

TOWN OF ESSEX
PUBLIC WORKS
WINTER OPERATIONS PLAN
EXTERNAL VERSION
2025-2026



This plan addresses the wintertime Public Works operations for ice and snow control on Town roads, walkways, and municipal parking lots. It also identifies essential community services provided by the Public Works Department for winter water and sewer emergencies and discusses wintertime coordination actions.

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Daniel Roberge, Highway Superintendent

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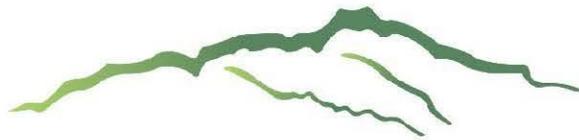
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Town of Essex, Vermont

TOWN OF ESSEX SELECTBOARD RESOLUTION Winter Operations Plan 2025 - 2026

BE IT RESOLVED that the Selectboard of the Town of Essex adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) NOTWITHSTANDING the circumstances involved with changing climatic conditions, the Town will endeavor to keep Town roads, designated walkways, and municipal parking lots in a reasonably safe condition for travelers and
- 2) Town employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Essex Public Works Winter Operations Plan and
- 3) Travelers who use the Town roads, designated walkways, and municipal parking lots are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions

Passed and approved this 10th day of November 2025

Town of Essex Selectboard

Tracey A Delphia

Tracey A Delphia (Nov 17, 2025 16:32:42 EST)

Tracey Delphia, Selectboard Chair



Shannon D. Jackson (Nov 17, 2025 16:03:17 EST)

Shannon Jackson, Clerk

Andrew J Watts

Andrew J Watts (Nov 17, 2025 17:04:09 EST)

Andrew Watts

Kendall Chamberlin

Kendall Chamberlin (Nov 17, 2025 16:07:09 EST)

Kendall Chamberlin, Vice Chair



Ethan Lawrence

INTRODUCTION

The Town of Essex is responsible for providing winter services, such as plowing, sanding, and salting of roads, clearing of sidewalks, and maintaining access to municipal buildings and parking lots. A Winter Operations Plan has been developed and adopted by the Selectboard for the following reasons:

- 1) To align the policies set by the Town Selectboard regarding winter operations with the execution of policy by the Public Works/Highway department.
- 2) To help ensure that the winter practices of each department are consistent with the resources available through the budget process, including but not limited to equipment, manpower, overtime, and materials.
- 3) To provide a source of information to Town officials, the Police Department, Fire Departments, school officials, commercial businesses and the general public regarding what actions will and will not be performed by the Town Public Works Department during the winter.
- 4) To provide an internal resource document for operational use and training by Public Works supervisors and employees.
- 5) To reflect current practice, conditions, and funding of winter operations.
- 6) To assist in the reduction of citizen complaints through a better-informed citizenry.

The intent is to update the document on an annual basis, prior to the onset of winter conditions and submit the document to the Selectboard for their review and approval. Public input will be sought prior to presentation of the document to the Selectboard.

The Winter Operations Plan consists of two sections, each with its own Appendix. Two versions of the Plan will be prepared, with one version prepared for internal use only and a second version for the public. The internal version contains personal employee's information and communications/contact information, the public release of which would be detrimental to individuals and operations. The two sections of the Plan consist of the following:

Section 1. This section covers general topics and operational procedures utilized by the Town.

Section 2: Town of Essex. This section is specific to operations within the Town, including pertinent Appendices.

SPECIAL CONDITIONS FOR WINTER OPERATIONS 2025-2026

Public Works winter operations are still at risk of being adversely interrupted due to illness as well as employee absences/vacancies and equipment breakdown. The Town has limited staff with very few personnel available for back-up in the event that employees are sick and cannot work. It requires a significant amount of training to properly and safely operate the heavy-duty plow trucks, sidewalk plows and other winter equipment. In the past, many employees have come to work with colds and with minor flu symptoms. Winter storms may occur that cannot be fully covered in a timely fashion by plow or sidewalk crews. Delays will occur and the expected current service levels will be negatively impacted.

Private contractors may be able to help but those doing winter plowing already have existing contracts in the private sector and will only be able to assist after they have satisfied their contractual agreements. In most cases, this may be 24 to 48 hours after a major storm event.

The plow and sidewalk crews of the Town of Essex, in emergency situations and as the need arises, may be directed to assist operations in other communities until manpower or equipment shortages can be brought back to a normal level of operation. Crews may be operating in areas that are unfamiliar to them, which is likely to result in slower clearing operations and higher elements of risk.

In anticipation of interruptions of service that may occur due to health issues occurring among the work force, equipment or employee availability, an alert system will again be used to inform the public so they can be aware that service levels will be reduced and to what level. There will be three alert levels: a green (green), a yellow (yellow) and a red (red).

