



POLICY No.: G-3
DATE ADOPTED: MARCH 20, 1996
AMENDED: May 17, 2017
June 21, 2017
February 19, 2020
January 4, 2023
REVIEWED: annually

TOWN OF WEST BOYLSTON Select Board POLICY

Ice Control & Snow Removal

Purpose: The Select Board and Town Administrator agree to establish a 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.

DIRECTOR OF OPERATIONS RESPONSE NOTIFICATION

- #1 Department of Public Works Director
- #2 General Foreman

ICE CONTROL PRIORITIES

A. Priority 1

Bridges, culverts and known trouble spots in addition to areas reported by Central Dispatch.

Priority 2

Major thoroughfares and hills, and school bus routes followed by public schools and buildings.

Priority 3

Secondary public roads followed by private streets that have been approved by the Select Board.

SNOW CONTROL POLICIES

A. Roadway Priorities

All main thoroughfares shall be cleared as first priority. Secondary roads and developments shall be second priority. All private streets (see *Section F*) approved by the Select Board for plowing services shall be third priority.

B. School Parking Lots and Municipal Building Parking Lots

Condition 1

During *low impact storms*, when school and Town office delays and/or closings are not anticipated, 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 *large impact storms*, when school and Town office delays and/or closings are anticipated, 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.

In all instances, 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.

C. 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

All private streets (see *Section F*) approved by the Select Board for plowing services shall be fifth priority.

D. Private Ways

In accordance with the General Bylaws of the Town, the following street have been designated as private:

- Alcazar Avenue
- Mary Drive
- Alhambra Road
- Oak Avenue
- Ardmore Avenue
- Oxford Street upper section
- Princeton Avenue (Longview Street to dead end)
- Delmar Drive
- Reed Street
- Edward Street
- Tobin Lane
- Evergreen Avenue
- Valley Street
- Harvard Avenue
- Western Avenue (Prescott Street east to dead end)
- Howard Ave
- Rivington Circle

On an annual basis, the DPW Director shall review the list of private streets and make a recommendation to the Select Board as to which streets should be covered under the snow and ice removal operations of the town based on the conditions of the private streets.

The DPW Director recommends the following private streets not be included in the snow and ice removal operations of the town:

- Braydon Road
- Howard Ave
- Oxford Street lower section

The following *Developments* do not receive snow and ice operation services provided by the Town:

- Nuha Circle
- Westland Circle (Davidson Road to dead end)
- Angell Brook
- Afra Terrace

E. Sidewalks

In the event of 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)
Rte. 140 (Rte. 12 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 of 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. (Franklin Street 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.

F. Fire Hydrants

Public fire hydrants are the property of the West Boylston Water District. The Town is not obligated to clear snow from public or private fire hydrants. However, if able, the DPW will assist with the snow removal around fire hydrants in extreme cases at the request of the West Boylston Water District. All residents are encouraged to clear any hydrants within their frontage and nearby their homes.

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.

WEATHER REPORTS

It shall be the responsibility of the Director of Operations 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 3 p.m. and 6:30 a.m. shall be monitored by Central Dispatch. If conditions warrant, Central Dispatch shall notify the Director of Operations or their designee 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 their designee.

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.

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 District 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 ensure unimpeded snow removal from roadways and intersections through enforcement of all winter parking bans and emergency artery regulations.

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.

ROUTES

It shall be the responsibility of the Director of Operations or their 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.