

**WINTER OPERATIONS  
SNOW REMOVAL AND ICE CONTROL POLICY**  
Rochester, NH  
(Includes Highway, Sidewalks, Parking Areas)

**1.0 PURPOSE:** It is the goal and intent 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 and benefit of the City's residents and the general motoring public.

**2.0 GENERAL:** The purpose stated above will be achieved by implementation and execution of the procedures and tasks outlined in this 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 effort and/or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control strategy.

**3.0 COMMUNICATIONS:** All Public Works Vehicles are equipped with high band radios capable of transmitting and receiving. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Public Works Department garage, along with the operator's ability to communicate with the City's Police and Fire Departments.

**4.0 EQUIPMENT:** The Public Works Department uses all the assets of the department as needed to address snow emergencies. A current list of all Trucks and equipment is included in the appendices of this policy.

**5.0 ROUTES:** Currently, the City is divided into twenty plow and treatment routes. Five of the routes encompass the City's major artery and collector roads are assigned to one each of the City's other trucks and equipment. Additionally, there are four 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 City uses a loader-mounted snow blower, two wheeled loaders, the grader, sidewalk plow, bobcat, (2) 10-wheelers and (6) 6-wheelers in the down town area to remove snow to snow fields as it may restrict parking or line of sight distances at intersections.

**6.0 MANPOWER:** The City of Rochester has twenty-three full-time personnel assigned to its winter maintenance operations. In addition, a labor pool of approximately seventeen part-time wingmen, drivers and operators can be called into service.

**7.0 LEVEL OF SERVICE:** It is not possible to maintain a black snow and ice-free road or sidewalk during a storm. It is the intention of the City to provide practical, safe access to homes, businesses and municipal facilities during winter storms.

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.

It is our policy to start plowing upon accumulations of two-inches of snowfall. The Operations Manager or Public Works Director may, at his or her discretion based upon weather information reports, elect to not remove snow until greater or lessor accumulations.

Sidewalk snow clearance will be conducted as soon as possible during winter storms. Personnel availability and the needs to maintain safe roadways will take priority. Sidewalks leading to schools shall take priority.

**8.0 MATERIALS:** The Department uses approximately 4,000 tons of solar salt and 900 tons of sand each season. The sand is used as an abrasive and is applied to the road to improve motor vehicle traction. Salt is employed by the Department as a de-icing and anti-icing agent. Approximately 2,000 tons of solar salt is purchased at the beginning of the fiscal year is stockpiled by the Public Works Department. Unless weather conditions require a different approach, winter maintenance routes are treated with salt. 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 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. Gravel roads are only treated with sand.

**9.0 SCHOOLS:** The Public Works Department assists the School Department for the clearing of snow and winter treatment of the City schools access road 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's Assistant Superintendent or designated official representative shall contact the Public Works Department to determine the condition of the municipality's roads in order to determine the safety of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day.

**10.0 PARKING:** Parking bans are called on an as needed basis. The purpose of winter parking bans 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. Per the ordinance "Between November 1<sup>st</sup> and May 1<sup>st</sup> 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, Director 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 Director or his/her designee." The declaration is faxed to local TV and radio stations per the attached list. It is also posted on the City's website via the bulletin board so that residents who sign up for notices will be notified via email.

**11.0 PLOW ROUTE PRIORITIES:** With a total of one hundred and fifty miles of roads and eighty miles of sidewalk from which to remove snow and control ice and nineteen pieces of equipment to handle this responsibility, the Public Works 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 the bus route time.

The business district will be maintained as possible during business hours. Public Safety is a very great concern in this area due to many cars and pedestrians in the area.

Public parking areas will be maintained by plowing during the winter storm. The application of slip resistant materials will be applied after the storm as determined to be needed.

**12.0 Fire Hydrants:** Downtown 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.

Each specific plow route is depicted on a list attached to this policy. The lists depicting the various routes with assigned route numbers that will assist the public to identify with the plan, and hopefully understand the severity of the problem of snow clearance.

**13.0 ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE:** The City of Rochester does not maintain a number of roadways as part of its ongoing winter maintenance activities. The areas not maintained by the City include:

- a) Roads classified as class VI
- b) Private roads
- c) Condominium Projects
- d) Mobile Home Parks

**14.0 SALT FREE AREAS:**

Gravel roads will not be treated with salt at any time. (This is to prevent the frozen gravel from melting creating premature mud problems.)

