

**Office of Selectmen**  
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**Moultonborough, N.H. 03254**  
**(603) 476-2347**

**STATEMENT OF POLICY**  
**No. 26**

**Winter and Inclement Weather Policy and Priorities**

Pursuant to RSA 41:11, 47:17, 231:92-a and 507-B:2-b, the Moultonborough Board of Selectmen hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

**Part A: Policy Objectives.**

1. Objective. The Town of Moultonborough seeks 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 and pedestrian public.
2. Procedure. The objective stated in Section 1 will be achieved by implementation and execution of the procedures and tasks outlined in Part B of this Policy, the Town's Winter Operations Snow Removal and Ice Control Procedures. Due to the many variables that are inherent in New England weather, each storm 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. Level of Service. It is not reasonably possible to maintain a snow and ice-free road or sidewalk during a storm. It is the intention of the Town of Moultonborough to provide practical, safe access to homes, businesses, and municipal facilities during and winter storms within the confines of budget limitations.
4. Command. Direction of all winter maintenance activities for the Town of Moultonborough is vested with the Highway Agent/Public Works Director or his/her designee (i.e. foreman) under the fiscal direction of the Board of Selectmen.
5. Execution. This policy, including the standard operating procedures set forth in Part B, is intended to serve as the normal operation procedure for winter maintenance, snow removal and/or ice control for the Town of Moultonborough. One or more of the following events or circumstances, may delay or prevent the implementation of all or any part of this policy:
  - Equipment Breakdown
  - Snow Accumulation in Excess of one inch per hour
  - Traffic Congestion
  - Emergencies
  - Illness or Absence of Personnel
  - Extensive Operations with an Exhausted Crew

6. Adoption. The Town of Moultonborough has adopted the Winter Operations Snow Removal and Ice Control Policy effective March 2006. All residents are encouraged to familiarize themselves with the contents as it describes conditions that one might expect to encounter before, during and after a winter storm event.

## **Part B: Winter Operations Snow Removal and Ice Control Procedures**

1. Equipment and Personnel. The Highway Department utilizes all the assets needed to address snow emergencies.
2. Routes. Currently, the Town is divided into seven (7) plow routes. The Town's five (5) 35,000+ gross vehicle weight trucks, three (3) 19,500 gross vehicle weight truck, which have plows, wings and sanders, and two (2) one-ton trucks with plow and mounted sanders, a plow and wing is mounted on the grader and pickup trucks with plows. Major arteries and school bus routes are prioritized as much as possible. The Town also hires approximately 6-8 private contractors, which utilize approximately 22-25 plow trucks (some equipped with sanders) to plow approximately 180 lane-miles of private road in the Town for the purposes of emergency lanes. (See priority list in #7 Plow Route Priorities)

Manpower: As a supplement to the Highway Division of the Department of Public Works, full time Town personnel from the Facilities & Grounds, and Waste Management Facility Divisions are assigned to its winter maintenance operations for various aspects of winter road maintenance. In addition, private contractors under contractual agreement with the Town of Moultonborough are used to plow and treat private roads and some Town roads and parking lots.

3. Materials. The Highway Department uses approximately 3,000 tons of salt and 5,000 tons of sand each season. On paved roads salt is dribbled in the middle of the road (where traffic allows) creating a liquid salt (brine) effect. The Town's sand supply is put out to bid every three years and is trucked to the Town's storage shed following the bid specification requirements throughout the winter season. Rock salt is purchased as needed from suppliers through state bid pricing. A limited quantity of approximately 300 tons of salt is stockpiled under cover at the Highway Department's complex. On paved surface routes the department will conduct salt treatments at a rate of 160 pounds per lane mile. The same route may receive post event treatments to clear surfaces. All gravel surface winter maintenance routes are usually treated with a mixture of sand and salt. The mixture is maintained at a minimum of 1.5 parts salt to 24 parts sand. These mixtures are applied as close to the center of the roadway as possible, where traffic can work the mix traveling either way (this sometimes requires spreading the material). 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. The road crown further assists with the spreading of the mixture brine. Depending on temperatures decreasing and other weather conditions, the Public Works Director or his designee will make the determination as to when to stop applying deicing materials and change to other additive mixtures that are available for use at the time.
4. Communications. The Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving on a frequency of 151.100. Each employee is assigned a unique call number. Most private contractors working for the Town

communicate with the Department of Public Works using cell phones. A list of all call numbers is included as an appendix to this policy. The Highway Department maintains communications from our garage, Police Department dispatch, and the on-call personnel cell phones during winter emergencies.

