

**Town of Hubbardston DPW
Winter Operations Plan
2015 - 2016**

This plan will try to address the DPW's operations for snow and ice control and snow removal for the town roads, sidewalks, public office parking lots, and school areas.

It will also address some of the police, fire and school issues that may arise.

These are general guidelines for regular winter events. Operations will change depending on the severity of the storm and equipment breakdowns.

Tim Kilhart
DPW Director

TABLE OF CONTENTS

General Overview.....p.3

Resources used by DPW in Planning of Winter Operations.....p.3

Town Road and Sidewalk Operations.....p.4

 Pre-winter operations.....p.4

 Winter Storms.....p.5

 Non-storm periods.....p.7

 Post Winter.....p.7

Emergency Situations.....p.8

Town By-Laws- Public Awareness.....p.8

Communication and Public Information.....p.9

 Public Communications.....p.9

Emergency Announcements.....p.9

 Procedures for Snow Removal.....p.10

Guidelines for Snow and Ice Clearing.....p.10

 DPW Personnel.....p.11

General Overview

The Town of Hubbardston DPW has the responsibility of maintaining service for 87 miles of accepted town roads (80 miles paved and 7 miles of dirt) school parking lots and public offices and 2 miles of sidewalks, also some private roads.

The DPW Director is directly responsible for daily operations of the DPW, under the direction and authority of the Selectboard. The Group Leader will lead and be responsible for winter operations in absence of the DPW Director.

The DPW is committed to having all roads opened for safe passage. This will, however, take some time with the limited personnel, equipment and other resources available to the DPW.

Resources Used by the DPW in the Planning of Winter Operations:

In order to determine when streets will be cleared in a timely manner before and after the storm, the DPW uses such resources as:

1. Channel 4, 5, and 7 TV and Radar Systems will be what the DPW uses to determine how to fight storms.
2. Weather Channel TV and Radar Systems

Road conditions are also monitored by our local Police Department, normally, between the hours of 3:00 p.m.— 7:00 am. and on weekends. The DPW uses the information from the Police Department to provide the best possible response in making our roadways safe.

It is important that the DPW is informed by the Police Department on the following information:

1. Is the problem town wide? Is it restricted to one area? Problem areas need to be described as accurately as possible.
2. What is the nature of the problem?
 - Snow — How much on road and at what rate is it falling?
 - Ice — How bad and what locations?
 - Debris — What size? Is it blocking traffic? Is Loader needed? Are wires involved?
 - Washouts — How large of an area? Are signs and barrels needed? Are cones needed? Are there potholes?
 - Emergency Access — Police, Fire, Ambulance, Rescue cannot get to a certain location because of a specific road condition.
 - Police Personnel — Is an officer able to stay until Highway personnel arrive?
3. The DPW will determine how and what will be needed to correct the problem, but any assistance from the Police Department and/or Fire Department will be greatly

appreciated to help with a more timely response.

4. When a DPW employee arrives on duty, that person will be in immediate contact with the Police Department so as to inform them from the beginning of the problem to the end of the problem.

Town Road and Sidewalk Operations:

General

Winter will generally include the months of November 15th to April 15th. This time frame will be directed mostly for snow and ice operations.

Some of the operation procedures are:

1. Pre-winter Preparations (training and equipment)
2. Winter Storms
3. Winter Operations during Non-storm Periods.
4. Post Winter

Items 1-4 are covered below:

1. Pre-winter:
 - a) Update operation plan on a yearly basis. This can be based on previous year's experiences. The DPW will inform Police, Fire and the School of the winter plan.
 - b) Employees need to know plow and sand routes.
 - All employees will become familiar with their plow and sand routes before winter so they know where road conditions exist such as obstacles, cold spots, or any other conditions on that route. This should be done yearly because road conditions change from year to year. Every employee will become generally familiar with all routes in case another employees absence.
 - Employees will know where drains, waterways, catch basins, dropped inlets, obstacles, and curbs are and mark same before winter.
 - The DPW will plan sanding routes and plow routes by using the trucks to best utilize its load of material. This saves time and fuel if done correctly.
 - c) Review call-list for employees, including calendars and police dispatch procedures.
 - Make sure radios are in working order.
 - Inform crew what weather forecast we will be using to judge our operations.

