TOWN OF GREAT BARRINGTON

DEPARTMENT of PUBLIC WORKS

WINTER MAINTENANCE OPERATIONS

POLICIES & PROCEDURES

GENERAL

The Purpose of this policy is to set up acceptable policies and procedures for the winter maintenance of public roads, as to snow and ice removal in the Town of Great Barrington, Massachusetts. The intent of establishing the Town of Great Barrington Winter Maintenance Policy concerning snow and ice is to provide a uniform understanding of the priorities and procedures to combat snow and ice related conditions. The responsibility for providing snow and ice control for the Town of Great Barrington infrastructure including over 100 miles of roads and 30 miles of sidewalks rests with the Department of Public Works. Snow and ice control is considered emergency work, in that pavement must be cleared any time day or night. Because of the potential hazard to the motoring public and high incidence of overtime involved in the program careful planning and preparation must be done prior to the snow and ice season. Each winter storm has unique characteristics such as storm intensity and duration, wind. Temperature and moisture content affect the total amount of snow and/or ice accumulation and influence the methods used to combat the resulting snow and ice conditions. The timing of the storm will influence the removal of snow and ice. The Department of Public Works has regular working hours and if a storm requires attention after hours, weekends or holidays this will require overtime. The Department of Public Works endeavors to maintain adequate traction for pedestrians and vehicles properly equipped for winter driving conditions. This does not mean bare dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.

ROADS AND PUBLIC AREAS

Certain areas of the Town have a greater intensity of use and priority for maintenance to serve the users. The concern for safety, general welfare and duration of travel necessitate that priority is given to certain areas over others. It may be necessary to clear a route immediately for water main breaks, fires, ambulance calls, power outages and other obvious emergencies.

DETERMINATION OF NEED FOR MAINTENANCE.

The need for implementation of a maintenance policy shall be determined by a snowfall of depth more than three (3) inches or less if combined with freezing and icing conditions. Also, the occurrence of an ice storm or freezing rain which would make the public ways difficult to travel. The responsibility for ordering personnel and equipment into service for winter maintenance operations shall be primarily with the Highway / Facilities Superintendent or his designee. The police department, during off hours shall keep watch and assist in notification of the Superintendent or his designee of needed service. All complaints received must be forwarded to the Highway / Facility Superintendent during normal hours.
EQUIPMENT AVAILABLE FOR WINTER MAINTENANCE

It should be expected that 90% of the Highway Division equipment should be available for winter maintenance. Equipment from the Cemetery Division, Building Maintenance Division and Wastewater Division shall also be utilized.

PERSONNEL AVAILABLE FOR WINTER MAINTENANCE PROGRAM

All full time employees of the Highway Division are on call at all times during the winter season to assist with snow and ice removal. Employees from other divisions shall sign up for winter season call outs on an as needed basis. Drivers must exercise care during plowing and sanding operations. Drivers will also attempt to minimize property damage such as lawns, mailboxes etc.

SNOWPLOWING OPERATIONS

The following is a general description of the Department of Public Work's snow & ice operations policy. You must also be aware that each storm is different, but we will try to follow our snow & ice operations policy as closely as possible.

The snow and ice program entails three steps:

1. Anti-Icing Operation
2. Plow Operation
3. De-Icing Operation

Following is a general description of these operations

ANTI-ICING OPERATION

As the snow storm begins, the DPW initiates its anti-icing operations by spreading salt when necessary, first on the primary and collector roads, hills and school bus routes and last all local roads. This serves two main purposes: it prevents the snow from bonding and compacting to the pavement and it keeps traffic moving. When fully operational nine (9) anti-icing/de-icing material spreader trucks are used for this operation.

PLOWING OPERATION

Plowing operations begin when a minimum of three (3) inches of snow accumulates on the ground. The Department of Public Works has thirteen (13) vehicles equipped to plow snow. The main objective during the snow storm is to keep roads passable. At the end of the storm, the plows begin to push back the amassed snow to the edge of the pavement. Residents may want to wait until the roads have been plowed clear before clearing the entrance of their driveways. If snow banks need to be pushed back further because of heavy build-up on the road side, we will attempt to do so following a storm given the availability of manpower and equipment.
No person other than an employee in the service of the Department of Public Works shall pile, push, or plow snow or ice onto a Town’s right-of-way so as to impede the flow of traffic on such way.

