

CITY OF ROCHESTER WINTER STORM OPERATIONS POLICY

1.0 PURPOSE: It is the goal of the City of Rochester to provide timely, efficient, and cost-effective winter maintenance, snow removal and ice control on the roadways of the municipality for the safety of the City's residents and the general motoring public.

2.0 GENERAL: There are many factors in winter storm operations. Many personnel and equipment resources are required to be coordinated. Weather conditions are variable necessitating a variation of emphasis on any number of maintenance tasks and their locations, which together determine the overall winter storm operations strategy.

3.0 COMMUNICATIONS: The oversight of winter storm operations is executed from the Public Works Department at 209 Chestnut Hill Road. All Public Works vehicles are coordinated from the Public Works Department by two way radios located in all vehicles. The operators may also communicate with Police and Fire Departments.

4.0 EQUIPMENT: The Public Works Department uses all assets of the department as needed to execute winter storm operations.

5.0 ROUTES: The City plows and treats only public roadways and sidewalks. The City is divided into multiple plow and treatment routes. These routes encompass the City's major artery and collector roads, the City's facilities, and the municipal parking lots and sidewalks. The Department coordinates the limits of its routes with the limits of the State of NH Department of Transportation's routes so that there are no gaps in maintenance.

6.0 PERSONNEL RESOURCES: The City uses all department full time trained personnel to accomplish the winter operation and maintains a part-time support roster that is used as needed.

7.0 WINTER MAINTENANCE PRIORITIES

Priorities for storm operations will be major artery, collector roads, sidewalks, the City Facilities, and the municipal parking lots.

Sidewalk maintenance will begin with street maintenance and concurrent efforts will be maintained. Sidewalks will be plowed and treated as soon as possible during and following the storm. Sidewalks in the immediate downtown area and in the vicinity of schools will take priority.

City Storm maintenance personnel are encouraged to request the cooperation of homeowners and business owners to keep sidewalks clear for storm operations. Personnel will avoid confrontation and the assistance of the Police Department will be requested if necessary.

Downtown water hydrants are incorporated into the routine snow removal after the storm. Hydrants in the outlying areas will be cleared by the Water Department beginning within 24 hours after the storm.

8.0 LEVEL OF SERVICE: It is recognized that there are limitations to effecting snow and ice removal. It is the goal of the City to provide practical, safe access to homes, businesses, and municipal facilities and to expedite the process to treat and remove snow and ice from roadways and sidewalks as soon as possible to facilitate safe effective use.

9.0 MATERIALS: The Department uses approximately 4,500 tons of solar salt and 1000 tons of sand each season. The sand is used as an abrasive and is applied to the route to improve motor vehicle traction. Salt is employed by the Department as a de-icing and anti-icing agent. Salt is applied to the center of the roadway where traffic can work the mix traveling either way. The salt, in conjunction with traffic action, creates a water 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. Gravel roads are only treated with sand as salt treatment results in excessive mud.

10.0 SCHOOLS: The School Department may consult with the Department of Public Works in determining whether public school is canceled or delayed. .

11.0 PARKING: Parking bans are called on an as needed basis. The purpose of winter parking bans is to afford winter maintenance crews unobstructed snow removal and ice control routes. Per Chapter 254 of the City Ordinances, Section 254-14, "Between November 1st and May 1st no person shall park any vehicle in any municipal parking lot or on any public street when a snow emergency has been declared by the City of Rochester, Commissioner of Public Works or his/her designee. In declaring a snow emergency, the City shall notify the local media and use other means that may be appropriate to alert the public not less than six hours prior to such emergency taking effect. When called, such emergency shall remain in force until such time as declared by the Commissioner or his/her designee." The Department of Public Works will send notices for parking bans to local TV and radio stations and use the City Website to publish Parking Ban information. The City Website allows the public to sign up for email notifications when Parking Bans are implemented. Vehicles left roadside during the stated times will be called into the Police Department for towing at owner's expense.

12.0 STREETS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE: The City of Rochester does not maintain the following roadways in any fashion, including the execution of winter storm maintenance. :

- a) Roads classified as class VI
- b) Private roads to include condominiums, apartments, mobile home parks and other private residential or commercial properties.

13.0 DAMAGE TO PRIVATE PROPERTY: The City's right of way (ROW) usually extends beyond the edge of pavement. In most cases, the ROW often extends 10 to 20 feet of either side of the paved or gravel road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, but is often a detriment to effective winter roadway maintenance. The City is not obligated to repair or replace such structures or landscaping within the ROW.

City will repair or replace mailboxes when it has been determined that damage was due to contact with the snow removal equipment. Replacement mailboxes and post will be from City stocked materials and be the most economical cost to the City. In the event of damage of personal property that is on private property and not within the public right-of-way the City will repair or replace the damaged property.

Per City Ordinance 223-8, E, prohibits persons from shoveling snow or plowing snow on or across City Streets.

14.0 POST STORM OPERATIONS: Snow banks resulting from the previous accumulations shall be pushed back, or shelved, using the plow and wing, or other suitable equipment to make space for future snow storms.

15.0 SNOW REMOVAL: -The City of Rochester's practice is to remove snow banks after the storm in the Rochester Downtown, Gonic Center, and East Rochester Center.

During the months of November 1st through April 1st per City Ordinance 254-14 Emergency Downtown Parking Bans shall be declared for snow removal in these areas and the actual streets effected will be listed in the public posting as no parking. Vehicles left in these areas after the stated times will be called into the Police Department to be towed away at the cost of the vehicle owner's expense.

16.0 OVERSIGHT: Direction of all winter maintenance activities for the City of Rochester is vested with the Commissioner Public Works or his/her designee.

17.0 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 City of Rochester. The following conditions may effect the implementation of the policy.

- a) Equipment breakdown
- b) Excessive snow accumulation rates
- c) Freezing rain, icing conditions or heavy winds
- d) Traffic congestion
- e) Emergencies
- f) Labor / personnel shortages
- g) Personnel fatigue or illness