dead end roads**

Residents at end of road will leave sufficient area for plow equipment to turn around during winter season. Failure to do so will release said Town of damages to property.

### **Freezing Rain Storms**

It is important to note that salt and sand is less effective when applied before the rain ceases. There is little the Sullivan Highway Department can do during winter freezing rainstorms. Salt and sand will be applied to the roads sparingly during the freezing rain and more aggressively as needed once the storm has concluded.

### **Damage to Private Property**

It should be noted that the municipality is not responsible for damage to personal property located within the public right of way. The right of way (ROW) is often misunderstood by property owners. In most cases, the ROW often extends 10 to 20 feet of either side of a paved or gravel road. Property owners often cultivate an extension of their lawns, place mailboxes, and/or erect fences or stone walls in these areas. Although the improvements contribute to the overall appearance of the road, they can be obstructive to good road maintenance practices.

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In the event of personal property damage, the Town of Sullivan is responsible to repair or replace damaged property located only on private property (not within the public right of way) which came in direct contact with snow removal equipment.

### **Snow Obstruction**

The Town of Sullivan has a Winter Ban restricting residents from plowing snow across, or causing snow to be put, placed, or shoveled upon the surface of the traveled portion of any Town road or right of way. Individuals violating this ordinance may be subject to a fine not to exceed \$500.

### **Mailboxes**

The Road Agent should be contacted for proper placement of mailboxes. The Town of Sullivan does not replace damaged mailboxes.

### **Trash Placement**

Trash and trash receptacles should not be placed in the Town's right of way. The Town will not be responsible for damage to trash receptacles or cleanup as a result of the obstruction of snow removal.

### **Roadway Obstructions**

If any pedestrian, vehicle, or other item interferes with snow removal operations, the Town's personnel will seek the cooperation of the owner of such item(s) on its immediate removal. If the owner cannot be readily located or if the owner refuses to cooperate, the Town vehicle operator shall contact the Sherriff's Department for assistance.

### **Post-Storm Operations**

As determined by the Road Agent, snow banks, that are the result of previous snow accumulations, may be pushed back or shelved using the plow and wing of suitable equipment to ensure space for future snowstorms. Chapman Pond and Bolster Pond accesses will be plowed or sanded post storm as employees and equipment become available.

### **Snow Removal from Town Roads**

During the initial stages of a storm Town highways will be plowed and receive surface treatment as appropriate in accordance herewith. As parked vehicles are removed from streets, snow removal equipment may wing wider through the street to push back accumulated snow.

- a. Any vehicle which otherwise interferes with the reasonable efforts of the Town's winter maintenance is subject to removal after reasonable attempt to notify the operator.
- b. Snow removal operations may be delayed or stopped in areas where vehicles are improperly parked in a manner which may interfere with snow removal operations.
- c. The Town is not responsible for damages arising out of winter maintenance operations or towing of vehicles that violate winter parking regulations.

### **Salt and Sand at the Town Garage**

Removal and/or use of salt from Town property by unauthorized individuals is prohibited. The removal and use of sand in small amounts by residents is allowed. The use of sand for commercial purposes or in sanders is prohibited. Residents with long driveways are advised to hire a private contractor. Residents are not to interfere with Highway Department personnel and equipment at the Highway Garage.

### **Execution**

The policy outlined above will serve as normal operation procedures for winter maintenance, snow removal, and/or ice control for the Town of Sullivan. One or more of the following may delay or prevent the implementation of this policy and may affect any part or all of this policy:

- a. equipment breakdown
- b. snow accumulation in excess of 1" per hour
- c. freezing rain and/or other icing events
- d. traffic congestion

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- e. emergencies
- f. illness of highway department personnel
- g. a storm of long duration causing crew exhaustion
- h. other events beyond reasonable control of the Town of Sullivan

**Adoption**

The Town of Sullivan adopted the Winter Operations Snow Removal and Ice Control Policy effective January 11, 2010 and revised the policy on January 4, 2016. All residents are encouraged to become familiar with its contents as the policy describes conditions one may expect to encounter before, during and following a winter storm event.





