

**STATEMENT OF POLICY  
2017-2018**

**Winter and Inclement Weather Policy and Priorities**

Pursuant to RSA 231:92-a, the Littleton 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 Littleton seeks to provide timely, efficient and cost-effective winter maintenance, snow removal, and ice control on the Town's public highways, bridges and sidewalks, 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 may best 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 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. The Town intends to utilize its best efforts, within the means available, to provide practical, safe access to homes, businesses, and municipal and other public facilities during and after winter storms.
  - (a) As a general policy, the Town will start to conduct snow removal operations upon accumulations of 2-3 inches of snow fall.

The Public Works Director may, at his or her discretion, based upon weather information reports or prevailing conditions, elect not to remove snow until greater or lesser amounts have accumulated.
  - (b) Notwithstanding any other provision of this policy, snow removal or road or sidewalk treatment operations may be suspended at any time when continuing operations would pose a hazard to persons or property.
  - (c) Pre-treatment and ice control may be implemented prior to, during, or after a storm, as determined to be most effective, noting that salt has a much slower effect on melting snow and ice at temperatures below 25 degrees Fahrenheit, and thus may not be applied until it is warmer.
  - (d) Sidewalk Treatment – the same conditions provided in (a), (b) and (c) above will provide overall direction regarding the Town's sidewalks.

- (e) The Fire Department will have primary responsibility to maintain access to fire hydrants and any related infrastructure. If circumstances warrant, the Fire Department will seek assistance from other Town resources.
4. Direction. The Public Works Director or their designee, shall direct all winter maintenance activities for the Town.
5. Implementation. This policy, including the standard operating procedures set forth in Part B, is intended to serve as the normal procedure for winter maintenance, snow removal, and ice control for the Town of Littleton. One or more of the following events or circumstances, which may delay or prevent the implementation of this policy, may affect all or any part of normal operating procedures:
- Equipment Breakdown
  - Snow Accumulation in Excess of One Inch per Hour
  - Freezing Rain or Other Icing Conditions
  - Traffic Congestion
  - Emergencies
  - Personnel Illness
  - Other Events Beyond the Reasonable Control of the Town
6. Notice. This policy shall be posted on the Town Website and at the Town Hall, the Police and Fire Departments and the Highway Garage at the direction of the Board of Selectmen. All residents are encouraged to familiarize themselves with the contents hereof as it describes conditions that one might expect to encounter before, during and after a winter storm event.

## **Part B Winter Operations:**

1. Equipment and Personnel. The assets available for winter snow removal and ice control are established within the parameters of the annual budget approved by the Town. In formulating the budget, the Town seeks to allocate sufficient funds for this purpose, but variable weather conditions may make budget projections inaccurate. When weather conditions require additional funds beyond those available in the budget, the Town will undertake such actions as are reasonably necessary to address such conditions, but the Town is bound by law to follow certain legal requirements and procedures that may delay the immediate availability of funds for responses. The Highway Department utilizes available assets of the Department as needed to address snow emergencies. A list of the current rolling stock assets is included in Appendix B. The Town of Littleton has seven (7) full-time and one (1) seasonal positions available for winter maintenance operations [and contracts with independent plowing services for additional plowing as appropriate.]
2. Routes. Plow routes may be altered from time to time for more efficient snow removal or cost efficiencies. The Public Works Director shall notify the Town Manager and relevant personnel of such changes. Limited, temporary changes made in accordance with this section do not require approval of the Town Manager or Board of Selectmen, unless specifically advised to the contrary.

Currently, the Town is divided into seven (7) major plow and/or treatment routes as specified in Appendix A. The Town's available equipment is assigned to a plow route as stated in Appendix A.

The Public Works Director may work with bordering towns by swapping small areas of responsibility. This will be done to increase efficiency and decrease cost for both towns. (Oregon Road, Walker Hill and Gilmanton Hill)

The Town uses a loader and a backhoe to load trucks during winter operations. This equipment is also used to load snow or push back snow at intersections to create better lines of sight.

3. Materials. The Town bases its annual budget for snow removal materials in part on past usage and estimated weather forecasts. The Town uses winter sand as an abrasive and is applied to the road to improve traction for motor vehicles. The Town uses salt as a de-icing and anti-icing agent. The Town purchases annual supplies of sand and salt based on the historical usage of these two products. The supply of untreated sand is stored outside the building. The Town purchases rock salt as needed, with a limited quantity of approximately 150-200 tons stockpiled on site by the Highway Department. Unless weather conditions require a different approach, winter maintenance routes are treated with a mixture of salt or calcium chloride, sand or sand mixed with salt or calcium chloride. The mixture of salt and sand, when used together, includes the least salt or calcium chloride necessary for the prevailing conditions. The mixture may be adjusted according to the nature of the storm with additional salt added if needed. The mixture is applied to the traveled way. At the beginning and at the conclusion of a storm, salt or calcium chloride may be applied to the center of paved roads where traffic traveling in either direction can work the material. In conjunction with traffic action, salt or calcium chloride create a solution intended to assist in melting snow and ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the mixture. The sand/salt mixture, or salt alone, is effective only to approximately 25 degrees Fahrenheit. Calcium chloride alone is effective only to about 10 degrees Fahrenheit. Other de-icing agents may be effective to lower temperatures, but cost and need for specialized equipment have forestalled their use at this time.
4. Communications. The majority of the Public Works rolling stock is equipped with radios. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Fire and Police Departments and the Highway Department garage.
5. Schools:
  - (a) Maintenance. The Littleton Highway Department is responsible for clearing of snow and winter treatment of the roads and sidewalks leading to the school complex at 159 Oak Hill Avenue which includes Littleton High School, Daisy Bronson Middle School, and the Gallen Career and Technical Center, as well as

