

# Standard Operating Procedures

Town of Enfield  
Department of Public Works  
Enfield, New Hampshire

No: 200-001-2003

Date: October 23, 2003

Policy: Snow Removal and Ice Control

Governing Laws: RSA 231:92-a, RSA 507-B:2-b

Approval Date: November 1, 2004

Next Review Date: *October 2005*

**OBJECTIVE:** It is the goal and intent of the Town of Enfield Public Works Department 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 attempted by implementation and execution of the procedures and tasks outlined in the Town of Enfield 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, or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal and ice control strategy.

**LEVEL OF SERVICE:** It is not possible to maintain a black, snow and ice-free roadway or sidewalk during a storm. It is the intent of the Department to provide practical, safe access to homes, businesses and municipal facilities, within our limits of service, during winter storm events.

It is our intent to start to conduct snow removal operations upon accumulations of one inch of snowfall. The Public Works Director or Highway Supervisor, may, at his or her discretion based upon weather information reports obtained by emergency services and forecasting, elect to not remove snow until greater or lesser accumulation has ceased.

During the night, when traffic volumes are low, the Department may elect to cease operations for a few hours if the snowfall is not significant in intensity and no change in the intensity of snowfall is predicted.

Chemical pre-treatment and ice control may be addressed prior to the actual storm beginning, during the actual storm 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 20 degrees, and may not be applied until it is warmer.

Sidewalk snow clearance and chemical treatment will be conducted during winter storms.

Chemical treatments of road surfaces are done throughout the storm on an as needed basis in problematic areas at a minimum. However, at or towards the close of the storm event the plan will call for a more aggressive treatment to assist in the clearing process of all roadways in the Town.

**COMMAND:** Direction of all winter maintenance activities for the Town of Enfield is vested with the Public Works Director or Highway Supervisor or his or her designee. Any & all requests, comments, or problems **SHALL be directed through the chain of command at all times.**

**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 Enfield, Department of Public Works. One or more of the following may delay, prevent or impact the implementation of this policy in part or as a whole.

- Equipment Breakdown
- Snow Accumulation in Excess of 1" Per Hour
- Freezing Rain or Other Icing Conditions
- Traffic Congestion
- Emergencies
- Personnel illness
- High winds and drifting
- Power failures
- Personnel fatigue

**ADOPTION:**

The Town of Enfield has adopted the Winter Operations Snow Removal and Ice Control Policy effective November 1, 2004. All other policies and ordinances are superceded by enactment of this Snow and Ice Operating Procedure Policy. 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.

BOARD OF SELECTMEN  
ENFIELD, NEW HAMPSHIRE

# **TOWN OF ENFIELD WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL PROCEDURES**

(Includes Highways, Sidewalks, Parking Areas and Emergency Service Facilities)

**EQUIPMENT:** The Public Works Department utilizes all available assets as needed to address snow emergencies. A list of available rolling stock assets is included in the appendix A of this policy.

**ROUTES:** Currently, the Town is divided into eight major plow and/or treatment routes. Three of the routes encompass the Town Village compact area roads and are assigned to one each of the Town's trucks. Additionally, one of these trucks with 4-way plow is used to maintain emergency service facilities, municipal parking areas, and to assist in support of trucks assigned specific routes by cleaning up of intersections.

The Town has one 4WD Utility Tractor with a power angle blade and interchangeable sidewalk snow blower used for sidewalks. This unit is also equipped with a spreader and dump body to carry treatment materials as needed during the event.

As noted in Appendix A, available rolling stock, there are some backup units that are not utilized unless needed during an event. Appendix B

**MANPOWER:** The Town of Enfield has ten (10) full-time personnel and (4) full-time backup personnel assigned to its winter maintenance operations.