- d) Equipment Operation and Maintenance
- Train employees thoroughly on use of their equipment.
 - Each employee will be assigned to a specific piece of equipment. This will ensure that employees are more effective in that particular piece of equipment which will make the equipment last longer, cost less to maintain, and do the job in a safe and timely manner.
 - All equipment needs to be checked on a regular basis. This includes plows, wings, sanders and hydraulic systems. Items will be replaced if needed. Inspect condition of all moldboards, and cutting edges on all plows. Replace edges as needed and weld as needed.
 - We will mount and test all sanders before winter arrives. Check conveyors, spinners, and all movable parts to ensure its in working order. Each employee will become familiar with his own sander controls, which will include the setting inside the cab and door gate adjustment and when it will be used as directed by the DPW Director. Each truck has different control settings.
 - Make sure all lights are working correctly and all wires are replaced, if corroded.
 - Tire chains will be inspected and repaired as needed.
 - To keep equipment in top condition at all times, which includes washing and greasing equipment after use.
 - We will inventory and order all parts in the autumn so the items will be on hand as needed. Trying to have a small inventory on parts such as headlights, hoses, nuts and bolts, filters, etc. is beneficial because these parts are hard to locate during a storm.
 - Materials
 - We will ensure that a winter stockpile will be on hand during the month of November, which will normally be 5000 cubic yards of screened sand, approximately 3/8 minus.
 - 1/2" trap rock for dirt roads will be purchased as needed.
 - We will have access to salt before winter months. An average of 1500 - 2000 tons of salt will be used.
 - Some gravel and rip rap will be stored at the highway garage, in case of washouts.
 - Training sessions on material applications will be in effect. Example: How salt works, when to use extra salt, special storm situations, special ways to de-ice certain problems.

2. Winter Storm Operation

Judgment by the DPW Director will determine the timing of when the department will perform snow and ice control.

DPW personnel will be called in accordingly from the call-in list procedure as outlined in the Union contract.

The DPW will determine its operation by using the Channel 4, 5 and 7 TV and Radar Systems. A somewhat detailed plan will be determined, but each storm differs so much that a set of guidelines is impossible to follow or enforce. A larger amount of discretion will be asserted by the DPW Director.

Snow Plowing and Sanding Operations:

The DPW has organized its equipment into six major sanding routes. The DPW has organized its equipment to have eight major plowing routes, providing there is winter seasonal help, otherwise there will be six plow routes. Each sand route will be approximately 15 miles. Routes will be listed on separate sets of maps.

- We will provide highest priority coverage to roads with the heaviest usage. Route 68 and Route 62 as being major numbered routes. Secondary main roads are Williamsville Rd., New Templeton Rd., New Westminster Rd., Barre Rd., Elm St., Brigham St. and Burnshirt Rd.
- During snow and ice storms, sand and plow trucks (normally within their own plow routes) will give priority to clearing roadways for emergency calls such as ambulance, fire or police matters.
- Mile Rd. and Streeter Rd. will be plowed and sanded by a private contractor, if available.
- Plow routes will be designed for right-handed turns so as to avoid windrows on the intersections. The object is to keep all main roads on all plow routes open. Side roads, dead ends and cul-de-sacs will be cleared immediately following the main roads.

Depending on the size of the storm, some of the side roads etc., will be cleared as soon as possible.

The extended time or duration of the storm may determine which roads will be cleared; manpower may also have an effect (people being sick, status of part-time seasonal help, etc.).

- Sidewalks will be cleared after the storm or day after the storm.
- School areas may not be cleared until after the storm.

- Town offices may not be cleared until after the storm. Access to the Police and Fire will be maintained by the DPW with assistance from the Fire Dept. if available.
- During storms, special attention will be given to commuter traffic and school bus traffic.
- Snow removal will begin after crew has rested and are able to come in on their next shift. Center of town, intersections, and main roads will be pushed back or windrows shelved so as to make room for upcoming storms and so as to push snow back before it freezes.