The Department of Public Works staff, are well trained and dedicated to plow "around the clock", if necessary, keeping the roads open and passable. Residents should not be alarmed if they do not see their road plowed during the early part of a snow storm. **The Department of Public Works follows an assigned route plan.**

**DE-ICING OPERATION**

Once the snowfall has stopped and all roads are clear of snow, post storm de-icing operations commence. All roads are again treated with salt and sand when necessary to improve traction and melt remaining snow and ice. (Exception to this policy will only be when material supplies are extremely low and main roads, hills and bus routes become more of a priority than secondary roads).

**MAIL BOX POLICY**

We do not "deliberately" knock over or damage mailboxes. Anything installed within the Town’s right-of-way (i.e., fence, mailbox, etc.) is placed there at the owner’s risk. Hence, residents are encouraged to place mailboxes at the maximum allowable distance from the pavement. Please be aware that the Department of Public Works does not reimburse for mailboxes damaged during snow plowing operations. Mailboxes should be inspected regularly to insure that they are secured properly and that wood posts are not rotted out.

**DEPARTURE FROM POLICY**

The Town recognizes that the conditions may be so unusual or expected that a departure from these general policies should be authorized. When conditions warrant, the Department of Public Works Superintendent in consultation with the Highway / Facilities Superintendent may order a departure from these general rules when the condition requires such action.

**WINTER PARKING BAN**

Under the Town code, Traffic Rules and Regulations, Chapter 204, Section 24 Overnight Parking is prohibited on all streets from November 15th to April 1st from 1:00 AM to 6:00 AM. Violators will be ticketed and in case of a snow emergency vehicles will be towed.
WINTER TRAVELING AND PREPARATION TIPS

1. Observe all winter parking bans.
2. Reduce your speed and drive cautiously.
3. Remain off the streets during snow storms unless absolutely necessary.
4. Do not allow children to make "snow forts" at the edge of roads.
5. Do not plow, blow or throw snow back into the road.
6. Before final clean-up of your driveway check the road. If it does not appear to be widened out, a plow will most likely be returning to plow again and may push snow back into the entrance of your driveway. Doing this might keep you from clearing your driveway more than once.
7. During plowing operations some lawn areas located within the Town’s right-of-way will inadvertently be damaged. To help keep this from occurring, we recommend that you maintain reflectors at the edge of your lawn as a guide for our plow operators.

WINTER STORM EMERGENCY PHONE NUMBERS

Emergency 911
Police Department 413-528-0306
Highway Division 413-528-2500
Department of Public Works 413-528-0867

Route 7 South from National Grid, Route 7 North from the brown bridge, Routes 7A and 23 and a portion of Route 183 are maintained by the Massachusetts Highway Department and not by the Town of Great Barrington.

WINTER SAND

Winter sand is available for residential use only in three (3) locations in Great Barrington. These locations are:

1. Transfer Station – Located on Route 7 across from Monument Valley High School.
2. Housatonic Community Center – Located at the intersection of Main and Pleasant Streets in Housatonic.

Residents are asked to take only one five (5) gallon pail at a time for personal use.
The Department of Public Works in Great Barrington is devoted to providing residents with dependable snow and ice operation in the shortest and most efficient time possible. With your cooperation we will all benefit during a snow storm. If you have any questions concerning the snow and ice operations as it is explained, please call (413) 528-0867, (413) 528-2500 or visit our web site at www.townofgb.org. We will try to assist you in any way possible.

### PLOW ROUTES

<table>
<thead>
<tr>
<th>Description</th>
<th>Assigned Vehicle</th>
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<tbody>
<tr>
<td>1. Valley</td>
<td>H1</td>
</tr>
<tr>
<td>2. West Side</td>
<td>H2 / H3</td>
</tr>
<tr>
<td>3. Northwest</td>
<td>H4</td>
</tr>
<tr>
<td>4. Housatonic</td>
<td>H6</td>
</tr>
<tr>
<td>5. Housatonic</td>
<td>H7 / S1</td>
</tr>
<tr>
<td>6. East Side</td>
<td>H5</td>
</tr>
<tr>
<td>7. Hospital / South</td>
<td>H9</td>
</tr>
<tr>
<td>8. Hill Area</td>
<td>S3</td>
</tr>
<tr>
<td>9. Blue Hill</td>
<td>C1</td>
</tr>
<tr>
<td>10. Downtown</td>
<td>S2</td>
</tr>
<tr>
<td>11. Parking Lots</td>
<td>H8</td>
</tr>
<tr>
<td>12. Main Street</td>
<td>All</td>
</tr>
<tr>
<td>13. Sidewalks</td>
<td>Trakless SW Plow</td>
</tr>
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