



POLICY NO.: G-3
DATE ADOPTED: MARCH 20, 1996
AMENDED: May 17, 2017 &
June 21, 2017
REVIEWED: annually

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Emergency Plan for Ice Control & Snow Removal

Purpose: The Board of Selectmen and Town Administrator agree to establish an Emergency Plan for ice control and snow removal within the Town of West Boylston.

Policy: The headquarters for the Ice Control and Snow Removal Program is the Department of Public Works is located at 35 Worcester Street, West Boylston, Ma. The telephone number is 508 835-4820.

The following personnel are responsible for the implementation of the Ice Control and Snow Removal Program.

<u>Shift</u>		<u>Response Notification</u>
NA	#1	D.P.W. Director
NA	#2	Highway Foreman

ICE CONTROL POLICIES

- A. When icing conditions are predicted the Director of the Dept. of Public Works will see that all sand/salt spreaders are operational and sanding crews are alerted to the possible call out.
- B. When icing conditions develop during non-working hours, the Public Safety dispatch will notify respondent #1 of the presence of icing conditions and location. In the event inability to contact respondent #1, respondent #2 shall be contacted. The person notified shall contact the personnel needed to respond to that condition.
- C. The responding personnel should be reporting to the garage within fifteen minutes after notification.
- D. Spot icing (condition #1) conditions will be responded by one sander. Spot icing locations will be supplied to the driver upon arrival based upon inspections by the duty police officer. Moderate icing conditions (condition #2) shall be responded by two sander trucks. Severe icing conditions shall be responded by all sander trucks. (condition #3)
- E. Priority actions for condition #1 through #3.

Condition # 1

Bridges, culverts and known trouble spots or those reported by the police duty officer.

Condition #2

Major thoroughfares and hills, shall be serviced to include condition #1

Condition # 3

Major thoroughfares, bills, and school bus routes shall be serviced first. All secondary public roads will be serviced second. All private streets approved by the Board of Selectmen shall be serviced last. All public schools and buildings shall be serviced during the first application.

SNOW CONTROL POLICIES

- A. All sanders shall respond to condition #3 as specified in the Ice Control Policies, Section “E” at the first sign of forecasted snow or ice, or when snow or ice impedes vehicular traffic using snow tires.

B. **General**

Upon completion of sand/salt operations in “A” above all sander units shall return to the DPW Garage, mount plows and inspect their respective vehicles for fluid level, light and safety equipment operation, tire inflation, and ballast. The Director of Operations as specified in Section II shall contact all plowing personnel and private contractors with a reporting time. Snow plowing operations shall not begin until snow accumulation is between 3 to 4 inches deep. Depending on the time of day, rate of accumulation, the Director of Operations shall determine the number of private contractors that shall be called for response. Every effort shall be given to allow for a one hour lead time for private contractors. All DPW personnel shall respond immediately when notified.

C. **Roadways**

All main thoroughfares shall be cleared as first priority. Secondary roads and developments shall be second priority. All private streets approved by the Board of Selectmen for plowing services shall be third priority.

D. **School Parking Lots and Municipal Building Parking Lots**

Condition 1

During storms of 4 to 6 hour limited duration and low accumulation (4 to 6 inches) school parking lots shall be cleared prior to 6:45 am after all primary & secondary roadways have been cleared by one pass. Municipal Office Buildings shall be cleared by 7 am after School Parking Lots have been completed. The Library Building parking area and walkway shall be cleared by 10 am.

Condition 2

During storms of longer duration 8 to 10 hours and accumulations of 6 to 8 inches. School Parking Lots shall be opened for emergency vehicle passage after one clearing of main thoroughfares, secondary roadways and private streets. In the case of one hour school delay, every attempt shall be made to have all school lots open by 7:45 a.m, and for a two hour delay lots shall be cleared by 8:45 am, including school bus turn arounds. Municipal Office Building shall have one passage for emergency vehicle access. After all main

thoroughfares, secondary roadways and private streets have been opened, attempts shall be made to open the Municipal Office lot by 9 a.m. the Library Building lot and passageways shall be cleared by 1 p.m. if possible.

Condition 3

Attempts will be made to clear snow from the sidewalks in the school zone within 24 hours of the storms ending. All other sidewalk clearing shall be in progress as soon as possible with the business districts and bus routes given priority.

E. Pushing Back Intersections

Operations to push back intersections and or snow removal shall begin within 36 hours of the storms completion. Priority shall be given as follows:

Priority 1

Entrances to main thoroughfares and school zone lots.

Priority 2

School bus routes and pre-established school bus turn arounds.

Priority 3

Business districts and areas of high drifting probability.

Priority 4

All secondary public roadways.

Priority 5

Private streets as approved for service by the Board of Selectmen.

F. Sidewalks

In the event if an accumulation of snow, the following streets will have the sidewalks cleared by the Town within a 24 hour period following the end of the storm to facilitate pedestrian traffic to and from the schools:

Central Street (Rte. 12 to Goodale Street)

Crescent Street (from Central Street to the High School)

Goodale Street (from Rte. 12 to the tennis courts)

Prospect Street (from Lower Goodale Street to Franklin Street)

Prospect St (from Woodland Street to the Worcester Line)

Franklin St. (from Worcester Street to Prospect Street)

Rte.12 (from Lower Goodale Street to Franklin Street)

Lower Newton Street (Across from the Library)

Bus Stops (Locations will be determined each August prior to the beginning of the school year.)

