

**TOWN OF FERRISBURGH  
WINTER OPERATIONS PLAN**



**Fuller Mountain Road February 2007**

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**TOWN OF FERRISBURGH**  
**WINTER OPERATIONS PLAN**

**GENERAL: THE TOWN OF FERRISBURGH HAS THE RESPONSIBILITY TO MAINTAIN 78 MILES OF ACCEPTED TOWN HIGHWAYS WHICH ARE A COMBINATION OF PAVED AND GRAVEL ROADS, THE FERRISBURGH TOWN HALL, THE FIRE STATION, THE FERRISBURGH CHURCH, FERRISBURGH UNION MEETING HALL AND NUMEROUS SCHOOLBUS TURN AROUNDS AND FIRE HYDRANTS.THE OPERATIONS MANAGER HAS DIRECT RESPONSIBILITY FOR THE DAILY OPERATION OF THE ROAD DEPARTMENT ACTING UNDER THE GENERAL DIRECTIVES OF THE BOARD OF SELECTMAN.**

**OPERATIONS:**

**A. GENERAL- DURING THE WINTER PERIOD EXTENDING GENERALLY FROM THE 1<sup>ST</sup> OF NOVEMBER THROUGH THE 1<sup>ST</sup> OF APRIL, THE PRINCIPAL EFFORTS OF THE DEPARTMENT ARE DIRECTED TOWARDS CONTROL OF ICE AND SNOW ON TOWN HIGHWAYS, ALONG WITH UPKEEP AND MAINTENANCE OF ALL TOWN EQUIPMENT. TO ACCOMPLISH THESE OBJECTIVES OPERATING PROCEDURES HAVE BEEN IMPLEMENTED. THE OPERATING PROCEDURES TAKE PLACE OVER THREE DISTINCT TIME PERIODS INCLUDING (1) PRE-WINTER PREPARATION, TRAINING AND ORIENTATION, (2) WINTER STORM OPERATIONS, (3) CONTINUING WINTER OPERATIONS DURING NON- STORM PERIODS.**

**WINTER STORM OPERATIONS:**

**B.USING THE NATIONAL WEATHER SERVICE BROADCASTING CHANNEL AND OTHER LOCAL FORECASTS AND JUDGEMENT BASED ON EXPERIENCE, THE ACTING FOREMAN WILL DETERMINE THE APPROPRIATE LEVEL AND TIMING OF SNOW AND ICE CONTROL TO BE PERFORMED BY THE DEPARTMENT AS THE NEED ARISES.**

**C. ALTHOUGH SIGNIFICANT IMPROVEMENTS HAVE BEEN MADE IN WEATHER FORECASTING, ACCURATE PREDICTIONS OF THE SPECIFIC EFFECT OF WINTER CONDITIONS ON THE ROADS IN THE TOWN OF FERRISBURGH ARE NOT POSSIBLE. AN OVERALL PLAN HAS BEEN DEVELOPED TO PROVIDE FOR CLEARING OF THE ROADS AND THIS PLAN IS GENERALLY FOLLOWED. HOWEVER, EACH STORM EVENT IS UNIQUE AND DEVIATIONS FROM THE PLAN OCCUR OFTEN. DECISIONS MUST BE MADE USING INDIVIDUAL JUDGEMENT BASED UPON A CURRENT ASSESTMENT OF THE SITUATION.**

**2. CONTROL CENTER:**

**A. UPON NOTIFICATION, EMPLOYEES MEET AT THE HIGHWAY GARAGE ON LITTLE CHICAGO ROAD, COMPLETE A PRE-STARTUP CHECK OF EQUIPMENT AND PROCEED TO PERFORM THE NECESSARY SNOW AND ICE CLEARING OPERATIONS. THE CONTROL CENTER IS THE TOWN HIGHWAY GARAGE (877-3076), ALTHOUGH THE ACTING ROAD FOREMAN WILL LEAVE THE CONTROL CENTER TO EVALUATE CONDITIONS AND ASSIST IN OPERATIONS, DURING THE PERIOD OF TIME HE IS ABSENT FROM THE CONTROL CENTER HE CAN BE REACHED BY RADIO.**

**B. ALL OPERATORS OF SNOW AND ICE EQUIPMENT WILL KEEP IN COMMUNICATION WITH THE OPERATIONS MANAGER AT ALL TIMES. CELL PHONES MAY ONLY BE USED WITH A "BLUETOOTH 100% HANDS FREE DEVICE OR WHEN PULLED OVER TO THE SIDE OF THE ROAD WITH VEHICLE STOPPED.RADIO SHOULD BE THE PRIMARY MEANS OF CONTACT DURING ALL STORM EVENTS.**