The Green Phase: During this phase, it is anticipated that the Public Works crews can maintain the service levels historically provided and as outlined in the Winter Operations Plan. One or two employees may be out due to short term illness, or a truck may be inoperative but generally service levels can be maintained. If a major snow or ice event occurs, there will be delays but those delays will be consistent with how these events were accommodated in the past.

The Yellow Phase: A designation under this phase indicates that operations will be delayed anywhere from 4 to 8 hours due to the unavailability of crews or the severity and duration of the storm event or a combination of both. This would occur approximately when only 75% of the CDL licensed crew is available to man the fleet, including the use of qualified supervisory, support personnel, any contractors who may be available, and sharing of equipment/operators between communities. Primary routes will attempt to be covered as well as hill sections. Coverage on flat secondary roads and sidewalk coverage will likely be delayed until equipment and personnel can be made available for coverage. Some vehicles may be diverted from normal routes to assist emergency responders. This designation may impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The Red Phase: This phase occurs when 50% of the CDL licensed crew or less is available to provide winter services. Road clearing operations will be severely impacted with delays that could last anywhere from 12 to 24 hours. Most of the major truck routes take from 6 to 8 hours to clear in a normal 4 to 6-inch storm event lasting a few hours. Employees cannot plow continuously for extended periods safely. Under this scenario, the delays could be anywhere from 12 to 24 hours and sidewalks may not get started until the storm event is over. This alert level will likely impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The alert system does not replace other emergency alert systems/declarations or school decisions regarding opening or closure. The only relevance is to expected road conditions and delays in providing road clearing operations over the period of a winter storm and immediately after the storm. School or business closures will be determined by the Essex-Westford School District and/or local businesses as appropriate.

NOTICE OF THE ALERT SYSTEM: The Town will provide information to the media on the alert status, post the status on the Town web page and notify the Police Department and the Essex Westford School District as to the current Phase of Operations. Citizens can also call the Town Public Works offices during the normal weekday workweek from 7AM until 4PM for the current phase of operation.

Safety Practices and Procedures to be employed by Public Works Employees are covered in the Winter Operations Plan under a special section included in Appendix 8.

GENERAL MANAGEMENT OF OPERATIONS

During the winter operations period generally extending from early November through mid-April, the principal effort of the Public Works Department is directed towards control of snow and ice on highways, walkways, and around municipal buildings. The Department has developed procedures to perform anti-icing and snow and ice removal operations for varying weather conditions. Personnel will respond each time that the Department is notified or become aware that weather conditions include potentially hazardous road or walkway conditions and that conditions warrant a response. The procedures have been developed over many years of experience and use of alternative methods, materials and equipment.

To accomplish the objectives and policies of the Town, general operating procedures and training have been established and implemented. The operating procedures take place over four distinct periods including:

- 1) Pre-winter preparation, orientation, and training (Section 1, Appendix 1)
- 2) Winter storm operations (Reference general information in Section 1 and specific Municipal information in Sections 2 and 3)
- 3) Continuing operations during non-storm periods (Section 1, Appendix 2)
- 4) Post-winter follow-up (Section 1, Appendix 3)

Determination of Operations

Using the resources identified in the Winter Operations plan for the community and judgment based on experience, the Public Works / Highway Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed. The Highway Superintendent or his designee will contact employees using their alert notification lists.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads, walkways and municipal parking lots are not possible. An overall plan has been developed to provide for clearing of the roads and related infrastructure 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 judgment based upon a current assessment of the situation. Following every major storm event, an after-action informal review of the methods used, the materials, the equipment, the complaints and the manpower effect will be done by the Public Works/Highway Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

Emergency situations may occur requiring deviation from normal procedures and planned routes. In general, the types of situations that may require this change are:

- 1) An immediate need for Police, Fire and/or Emergency Medical assistance.
- 2) Relief for school buses that cannot negotiate a roadway and are stuck.
- 3) The need to address icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.
- 4) Relief for isolated problem areas where it is determined by the municipality that access is urgently needed before all other areas are handled.

Control Center/ Internal Communication/Resource Management

The Public Works supervisor or his designee on duty will be the main line of communication between the Public Works Department and the Police Department/School Departments.

Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

The Storm Control Center for the Town is the Town Highway Garage located at 190 Sand Hill Road.

During the winter of 2025-2026, selected employees will carry a pager on a rotating schedule and will be assigned the responsibility, when carrying the pager, to make an initial determination of how the storm will be handled, including the immediate level of staffing at the outset of the storm. The employee (with the pager) will be temporarily in charge of operations until the Public Works/Highway Superintendent, or his designee arrives at their respective Control Center and takes over responsibility.