In the event if an accumulation of snow, the following streets will have the sidewalks cleared as soon as possible by the Town following the end of the storm:

Rte. 140 Temple St. (from Rte. 12 to just before the RR tracks)

Main St (Rte. 12) (from the RR bridge through the causeway to the north entrance to

Beaman Street)
Sterling St (from Holt Street to Horseshoe Drive)
North Main St. (from Beaman Street to the Town line)
Library sidewalks and parking will be cleared before the next Library opening.

All other sidewalks will not be cleared by the Town.
Any sidewalk under 5 feet in width cannot be cleared with Town equipment.

G. Fire Hydrants

The fire hydrants are the property of the West Boylston Water District.
It shall be the responsibility of the West Boylston Water District to provide marking flags where necessary on fire hydrants by November 15 of each year. The District shall also be responsible for snow removal at all hydrants. The DPW shall make every attempt to minimize covering hydrants during wing pushback operations. The DPW shall promptly notify the Water District if obscure hydrants are encountered or flagging is missing.

When the snow becomes deep enough to impede fire operations regarding the fire hydrants, the Water District will plow around the hydrants as needed and the Fire Department will send out a crew to do any hand shoveling.

The DPW will assist in the snow removal around fire hydrants in extreme cases at the request of the West Boylston Water District.

The Fire Department and the Town encourage the residents to clear any hydrants within their frontage. All residents that have a fire hydrant nearby should consider clearing snow from around it in the event there is a fire in the area.

H. Wingplow Operations

When roadway banks exceed 30" motor grader operations may be required to reduce and pushback banks. In such operations a backhoe shall accompany the grader to assist in re-opening curb cuts which may become blocked during such operations by accumulations of heavy frozen snow.

REPAIR PRIORITIES DPW GARAGE

During winter months operation the following repair and maintenance priorities shall be observed.

Priority 1

All snow removal and ice treating equipment shall be given first priority for repairs and maintenance, including minor repairs to the ambulance. Should emergency first response vehicles require repairs they shall be repaired by an approved outside vendor.

Priority 2

Emergency first response vehicles shall be given second priority, this group shall include police cruisers (front line) and the ambulance, work on these vehicles will only be performed if all priority one vehicles are operational and maintenance personnel

have completed snow removal responsibilities.

Priority 3

Unmarked police cruisers and fire apparatus shall be given third priority for repairs providing all priority one vehicles are in service and maintenance personnel have completed snow removal responsibilities.

Priority 4

Shall include all other non-essential vehicles such as School Dept. van and Council on Aging Vehicles.

WEATHER REPORTS

It shall be the responsibility of the Director of Operations (section II) or designee to obtain a daily weather report by the end of daily operations during the months of December, January, February and March. Any information in relation to imminent adverse weather conditions shall be relayed to departmental personnel and cause a status of alert. Changes in weather alert status between the hours of 12 a.m. and 7 a.m. shall be monitored by Central Dispatch. If conditions warrant Central Dispatch shall notify the Director of Operations or his designee (section II) as to adverse changes in the forecast.

SCHOOL CLOSINGS

It shall be the responsibility of the Superintendent of Schools to determine school closing and/or delays after conference with the Director of Operations or his designee.

Contact shall be made at the following intervals through the Central Dispatch station.

Storm Conditions (Section IV D)

Condition 1

Contact with Central Dispatch by 5 a.m.

Condition 2

Contact with Central Dispatch by 5 a.m.

Condition 3

Contact with Central Dispatch by 5 a.m.

Condition 4

Contact with Central Dispatch 5 a.m.

NEWS RELEASES

Information for school closing or delays shall be the responsibility of the School Superintendent. The School Superintendent shall notify the Director of Operations through Central Dispatch as soon as possible of any decisions for delay or cancellation of school. All other information shall be released through the office of the Town Administrator.

LOG OF ACTIVITIES

A record of call out time for ice control or snow removal shall be generated by Central Dispatch. The Director of Operations shall compile a report of storm related operations and duration for submittal to the office of the Town Administrator. This report shall be submitted bi-weekly. Tracking of storm related costs shall be the responsibility of the Department of Public Works Director.

DECLARATION OF SNOW EMERGENCY

In the event of a Declaration of Snow Emergency by Federal, State or Local officials the following local co-ordination shall be necessary. The Director of Operations shall meet with the Town Administrator, Chief of Police, Fire Chief, Municipal Light Manager and Water Department Superintendent to prioritize and co-ordinate snow removal needs to best serve the safety needs of the public.

POLICE DEPARTMENT FIELD OPERATIONS

The Police Department will provide the necessary services to insure unimpeded snow removal from roadways and intersections through enforcement of all winter parking bans and emergency artery regulations. The Police Department shall designate at least one front line cruiser to be equipped with tire chains during normal operation hours before the storm begins. Central Dispatch shall maintain a communications link with all snow removal equipment.

FUEL AND SUPPLIES

All fuel shall be supplied from the fuel depot at the DPW yard. All snow removal equipment and first response vehicles shall have priority during snow and ice removal operations if shortages exist.

RENTAL OF EQUIPMENT

It shall be the responsibility of the Director of Operations to arrange for any equipment rentals. At least three telephone quotations will be required and forwarded to the office of the Town Administrator.

It shall be the responsibility of the Director of Operations or his designee to make all route assignments for department employees and private contractors. A master map shall be displayed at the Director of Public Works office, indicating ice control and snow removal routes.

ROUTES

It shall be the responsibility of the Director of Operations or his designee to make all route assignments for department employees and private contractors. A master map shall

be displayed at the Director of the Department of Public Works Department office, indicating ice control and snow removal routes.

INTER DEPARTMENTAL COOPERATION

It shall be the goal of the Department of Public Works to assist all other departments affected by snow removal operations within the guidelines of this policy. All matters not covered in this policy should be directed to the Director of Operations through the office of the Town Administrator.