**MATERIALS:** The Department uses approximately 1600 tons of rock salt and 5000 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve motor vehicles traction. The Department utilizes salt as a de-icing and anti-icing agent, which utilization is also referred to as chemical treatment. Some salt may be applied prior to a storm event, dependant upon projected accumulation, to get ahead of an on coming storm event and potentially deter the call in activation. The entire supply of sand is purchased each year and stockpiled at the Public Works Facility on Lockehaven Road. A stockpile is also located at the Shedd Street Facility for the public to utilize for their own personal, private, non-commercial use. The material is stockpiled and stored with a trace amount, approximately 1-3% concentration, salt to help keep it from freezing. Rock salt is purchased from a chosen supplier on an as needed, on call basis. A limited quantity of approximately 40 tons is stockpiled at the Shedd Street Facility under cover in the enclosed shed. Due to volume constraints we cannot store all of our winter treatment material at one time and utilize the on call chosen supplier for treatment chemicals. Weather conditions require a different approach to winter maintenance route treatment with different mixture concentrations of sand and salt, unless you live on a gravel road then the stocked sand is the only treatment. This is done because the application of high concentrations of salt to gravel roads would cause the frozen roads to prematurely thaw creating a muddy unmanageable mess. The mixture is applied to the roadway where traffic can work the mix traveling either way. The mixture, in conjunction with traffic action, creates a watery brine melting snow and/or ice, and resisting snow and ice packing on the roadway. This process is accelerated at the end of the storm on the last pass by a final scraping and the use of a higher concentration application. The road crown further

assists with the spreading of the mixture brine. The sand/salt mixture is only effective to approximately 20 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use to this time.

**COMMUNICATIONS:** The majority of the Public Works rolling stock is equipped with low band radios capable of transmitting and receiving on a frequency of 156.225. Command vehicle radios are equipped with multiple broadcasts and receive frequencies. These frequencies allow us to communicate with in and adjacent Town Emergency, Public Work Services. In the event that mutual aid is needed in a neighboring Town the "Command" vehicles have the ability to also communicate with them. Each plow and equipment operator is assigned a unique call number. A copy of the current call numbers is included in Appendix B to this policy. Radios are also maintained at the Public Works Facility, Whitney Hall, Police Department and Fire Departments.

**PARKING:** The Town has enacted a parking ban effective December 12, 1998. This ban prohibits parking within the Town of Enfield and is included in Appendix C with all State of New Hampshire RSA's associated with public way maintenance. The purpose of parking bans is to allow maintenance crews unobstructed snow removal and ice control routes, as much as possible, to maintain the maximum effectiveness of their efforts and prevent the possibility of bodily injury and property damage.

**PLOW ROUTE PRIORITIES:** With a total of 59 miles of roads, which calculates out to 118 lane miles, from which to remove snow and control ice for the traveling public's safety. The Public Works Department has to assign priorities for winter maintenance route activities in order to maximize the utilization and effectiveness of their efforts for the public.

- A. School bus routes, while school is scheduled in session, 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 ahead of the bus route time.
- B. The business district will be maintained as possible during business hours, with the main snow clearance effort to be done between the hours from 9 P.M. to 7 A.M. of the evening following the event. Public Safety is a very great concern in this area due to cars and pedestrians.
- C. Public parking areas at the rear of the Town Offices, all Municipal Facilities, Huse Park, and the boat landing parking lots 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 by the Director of Public Works and/or Highway Supervisor and/or Facility Care Taker.
- D. Transfer Station/Recycle Center: Transfer station personnel shall be required to assist with the Town's general winter maintenance operations. If the facility is open during the snow or ice storm, personnel will plow this area prior to opening for public use and allow access to other Public Works equipment to maintain a passable facility during a storm event. Public areas shall be kept as clear as possible to provide as safe an access as reasonably possible. Sand and other slip resistant materials shall be used in public areas. It often will not be possible

to maintain clear ground, but a reasonable effort will be made during storm events. In the event of heavy icing there is a sand container there on site and the highway truck will pass through on its route. Should the intensity of the storm reach a point of unmaintainability the Department may close the facility at the discretion of the Public Works Director.

- E. Fire Hydrants: Fire Department personnel shall clear Hydrants as soon as possible after a storm event.
- F. Each specific plow route is listed in Appendix D of this policy.

