

# Office of Selectmen

Post Office Box 139  
Moultonborough, N.H. 03254  
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## STATEMENT OF POLICY

No. 17

### INCLEMENT WEATHER POLICY (WINTER)

The purpose of this Policy is to provide guidance regarding the activities and responsibilities for those who deal with winter's inclement weather conditions in and for the Town of Moultonborough. It is the intent of this policy to state the Board of Selectmen's commitment to provide appropriate responses to winter inclement weather conditions, including snow, ice and other inclemency's, within the limitations of the Town's means and abilities to meet this goal. This Policy recognizes the importance of a logical, organized, and structured approach to maintaining the Town's roads building entrances and sidewalks and outdoor ice rink in passable, usable and safe conditions. To implement this Policy the Board of Selectmen implement the priorities set forth below. However, inclement weather is unpredictable and variable. Therefore, the Board of Selectmen authorize the use of maximum discretion by the appropriate Town officials or employees to modify the stated priorities as conditions warrant or require.

The goal of the Moultonborough Highway Department is to have every road plowed, sanded or otherwise treated returned to a safe, passable condition within twelve (12) hours following the cessation of a storm event. Thereafter, the Department assumes the commitment to maintain that condition on all roads maintained within the reasonable and necessary constraints of safe operation and resources availability. When notified of the accumulation of three (3) inches of snow during any new storm event, the Highway Agent will call out the appointed and contracted people and equipment to begin snow removal. Areas of greatest traffic density will see treatment first. Lesser traveled roads will receive a priority designation by the Highway Agent or his representative. School bus routes will receive the highest possible priority to accommodate the school schedule. To make certain that school bus routes receive appropriate priority, the Highway Agent will liaise with school and school bus officials as required.

The Building and Grounds Maintenance Person and Town custodial staff will clear, sand and treat Town building entry ways and sidewalks when required. When conditions warrant during non-business hours, the Highway Agent will call out the Building and Grounds Maintenance Person and Town custodial staff at his discretion. During normal business hours, the Building and Grounds Maintenance Person and Town custodial staff will exercise some autonomy regarding their efforts. They will clear, sand and otherwise treat Public entrances before non-public ones. All Town employees will help keep entry ways and sidewalks of the building(s) where they work cleared, sanded and otherwise treated as necessary. The safety of the public and employees will be the highest priority in all instances.

The Building and Grounds Maintenance Person will clear and treat the Town's outdoor ice rink at the Playground. The goal to have the ice rink ready for use is within twelve (12) hours of the cessation of a storm event. The Building and Grounds Maintenance Person will perform this function after meeting the previously listed inclement weather responsibilities. The Town will maintain the ice rink closed until such time as the ice rink is sufficiently clear and ready for safe and appropriate use. The Recreation

Director or the Assistant Recreation Director will make this determination in consultation with the Building and Grounds Maintenance Person.

The Town does not provide snow removal or other winter maintenance to other facilities it owns. Anyone who uses any other Town facility for winter activities does so knowing that those facilities do not receive preparation or maintenance for winter use and do so at their own risk. This specifically includes Town beaches, boat launches and recreational facilities but does not exclude any other Town facilities.

The Highway Agent will maintain records of all weather related activities and work assignments in his journal. The Building and Grounds Maintenance Person and Town custodial staff will report their activities to the Town Administrator to assure an appropriate record of their activities.

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This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced.

Date of Adoption:  
September 11, 2003

Wayne P. Richardson  
HIGHWAY AGENT

Ernest E. Davis, Jr., Chairman  
Karel A. Crawford  
Russell C. Wakefield  
BOARD OF SELECTMEN