

# Town of Kingston, NH

## Winter Operations

### Snow Removal and Ice Control Procedures

(Includes Town Roads and Town Building Parking Areas)

**Policy:** It is the goal and intent of the Town of Kingston 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 Kingston 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 snow and ice free black road during a storm. It is the intention of the Town of Kingston to provide practical, safe access to homes, businesses, and municipal facilities during winter storms within the confines of budget limitations.

It is our policy to start snow removal operations upon accumulation of two inches of snowfall. The Road Agent, or his designee may, at his discretion, based on weather information reports, elect to not remove snow until a greater or lesser accumulation.

Pre-treatment and ice control may be addressed prior to the actual snow beginning, during the actual storms as seen effective, and after 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 without additives until it is warmer.

During off hours, nights and weekends, as conditions warrant, the Kingston Police Department will notify the road agent directly or through Rockingham County Sheriff's Dispatch. To ensure a timely notification and response, the Kingston Police Department should contact the road agent via cellular telephone, only using Rockingham County Dispatch when the Kingston Police Department is otherwise occupied.

**Command:** Direction of all winter maintenance activities for the Town of Kingston is vested with the Road Agent or his designee.

**Execution:** The policy outlined above is intended to serve as the normal operation procedures for winter maintenance, snow removal and/or ice control for the Town of Kingston. 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.

1. Equipment breakdown,
2. Snow accumulation in excess of 1" per hour,
3. Traffic congestion,
4. Emergencies,
5. Personnel illness,
6. Extensive long drawn out storm, with an exhausted crew.

**Equipment:** The Highway Department utilizes all of the assets needed to address snow emergencies.

**Routes:** Currently, the town is divided into 16 plow routes and 8 treatment routes. The town owns five 40,000 gross vehicle weight (GVW) trucks; all have mounted hydraulic powered sanders with wings and front plows. Several town pickups, specialty equipment, and hired equipment complete the snow and ice fighting force.

**Plow Route Priorities:** With a total of 75 miles of town roads from which to remove snow and ice and 14 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.

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 bus route time.

Public parking areas at the Town Hall, Library, Police Station, and both Fire Stations will be maintained by plowing during the winter storm. The application of slip resistant materials will be applied after the storm as determined by the Road Agent or his designee.

**Parking Lots, Walkways, & Stairs:** Parking lots, walkways, and stairs are maintained in much the same manner as roadways. Parking lots, walkways, and stairs will not be maintained to base pavement standards. Salt, calcium, and other deicing materials will be used to help clear the surfaces of parking lots, walkways, and stairs. All employees and persons using the parking lots, walkways, and stairs are expected to wear proper footwear inside and outside of town buildings and parking lots; i.e., non-skid footwear inside and proper snow and ice boots outside.

**Manpower:** The town has six full-time highway employees assigned to its winter maintenance operations. In addition, two municipal properties employees, and private contractors are used to plow town roads and parking lots.

**Materials:** The department uses approximately 1,000 tons of salt and 1,000 cubic yards of sand each season. The sand is used as an abrasive for dirt roads and is applied to improve the public's motor vehicle traction. On paved roads sand is mixed with salt and tightly spread as close to the middle of the road as traffic allows creating liquid super salt brine. The Department employs salt as a deicing and anti-icing agent. Our sand supply is bid each year and is trucked to our storage

area following bid requirements throughout the winter season. Rock salt is purchased from a supplier as needed and our storage facility is capable of storing approximately 300 hundred tons of salt and 100 hundred tons of salt/sand mix. All salt is stored under cover.

Unless weather conditions require a different approach, winter maintenance routes are usually treated with salt. The salt is applied as close to the center of the roadway where traffic can work the mix traveling either way. The salt, 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. Salt is only effective to approximately 20 degrees Fahrenheit.

**Communications:** The Highway Department's rolling stock is equipped with two-way radios capable of transmitting and receiving. Each employee is assigned a unique call number. Most private contractors working for the town communicate using cell phones.

**Parking:** (See Parking Regulations Article 1005) 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. The Town has the right to tow at the owner's expense. The purpose of the 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.

**Roads Not Receiving Winter Maintenance:** The Town of Kingston does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town include:

- Town roads classified as Class VI roads,
- Private roads,
- State Highways.

**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 60' wide, and is often confused by property owners as their own property. In most cases, the ROW extends ten to twenty feet on either side of the paved or gravel road. Homeowners cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, which improves the appearance of the street greatly, but is obstructive to good maintenance from being conducted on the roadway.

Homeowners should not put bark mulch, crushed rock, stone walls, fences (visible and invisible), irrigation systems, trees or lawns in the town right-of-way. The town is not liable for damage that may occur to property in its right-of-way. Many items interfere with heavy equipment and become a hazard for vehicles and pedestrians. They often cause drainage failures, and thereby road deterioration.

**Location of Mailboxes:** (See Mailbox Regulations Article 1003) Mail and newspaper boxes are allowed, at the owner's risk within the right-of-way for convenience. Snow operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for

postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

The following suggestions are for reducing the possibility of damage and liability:

- Mailboxes should, whenever possible, be installed at least five feet from the edge of pavement.
- Installation should be sufficiently sturdy to withstand the weight of heavy snow resulting from plowing operations.

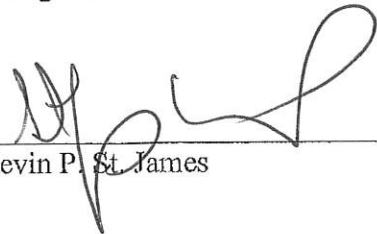
**Adoption:** The Town of Kingston has adopted the Winter Operations Snow Removal and Ice Control Policy effective September 10, 2018. All residents are encouraged to familiarize themselves with the content as it describes the condition that one might expect to encounter before, during, and following a winter storm event.

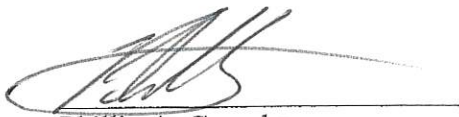
Adopted this 29<sup>th</sup> day of October 2018.

  
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