3. Non-Storm Periods:

- a) After storms or winter events, all equipment will be checked and cleaned for next storm. Repairs will be made as needed. Special attention will be given to tires, brakes, lights, sanders and plows.
- b) Materials such as salt and sand may need to be re-ordered.
- c) Plow routes will need to be checked for problems. Example: Illegal private contractor plowing across town roads, problem mail boxes, snow forts, basketball hoops. It is the responsibility of each driver to report these problems to DPW Director.
- d) We will haul snow to the cemetery location when snow removal is in progress.
- e) Roadway drains and catch basins will be opened as soon as possible for snow and ice melting and runoff
- f) Following storms, hopefully within 24-48 hours, all complaints received will be checked by the DPW Director. DPW Director will then make a phone call or visit the complainant.
- g) Fire hydrants will be maintained by the Fire Department unless assistance is needed at the request of the fire chief or deputy.

4. Post Winter:

- a) The DPW will review all winter operations with its employees to obtain input for improvements for the next year.
- b) All equipment will be checked and all snow equipment will be given the maintenance needed to be put away for the spring, summer and autumn months.
- c) Evaluate equipment to see if any new purchases are needed.
- d) Ensure employees are familiar with snow fighting techniques.
- e) Every year a new technique comes into effect and employees should be kept informed of them.

Equipment:

The Town has the following equipment for snow and ice control:

1. Four heavy-duty dump trucks with eight cubic-yard bodies with power angle plows and all season sanders. One heavy duty dump truck with 6 cubic yard slide in sander with power angle plow. One heavy-duty dump truck with eight cubic yard body with one way plow and all season sander and a wing plow attachment.
2. Two 1-ton trucks with angle plow.
3. One Volvo Grader with wing used for plowing, emergency snow clearing, and special ice situations.
4. One John Deere loader with one-way plow, when needed.
5. One sidewalk Bombardier tractor with sidewalk plow.
6. One Hough wheel loader for pulling out stuck equipment and loading trucks, in emergencies.

Emergency Situations

If it becomes impossible to handle an emergency situation and more equipment is needed, local contractors will be used and assistance of out-of-town equipment may be called in. Also, Civil Defense, National Guard or other means that is allowed by the Selectboard may be acquired.

Town By-laws — Public Awareness

1. During storms and snow clearing, it is very important that motor vehicles are not parked or impede snow plowing or sanding of public streets so as not to allow emergency services to be administered. Vehicles will be towed if operations are impeded.
2. Town by-law prohibits the pushing, shoveling, snow blowing, or discarding of snow across the roadway into a public way. Also, building of snow forts or tunnels on public rights of way, including sidewalks, is prohibited.
3. Town by-law (Chapter XVII, Section 2, Group C) states that there shall be no obstruction of snow removal.
4. Town by-law XVII restricts parking more than one hour between the hours of 11:00 p.m. and 6:00 am. from December 1~ to March 31~. The DPW will notify the Police Department to take appropriate action against any violation of these said by-laws.
5. Snow should not be pushed or shoveled onto or in front of fire hydrants so as

to block access and view of the hydrants.

Communication and Public Information

1. Any problems that the public has, regarding conditions of roads, should be directed to the DPW, located at 68 Worcester Road, Hubbardston, MA 01452 or by telephone at 978-928-1408, between the normal working hours of 7:00 a.m. and 3:00 p.m.

Emergency requests during non-working hours should be directed to the Police Department on Main Street, Hubbardston, MA 01452, or by telephone at 978-928-1405.

The dispatcher will then call the on-call DPW employee and he will call in DPW personnel as outlined in the call-out procedure posted at the Dispatch Center.

2. All complaints will be answered, normally, within a 24-48 hour period after the storm. Every effort will be given to correct the problem.
3. Sometimes there are many complaints about damage to private property.
 - The town's policy regarding the usage of the town's right-of-way is that it will be at the owner's risk and the town will not assume liability if something is damaged. Example: Fences, flower pots, basketball hoops, garbage containers, mail boxes, etc.
 - The town authorizes the usage of mailboxes in rural areas, which is located on a public way. The town has jurisdiction over these areas.
 - The town will fix or replace a mailbox if it is determined by the DPW Director that a plow physically hit the mailbox. The determination will be made by observing marks, paint removal from plow, wheel tracks, witnesses, etc.
 - Most times heavy snow being discarded from the plow will knock over and damage mailboxes that have not been secured, braced correctly or when a door has been left open. The town will not fix or replace boxes in this situation.
 - The town will replace an object on private property that is damaged by snow and ice clearing operations.
 - When town equipment is damaged due to objects placed in the town's right-of-way, the town may recover damages.