**ROADS, AREAS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE:** The Town of Enfield does not maintain a number of 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. Private roads
- C. Summer Maintained Roads Not Winter Maintained
  - William Gage Road
  - Blackwater Road
  - West Farms Road
- D. Winter Maintained Roads Not Summer Maintained
  - Main Street
  - Methodist Hill Road (Lebanon Exit 16 Side)
  - Methodist Hill Road (Lebanon Meriden Side)
  - Maple Street (Canaan)
  - May Street (Canaan)
- E. Upper parking lot at Mascoma Town Beach
- F. School District sidewalks and parking areas, which are the responsibility of the school district.
- G. Routes 4 & 4A are both maintained by the New Hampshire Department of Transportation. However, it is the Town's responsibility to maintain the sidewalks along these routes.

**SALT FREE AREAS:** The Town of Enfield has established the following roadways or portion of roadways as "salt free" areas to protect drinking water resources or other natural resources, which is believed to have been damaged in the past due to roadway salt. A "salt free" area is one in which the municipality has determined it will not use salt as part of its ice control efforts for winter maintenance. The Town will post the area to warn traveling motorists that they are in a "salt free" area.

- A. Gravel roads will not be treated with salt in a concentration higher than what it is mixed with for storage at any time to prevent the frozen gravel travel surfaces from melting.
- B. At this time the Town has not designated any reduced salt treatment areas. Should it be chosen to do so the Department will have to delineate and post these areas to warn all users that there may be a diminished treatment operation and that use may be hazardous.

**DAMAGE TO PRIVATE PROPERTY:** It should be noted that the municipality is not held responsible for damage to private property that is located within the public right of way. (RSA 231:92-a) The 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. Homeowner 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, the Town of Enfield will only be responsible to repair or replace damaged property having been in actual contact with the snow removal equipment that is on **private property and not within the public right-of-way. The exception to this rule would include damage sustained to mailboxes.** (Please note that it is the homeowner's responsibility to conduct maintenance around the mailbox for visibility purposes of the snow plow driver. The Town will accept no liability for any mailboxes that are not maintained and are not visible due to snow and ice build-up). Damaged mailboxes must be brought to the Public Works Director to have physical evidence of damage verified within the first 24 hours and the Town will only be held responsible for the first \$25 of damage if the damage is verified by the PWD. The Town of Enfield is not responsible for the resetting of any mailbox.

**At NO time shall any homeowner or private contractor shovel or push snow into or across a public way, including sidewalks.** This practice is dangerous to the motoring public as well as the person performing the task. It also creates a hazard in which the person or company that performed the task can be held responsible for all liability associated with incident that occurred as a result of their action.

Plowing snow across roadways also causes maintenance problems for the crews like:

- Plugged ditches
- Hard banks that cannot be shelved for future snow removal
- Impacts on the Town equipment from hitting these hidden frozen walls

**POST STORM OPERATIONS:** As determined by the Highway Supervisor, the snow banks resulting from the previous accumulations shall be pushed back, or shelved, using the wing of the trucks or other suitable equipment to make space for future snow storms.

As accumulations warrant and at the discretion of the Public Works Department, we will monitor snow banks within the village areas and intersections and remove snow from these areas on an as needed basis. Snow removed from these areas will not occur during every

event due to lack of acceptable snow dump sites that do not have an adverse effect on the environment.

Throughout the winter culvert thawing is an ongoing post storm operation, this takes a lot of time to complete. Not all problem culverts can be dealt with between every storm event, but we try to get the worst ones first. Should anyone witness a frozen culvert that appears to be causing a problem or having an adverse effect, they should notify the Department at their earliest convenience.

**SIDEWALK SNOW REMOVAL:** The Department shall start sidewalk maintenance and treatment as soon as dispatched to proceed with winter storm operations as long as the following are met.

- A. Sidewalk snow clearance will not begin until:
  - ❑ All other snow removal operations are manned and in progress.
  - ❑ If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the streets and roads will take priority.
- B. The sidewalks will be treated as quickly possible after the storm.