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1. THE TOWN OF FERRISBURGH HAS FIVE ROAD CREW MEMBERS TO PLOW, SAND, AND OR SALT 78 MILES OF TOWN ROADS INCLUDING ALL TOWN PARKING LOTS, FIRE HYDRANTS, AND BUS TURNAROUNDS. PLOW VEHICLES DO NOT TRAVEL AT A HIGH RATES OF SPEED WHILE PERFORMING ROAD MAINTENANCE OPERATIONS. EACH MEMBER OF THE ROAD CREW HAS THEIR OWN SPECIFIC ROUTE, WHICH TAKES ANYWHERE FROM 3 TO 5 HOURS TO COMPLETE ONE CYCLE. CYCLES ARE REPEATED DURING THE STORM AS NEEDED. THESE ROUTES MAY VARY IN EXTREME STORMS.
2. THE TOWN DOES NOT PLOW OR SAND CLASS 4 ROADS, PRIVATE ROADS OR DRIVEWAYS
3. ROAD OPERATIONS GENERALLY START AT 3:00A.M. TO HAVE THE BUS ROUTES CLEAR BY 6:30 A.M. AND CEASE AT 9:00P.M.
- 3A. DURING THE EVENING HOURS OF A STORM EVENT BETWEEN 9:00 P.M. AND 3:00 A.M., UNLESS THERE IS A CONTINUOUS HEAVY SNOWFALL OR CONTINUOUS ICE STORM, TOWN FORCES WILL BE REDUCED TO A MINIMUM OR NO STAFFING.
4. PLEASE NOTE THAT GOOD WINTER TIRES ARE NECESSARY FOR SAFE DRIVING IN THE PARTICULAR CLIMATE WE LIVE IN AND FERRISBURGH DOES NOT HAVE THE RESOURCES TO MAINTAIN CLEAR ROADS THROUGHOUT THE TOWN.
5. SALT IS NOT EFFECTIVE BELOW 20 DEGRESS. LIQUID ADDITIVES AND/OR SAND WILL BE USED AS NEEDED TO MAINTAIN TRACTION UNTIL TEMPERATURES RISE.
6. THE TOWN'S SAND AND SALT RESOURCES ARE TO BE USED FOR WINTER MAINTNENCE OF THE ROADS. NOT FOR PRIVATE OR COMMERCIAL USE, THOUGH INDIVIDUAL PUBLIC USE OF TOWN SAND IS PERMITTED AND STORED IN A SEPERATE PILE ACROSS THE ROAD FROM THE TOWN HIGHWAY GARAGE.
7. PLEASE BE AWARE THAT THE TOWN IS NOT RESPONSIBLE FOR ITEMS LEFT OR PLACED IN THE TOWN RIGHT OF WAY WITHOUT PERMISSION OF THE TOWN AND THESE MAY BE DAMAGED OR DESTROYED DURING ROAD MAINTENACE ACTIVITIES.
8. IF THERE IS AN EMERGENCY AFTER REGULAR WORKING HOURS PLEASE CALL VERMONT STATE POLICE AT 802-388-4919.

**EQUIPMENT:**

TO SUPPORT THE OPERATION, THE DEPARTMENT HAS THE FOLLOWING EQUIPMENT AVAILABLE, PROVIDING ALL EQUIPMENT IS OPERATIONAL.

FOUR - HEAVY DUTY TANDEM DUMP TRUCKS, 14 C.Y. CAPACITY WITH EITHER ONE WAY PLOW, ALL WAY PLOW OR V PLOW, SALT AND SAND APPLICATORS, WINGS AND TIRE CHAINS.

ONE- SINGLE AXLE DUMP TRUCK 7 C.Y. CAPACITY WITH EITHER ONE WAY PLOW, ALL ANGLE OR V PLOW, SALT AND SAND APPLICATORS, WING AND TIRE CHAINS.

ONE- ¾ TON PICKUP WITH PLOW AND SALT OR SAND APPLICATOR, AND TIRE CHAINS

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**ONE 1 TON DUMP WITH PLOW AND SALT OR SAND APPLICATOR AND TIRE CHAINS**

**ONE ALL WHEEL DRIVE GRADER WITH V PLOW, WING, AND TIRE CHAINS FOR EMERGENCY SNOW CLEARING OPERATIONS. DRIFT REMOVAL AND PUSHING BACK SNOW BANKS.**

**ONE 3 C.Y. LOADER FOR LOADING SALT AND SAND, REMOVING LARGE DRIFTS AND INTERSECTION CLEANUP.**

**ONE 1.5 YARD LOADER-BACKHOE FOR REMOVING LARGE DRIFTS AND INTERSECTION CLEANUP.**

**IN AN EMERGENCY SITUATION WHERE THE TOWN EQUIPMENT IS OUT OF SERVICE FOR REPAIR OR THE SITUATION IS BEYOND THE ABILITY OF THE TOWN TO HANDLE USING ITS OWN RESOURCES, SUPPLEMENTAL EQUIPMENT AND OPERATORS MAY BE RENTED FROM AREA CONTRACTORS.**

**SNOWPLOWING AND SANDING SALTING OPERATIONS:**

**THE DEPARTMENT HAS ORGANIZED THE EQUIPMENT INTO FIVE MAJOR ROUTES, (SEE ATTACHED MAPS) EACH COMPLETE ROUTE IS OVER 40 MILES IN LENGTH AND TAKES BETWEEN 3 TO 4 HOURS TO COMPLETE. THE ROUTES HAVE BEEN ESTABLISHED TO;**

**(1) PROVIDE HIGHEST PRIORITY TO ROADS WITH THE HEAVIEST USAGE AND HISTORY OF SEVEREST CONDITIONS AND ACCIDENTS, TAKING INTO CONSIDERATION MAJOR BUS ROUTES**

**(2) MAXIMISE THE CYCLE CAPABILITY OF EACH VEHICLE SO THAT UNNECESSARY RELOAD TRIPS ARE NOT MADE FOR RESUPPLY OF SALT OR SAND.**

**(3) PLOW ROUTES ARE DESIGNED FOR A MAJORITY OF RIGHT HAND TURNS TO AVOID LEAVING WINDROWS IN INTERSECTIONS**

**(4) DUE TO THE INABILITY OF THE LARGE TRUCKS TO SAFELY CLEAR SOME DEAD END ROADS, PARKING LOTS , INTERSECTIONS AND FIRE HYDRANTS, THESE AREAS ARE AUGMENTED BY THE 1 TON DUMP AND THE ¾ TON PICKUP**

