

Winter Operations Policy and Procedure

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 executing the tasks outlined in this document. 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.

Equipment – The Road Agent is responsible for providing and lawfully maintaining all equipment as needed to address winter operations.

Routes – Currently the Town of Brookfield is divided into two routes. School bus routes are prioritized as much as possible.

Manpower – The Town of Brookfield contracts with the Road Agent for personnel and they work for the Road Agent.

Material – Winter maintenance routes are usually treated with a mixture of sand and salt, unless weather conditions require a different approach. The salt/sand mixture is used as an abrasive and is applied to improve the public's motor vehicle traction. On paved roads, the Road Agent may also use a de-icing/anti-icing spray when road conditions warrant.

Communications – All of the Road Agent's rolling stock will be equipped with a means of communication. Although the Town of Brookfield does not have an official communications center, the drivers can contact the Selectmen or Town Office Building directly. Each vehicle will be capable of communicating with police and fire departments.

Schools – The Road Agent has the responsibility for the clearing of snow and winter treatment of the Town's bus route roads. On days when school is in session, winter maintenance efforts shall be timed to coincide with bus routing and delivery. The school Superintendent or designee shall contact the Road Agent prior to 5:00am for a report of road

conditions. The school representative shall make the decision to cancel or postpone school for that day and notify the Road Agent immediately.

Parking – The Town has not enacted a winter parking ban; however, abandoned vehicles which make travel or snow removal unsafe may be removed as permitted following RSA 262:32. The Town has the right to tow the offending vehicle at the owner's expense. The purpose of this provision is to allow the winter maintenance crews unobstructed snow removal and ice control routes, as much as possible, to maintain the maximum effectiveness of their efforts.

Plow Route Priorities – With a total of approximately 22 lane miles of Town roads from which snow and ice must be removed, and two pieces of equipment to handle this responsibility, the Road Agent has to assign winter maintenance route activity in order to maximize the effectiveness of their efforts for the motoring public. Priorities are first school bus routes, then through roads and then roads with the highest traffic counts. Light storm plowing priority calls for one truck; heavy storms call for two trucks.

- A.) School bus routes will be given the first priority during school days. Each plow route will ensure that the best possible snow removal should be completed within one half hour of bus route time.
- B.) Public parking areas at the Town Office and maintenance shed will be maintained by plowing during the winter storm. The application of skid resistant materials will be applied after the storm as determined by the Road Agent.
- C.) Fire Hydrants: All dry hydrants within Town Rights of Way will be cleared out by a loader as soon as practical upon cessation of a storm.
- D.) The plow route will be determined based on the bus route schedule as determined by the school district.

No Winter Maintenance – The Town does not maintain a few roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town include:

- A.) Town Roads classified as Class VI roads
- B.) Town Roads classified as Class V to summer camps.
- C.) Private Roads

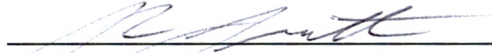
Damage to Property – It should be noted that the Town of Brookfield is not held responsible for damage to private property that is located within the public Right of Way (ROW). The ROW is often 50' wide and is often confused by property owners as their own property. In most cases, the ROW often extends ten to twenty 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, which improves the appearance of the street greatly, but is obstructive of good maintenance being conducted on the roadway.

In the event of personal property damage, the Town will only be responsible to repair or replace damaged property having been in actual contact with snow removal equipment that is on private property and not within the public ROW.


Post Storm Operation – The snow banks resulting from the previous accumulation shall be pushed back, or shelved, using the plow and wings of the trucks or other suitable equipment to make space for future snow storms, as determined the Road Agent or his designee.

If pedestrians or vehicles cause obstructions to snow removal operation, the Town's winter maintenance operators are encouraged to request cooperation. Otherwise, the operator is expected to call the police for assistance. The operator is cautioned to avoid confrontation at all possible costs.

This Policy and Procedure is adopted and immediately effective upon signature by the Board of Selectmen.


Rick Surette, Chairman

Date: 10-22-2019


Richard Zacher, Vice Chairman

Date: 10/22/19


Brian Robischeau, Selectman

Date: 10/22/19

Recorded with the Town Clerk on 