Littleton Academy at 96 High Street, and Lakeway Elementary School at 325 Union Street.

- (b) School Cancellation. The School Superintendent, or designated official representative, may contact the Public Works Director or Public Works Director's designee to determine the condition of the Town's roads in order to determine the advisability of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day.
6. Plow Route Priorities. With a total of approximately 64 miles of roads and 18 miles of sidewalks from which the Town must remove snow and control ice, and having available only the personnel and equipment specified to handle this activity, the Public Works Director or the Public Works Director's designee has to assign priorities for winter maintenance route activity in order to maximize the effectiveness of its efforts in accordance with the following. The routes, their priority and the timing of activities are all subject to variation or not being following or implemented as conditions warrant.
- (a) School Bus Routes. School bus routes are given first priority on school days. Plow routes are designed with the intent to provide snow clearing of the regular school bus schedule for that route. (See attached Bus Route Map)
- (b) Town Roads. Roads for which the Town is responsible will receive the highest priority after School Bus Routes.
- (c) Sidewalks. Sidewalks approximate to the schools will receive highest priority Sidewalks in commercial areas will be next in priority. Sidewalks in residential areas will receive final priority.
- Snow obstructions left on sidewalks by street and sidewalk plowing operations will be removed beginning 24 hours after storm cessation unless additional snow is predicted to occur within the following 24-hour period. The Public Works Director will make pertinent weather determinations. The Public Works Director will determine if overtime and/or weekend work is necessary to provide safe access to sidewalks. The Public Works Director will make these determinations and notify the Town Manager and Police and Fire Departments.
- (d) Structures.
- (1) Fire Station. Fire Department personnel will plow areas associated to the Fire Station, unless a plow truck is unavailable. When such a vehicle is unavailable, the Highway Department will keep the fire station cleared of ice and snow, including sand and salt applications from the Highway Department stockpiles as needed and as available. Appendix A lists the specific plow routes for the Town.

- (2) Police Station. Highway Department personnel will plow, salt and sand areas associated to the Police Station. Police Department personnel will assure minimal sidewalk access to the Police Station subject to other responsibilities.
- (3) Transfer Station (TS). TS personnel plow their facility and will assure minimal sidewalk access to TS facilities subject to other responsibilities. Highway Department will sand and salt.
- (4) Public Parking Areas. The public parking areas at the Library, Bank of New Hampshire and Town Office will be plowed, sanded and salted under contract. (See Appendix B)

It shall be unlawful to park on any way in the Town of Littleton from November 1 through April 15 between the hours of 12:00 AM and 6:00 AM (Town Ordinances)

8. Roads Not Receiving Winter Maintenance. The Town of Littleton does not maintain Class VI Town roads or private roadways. There is no assurance that the Town will plow and treat these roads. The Highway Department will not plow or treat any Class VI Town road that in the estimation of the Public Works Director represents a hazard to Town personnel or equipment. The Public Works Director will make a good faith effort to correspond to the residents of any road deemed dangerous that without maintenance to return the road to safe operating conditions, the Town will not plow or treat the road.
9. Damage to Private Property. The descriptions of immunity and potential liability in this section are not intended to waive any immunity or to extend any liability that may exist under law; but are intended solely for convenience.
  - (a) The Town of Littleton assumes no responsibility for damage to private property that is located within the public right-of-way as such property is deemed an encumbrance that is not permitted to be located in the right-of-way. The right-of-way is often thirty-three feet (33') or fifty feet (50') wide, and land within the right-of-way may be mistaken by property owners as their own property. In many cases, the right-of-way may extend ten (10') to twenty feet (20') either side of the paved or graveled surface of a road. Homeowners sometimes may extend lawns, plant trees or shrubbery, place mailboxes, or erect fences or stonewalls in these areas, which might be intended to improve appearance, but which may obstruct or interfere with maintenance being conducted on the roadway, including winter maintenance.
  - (b) In the event of property damage occurring as a result of winter maintenance activities conducted by the Town of Littleton the Town may be held responsible only for damages as allowed by law arising from negligence or other fault properly attributable to the Town. In any event, the Town will not be responsible for the repair or replacement of damaged property that is within the public right-of-way, whether located on private or public property, or which is the result of negligence or fault attributable to others.