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



## **Appendix A**

### **RSA's & Ordinance**

**TITLE XX**  
**TRANSPORTATION**  
**CHAPTER 231**  
**CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS**  
**Liability of Municipalities**

C. Section 231:90

**231:90 Duty of Town After Notice of Insufficiency. –**

I. Whenever any class IV or class V highway or bridge or sidewalk thereon in any municipality shall be insufficient, any person may give written notice of such insufficiency to one of the selectmen or highway agents of the town, or the mayor or street commissioners of the city, and a copy of said notice to the town or city clerk. The notice shall be signed and shall set forth in general terms of the location of such highway, bridge, or sidewalk and the nature of such insufficiency.

II. For purposes of this subdivision, a highway or sidewalk shall be considered "insufficient" only if:

(a) It is not passable in any safe manner by those persons or vehicles permitted on such sidewalk or highway by state law or by any more stringent local ordinance or regulation; or

(b) There exists a safety hazard which is not reasonably discoverable or reasonably avoidable by a person who is traveling upon such highway at posted speeds or upon such sidewalk, in obedience to all posted regulations, and in a manner which is reasonable and prudent as determined by the condition and state or repair of the highway or sidewalk, including any warning signs, and prevailing visibility and weather conditions.

III. A highway or sidewalk shall not, in the absence of impassability or hidden hazard as set forth in paragraph II, be considered "insufficient" merely by reason of the municipality's failure to construct, maintain or repair it to the same standard as some other highway or sidewalk, or to a level of service commensurate with its current level of public use.

**Source.** 1893, 59:2, PL 82:8. RL 98:8. 1945, 188:1, part 18:9. RSA 247:9. 1981, 87:1. 1991, 385:3, eff. Jan. 1, 1992.

**TITLE XX**  
**TRANSPORTATION**  
**CHAPTER 231**  
**CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS**  
**Liability of Municipalities**

D. Section 231:91

**231:91 Municipality to Act; Liability. –**

I. Upon receipt of such notice of insufficiency, and unless the highway agents or street commissioners determine in good faith that no such insufficiency exists, the municipality shall immediately cause proper danger signals to be placed to warn persons by day or night of such insufficiency, and shall, within 72 hours thereafter, develop a plan for repairing such highway, bridge, or sidewalk and shall implement such plan in good faith and with reasonable dispatch until the highway, bridge, or sidewalk is no longer insufficient, as defined by RSA 231:90, II.

II. If the municipality fails to act as set forth in paragraph I, it shall be liable in damages for all personal injury or property damage proximately caused by the insufficiency identified in the notice, subject to the liability limits under RSA 507-B:4.

**Source.** 1893, 59:2, PL 82:9. RL 98:9. 1945, 188:1, part 18:10. RSA 247:10. 1981, 87:1. 1991, 385:4, eff. Jan. 1, 1992.  
**TITLE XX**  
**TRANSPORTATION**

CHAPTER 231  
CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS  
Liability of Municipalities

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**Source.** 1893, 59:2, PL 82:9. RL 98:9. 1945, 188:1, part 18:10. RSA 247:10. 1981, 87:1. 1991, 385:4, eff. Jan. 1, 1992 TITLE XX

TRANSPORTATION

**TITLE XX  
TRANSPORTATION**

CHAPTER 231  
CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS  
Liability of Municipalities

F. Section 231:92

**231:92 Liability of Municipalities; Standard of Care. –**

I. A municipality shall not be held liable for damages in an action to recover for personal injury or property damage arising out of its construction, maintenance, or repair of public highways and sidewalks constructed thereupon unless such injury or damage was caused by an insufficiency, as defined by RSA 231:90, and:

(a) The municipality received a written notice of such insufficiency as set forth in RSA 231:90, but failed to act as provided by RSA 231:91; or

(b) The selectmen, mayor or other chief executive official of the municipality, the town or city clerk, any on-duty police or fire personnel, or municipal officers responsible for maintenance and repair of highways, bridges, or sidewalks thereon had actual notice or knowledge of such insufficiency, by means other than written notice pursuant to RSA 231:90, and were grossly negligent or exercised bad faith in responding or failing to respond to such actual knowledge; or

(c) The condition constituting the insufficiency was created by an intentional act of a municipal officer or employee acting in the scope of his official duty while in the course of his employment, acting with gross negligence, or with reckless disregard of the hazard.

