

**STANDARD OPERATING PROCEDURE  
SNOW REMOVAL AND ICE CONTROL  
TOWN OF BROOKFIELD, NEW HAMPSHIRE**

**POLICY:** It is the goal of the Town of Brookfield to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on the roads of the Town for 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 Brookfield 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 road during a storm. It is the intention of the Town to provide practical, safe access to homes and municipal facilities during winter storms. It is our policy to start to conduct snow removal operations upon accumulation of two inches of snowfall. The Road Agent may, at his or her discretion based upon weather information reports, elect to not remove snow until greater or lesser accumulations. Pre-treatment and ice control may be addressed prior to the actual storm beginning and during the actual storm as deemed effective. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 18 degrees. Personnel availability and the need to maintain safe roadways will take priority.

**COMMAND:** Direction of all winter maintenance activities for the Town of Brookfield is vested with the Road Agent or his designee. Overall responsibility lies with the Selectmen.

**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 Town of Brookfield. One or more of the following may delay or prevent the implementation of this policy and may affect all or any part of this policy.

1. Equipment breakdown
2. Snow accumulation in excess of 1" per hour.
3. Freezing rain or other ice storm conditions
4. Traffic congestion
5. Emergencies
6. Personnel illness
7. Extensively long, drawn out storm, with an exhausted crew.

**HIGHWAY EMPLOYEES:** During emergency situations, employees are required to take a fifteen (15) minute break for every four (4) hours worked. No deduction in pay shall be taken. For the safety of the employee these breaks will be mandatory. The Road Agent shall stagger the employee's breaks whenever the conditions warrant the need for minimal coverage to be continued for safety of the traveling public.

**ADOPTION:** The Town of Brookfield had adopted the Winter Operations Snow and Ice Control Policy and Procedures effective \_\_\_\_\_, 2010. 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.

This proposal for the Selectmen becomes effective upon signing by the Board of Selectmen and the recording with the Brookfield Town Clerk.

Given under our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**TOWN OF BROOKFIELD  
BOARD OF SELECTMEN**