**IT IS IMPORTANT TO NOTE THAT THE PLAN WHICH HAS BEEN PRESENTED AND THE ACCOMPANYING MAPS ARE SUBJECT TO CHANGE WITH EACH STORM. ALSO THE TIME FRAME FOR CLEARING CAN VARY MARKEDLY DEPENDING UPON CONDITION AND CONTINUING EFFECTS OF A STORM. OTHER FACTORS AFFECTING THE PLAN ARE;**

- A. NIGHT TIME PLOWING**
- B. TRAFFIC AND PARKED CARS**
- C. EQUIPMENT FAILURE**
- D. ASSISTANCE TO FIRE, RESCUE OR SCHOOLBUSES**
- E. BLOWING OR DRIFTING SNOW**
- F. TIME AND LENGTH OF STORM**
- G. AVAILABILITY OF CREW MEMBERS**

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**VEHICLE AND ROUTE ASSIGNMENTS**

VEHICLE F1      NORTH ROUTE # 1  
VEHICLE F2      WEST ROUTE # 2  
VEHICLE F3      NORTH EAST ROUTE # 3  
VEHICLE F4      EAST ROUTE # 4  
VEHICLE F7, 8 SUPPLEMENTAL ROUTE # 5  
SEE ATTACHED MAP

**Winter Parking Bans**

In its effort to keep the town roads clear, plowed, and sanded, it is essential that no vehicles, boats or other items be parked within the town right of way. This means that nothing should be parked on the traveled portion or the shoulder of the road especially during snow storms, to a distance of 25' from the centerline of the road.

The Selectboard and the Town road crew would appreciate your help in keeping the roads clear for winter maintenance. Failure to comply could result in your car being towed.

**STATE LAWS RELEVANT TO WINTER OPERATIONS:**

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be".

Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Select board. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes.

Common items damaged within the municipal ROW, shrubs, fences, flowerpots, basketball hoops, etc. Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of the town or state.

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**Title 23, Section 1126a, Depositing snow onto or across certain highways prohibited, states that ....”**

- (a) No person, other than an employee in the performance of his or her official duties or other person authorized by the agency of transportation (in the case of state highways) or selectboard (in the case of town highways), shall plow or otherwise deposit snow onto the traveled way, shoulder or sidewalk of a state highway or a class 1, 2 or 3 town highway.**
- (b) Nothing in this section should be construed to be in derogation of any municipal ordinance regulating the deposit of snow within the limits of town highways.” The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates an obstruction which is dangerous. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.**
- (C) The Highway Department will generally warn the responsible residents on the first occurrence. On subsequent violations, the Highway Department will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.**
- (D) In June of 2010, the State Supreme Court held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. A copy of the full excerpt from this Court finding is included in Appendix 4. The Town will make reasonable attempts to evenly distribute plowed snow between and among neighboring properties. However, the location of driveways, fire hydrants, mailboxes and the like may not enable an “equal” distribution of plowed snow along roadways. The Town does not have the resources in terms of manpower, equipment, or funds to expend time and effort in redistribution of snow piles along roadways. The primary function and objective of the departments during the winter is as designated in the jointly adopted resolution in the Winter Plan, i.e., . . . “The Town will endeavor to keep Town roads in a reasonably safe condition for travelers” (ADDED 9/2018)**

**APPENDIX 1: PRE-WINTER PREPARATION, ORIENTATION, AND TRAINING UPDATED (10/2007)**

**APPENDIX 2: CONTINUING OPERATIONS DURING NON-STORM PERIODS (UPDATED 10/2007)**

**APPENDIX 3- WINTER SAFETY PRACTICES, PERSONAL SAFETY (UPDATED 9/2010)**

**APPENDIX 4: SUPREME COURT DECISION (ADDED 9/2018)**

**APPENDIX 5: MAILBOX POLICY ADOPTED 02/1996**

**EQUIPMENT AND ROUTES UPDATED 10/2007, 9/2014, 7/2017**

**THIS PLAN WITH ATTACHMENTS WAS ACCEPTED BY THE FERRISBURGH SELECTBOARD IN OCTOBER 1992.**

**STATE LAWS RELEVANT TO WINTER OPERATIONS ADDED 10/2007**

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**APPENDIX 1**

**PRE-WINTER PREPARATION, ORIENTATION, AND TRAINING**

**KNOW THE PLOWING AND SPREADING ROUTES**

1. ALL EMPLOYEES WILL MAKE TRIAL RUNS OF THEIR ROUTES BEFORE WINTER TO FAMILIARIZE THEMSELVES WITH ROUTES, ROAD CONDITIONS, OBSTACLES, AND PROBLEM AREAS.

REMEMBER THAT ROAD CONDITIONS CHANGE FROM YEAR TO YEAR AND OBSTACLES MAY BE PRESENT NOW THAT WERE NOT THERE IN THE PAST. PLAN FALL MEETINGS TO FAMILIARIZE ROAD CREWS WITH THEIR WINTER DUTIES AND ALL ROUTES IN CASE SOMEONE BECOMES ILL AND ANOTHER CREWMEMBER MUST TAKE OVER THE ROUTE.

2. DURING TRIAL RUNS, PINPOINT DRAINS AND WATERWAYS THAT MUST BE OPENED AFTER EVERY STORM. MARK OTHER STRUCTURES THAT WILL BE HIDDEN FROM A PLOW, INCLUDING FIRE HYDRANTS, GUARD RAILS, DROP INLETS, CATCH BASINS, AND CURBING ENDS. DISCUSS AND MARK, IF NEEDED, AREAS THAT HAVE BEEN CONSISTENT SOURCES OF COMPLAINTS IN THE PAST.

