

Resolution Concerning Snow Removal

WHEREAS, snow removal is an important service the City provides to its residents; and

WHEREAS, the current winter has produced extreme conditions, with extraordinary amounts of snow and ice; and

WHEREAS, this season's extreme conditions have strained the City's reserves of funding and materials (such as sand and salt); and

WHEREAS, the snow removal service currently provided has not always met the expectations of the public; and

WHEREAS, the City does not currently have data, benchmarks or tracking systems by which to measure the quantity, quality or cost-effectiveness of snow removal service currently provided; and

WHEREAS, the City does not currently have a formal set of written policies and procedures to govern its snow removal operations; and

WHEREAS, other cities and national organizations have developed standards and benchmarks by which to evaluate snow removal service; and

WHEREAS, other cities have developed written policies and procedures for snow removal, such as those of Windsor, Connecticut attached as Exhibit A (for illustration only);

NOW, THEREFORE BE IT RESOLVED that the Providence City Council hereby requests that the Department of Public Works collect data concerning snow removal operations during the winter seasons of 2011-12, 2012-13 and 2013-14, including in its analysis the following:

- Inches of snow fall;
- Lane Miles;
- Tons of material (ice and sand) used;
- Funds expended;
- Any other data the Department considers significant; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Providence City Council requests that the Department of Public Works develop a draft set of written snow removal policies and procedures for publication that include such relevant information as:

- Equipment;
- Routes;
- Staffing;
- Materials;
- Communications;
- Parking;
- Plow route priorities;
- Other snow removal actions and routines that, in the Department's judgment, are best presented in the form of written policies and procedures; and

BE IT FURTHER RESOLVED, that the Department shall complete its work and submit a report to a joint meeting of the Ways and Means and Public Works Committees on or before April 15, 2014.

EXHIBIT A

TOWN OF RIDGEFIELD POLICY AND PROCEDURES
PUBLIC SERVICES DEPARTMENT BEST PRACTICES

Standard Operating
Procedures Ridgefield,
Connecticut

Date: November 4, 2004

Policy: Snow Removal and Ice Control

Approval Date:

OBJECTIVE: It is the goal and intent of the Town of Ridgefield to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on the roadways of the municipality for the safety and benefit of the Town's residents and the general motoring public.

PROCEDURE: The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the Town of Ridgefield Winter Operations Snow Removal and Ice Control Procedures. Due to the many variables that are inherent in New England weather, each storm and/ or weather event may require slightly different effort and/ or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control strategy.

LEVEL OF SERVICE: It is not possible to maintain bare, snow and ice-free roads during a storm. It is the intention of the Town to provide practical, safe access to homes, businesses and municipal facilities during winter storms.

Road treatment and ice control may be addressed as the storm begins, during the actual storm as seen effective, and following the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 20 degrees.

It is our policy to start to conduct snow removal operations upon accumulations of two-inches of snowfall. The Director of Public Services may, at his or her discretion based upon weather information reports, elect to remove snow at greater or lesser accumulations.

COMMAND: Direction of all winter maintenance activities for the Town of Ridgefield is vested with the Director of Public Services, or his or her designee.

EXECUTION: The policy outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal and/ or ice control for the Town of

Ridgefield. One or more of the following, which may delay or prevent the implementation of this policy, may affect all or any part of this Policy:

- ⊗ Equipment Breakdown
- ⊗ Snow Accumulation in Excess of 1 inch per hour
- ⊗ Freezing Rain or Other Icing Conditions
- ⊗ Traffic Congestion
- ⊗ Emergencies
- ⊗ Personnel illness

ADOPTION:

The Town of Ridgefield has adopted the Winter Operations Snow Removal and Ice Control Policy effective . All residents are encouraged to familiarize themselves with the content as it describes the condition that one might expect to encounter before, during and following a winter storm event.

WINTER OPERATIONS SNOW REMOVAL AND ICE CONTROL PROCEDURES (Includes Roadways, Sidewalks, Parking Areas)

EQUIPMENT: The Department of Public Services utilizes all the assets of the department as needed to address snow emergencies,

ROUTES: Currently, the Town is divided into 14 major plow and/ or treatment routes. The Town uses one or more wheeled loaders in the downtown area to load snow for removal, as it may restrict parking or line of sight distances at intersections.

MANPOWER: The Town of Ridgefield has 22 full-time personnel assigned to its winter maintenance operations. In addition, a labor pool of 8 outside contractors are regularly called into service for plowing.

MATERIALS: The Department purchases approximately 2,000 tons of rock salt and 3,000 – 4,000 tons 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 by the Department as a de-icing and anti-icing agent. Sand and rock salt are purchased from the suppliers as needed. A limited quantity of approximately 1,000 tons of mixed material is stockpiled by the Department of Public Services. Unless weather conditions require a different approach, winter maintenance routes are treated with a mixture of sand and salt. The mixture is applied to the center of the roadway where traffic can work the mix traveling either way. The mixture, in conjunction with traffic action, creates a watery brine melting snow and/or ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the mixture brine. The sand/salt mixture is only effective to approximately 20 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and the need for specialized equipment have forestalled their use to this time.