- (c) The Town will also not be responsible for damage to any vehicle which may be damaged during winter maintenance if the vehicle is parked in violation of any State law or local regulation, including any winter or snow removal parking limitation periods, or is otherwise improperly or imprudently located or operated.
10. Placement of Snow in Right-of-Way. 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 so as to eliminate any hazard or danger to the public or to Town vehicles. (Town Ordinances)
  11. Roadway Obstructions. If any pedestrian or vehicle or other item (Trash Containers) interferes with snow removal operations, the Town's personnel will seek the cooperation of the person or the owner of such item to remove it immediately. If the owner cannot be readily located or if the owner refuses to cooperate, the Town vehicle operator shall contact the Town Police Department for assistance. Operators should not attempt to confront owners with regard to such matters. (Town Ordinances)
  12. Post Storm Operations. As determined by the Public Works Director, snow banks resulting from previous accumulations may be pushed back, or shelved, using the plow and wing of suitable equipment to make space for future snowstorms.
  13. Snow Removal from Town Roads. During the initial stages of a storm, Town highways will be plowed and receive surface treatment as appropriate in accordance herewith. As parked vehicles are removed from streets, snow removal equipment may swing wider through the street to push back accumulated snow.
    - (a) Any vehicles which violate winter parking regulations are subject to ticketing and towing. Any vehicle which otherwise interferes with the reasonable efforts of the Town's winter maintenance is subject to removal, after reasonable attempt to notify the operator, if possible.
    - (b) Snow removal operations may be delayed or ended in areas where vehicles are improperly parked or where they might interfere with snow removal operations.
    - (c) The Town is not responsible for damages to such vehicles arising out of winter maintenance operations or as a result of towing.
-

**Appendix A:  
Town Rolling Stock Assets  
Plow and Treatment Routes**

---

---

Town Units (see attached Route Maps)

Truck 1	2008 ¾ ton pickup F-350 with v-plow. Used to clear yard at the DPW, Police Station, Fire Station, Glenwood Cemetery. Also used to haul sewer jet during winter months as all other trucks have sanders which block the trailer hitch component. Extra truck used as needed. Call PW1
Truck 2	2012 1.5 ton F-550 with plow, spreader and chloride tanks. Call: PW2 Highway Foreman. Assigned: Route 3.
Truck 3	2008 F-550 with plow, spreader and chloride tanks. Call PW3. Assigned: Is now a spare or backup.
Truck 4	2008 F550 with plow, spreader and chloride tank. Call: PW4. Assigned Route 4.
Truck 5	2015 International 7400 Dump with plow, wing, in-body spreader. Call: PW5. Assigned: Route 5.
Truck 6	1999 International 4900 with plow and spreader. Spare back up plow and sand truck.
Truck 7	2007 International 7400 Dump with plow, wing, in-body spreader and chloride tanks. Call: PW7. Assigned Route 9.
Truck 8	2015 F550 With plow, spreader and chloride tank. Call PW8. Assigned to Rt. #8
Truck 9	2008 International 7400 Dump with plow, in-body spreader and chloride tank. Call: PW9. Assigned: Route 9. Spare.
Truck 10	New F550 (2017), assigned to Route 2.
Truck 51	2005 International 7400 Dump with plow, wing and in body spreader. No longer a spare or back up, assigned to Route 7.
Truck 16	2001 International 4900 Dump with plow. Back up plow only truck.

2012 John Deere tractor with plow, spreader, sander and snow blower. Call: PW10. Sidewalk Secondary.

2000 Holder tractor 9700 with plow, spreader and snow blower. No longer owned. Sold 2016.

2012 GMC with plow. Owned by United Water. Call: PW12. Contracted for parking lots.

2010 420E Caterpillar backhoe. Assigned: Load salt; push back intersections.

2000 938G Caterpillar loader with Sicard Snow Blower. Given to Transfer Station.

2016 John Deere Loader (525K). Assigned Load sand trucks; push back intersections. Snow Removal.

1989 Dresser 830 grader as needed for snow removal.

2016 John Deere New (last year) Primary sidewalk tractor plow, spreader, snow blower

Other Resources -  
Contractors

Routes  
Parking Lots (as indicated in Appendix B below)

**Appendix B:  
Parking Lots**

---

High Street and Clay Street (Catholic Church Parking Lot)

Union Street (Town Building Parking Lot)

Pleasant Street (Theater parking Lot and Mascoma Bank Upper Parking Lot)

Mill Street (Public parking Lots and Bank of N.H. Lower Parking Lot)

Ammonoosic Street (Laconia Savings Bank Side Parking Lot)

Saranac Street Parking Area

Green Street Parking Lot

Library Parking Area

Main Street (Community House Parking Lot)

Wastewater Treatment Plant

Brickyard Pump Station

Mount Eustis Pump Station