**15.0 DAMAGE TO PRIVATE PROPERTY:** The City of Rochester's 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 gravel 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 in the City's ROW the City of Rochester will review the damage and if gross negligence is determined the City will repair or replace damaged property having been in actual contact with the snow removal equipment. In the event of damage of personal that is on private property and not within the public right-of-way the City will repair or replace the damaged property. Mailboxes must be placed in accordance with Postal specifications.

Any person or persons and homeowners are prohibited from shoveling snow into the roadway, or plowing snow across the public roadway to the opposite side snow bank.

**16.0 POST STORM OPERATIONS:** 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.

### **17.0 SNOW REMOVAL**

The City of Rochester's Snow Season Policy defines the Immediate Squares as follows:

Rochester Central Square is defined as being bounded on the north by Dewey St and Linscott St, on the west by Charles St and River St, on the south by the Commons, and to the East by Columbus Ave.

Gonic is defined as being bounded on the north by Oak St, on the west by Rte125, on the south by Brickyard Dr. and the east at the end of Railroad Ave.

East Rochester is defined as being bound on the north by Autumn St, on the west by Grove St, on the south by Coheco Ave., and the east by Main St.

During the months of November 1st through April 1st downtown parking bans shall be declared for snow removal of parking areas in the Immediate Square, Gonic and East Rochester Squares. The general public shall be notified in the same manner as above. Other areas may be done during the day depending on traffic conditions.

Cars left in this area after the stated times will be called into the Police Department to be towed away.

No snow removal operations will be conducted in the area of such vehicles until they have been removed.

The City of Rochester uses a loader mounted snow blower, (2) rubber-tired loaders, grader, (1) sidewalk plow, bobcat, (2) 10-wheeled dump trucks and (6) 6-wheeled dump trucks to remove snow from the Immediate Squares. The sidewalk plow, bobcat and (2) laborers go ahead of the other equipment and push the snow banks off the sidewalks into the road cleaning around the light poles, trees and mailboxes. The grader comes up behind them with the blade angled and windrows the snow out into the road where the loader can pick it up and load it into the trucks. It is then hauled to "snow dumps" in the fairgrounds, old Dover rd, and the ball field in east Rochester.

Rochester Central Square: Beginning at Dunkin Donuts on So. Main St up Wakefield St to Linscott St. Reverse direction on Wakefield St down to Union St onto No. Main and continue up to the Holy Rosary Church. Reverse direction on No. Main back to Bridge St and go across to the Catholic school. Reverse direction on Bridge St back out to No. Main and continue back to So. Main St.

Beginning at Cumberland Farms on Columbus Ave up Columbus Ave to Summer St. Reverse direction on Summer St back out to Columbus Ave down to Hanson St out to Wakefield St. Reverse direction on Hanson St back out to Columbus Ave down to Portland St. continue down Portland St to Charles St down to the churches. Reverse direction on Charles St back out to Portland St all the way to Columbus Ave down to So. Main St.

East Rochester: Beginning at Cocheco Ave on Main St down to Autumn St. Reverse direction up to Highland St and up to Grove St. Reverse direction on Highland St back to Main St and from Main St back to Cocheco Ave.

Gonic: Beginning at Oak St and Rte 125 down Church St to Demeritt St. Reverse direction on Church St back to Pickering Rd. and down Pickering Rd to Railroad Ave. Reverse direction on Pickering Rd and continue back to Oak St.

### **18.0 SIDEWALK SNOW REMOVAL:**

Sidewalk snow clearance will begin at the same time as street plowing operations. The City of Rochester has three sidewalk plows and every effort is made to use all resources but 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. The sidewalks will be treated with sand as quickly as possible after the storm.

Sidewalks in the immediate squares will be priority and the starting points for all sidewalk route assignments. Routes in the vicinity of schools shall take priority prior to the anticipated transfer of students.

If pedestrians or vehicles cause obstructions to the sidewalk snow removal operations, the City'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 costs.

**19.0 COMMAND:** Direction of all winter maintenance activities for the City of Rochester is vested with the Director of Public Works or the Operations Manager.

**20.0 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. 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:

- a) Equipment Breakdown
- b) Snow Accumulation in Excess of 1" Per Hour
- c) Freezing Rain or Other Icing Conditions
- d) Traffic Congestion
- e) Emergencies
- f) Personnel illness