3. PLAN PLOWING ROUTES TO BRING TRUCKS BACK TO STORAGE FACILITIES WHEN THEY ARE ALMOST EMPTY OF DEICING MATERIAL. THIS SAVES TIME AND FUEL.

4. REVIEW THE NEW DEVELOPMENT PLOWING PLAN WITH THE FULL CREW IN LATE FALL.

**EQUIPMENT - OPERATION AND MAINTENANCE**

1. THE OPERATIONS MANAGER IS RESPONSIBLE FOR CROSS-TRAINING OF OPERATORS IN THE USE OF ALL EQUIPMENT. EQUIPMENT WILL NOT BE OPERATED BY INEXPERIENCED PERSONNEL WITHOUT SUPERVISION.

2. PRIOR TO THE ONSET OF WINTER, THE MECHANIC, OPERATIONS MANAGER, AND OPERATOR WILL PERFORM COMPLETE VEHICLE INSPECTIONS ON ALL WINTER EQUIPMENT TO INCLUDE AT A MINIMUM:

CHECK OF ALL WING AND PLOW HYDRAULIC SYSTEMS TO INSURE PROPER OPERATION

CHECK ON THE CONDITION OF MOLDBOARDS, CUTTING EDGES OPERATION OF SNOW PLOW HOISTS, TOWERS, SANDERS AND CONTROLS TO INCLUDE CALIBRATION TESTS FOR SAND OR SALT SPREADING AND OPERATIONAL CHECKS OF THE COMPUTER-CONTROLLED MATERIAL FEED SYSTEMS

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**BRAKE CHECKS, AIR, AND HYDRAULIC HOSE CHECKS**

ALL VEHICLE LIGHTING, INCLUDING WIRING AND SOCKETS ON HEADLIGHTS, TAILLIGHTS, STOP LIGHTS, AND TURN SIGNALS. (WARNING LIGHTS MUST BE VISIBLE FROM ALL SIDES, WHETHER BODIES ARE RAISED OR LOWERED). REPLACEMENT OF SIDE OR END-BODY REFLECTIVE TAPE AS NECESSARY

3. THE OPERATIONS MANAGER AS APPROPRIATE WILL ORDER AND KEEP ON HAND AN ADEQUATE EMERGENCY SUPPLY OF CRITICAL EQUIPMENT, SUCH AS TIRES, SPREADER REPAIR PARTS, HYDRAULIC FLUID AND FITTINGS, TIRE CHAINS, PLOW PARTS, LIGHTS.

4. THE OPERATION MANAGER WILL INSURE THAT OPERATORS PERFORM AND DOCUMENT PREVENTIVE MAINTENANCE ON A DAILY BASIS TO INCLUDE AT A MINIMUM:

INSPECTION OF TIRES FOR WEAR

CHECKS ON BRAKES AND AIR SYSTEMS

CHECKS OF HYDRAULIC HOSES FOR LEAKS

VISIBLE STRUCTURAL CHECKS OF FRAMES AND THE PINS HOLDING THE BED TO THE FRAME

ALL ELECTRICAL EQUIPMENT, ESPECIALLY LIGHTS, WIRING AND SOCKETS

WIPERS AND WIPER FLUID

PLOW BLADE WEAR SAFETY EQUIPMENT CHECKS

FUEL TANKS FULL AT END OF DAY

**MATERIALS**

1. THE OPERATIONS MANAGER IS RESPONSIBLE FOR INSURING THAT ADEQUATE SUPPLIES OF SAND, SALT, AND OTHER WINTER PRODUCTS ARE ON HAND PRIOR TO THE START OF WINTER.

2. THE OPERATIONS MANAGER IS RESPONSIBLE FOR MAINTAINING ADEQUATE SUPPLIES OF GRAVEL, PEA-STONE, SALT, MAJIC MINUS, AND OTHER WINTER PRODUCTS THROUGHOUT THE WINTER.

3. **TRAINING**

TRAINING WILL BE CONDUCTED ANNUALLY AND AS NEEDED BASED UPON THE EXPERIENCE OF THE WORKFORCE ON SOME OR ALL OF THE FOLLOWING SUBJECTS IN SUPPORT OF WINTER OPERATIONS:

1. THE WINTER SNOW PLAN

2. HOW SALT, MAJIC MINUS AND OTHER DEICING AGENTS WORK

3. HOW AND WHEN TO USE THE APPROPRIATE MATERIALS AND MIX OF MATERIALS

4. APPLICATION RATES/SALT REDUCTION

5. SPECIAL STORM SITUATIONS/ REVIEW OF PROBLEMS AND COMPLAINTS FROM PREVIOUS YEAR

6. SPECIAL DEICING PROBLEMS/LOCATIONS

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**APPENDIX 2**

**CONTINUING OPERATIONS DURING NON-STORM PERIODS**

SOON AFTER A STORM EVENT OR DURING PERIODS OF LESSEned STORM ACTIVITY, A NUMBER OF OPERATIONS NEED TO TAKE PLACE TO INSURE READINESS FOR SUBSEQUENT WINTER OPERATIONS.

EQUIPMENT NEEDS TO BE INSPECTED, USING PREVENTIVE MAINTENANCE TECHNIQUES, AND REPAIRS MADE AS NECESSARY. SPECIAL ATTENTION NEEDS TO BE GIVEN TO TIRES, BRAKES, AND SNOWPLOWS - INCLUDING WINGS, SHOES, BEARINGS, SPINNERS, AND LIQUID FEED SYSTEMS.