Emergency Announcements

When conditions are severe, the DPW Director, Police Chief, Fire Chief and/or the Select Board may issue a snow emergency statement, via the Code RED Alert system, advising

that a state of emergency is in effect and roads are only open to emergency vehicles.

School Closings/Late Start/Early Dismissal:

School announcements will be broadcast on the following:

1. Television Stations: channels 4 (WBZ - Boston), 5 (WCVB - Boston), 7 (WWLP – Springfield) and Fox 25 News in Boston
2. Radio Stations: AM channels: WTAG (580)
FM channels: WSRS (96.1)
3. QRSD website: (www.qrsd.org)
4. Twitter: @superqrsd

Procedures for Snow Removal

1. Set up all warning devices such as signs, flashing lights, vests, etc.
2. Do not use excessive speeds for equipment and conditions.
3. Be alert for obstructions, curbs, headwalls, etc.
4. Plow in direction of travel.
5. Be careful of traffic coming from behind.

Guidelines for Snow and Ice Clearing

1. Timing is critical when applying sand and treated salt. We must begin de-icing when snow begins to hit the pavement so it will prevent bonding to the roadway as snow accumulates.
2. Route 68 will use two trucks to de-ice the roadway - the 1998 Ford and 2009 Sterling. Both of these trucks will use a 1 part sand/1 part treated salt mix. These two trucks will sand/salt each lane.
3. Route 62, Barre Rd. and Elm St. will use a 1 part sand/1 part treated salt mix using the 1997 Ford.
4. Williamsville Road and Burnshirt Road will use a 1 part sand/1 part treated salt mix using the 2004 Mack.
5. New Westminster Road and Brigham Street will use a 1 part sand/1 part treated salt mix using the 2015 Freightliner.
6. New Templeton Road will have a 1 part sand/1 part treated salt mix using the 2009 Sterling.
7. All other roads will use a 1 part sand/1 part treated salt mix. This may change according to weather conditions.
8. Once main roads have been treated, the DPW will then monitor roadways and begin plowing when necessary.
9. After the storm and once all roads are plowed and pushed back, the roads will be treated with more sand/salt mix as necessary.

10. The DPW crew will maintain roads and shoulders during and after storms, so if another storm occurs in a few days only fresh snow will need to be plowed.
11. Once snow has stopped, a truck will check problem areas such as drifting and will clear roadways before snow freezes. De-icing materials may need to be applied.
12. Snow will be removed from intersections and places where views are obstructed.
13. Salt needs time to work. If it is applied early enough so traffic and sun can get onto the roadway, it will create a brine that will be easier to clean off.
14. Extra salt may be needed during the nighttime and cloudy days.
15. There will be no gaps left on roads while sanding or salting.

DPW Personnel

All personnel on the DPW are considered to be on a 24-hour a day call in basis. All Drivers will be responsible for their routes. These are the operating instructions that will be observed.

1. All trucks will keep in contact with DPW Director at all times especially when leaving the truck.
2. All trucks will be checked and fueled every night or after every storm before driver leaves to go home.
3. Notify DPW Director and/or Mechanic immediately if there is a breakdown.
4. Check lights, plow blades, and general condition of equipment during storm and after plowing. Any problems will be reported to the DPW Director and/or Mechanic.
5. Check lights and tires before leaving garage.
6. Drivers will use chains when snow becomes wet and packed or when traction cannot be attained during storm.
7. Drivers will maintain a responsible rate of speed when plowing. When there is wet, heavy snow, drivers will be extra careful so mailboxes will not get knocked over.
8. Sanding will normally be done at a speed of 15-18 mph. This will keep a tight pattern of material in roadway. All personnel are requested to be courteous at all times to the public.

Winter Sand for Town's Residents:

A maximum of **two 5 gallon** pails of sand may be taken for walkway and stair use. Town sand will not be available for driveways, as it is the home-owners responsibility for acquiring the materials for that use. The sand is available at the entrance to the Recycling Center driveway just south of the DPW Garage entrance, located at 68 Worcester Rd., 24 hours a day.