II. Any action to recover damages for bodily injury, personal injury or property damage arising out of municipal construction, repair or maintenance of its public highways or sidewalks constructed on such highways shall be dismissed unless the complaint describes with particularity the means by which the municipality received actual notice of the alleged insufficiency, or the intentional act which created the alleged insufficiency.

III. The acceptance or layout of a private road as a public highway shall not be construed to confer upon the municipality any notice of, or liability for, insufficiencies or defects which arose or were created prior to such layout or acceptance.

IV. The setting of construction, repair, or maintenance standards or levels of service for highways and sidewalks by municipal officials with responsibility therefore, whether accomplished formally or informally, shall be deemed a discretionary, policy function for which the municipality shall not be held liable in the absence of malice or bad faith.

**Source.** RS 57:1. CS 61:1, 7. GS 69:1, 2. GL 75:1, 2. PS 76:1. 1893, 59:1. 1915, 48:1. 1921, 107:1. 1925, 52:2, 4. PL 89:1. 1935, 118:1. RL 105:1. 1945, 188:1, part 18:17. RSA 247:17. 1981, 87:1. 1991, 385:5, eff. Jan. 1, 1992.

## TITLE LII

# ACTIONS, PROCESS, AND SERVICE OF PROCESS

### CHAPTER 507-B

### BODILY INJURY ACTIONS AGAINST GOVERNMENTAL UNITS

#### G. Section 507-B:2-b

**507-B:2-b Snow, Ice, and Other Weather Hazards.** – Notwithstanding RSA 507-B:2, a municipality or school district shall not be liable for damage arising from insufficiencies or hazards on any premises owned, occupied, maintained, or operated by it, even if it has actual notice of them, when such hazards are caused solely by snow, ice, or other inclement weather, and the municipality's or school district's failure or delay in removing or mitigating such hazards is the result of its implementation, absent gross negligence or reckless disregard of the hazard, of a winter or inclement weather maintenance policy or set of priorities with respect to such premises, adopted in good faith by the official responsible for such policy. All municipal or school district employees, officials, and agents shall be presumed to be acting pursuant to such a policy or set of priorities in the absence of proof to the contrary.

**Source.** 1995, 109:2, eff. Jan. 1, 1996. 1998, 249:1, eff. Jan. 1, 1999.

## Enfield On Street Parking Ordinance

No vehicle shall at any time be parked on any public or public maintained street, alley, roadway, or way open to the public in a manner which hinders or impedes the movement of traffic as defined in RSA 259:110 or hinders in any manner the proper maintenance of the way. The term maintenance includes plowing snow, grading, ditching, and attendance to utilities such as water and sewer lines.

No parking within or on any Town maintained roadway or parking lot for November 1 through April 15 during the hours of 9:00 PM to 7:00 PM. Obstructions will be removed by Per Order of Selectmen by any Town Personnel including but not limited to Police, Fire and Public Works.

## **Appendix B**

### **Plow Routes**

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER ONE**

Revised: January 30,2004

**Call Number:** 201

**Principal Operator:** Mike Sousa

**Primary Vehicle:** Truck 2, 1997 Ford F-350, 4WD, Dump w/ Nose, Wing and Live Salt Body

**Primary Roads (not listed in sequential order):**

- Bryant Lane
- Fitzgerald Drive
- Jones Hill Road
- Kluge Road
- Lockehaven Road