WRITTEN DOCUMENTATION IS NEEDED ON A DAILY BASIS BY EACH EQUIPMENT OPERATOR DURING THE WINTER ON THE HOURS PLOWED, AND ANY IDENTIFICATION OF ONGOING PROBLEMS OR HAZARDS THAT NEED BE ADDRESSED.

PLOW ROUTES NEED TO BE DRIVEN AND CHECKED FOR IDENTIFICATION OF PROBLEMS, ESPECIALLY ILLEGAL PLOWING BY DRIVEWAY CONTRACTORS, PROBLEM MAILBOXES, SNOW CASTLES, ETC. IT IS THE RESPONSIBILITY OF THE ROUTE DRIVER TO IDENTIFY THESE PROBLEMS AND REPORT THEM TO THE SUPERVISOR.

MATERIALS, ESPECIALLY SALT, NEED TO BE REORDERED TO TRY AND PROVIDE AN ADEQUATE STOCKPILE ON-SITE.

IT IS IMPORTANT TO WING-BACK SNOW ON ROAD SHOULDERS FOLLOWING EACH MAJOR DEPOSITION OF SNOW AND TO CLEAR CRITICAL AREAS TO MAKE ROOM FOR FUTURE STORAGE.

IF THE SNOW BANK HEIGHT BECOMES EXCESSIVE, THE TOP OF BANKS WILL HAVE TO BE CUT DOWN FOR PROPER VISIBILITY OR FUTURE SNOW STORAGE. IF THE SNOW IS ALLOWED TO MELT IN PLACE AND REFREEZE, THE RESULT IS A HEAVILY COMPACTED MASS WHICH CANNOT BE MOVED WITHOUT CONSIDERABLE EFFORT BY SNOW PLOWS. THEREFORE, WINGING-BACK IS AN ONGOING FUNCTION WHICH NEEDS TO BE ADDRESSED AS SOON AS STORMS SUBSIDE AND THE AMOUNT OF STOCKPILED SNOW DICTATES THAT WINGING-BACK IS NEEDED.

IT IS IMPORTANT THAT ROADWAY DRAINS AND CATCH BASINS BE KEPT OPEN TO ALLOW MELTING ICE AND SNOW TO RUN OFF. A SALT APPLICATION MAY BE NEEDED TO FREE THEM OF ICE AND SNOW

HAULING OF SNOW: THE TOWN WINTER OPERATING PLAN DOES NOT INCLUDE HAULING SNOW.

THE TOWN PLOWING EQUIPMENT IS CONFIGURED TO HAUL AND SPREAD WINTER PRODUCTS – SAND, SALT, AND OTHER MATERIALS. IT IS NOT CONFIGURED TO HAUL SNOW WITHOUT MAJOR TIME CONSUMING AND LABOR INTENSIVE CHANGES TO THE EQUIPMENT.

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**IN ADDITION, THE TOWN HAS NO LOCATION ESTABLISHED AND PERMITTED FOR ECOLOGICALLY SAFE DUMPING OF SNOW. HOWEVER, AT SPECIFIC LOCATIONS, INTERSECTIONS, AREAS WITHOUT STORAGE SPACE, SCHOOL BUS ROUTE PROBLEM AREAS OR SITES OF REPEATED ACCIDENTS, THE TOWN MAY SELECTIVELY UTILIZE THE LOADER AND DUMP TRUCKS TO HAUL LIMITED QUANTITIES OF SNOW FROM A SPECIFIC SITE. THE PRINCIPLE PURPOSE OF SNOW REMOVAL IS FOR THE PUBLIC'S SAFETY AND NOT FOR THE CONVENIENCE OF THE PUBLIC. THE HAULED SNOW SHALL BE DUMPED ON TOWN OWNED LAND WHERE IT WILL HAVE THE LEAST POSSIBLE IMPACT ON THE ENVIRONMENT. THE LOCATION WILL BE DETERMINED BY THE OPERATIONS MANAGER.**

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**APPENDIX 3**

**WINTER SAFETY PRACTICES**

**PERSONAL SAFETY**

**THE POTENTIAL FOR PERSONAL INJURY INCREASES SIGNIFICANTLY DURING WINTER OPERATIONS**

**DUE TO THE EFFECTS OF COLD TEMPERATURES, INCLEMENT WEATHER, LONG PERIODS OF CONTINUOUS OPERATION, WORKING IN TRAFFIC AREAS DURING STORM CONDITIONS AND THE TENDENCY TO "RUSH" TO HANDLE EMERGENCIES. EACH EMPLOYEE NEEDS TO TAKE PERSONAL RESPONSIBILITY FOR HIS/HER OWN SAFETY BY EXERCISING COMMON SENSE AND GOOD JUDGMENT. TO HELP PREVENT COLD WEATHER INJURIES, THE FOLLOWING GUIDELINES ARE PROVIDED:**

**WEAR PROPER CLOTHING**

- 1. DRESS IN LOOSE-FITTING LAYERS FOR THE MOST ADVERSE CONDITIONS EXPECTED. LOOSE CLOTHING ALLOWS THE BLOOD TO CIRCULATE FREELY WHICH HELPS PREVENT FROSTBITE. LAYERS CAN AND SHOULD BE REMOVED WHILE IN A HEATED CAB; HOWEVER, ALL APPROPRIATE CLOTHING, I.E., WET OR COLD WEATHER OUTER-GARMENTS NEEDS TO BE CARRIED IN THE VEHICLE EACH TIME THE VEHICLE LEAVES THE GARAGE. THE GEAR HAS TO BE AVAILABLE IN THE CASE OF AN ACCIDENT, VEHICLE BREAKDOWN OR ASSISTANCE TO OTHER DRIVERS.**
  