5. Schools: The Highway Department is responsible for the clearing of snow and winter treatment of school district's access roads and parking lots. This is accomplished with one of our private winter maintenance contractors, which are assisted as needed by the DPW staff and equipment. On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery.
6. The Superintendent of Schools or designated official representative shall contact the Public Works Department to determine the condition of the municipality's roads to determine the safety of students using school buses prior to 4:30 A.M. The school representative shall make the decision to cancel or postpone school for that day.
7. Plow Route Priorities. With a total of approximately 230+ lane-miles of Town and private roads from which to remove snow and ice and 30-33 pieces of equipment to handle these responsibilities, the Highway Department must assign priorities for winter maintenance route activity to maximize the effectiveness of their efforts for the motoring public.
  - A. 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 half hour of bus route time.
  - B. Town, Town/State Shared Roadways and Emergency Lanes, are **"second priority."**
  - C. Public parking areas at the Schools, Town Hall, Library, Waste Management Facility and Public Safety Building are a **"second priority,"** and will be maintained by plowing during the winter storm. The application of deicing materials will be applied during and after the storm as determined by the Highway Agent or his designee.
  - C. Waste Management Facility personnel may 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. Public areas shall be kept as clear as possible to provide safe access as is reasonably possible. Deicing materials shall be used in public areas. Often it will not be possible to maintain clear ground, but a reasonable effort will be made during storms.
8. Roads Not Receiving Winter Maintenance. The Town of Moultonborough does not maintain some roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town includes:
  - A. Town roads classified as Class VI roads, and no dwellings.
  - B. Emergency Lanes deemed as impassable by the Highway Agent.

9. Damage to Private Property. It should be noted that the municipality isn't held responsible for damage to private property that is located within the public right of way. The right of way (ROW) is often 50 feet wide, and is often confused by property owners as their own property. In most cases, the ROW extends to 10 - 20 feet on either side of the paved or gravel road. Property owners that cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in this area, improves the appearance of the road greatly, however is obstructive to good maintenance from being conducted on the roadway.

Property owners should not put bark mulch, crushed rock, stone walls, fences (visible and invisible), irrigation systems, trees or lawns in the Town's right of way. The Town is not liable for damage that may occur to property in its right of way. Many items interfere with heavy equipment and become a hazard for vehicles and pedestrians, causing drainage failures, and thereby road deterioration.

Location of mailboxes are allowed at the owner's risk within the right of way for purposes of convenience. The United States Postal bulletin #22102 states: "The Postal Service suggests using a semi-arch or extended arm support which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers."

- A. Mailboxes should be installed at least 3 feet from the edge of the pavement and 42" above the surface of the roadway.
- B. Installations should be sufficiently sturdy to withstand the weight of heavy snow resulting from plowing operations.
10. Placement of Snow upon Streets and Roads. No snow is to be shoveled, blown, plowed or placed, by any means, onto Town streets or sidewalks or across roadways to the opposite side snow banks, unless it is immediately cleaned up and removed to eliminate any hazard or danger to the public or to Town vehicles per Town Ordinance Number 19.
11. Post Storm Operations. As determined by the Highway Agent/Director of Public Works or his designee, snow banks resulting from previous accumulations shall be pushed back, or shelved, using the plow and wings of dump trucks, grader, or other suitable equipment to make space for future snow storms. Gravel roads will be treated with sand as deemed necessary by the Highway/Public Works Director or his designee, with a priority being to the town gravel roads, then high traffic or hilly portions of private roads.

Date of Adoption:  
September 6, 2007

Karel A. Crawford, Chairman  
Edward J. Charest  
James F. Gray

Joel R. Mudgett  
Betsey L. Patten  
BOARD OF SELECTMEN

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This Policy received review, revision and update on December 3, 2015.

Christopher P. Shipp, Chairman  
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Josiah H. Bartlett  
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BOARD OF SELECTMEN

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This Policy received review, revisions, and updates on November 9, 2017

Christopher P. Shipp, Chairman  
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Josiah H. Bartlett  
Jean M. Beadle  
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BOARD OF SELECTMEN

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This Policy received review, revisions, and updates on December 5, 2019

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BOARD OF SELECTMEN