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER TWO**

Revised: January 30, 2004

**Call Number:** 202

**Principal Operator:** Don Lashua

**Primary Vehicle:** Truck 9, 2001 Ford F-550 Muni live body Dump with nose and wing

**Primary Roads (not listed in sequential order):**

- Alfano Drive
- Algonquin Road
- Anthony Court
- Crystal Lake Road
- Mascoma Heights drive
- Mountainview Road
- Patricia Court
- Ridge Road
- Shaker Hill Road
- Fuller Road

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER THREE**

Revised: January 30, 2004

**Call Number: 203**

**Principal Operators:**

**Primary Vehicle:**

**Primary Roads (not listed in sequential order):**

- Blood Road
- Choate Road
- Ibey Road
- Potato Road
- White House Road
- Oak Hill Road\*
- Grafton Pond Road\*
- Boys Camp Road\*

**Parking Lots:**

- Whitney Hall
- Fire Station
- Fast Squad
- New Community Building
- Hughes Park
- Beach Parking Lot
- Intersection
- Out of the Woodworks

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER FOUR**

Revised: January 30, 2004

**Call Number:** 204

**Principal Operators:** Scott Johnston

**Primary Vehicle:** Truck 11, 2002 International 2574 6x4 Muni dump with nose and wing

**Primary roads (not listed in sequential order):**

- Eastman Hill Road
- Follensbee Road
- Fuller Road
- Methodist Hill Road
- Old Route 10
- Rice Road
- Smith Pond Road
- Whaleback Mountain Road



**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER FIVE**

Revised: January 30, 2004

**Call Number:** 205

**Principal Operators:** Edmund Tourville

**Primary Vehicle:** Truck 6, 1996 Ford F-350 live dump with nose and wing

**Primary Roads (not listed in sequential order):**

- Anderson Hill Road
- Baltic Street
- Blacksmith Alley
- Bridge Street
- Brown Street
- Hardy Road
- High Street
- Lovejoy Brook Road
- Main Street
- Maple Street
- May Street
- McConnell Road
- Oak Grove Street
- Pine Drive
- Riverside Drive
- Sargent Street

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER SIX**

Revised: January 30, 2004

**All Number:** 206

**Principal Operators:** Doug King

**Primary Vehicle:** Truck 3, 1995 International live body dump with nose and wing

**Primary Roads (not listed in sequential order):**

- Bog Road
- Boys Camp Road\*
- George Hill Road
- Grafton Pond Road\*
- King James Road
- Ledge Road
- Oak Hill Road\*
- Palmer Road

\* Will be taken off these roads upon satisfactory operation with 203

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER SEVEN**

Revised: January 30, 2004

**Call Number:** 207

**Primary Operators:** Alfred Grace

**Primary Vehicle:** Truck 5, 2003 Ford F-550 Muni side dump with nose and wing

**Primary Roads (not listed in sequential order):**

- Abear Road
- Enfield Center Fire Station
- Bud Mil Road
- Goodhue Hill Road
- Hackett Road
- Shaker Boulevard
- Sloan Road
- Warren Road
- Arnold Drive

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**WINTER STORM EVENT  
PLOW ROUTE NUMBER SEVEN**

Revised: January 30, 2004

**Call Number:** 208

**Primary Operators:** Bill Spaulding

**Primary Vehicle:** Truck 8, 2003 Ford F-550 grounds body dump with hopper, nose and wing

**Primary Roads (not listed in sequential order):**

- Dartmouth Street
- Depot Street
- Lake Street
- Livingstone Lodge Road
- Mill Street
- Moore Street
- Pillsbury Street
- Shedd Street
- Stevens Street
- Union Street
- Wells Street
- Georgia Avenue
- Lapan Circle
- Margery Road
- Melinda Road
- Westcott Road

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**TABLE 2**

**1996-1997 WINTER STORM EVENT CHECKLIST**

**WHITNEY HALL**

Revised: 1/30/04

1. The custodian shall take primary responsibility for shoveling and clearing the entrances, out to an area where plow vehicles can reach, prior to 7am each morning. As snow continues to fall during business hours, the custodian shall keep the entrances clear and safe.

Applying ice melt crystals prior to storm events is recommended.