  - 2. PROTECT YOUR FEET BY WEARING WARM, DRY BOOTS; KEEP DRY SOCKS AND WET WEATHER BOOTS READILY AVAILABLE FOR USE. WHEN OUTSIDE VEHICLES, NONINSULATED BOOTS WILL NOT KEEP YOUR FEET WARM IF YOU REMAIN INACTIVE OR MOTIONLESS FOR LONG PERIODS.**
  
  - 3. KEEP AN EXTRA PAIR OF DRY GLOVES IN THE VEHICLE.**
  
  - 4. WHEN OUTSIDE THE CAB, WEAR A COLD WEATHER HAT THAT PROTECTS THE EARS FROM FROSTBITE. HEAT LOSS FROM THE BODY IS MORE RAPID WHEN A HAT IS NOT WORN. PREVENT DEHYDRATION**
    - 1. THE FIRST EVIDENCE OF DEHYDRATION IS DARK, YELLOW-COLORED URINE. OTHER INDICATORS ARE SLOW MOTION, NO APPETITE, STOMACH SICKNESS, DROWSINESS, TINGLING IN THE ARMS AND DIFFICULTY IN WALKING.**
  
    - 2. CARRY FLUIDS IN THE VEHICLE -- WATER, TEA, COFFEE, AND SOUP.**
- ANY EMPLOYEE USING ALCOHOL ON THE JOB OR DRIVING UNDER THE INFLUENCE OF ILLEGAL DRUGS OR ALCOHOL WILL BE SUBJECT TO IMMEDIATE SUSPENSION OR TERMINATION.**

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**RECOGNIZE SYMPTOMS OF COMMON INJURIES/LIFE THREATENING CONDITIONS**

**3. EXPOSURE TO COLD AND WIND CHILL FACTORS**

**WIND, IN COMBINATION WITH COLD TEMPERATURES, CREATES AN EQUIVALENT LOWER TEMPERATURE. A 0F DEGREE ACTUAL TEMPERATURE WITH A 15 MPH WIND IS EQUIVALENT TO -24F TEMPERATURES?**

**INITIAL SYMPTOMS OF EXPOSURE TO COLD INCLUDE SHIVERING, NUMBNESS, LOW BODY TEMPERATURES, DROWSINESS AND MARKED MUSCULAR WEAKNESS.TREATMENT INVOLVES GETTING TO A WARM AREA AS QUICKLY AS POSSIBLE, RE-WARMING BY ADDING CLOTHING, WRAPPING IN A BLANKET, DRINKING OF HOT LIQUIDS.**

**2. FROSTBITE**

**FROSTBITE RESULTS WHEN CRYSTALS FORM IN THE FLUIDS AND UNDERLYING SOFT TISSUES OF THE SKIN. THE EFFECTS ARE MORE SEVERE IF THE INJURED AREA IS THAWED AND THEN REFROZEN. FROSTBITE IS THE MOST COMMON INJURY RESULTING FROM EXPOSURE TO COLD ELEMENTS. USUALLY, THE FROZEN AREA IS SMALL. THE NOSE, CHEEKS, EARS, FINGERS AND TOES ARE MOST COMMONLY AFFECTED. JUST BEFORE FROSTBITE OCCURS, THE AFFECTED SKIN MAY BE SLIGHTLY FLUSHED.**

**SYMPTOMS INCLUDE: SKIN BECOMES WHITE, GRAY OR WAXY YELLOW; SKIN TINGLES, THEN BECOMES NUMB; PAIN MAY OCCUR, THEN LET UP - PAIN WILL BE INTENSE DURING THAWING; BLISTERS MAY FORM; THE AREA OF FROSTBITE SWELLS AND FEELS HARD.**

**TREATMENT INCLUDES:**

**(1) PROTECT THE FROZEN AREA FROM FURTHER INJURY**

**(2) GRADUALLY WARM THE FROSTBITTEN AREA AS SOON AS POSSIBLE**

**(3) SEEK MEDICAL ASSISTANCE IMMEDIATELY IN THE CASE OF SEVERE FROSTBITE.**

**3. SNOW BLINDNESS**

**SNOW BLINDNESS OCCURS WHEN THE ULTRA-VIOLET RAYS OF THE SUN ARE REFLECTED FROM A SNOW-COVERED SURFACE.**

**SYMPTOMS INCLUDE: GRITTY FEELING IN YOUR EYES; PAIN OVER THE EYES; RED, WATERY EYES.**

**PREVENTION: USE SUNGLASSES ON BRIGHT SUNNY DAYS**

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**TREATMENT: WET COMPRESSES APPLIED TO THE EYES, BLINDFOLDING THEEYES, REST AND RECOVERY.**

**4. CARBON MONOXIDE POISONING**

**CARBON MONOXIDE IS A DEADLY GAS AND IS PARTICULARLY DANGEROUS BECAUSE IT IS ODORLESS AND COLORLESS.**

**SYMPTOMS INCLUDE: HEADACHES, DIZZINESS, YAWNING, A SICK STOMACH AND RINGING EARS IN CASES OF MILD POISONING. SEVERE CASES WILL CAUSE THE HEART TO THROB OR FLUTTER.**

**TREATMENT INVOLVES GETTING VENTILATION OR OUTSIDE AIR. UNCONSCIOUS VICTIMS SHOULD BE GIVEN MOUTH-TO-MOUTH RESUSCITATION AND MEDICAL ASSISTANCE OBTAINED IMMEDIATELY.**

**EQUIPMENT SAFETY**

**PERFORM ALL PRE-OPERATION CHECKS OF VEHICLES TO INSURE THAT CRITICAL VEHICLE SYSTEMS ARE OPERATIONAL BEFORE LEAVING THE GARAGE.**

