

# **Resolution to Adopt the Town of Proctor Winter Snow and Ice Clearing Operations Policy**

Be it resolved that the Selectboard of the Town of Proctor adopts the following statements of policy regarding winter snow and ice clearing operations:

1. Notwithstanding the circumstances involved with changing climatic conditions, the Town will endeavor to keep Town roads and sidewalks in a reasonably safe condition for travelers and
2. Town employees will endeavor to exercise reasonable care and diligence in the performance of their duties and
3. Travelers who use Town roads are expected to demonstrate due care, reasonable caution, have vehicles properly equipped and heed winter storm warnings under adverse winter conditions.

Executed at Proctor, Vermont this 22 day of December, 2008.

Revised at Proctor, Vermont this 9 day of February, 2009.

Proctor Selectboard  
Richard Norris, Chair  
Bruce Baccei  
George Finch  
Peter Jalbert  
Michael O'Malley

## **Article 1. General**

**Section 1. Responsibilities.** The Town of Proctor is responsible for maintaining 22.16 miles of paved road and 0.07 miles of gravel road. We also maintain the transfer station, various public parking lots, and all sidewalks.

**Section 2. Resources.** The Highway Department maintains contact with various sources to assist in planning and execution of winter operations.

- A. Weather forecasts as provided by Accuweather on the internet, the National Weather Service out of Burlington, Vermont, and local radio and television stations.
- B. Rutland County Sheriff's Department and State Police.
- C. Fire and rescue personnel, as needed.
- D. School Board officials to determine if a school closure is warranted.

## **Article 2. Operations/Procedures**

**Section 1. General.** During the winter period generally extending from November through April, the Highway Department is primarily focused on snow and ice removal during this period of high precipitation, low temperatures, and heavy winds, which together characterize the Vermont winter season. The Road Commissioner (or his designated representative) has direct responsibility for management, acting under the general policy and authority of the Selectboard.

- A. Operations. Using resources available and reasonable judgment based on experience, the Road Commissioner will determine the appropriate level and timing of snow/ice control to be

performed by the Department. Employees shall be contacted by pager for quick response times and drivers are given the responsibility to make decisions regarding snow/ice removal as dictated by onsite evaluations, storm severity, and recommendations from the Road Commissioner. Although a routine plan for winter operations is set up, all storms are unique and unpredictable so deviations in the normal routine may have to occur.

- B. Equipment. To aid in winter operations, the Highway Department has various equipment available. Reference the current equipment addendum for specifics.
- C. Materials. Stockpiles of sand, salt and sand/salt mix are stored at the municipal salt shed pit located across from T&T Field and next to the shooting range in Pittsford. Our shed holds approximately 110 tons of salt and the Town uses approximately 1,000 tons per season. A small pile of sand/salt mix is kept at the Town Garage for public use.
- D. Snow Plowing and Sanding/Salting Operations. The Highway Department is staffed with four employees including the Road Commissioner. Specific routes have been assigned to each truck and priorities are given to school routes, main streets, hills and corners.

Sidewalks, when accumulated enough snow, shall be maintained by one driver with Bobcat and snow blower. The time frame for clearing varies markedly with the severity/duration of the storm. Other factors that affect our plan are: nighttime plowing, commuter traffic, parked cars, equipment breakdowns, and assistance to emergency departments.

It is important to wingback snow on road shoulders following each major storm and this shall be addressed as soon as roads are open and storms subside.

In an emergency situation where Town equipment is out of service for repair or the situation is beyond the ability of the Town supplemental equipment/operators may be rented/contracted from area professionals.

Salt (sodium chloride) only works when the ambient and pavement temperatures are above 10 degrees Fahrenheit. If a storm occurs below this temperature the Town will only continue to remove snow build up on roads. If icing occurs in wheel paths, then a light application of sand/salt mix will be applied to provide traction.

The Town will apply salt (above 10° F) when depth ranges from a dusting to three (3) inches. Generally, depths above four (4) inches will require plowing.

### **Article 3. Laws and Ordinances**

**Section 1. Title 23, Section 1126(a) VSA.** Prohibits plowing/depositing snow onto the travelled way, shoulder or sidewalk of a state highway or Class 1, 2, or 3 town highway. Any violation of such may result in a \$100.00 fine or 30 days imprisonment, or both. The violator may also be liable for damages to vehicles.

**Section 2. Title 19, Section 1105 VSA.** Prohibits encroachment in the Town's right-of way (ROW) without prior approval by the Selectboard. Objects in the ROW are placed at the owners risk and the Town assumes no responsibility for any damages. Common items are fences, lawn markers, flower pots, basketball hoops, etc.

**Section 3. Chapter 1, Section 116 Proctor Parking Ordinance.** Bans parking on Town streets from 1:00 a.m. to 7:00 a.m. from November 1 through March 31. If storms occur during day time, vehicles should try to park out of ROW during operations.

**Section 4. Chapter 1, Section 114 Proctor Parking Ordinance.** Prohibits stopping, standing, or parking a vehicle on a sidewalk.

## **Article 4. Public Awareness**

**Section 1. General.** The Town Highway Department and the general public need to work together to ensure safe and efficient winter snow removal operations. As part of the communication process, the public shall heed the following items:

- A. Children cannot be allowed to build forts, tunnels, or other structures, or be allowed to play on/in roadside snow banks.
- B. Respect the plow trucks. Do not tailgate them, yield to them and give them room to do their jobs. Homeowners that shovel their properties should move back as a plow approaches so as not to be hit by debris, covered in snow, or be in the way if the plow truck loses control because of slippery roads. The Town Highway Department does not try to put snow back into residents' drive and walkways. Due to narrowness of roads and rules of basic plowing, it is impossible to keep snow out of drive and walkways. Making more work for the public is not our intention.
- C. Any concerns or problems with road conditions during normal working hours (6:30 a.m. – 3:00 p.m., M-F) shall be directed to the Town Garage at 459-2789 or the Town Clerk's Office at 459-3333 where upon they can reach the Highway Department by radio. Any problems outside of normal operating hours call 459-3333 x17 and leave a message. The Road Commissioner will be notified and respond as soon as possible.
- D. Heavy snow coming off plows can take down mailboxes so make sure they are secure before winter. The Town will only fix or replace mailboxes if they were physically damaged by a plow, upon determination by the Road Commissioner with respect to the Selectboard.
- E. The Highway Department asks that the public try to keep snow cleared from fire hydrants. We will do our best to not pile snow up against them. Together we can work to keep them open for all of our safety.
- F. Christmas trees will be picked up by Town crews for a two (2) week period only, starting on December 26. Trees for pick up need to be placed at the road edge or where garbage is placed. The Town will not retrieve trees on porches.
- G. Damage to lawns within the town highway right-of-way is a common occurrence albeit unintentional. Repairs to lawns (topsoil, seed and hay) will be performed in the spring or as soon as winter operations cease. Repairs will be made to the most excessively damaged lawns or as deemed necessary by the Road Commissioner with respect to the Selectboard. Minimally damaged areas (e.g., under four square feet) will be the responsibility of the homeowner to repair, if they choose to do so.

## **Article 5. Effective Date**

This policy shall become effective immediately upon its adoption by the Proctor Selectboard.