

Town of Nottingham  
P.O. Box 114  
Nottingham NH 03290



Office (603) 679-5022  
Fax (603) 679-1013

## Winter and Inclement Weather Road Maintenance Policy

Pursuant to RSA 231:92-a, and other applicable statutes, the Nottingham Select Board hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

### Part A: Policy Objectives

1. Objective. The Town 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 outlined in Part B of this Policy. 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 begin 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 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 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.
  - 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, their designee, or other employee designated by the Select Board 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. 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:



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- a) Equipment Breakdown
- b) Snow Accumulation in Excess of One Inch per Hour
- c) Freezing Rain or Other Icing Conditions
- d) Traffic Congestion
- e) Emergencies
- f) Personnel Illness
- g) Other Events Beyond the Reasonable Control of the Town

### 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. The Department may also hire independent firms or contractors to perform services, and set licensing, insurance, or other requirements for same.
2. Routes. Plow routes may be created and altered by the Public Works Director for efficient snow removal or cost efficiencies. The 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.
3. Materials. The Town uses winter sand as an abrasive and is applied to the road to improve traction for vehicles, and salt or calcium chloride as de-icing and anti-icing agents. The Town purchases supplies based on the historical usage of these products.
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.
5. Schools:
  - a) The Highway Department is responsible for clearing of snow and winter treatment of the parking lots and access roads at Nottingham School. The SAU has responsibility for all other weather-related maintenance of facilities, including sidewalks and walkways. On days when school is in session, winter road maintenance efforts are coordinated and timed to coincide with bus routing and delivery of students to the extent reasonably practicable.
  - b) The School Superintendent, or designated representative, may contact the Public Works Director to determine the condition of the Town's roads in order to determine the advisability of using school buses. The school representative(s) shall make the decision to cancel or postpone school activities.

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6. Plow Route Priorities. The Public Works Director shall assign priorities for winter maintenance 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) Municipal Emergency Services Facilities - Fire Station, Police Department, Highway Garage, and Salt Shed.
  - b) Nottingham School and School Bus Routes - School lots and Town roads used as school bus routes are given first priority on school days.
  - c) Other Town Roads – As classified in the Road Maintenance Policy adopted October 2021, Primary Local Roads (A) are the highest priority, and Local-access Only Streets (C) are the lowest priority.
  - d) Other Municipal Facilities — Recycling Center, Library, etc. These may be postponed on days that the facility is not regularly scheduled to open.
  - e) Emergency Lanes - private roads designated as Emergency Lanes
  - f) Sidewalks and Public Parking Areas
7. Roads Not Receiving Winter Maintenance. The Town does not maintain Class VI Town roads or private roadways. The Town does not maintain Class I-III State Highways, but may plow on them in intersections or other areas coincidental to maintaining Town roads..
8. 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 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 may extend lawns, plant trees or shrubbery, or erect fences or stone walls 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. The Town 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.
  - b. The Town is not responsible for damage and does not repair, replace or re-erect postal or delivery boxes that are located within the highway right-of-way. These devices are located within the highway limits and are the responsibility of the property owner. The Town will work with the box owners to locate the box in the safest possible location and offer advice on its design to minimize potential damage.
  - c. In the event of property damage occurring as a result of winter maintenance activities, 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

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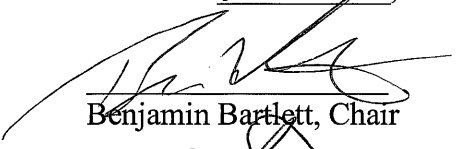
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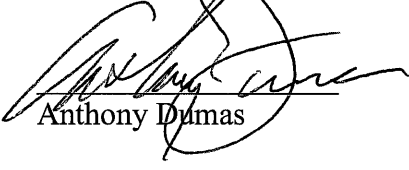
right-of-way, whether located on private or public property, or which is the result of negligence or fault attributable to others.

- d. The Town will also not be responsible for damage to any vehicle arising out of winter maintenance, or towing, 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.
9. 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.
10. 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.
11. 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 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.

Adopted July 25, 2016

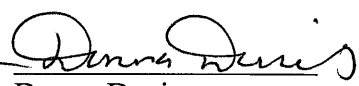
Amended OCT 18, 2021

  
Benjamin Bartlett, Chair

  
Anthony Dumas

  
John Morin

  
Tiler Eaton

  
Donna Danis