**CHECK EACH VEHICLE FOR WORKING SAFETY/EMERGENCY EQUIPMENT ONBOARD TO INCLUDE:**

- 1. FLASHLIGHT**
- 2. FIRE EXTINGUISHER**
- 3. FIRST AID KIT**
- 4. SAFETY FLARES**
- 5. WARNING SIGNS WITH REFLECTORS**
- 6. OPERATIONAL COMMUNICATIONS EQUIPMENT**
- 7. SHOVEL, HAMMER, PLIERS, SCREWDRIVERS**
- 8. SAFETY VESTS**

**DO NOT EXCEED APPROPRIATE SPEEDS FOR THE EQUIPMENT OR OPERATION. OBEY POSTED SPEED LIMITS.**

**OPERATIONAL SAFETY**

**THE FOREMAN IS RESPONSIBLE FOR ROUTINELY CHECKING FATIGUE LEVELS AND SWITCHING/RELIEVING DRIVERS AS NECESSARY.**

**IN GENERAL, OPERATORS SHOULD NOT EXCEED SHIFT LENGTHS OF 16 HOURS, EXCEPT IN EXTREME EMERGENCIES**

**THE FOREMAN ALSO NEEDS TO PRE-QUALIFY DRIVERS TO ENSURE THAT THEY HAVE THE CAPABILITY AND SKILL TO OPERATE ASSIGNED EQUIPMENT.**

**TOWN OF FERRISBURGH  
WINTER OPERATIONS PLAN**

**OPERATORS NEED TO BE ESPECIALLY COGNIZANT OF THE FOLLOWING SITUATIONS:**

- 1. CHANGES ALONG THE ROUTE, SUCH AS RELOCATED MAILBOXES, NEW CURB CUTS, DEEP DITCHES, ETC.**
- 2. PEDESTRIANS IN THE ROADWAY OR IN A POSITION WHERE THROWN SNOW CAN KNOCK AN INDIVIDUAL DOWN.**
- 3. CHILDREN PLAYING IN SNOWBANKS; SNOW FORTS.**
- 4. INABILITY TO SEE IMMEDIATELY BEHIND VEHICLES, ESPECIALLY WHEN BACKING UP.**
- 5. CROWDING THE CENTERLINE.**
- 6. EXCESSIVE SPEED.**

**SAFETY BRIEFINGS WILL BE HELD AS PART OF THE SNOW DAY SESSION AND PERIODICALLY DURING THE WINTER ON AT LEAST A MONTHLY BASIS.**

**TOWN OF FERRISBURGH**  
**WINTER OPERATIONS PLAN**

**APPENDIX 4**

Vermont Supreme Court Ruling 2010 Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be dismissed. In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35 the plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this actions is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property. OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking." OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow throw and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow." Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center. VLCT News, June 2010

**TOWN OF FERRISBURGH  
WINTER OPERATIONS PLAN**

**APPENDIX 5**

TO ENSURE MAIL DELIVERY TO ALL RURAL RESIDENTS, THE TOWN HAS PROVIDED BLANKET AUTHORIZATION FOR MAILBOXES LOCATED IN THE TOWN RIGHT-OF-WAY. THE TOWN RETAINS CONTROL OVER SPECIFIC LOCATION OF THE MAILBOXES AND MAY REQUIRE THE HOMEOWNER TO MOVE THE BOX TO A MORE SUITABLE LOCATION.

MAILBOX POLICY WITH DESIGN SPECIFICATIONS ARE AVAILABLE FROM THE HIGHWAY DEPARTMENT

A) THE TOWN WILL FIX A DAMAGED MAILBOX OR REPLACE A MAILBOX ONLY WHEN THE DEPARTMENT DETERMINES THAT A PLOW PHYSICALLY HIT THE MAILBOX.

THIS DETERMINATION IS MADE BY OBSERVATION OF CUT MARKS, PAINT OFF THE PLOW BLADES, ETC.

B) HEAVY SNOW COMING OFF THE PLOW BLADE WILL OFTEN KNOCK OVER AND DAMAGE MAILBOXES WHICH HAVE NOT BEEN ADEQUATELY MOUNTED OR BRACED OR THOSE MAILBOXES WHO'S DOORS HAVE BEEN LEFT OPEN. ALSO, MAILBOXES ARE DAMAGED BY PRIVATE CONTRACTORS AND HOMEOWNERS DURING DRIVEWAY CLEARING OPERATIONS. THE TOWN WILL NOT FIX OR REPLACE MAILBOXES IN THESE SITUATIONS.

C) OWNERS OF MAILBOXES HAVE A RESPONSIBILITY TO CONTACT PUBLIC WORKS AT 877-3076 DURING DAYTIME HOURS WITHIN 72 HOURS OF DAMAGE TO A MAILBOX IF THEY INTEND TO SEEK REPAIRS, OR A NEW MAILBOX, FROM THE TOWN. THE TOWN WILL INSPECT THE MAILBOX TO DETERMINE IF IT IS THE TOWN'S RESPONSIBILITY FOR THE MAILBOX DAMAGE.

D) THE CLEARING AROUND MAILBOXES IS THE SOLE RESPONSIBILITY OF THE OWNER AND NOT THE TOWN. WITH THE LARGE NUMBER OF STREETS TO PLOW AND LIMITED MUNICIPAL RESOURCES, TOWN PLOWS CANNOT PROVIDE A LEVEL OF SERVICE THAT CLEARS THE ROAD TO EVERY MAILBOX.