The custodian shall rake the front entrance porch roof as necessary to prevent ice build-up and injury to pedestrians.

**DEPARTMENT OF PUBLIC WORKS  
ENFIELD, NEW HAMPSHIRE**

**TABLE 3**

**MUNICIPAL WATER AND WASTEWATER FACILITIES**

Revised: 1/30/04

Clean up done by Water and Wastewater employees with an assigned vehicle upon completion of storm events.

**McCONNELL ROAD WELL PUMP STATION.**

- Plow parking area as necessary.
- Clear snow from entrance and provide a path to bleed off discharge.
- Shovel path to propane tanks. Clear top of tanks. Continue path to clear discharge area of pressure relief valve (outlet is located about 1/2 way down the back-side of the building, about one foot off the ground). Let someone know if the relief discharge is frozen.
- Shovel out hydrant in front of building.

**PRIOR I & II WELL PUMP STATIONS (Lovejoy Brook road).**

- Plow access roads past both buildings. Do not salt roads as these are in the wellhead sanitary zone.
- Clear snow from both building entrances.
- Shovel path up to wellhead bunker on Prior I. Clear top of bunker.
- Shovel path up to wellhead bunker on Prior II. Clear top of bunker.
- Shovel out hydrant near Prior I building.

**MAPLE STREET STORAGE BUILDING (Maple street).**

- Plow out parking area if needed.
- Clear snow from building entrance and garage bay door.

**MARSH WELL PUMP STATION (Moose Mt. road).**

- Plow out access road and parking area. Do not salt this road as it is in the wellhead sanitary zone.
- Clear snow from building entrance.
- Shovel path to wellhead bunker. Clear top of bunker.

**SHAKER BRIDGE SEWER PUMP STATION (Pine drive).**

- Plow parking area and path to inlet manhole.
- Clear snow from main building entrance, and stairs to chemical building.
- Clear snow from around inlet manhole in front of chemical building.

**ROUTE 4A SEWER PUMP STATION.**

- Be very careful of traffic in this area. Do not attempt to turn a vehicle around at the pump station -- go up the street to a safer place.
- Plow out the parking area if needed.
- Shovel off top of dry well and wet well and path to control panel. Clean off top of control panel.

**WELLS STREET SEWER PUMP STATION.**

- Plow out the parking area if needed.
- Shovel off top of dry well and wet well area around control panel, and area around a small yard hydrant. Clean off top of control panel.

**LOWER SHAKER VILLAGE SEWER PUMP STATION**

- Plow entire paved parking area.
- Plow parallel to side fence to a point past the last well storage hatch.
- Shovel area clean inside fenced area so as to provide clear access to building, dry well, wet wells, generator, headworks and propane tank.

## **APPENDIX C**

### **TERMINOLOGY**

In an effort to avoid confusion, the following standard terminology with activity definitions is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions and associated direction.

<b>Treat Roads</b>	Roads will be spread with salt, or a mixture of sand and salt. The Director of Public Works or Highway Supervisor or his or her designee will determine the proportion of the sand/salt mixture. Mixture will be spread along the roadway in a strategic manner to optimize the treatment capability.
<b>Treat Main</b>	Treat just the high traffic volume roads and areas of safety concern to the department based on historic events and conditions. I.e. Bridges, Steep Inclines and bridges.
<b>Open</b>	As snow gets deeper, the driver will need to make extra passes at <b>Routes</b> /intersections to allow vehicle traffic to flow better. This is also aimed at <b>Intersections</b> getting the whole route done in as short a time as possible.
<b>Cleanup</b>	Clean up and push back all roads. Clean-up intersections turn arounds, Routes and cul-de-sacs. Some areas may require more than one pass.
<b>Slush Off</b>	Scrape off any snow/ice that has loosened up from treating with salt. <b>Route</b> Normally, it will require one pass each way unless advised to slush off and clean up.
<b>Push/Back</b>	After several large storms it may be necessary to send a truck or the grader out to shelf or back snow winrows. A loader will normally go along to clean up driveways and intersections.