COMMUNICATIONS: All of the Department of Public Services rolling stock is equipped with low band radios capable of transmitting and receiving. Each plow and equipment operator is assigned a unique call number. Base units are also maintained at the Highway Dept. garage and office, and each operator has the ability to communicate with the Town police and fire departments.

SCHOOLS: The Parks & Recreation Department, with assistance from the Department of Public Services when necessary, has the responsibility for the clearing of snow and the winter treatment of the Town schools' access roads and parking lots. On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery. The Board of Education has responsibility for the clearing of snow and ice from school sidewalks and staircases.

- ⊕ The Director of Public Services, or a designated official representative, shall contact the School Superintendent, or a designated official representative, and advise as to the condition of the municipality's roads, in order to determine the safety of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day.

SIDEWALKS: Snow clearance will be the sole responsibility of the property owner or business owner with frontage abutting the sidewalk. Removal of snow from sidewalks is required within 8 hours of the cessation of the storm (but not later than noon of the following day). Sand and/or salt must be broadcast as necessary. If snow has not been removed within 24 hours, the Board of Selectmen will instruct a contractor to do so at the property owner's / business owner's expense.

PARKING: There is **NO OVERNIGHT PARKING** on any Town street, or in any municipal parking lot, in the Town of Ridgefield. The Town has also enacted a winter parking ban effective from November 15th to April 15th of each year. From the time a storm begins until such time all streets are clear of snow and ice, the overnight parking ban is extended to include daylight hours. Parking in the street will result in the vehicle being towed at the owner's expense. Fines may also be levied at the discretion of the Police Department. The 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.

PLOW ROUTE PRIORITIES: With a total of 190 miles of roads from which to remove snow and control ice, the Department of Public Services has to assign priorities for winter maintenance route activity in order to maximize the effectiveness of their efforts for the motoring public.

- A. School bus routes will be given the first priority during school days. Each plow route will ensure that the best possible snow clearance will be completed within one hour of the bus route time.

- B. The business district will be maintained as much as possible during business hours, with the main snow clearance effort to be done at night during the snow parking curfew hours. Public safety is a very great concern in this area due to many cars and pedestrians in the area.
- C. Public parking areas at the rear of the Town offices, municipal buildings and municipal lots 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 Services or the Parks and Recreation Superintendent.

STATE ROADS AND PUBLIC SIDEWALKS DO NOT RECEIVE WINTER MAINTENANCE BY THE TOWN OF RIDGEFIELD as part of its ongoing winter maintenance activities.

- A. Any State road within the Town limits is the responsibility of the State D.O.T. Office in Danbury.
- B. School sidewalks are the responsibility of the Board of Education.
- C. Public sidewalks are the responsibility of the business or homeowner with frontage on the sidewalk.

DAMAGE TO PRIVATE PROPERTY: It should be noted that the municipality isn't held responsible for damage to private property that is located within the Town right of way. The right of way (ROW) is often 40-50ft wide, and is often confused by property owners as their own property. In most cases, the ROW often extends 10 to 20 feet on either side of the paved road.

MAILBOXES: In the event of mailbox damage, the Town of Ridgefield will only be responsible to repair or replace damaged mailboxes having been in actual contact with the snow removal equipment.

DRIVEWAYS: When residents, or their plowing contractors, are shoveling or plowing the entrance to their driveways, all snow must be pushed to the right side of the driveway (as you face the road); this will help minimize the amount of snow that will ultimately be pushed back into the driveways during the widening out phase of operations. Snow must not be thrown into the roads or plowed across the road; it is in violation of State and local codes by causing hazardous road conditions and will only be pushed back where it came from. Violators could be subject to fines.

POST STORM OPERATIONS: As determined by the Department of Public Services, the snow banks resulting from the previous accumulations shall be pushed back, or

shelved, using the plow or other suitable equipment to make space for future snow storms.

In an effort to avoid confusion, the following standardized terminology with activity definitions is established. When directed to do so, operators will perform winter maintenance tasks in accordance with these definitions.

- ④ "Treat Roads" – Roads will be spread with a mixture of sand and salt. The proportion of the sand/salt mixture will be determined by the Director of Public Services, or his or her designee. The mixture will be spread along the centerline of the roadway in a width of two to four feet.
- ④ "Treat Route" – Go over assigned route spreading a sand/ salt mix on all roads, intersections and cul-de-sacs in such a manner that one backtracks as little as possible.
- ④ "Treat Main Drags" – Treat just the high traffic volume roads, depending on conditions.
- ④ "Open" – Just keep the center of roads open; not spending a lot of time clearing routes, intersections or turn-arounds. This normally will be requested while snow is falling and there is a need to finish the drivers' routes in as short a time as possible. (One-inch per hour would result in three to four inches of snow at the beginning of routes before a truck gets back to it.)
- ④ "Push Back / Cleanup" – Clean up and push back all roads. Clean up intersections, turn-arounds and cul-de-sacs. Some areas may require more than one pass.
- ④ "Slush Off" – scrape off any snow/ ice that has loosened up from treating with salt. Normally, it will require one pass each way unless advised to slush off and clean up.