E) THE TOWN WILL NOTIFY RESIDENTS PRIOR TO THE START OF WINTER REGARDING MAILBOXES THAT NEED REPAIR OR MOVEMENT. THE TOWN WILL NOT REPAIR MAILBOXES THAT ARE NOTED AS BEING DAMAGED OR INOPERATIVE PRIOR TO WINTER.

# TOWN OF FERRISBURGH WINTER OPERATIONS PLAN

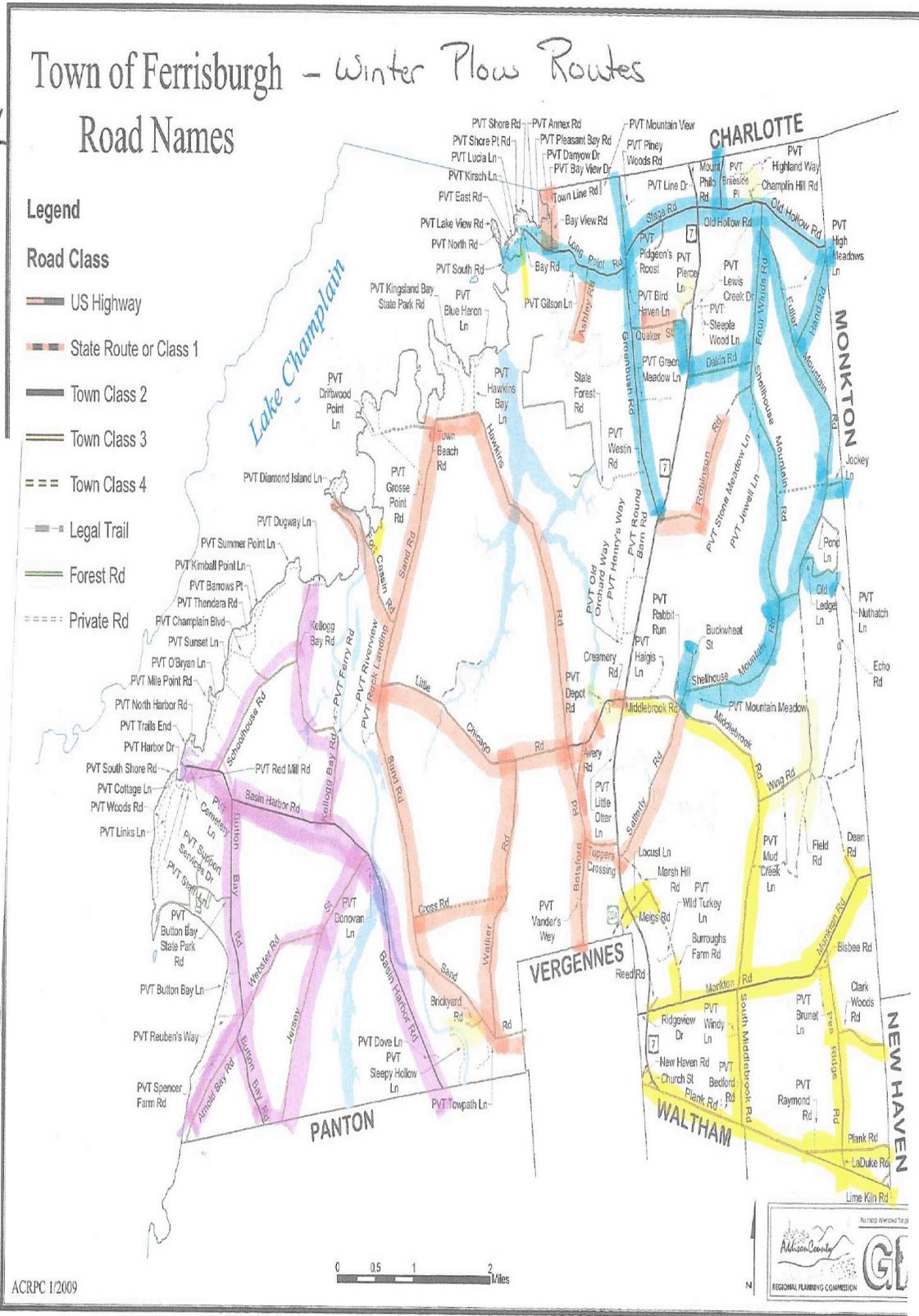
## Town of Ferrisburgh - Winter Plow Routes

- F1
- F2
- F3
- F4

### Road Names

### Legend

- #### Road Class
- US Highway
  - State Route or Class 1
  - Town Class 2
  - Town Class 3
  - Town Class 4
  - Legal Trail
  - Forest Rd
  - Private Rd



ACRPC 1/2009

# TOWN OF FERRISBURGH WINTER OPERATIONS PLAN

## Town of Ferrisburgh Road Names

### Legend

#### Road Class

- US Highway
- State Route or Class 1
- Town Class 2
- Town Class 3

#### F7 1 Ton Sand

1. Reed Road
2. Brickyard
3. Depot
4. Creamery
5. Union Mtg Hall
6. Old Clerks parking
7. Ferrisburgh Church
8. Pollard Ln
9. Slang fire access
10. Ft. Cassin access
11. Long Pt. Access
12. Greenbush Hydrant
13. Middlebrook Hydrant
14. Rt. 7 Hydrant
15. Tupper's X-ing Hydrant
16. Town Offices overflow parking
17. Town Office Loop Road

#### F8 Ford Pickup Salt

- (6) Route 7 Intersections
7. Town Offices
8. Fire Station
9. Chaplin Hill
10. Loven Lane
11. Quaker Dead end
12. 4 Winds/Hollow Int.
13. 4 winds/Fuller Int.
14. Meigs Rd.
15. Church Street
16. Old Rt. 22A

