



TOWN OF LINCOLN, NEW HAMPSHIRE WINTER AND INCLEMENT WEATHER POLICY AND PRIORITIES

Adopted by:
The Lincoln Board of Selectmen
October 2, 2000

Amended: March 5, 2001
Amended: November 21, 2013
Amended: February 8, 2016

PART A:

Town of Lincoln, New Hampshire

Winter and Inclement Weather Policy and Priorities

Pursuant to RSA 231:92-a, the Lincoln Board of Selectmen hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

1. **Objective.** The town of Lincoln 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 the 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 black, 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 facilities during winter storms.
 - A. As a general policy, the Town will start to conduct snow removal operations upon accumulations of two inches to four inches of snowfall. The Director of Public Works may, at the Directors discretion, based upon the weather information reports or prevailing conditions, elect to not remove snow until greater or lesser accumulations.
 - B. Pre-treatment and ice control may be implemented prior to, during, or after a storm, as determined to be the most effective, noting that salt has a much slower effect on melting snow and ice at temperatures below 20 degrees Fahrenheit, and thus may not be applied until it is warmer.
 - C. Sidewalk snow clearance will be conducted as soon as possible during winter storms, subject to availability of personnel and the need to maintain safe roadways will generally take priority. The sidewalks which are to be cleared are those located on both the North and South sides of Main Street, the North side from the Lincoln/Woodstock town line to Forest Ridge, the South side from the Information Center to Town Hall, Connector Road, Pollard Road, Maple Street, School Street, Church Street, Edgewood, Coolidge, and O'Brien's Path.

4. **Command.** The Lincoln Director of Public Works, or the Director's designee, shall direct all winter maintenance activities for the Town.
5. **Execution.** This policy, including the standard operating procedure, is intended to serve as the normal procedure for winter maintenance, snow removal, and ice control for the Town of Lincoln. One or more of the following, which may delay or prevent the implementation of this policy, may affect all or any part of normal operation procedures.

Equipment Breakdown

Snow Accumulation in Excess of One Inch per Hour

Freezing Rain or Other Icing Conditions

Traffic Congestion

Emergencies

Personnel Illness

6. **Notice.** This policy shall be posted at the Lincoln Town Hall. 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.
7. **Adoption.** This policy and the accompanying Part B, encompassing standard operating procedures, have been adopted by the Lincoln Board of Selectmen on February 8, 2016.

PART B:

Town of Lincoln, New Hampshire WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL PROCEDURES (INCLUDES HIGHWAY, SIDEWALKS, AND PARKING AREAS)

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 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 all 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 Lincoln has five full- time personnel available for winter maintenance operations.

2. Routes. Currently, the Town is divided into three (3) 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 Town also has available a 3/4-Ton Pick-up Truck with a four-way plow that is used to maintain emergency service facilities, municipal parking areas, and to assist in the support of equipment signed specific routes. The Town uses its loader in the downtown area to plow and remove snow to snow storage areas when it may restrict parking or line-of-sight distances at intersections. The Town has one sidewalk-snow blower used for assigned sidewalks.

3. Materials. The Town bases its annual budget for snow removal materials in part on past usage. In recent years, the Department has used approximately 400 tons of rock salt and 800-900 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve the public's motor vehicle traction. Salt is

employed as a de-icing and anti-icing agent. The estimated annual supply of sand is purchased each year and stockpiled inside the Highway Department's salt and sand building. The material that is stockpiled is treated. Rock salt is purchased as needed, with a limited quantity of approximately 200 tons stockpiled by the Highway Department. Unless weather conditions require a different approach, winter maintenance routes are treated with a mixture of sand and salt, generally one part salt to two parts sand. The mixture is applied to the center of the roadway where traffic can work the mix traveling either way. The mixture, in conjunction with the traffic action, creates a watery brine melting snow and ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the brine mixture. The sand/salt mixture is effective only to approximately 20 degrees Fahrenheit or higher. Other de-icing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use to this time. Sand only is applied at lower temperatures to increase traction.

4. Communications.

A. Equipment. The majority of Public Works rolling stock is equipped with cell phones.

B. Plowing Call Out Policy. If a storm is expected, plowing personnel will be expected to report to work immediately if called. Planned time off is allowed, but only when scheduled. The Police Department may also request the assistance of Public Works personnel if road conditions warrant. The Director of Public Works will inform Police Dispatch which personnel to call in.

5. Schools.

A. Maintenance. Lincoln provides snow removal and winter treatment of the public schools' access road and parking-lots in odd-numbered years. The Town of Woodstock provides snow removal and winter treatment of the public schools' access road and parking-lots in even-numbered years.

On days when school is in session, the Town factors school bus routing and timing in implementing winter maintenance when possible.

6. Parking. The Town has re-instituted winter parking regulations for all town roads (No parking between the hours of 11 PM and 6 AM from November 1st through April 15th, vehicles will be towed at owner's expense). One purpose of this winter parking ban is to allow winter maintenance crews unobstructed snow removal and ice control routes, as much as possible, to maintain the maximum effectiveness of their efforts.

7. Plow Route Priorities. With a total of approximately eight (8) miles of roads from which to remove snow and control ice and only the equipment specified in Appendix B to handle this activity, the Highway Department has to assign priorities for winter maintenance route activity in order to maximize the effectiveness of their efforts.

A. First Priority Areas. Lin-Wood Public School (during odd-numbered years), the Lincoln Police and Fire Department facilities will be given the first priority.

B. Second Priority Areas. Town owned roads and side streets will be maintained as practicable during business hours. The presence of vehicles and pedestrians obviously presents public safety concerns and also increases the level of difficulty for effective snow removal operations.

C. Town Office. Public parking areas at the rear and in the upper parking lot of the Town Hall and each municipal department 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.

D. Transfer Station/Recycling Center. The Town of Woodstock plows the facility every year. In turn, the Town of Lincoln plows the Kanc Rec. Area every year. The only plow route that rotates is the Lin-Wood School.

E. Fire Hydrants. The Highway Department is responsible for the clearing of fire hydrants when visual observation of a hydrant is blocked. Usually, vision is obstructed after a total of one to one-half feet (1'-1.5') of snow has fallen for the season.

F. The specified plow routes for the Town are listed in Appendix A.

8. Roads and Sidewalks not Receiving Winter Maintenance. The Town of Lincoln does not maintain a number of roadways, sidewalks and other areas as part of its winter maintenance activities. The areas not maintained by the Town include:

A. Private roads, developments, driveways, and sidewalks.

B. Loon Mountain Road (from Rt. 112 to Black Mountain Road), Brookway Street, East Branch Drive and Beechnut Drive, which are designated for summer maintenance only. Loon Mountain Recreation Corporation is responsible for the winter maintenance.

C. Lady's Bathtub Parking area: summer maintenance only.

D. School District sidewalks, which are the responsibility of the school district.

E. Roads, sidewalks and other areas maintained or within the jurisdiction of State, Federal or other units of government.

F. Multi-use path for Forest Ridge to Loon Mountain.

9. Damage to Private Property.

A. The Town of Lincoln 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 33'-50' wide, and may be mistaken by property owners as their own property. In most cases, the right-of-way often extends 5 to 10 feet on either side of the paved or graveled surface of a road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stonewall in these areas, which might improve the appearance of the street, but which may obstruct or interfere with

maintenance being conducted on the roadway including winter maintenance.

B. In the event of personal property damage occurring as the result of winter maintenance activities conducted by the Town of Lincoln, the Town may be held responsible only for damages arising from negligence or other fault properly attributable to the Town and, in any event, will not be responsible for the repair or replacement of damaged property that is within the right-of-way, whether located on private or public property.

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 snow-removal parking limitation periods.

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.

11. Post Storm Operations. As determined by the Director of Public Works, snow banks resulting from the previous accumulations may be pushed back, or shelved, using the plow and wing of suitable equipment to make space for future snow storms.

12. 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 the 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 Towns winter maintenance is subject to removal, after a 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.

13. Sidewalk Snow Removal.

A. Sidewalk snow clearance generally will not begin until all other snow removal operations are in progress or completed.

B. If sufficient personnel are not available to conduct sidewalk snow removal operations, as well as street clearance, the streets shall take priority.

C. The sidewalks located on the north side of Main Street (from the Lincoln/Woodstock town line to Forest Ridge), south side of Main Street (from the information center to town hall), Pollard Road, Maple Street, School Street, Church Street, Edgewood, Coolidge and Connector Road shall be cleaned as soon as possible after the storm.

D. If a pedestrian or vehicle causes obstructions to, or interferes with, sidewalk snow removal operations, Town personnel shall request the pedestrian or operator's cooperation. If cooperation cannot be so obtained, Town personnel may contact the Police Department for assistance.

Appendix A: Plow Routes

Route #1

Equipment: CAT 924G Loader
Operator: David Beaudin

1. Open up Police Department
2. Fire Station
3. Cross Street
4. Coolidge Street
5. Edgewood Street
7. Pleasant Street
8. Franklin Street
9. LaBrecque Street
10. West Street
11. Railroad Street
12. Municipal Building and P.D.

Route #3

Equipment: 550 Ford Dump Truck
Operator: Andy Nicoll

1. Bog Brook and Parker
2. Towle Road
3. Hanson Farm Road
4. O'Brien Ave.
5. Louanne Lane
6. Liberty Road
7. Maltais Farm Road
8. Coolidge Street
9. Edgewood Street
10. Cross Street
11. Goodbout Road

Route #2

Equipment: 2-1/2 Ton International Dump Truck
Operator: Daryl Hart

1. East Spur Road
2. Mansion Hill Drive
3. White Birch Lane
4. Valley View
5. Pollard Road
6. Maple Street Ext.
7. Church Street
8. School Street
9. Bourassa Road
10. Boyle Street
11. Kanc Access Road and Kanc Ski Area
12. Rue De Gionet

Equipment: Sidewalk Tractor
Operator: Dave Dovholuk

1. Forest Ridge to 93 N. Ramps
2. Information center to Town Hall
3. Lincoln Green
4. Cross Street to Catholic Church
5. Police Station & Town Hall
6. Pollard Road
7. Maple Street
8. School Street
9. Church Street
10. Edgewood and Coolidge

Appendix B: Rolling Stock Assets

The following is a listing of the current rolling stock assets of the Highway Department that may be utilized to address snow emergencies.

- A. 550 Ford Dump Truck - 2009
- B. CAT 924B Loader – 2000
- C. 2-1/2-Ton International Dump Truck – 2009
- D. 420 CAT Rubber Tire Backhoe(used to load trucks with sand and salt). – 2013
- E. 1-Ton Chevy Pick-up Truck(a backup vehicle used in long-term storms).
- F. Holder Snow Blower/Plow(used only on sidewalks). – 2004

**ORDINANCE REVIEWED AND APPROVED ON THIS 8th DAY OF
FEBRUARY, 2016.**

By the Board of Selectmen of the Town of Lincoln, New Hampshire


OJ ROBINSON - CHAIRMAN


PATRICIA MCTEAGUE


JAYNE LUDWIG