Whichever individual arrives first - the Public Works Highway Superintendent or the pager carrier - shall contact the Police Department Dispatcher at 878-8331 upon their arrival at the Town Highway Garage. It is important to notify the Police Dispatcher that the Highway Department is aware of conditions and starting the snow removal process. It also provides a record of event timing and crew availability.

Upon notification and arrival at the Control Center, employees will complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Superintendent will periodically leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center, he can be reached via radio or cell phone (reference notification rosters in Sections 2).

In a similar manner, contact must be made with the Police Dispatcher when the winter clearing operation has ended and employees are no longer on the road. This is important for continuous follow-up after the storm and the need for reactivation of the alert call-out system.

All operators of snow and ice equipment will always keep in communication with the Public Works Superintendent or the Highway Garage. Cell phones may only be used with a “Bluetooth”, 100% hands-free device or when pulled over to the side of the road and the vehicle stopped.

Radio should be the primary means of contact during all storm events. Radio contact between the Town and other communities for coordination of effort should only be between the Superintendents of those communities. The list of radio call numbers for the Police, Fire and Public Works Departments is contained in Section 1, Appendix 5.

Equipment

To support the winter operations, the Public Works Department has equipment available for use as outlined in the equipment appendices under Section 2 (Town). However, the equipment used is generally consistent with the following:

Dump trucks, with either 7 CY capacity or 14 CY capacity, plow and apply materials to paved and gravel roads. The larger 14 CY capacity trucks are used almost exclusively on the Town gravel roads. All dump trucks doing paved roads are equipped with “ground-speed control devices” that are calibrated to apply a specific amount of product. They also stop application of product when the vehicle is stationary. Calibration is an important action to ensure an accurate application and reduce the impact of road salt and other products on the environment.

Dump trucks plowing gravel roads are not equipped with ground speed control devices since the material being applied is sand.

Sidewalk plows are used in the Town for clearing sidewalks. Due to their size and configuration, they do not have adequate capacity for applying sand or salt to all plowed sidewalks.

In an emergency where equipment is out of service for repair or the situation is beyond the ability of the community to handle, equipment and operators may be obtained from other communities. If such equipment or operators are not available, supplemental equipment may be rented/hired from area contractors. A list of potential contractors is indicated in Section 1, Appendix 7.

Assistance may be secured from other neighboring communities, although help in this area is unlikely if the storm event affects their operations. Major winter disasters may require the assistance of the Vermont National Guard, if authority is given by the Governor. The Town utilizes contract operations to assist in plowing or removing snow.

Materials

The Town uses solid sodium chloride (rock salt) as the primary deicer for paved roadways and parking lots, when temperatures are in the appropriate range of effectiveness. At 30 degrees Fahrenheit, one pound of salt melts 46.3 lbs. of ice in 5 minutes. At 15 degrees Fahrenheit, one pound of salt melts 6.3 lbs. of ice and it takes 1 hour. Because of the properties of salt, it is generally not applied by itself below 15 to 20 degrees. It is also used as a liquid either alone, prior to a storm to break the ice-road bond or applied in combination with the solid salt to help the solid salt stay on the roadway.

Additives and other products improve the effectiveness of salt at lower temperatures. There are many commercial products used to augment the effectiveness of salt and most have tradenames such as Ice-Be-Gone. It is a magnesium chloride-based product combined with agricultural materials from the distillation process (grains or sugars) and it operates more effectively than salt at lower temperatures. It is a more expensive product than standard rock salt.

Liquid Calcium Chloride will provide more melting at lower temperatures, and it is usually applied with salt or alone as a liquid solution (20 to 30% solution).

Guidelines for application of deicing product have been developed nationally and one set is included from the American Public Works Association. The Town utilizes the guidelines but may vary the application rates as local conditions dictate. The Guideline is included in Section 1, Appendix 4.

Quantities of winter deicing products and sand are maintained at the Highway Garage. Onsite storage is not sufficient for full winter usage. The Town has approximately 80% of its needed winter sand usage stored onsite at the start of winter and approximately 55% of its average winter salt usage onsite. The onsite supplies are augmented during the season with direct delivery from vendors. In some years, the availability of products has been a major issue, and it has impacted operations. The price per ton for salt delivered to storage is set based on State bids by highway district, or as separately negotiated by each community. The price per ton for this winter is \$99.50 per ton, depending upon the vendor. Multiple vendors are often used to help guarantee resupply throughout the winter.

Each plow operator in the Town is required to complete the form in Section 2, Appendix F on a daily basis, submitted weekly, to record the materials used.

External Communication/Public Information/Complaints

Town: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (7:30 A.M. to 4:00 P.M.) to the Town Public Works Office via telephone as the principal and fastest means of communication (878-1344).

Requests for winter service can also be sent directly via the Town website at www.essexvt.org. In addition, complaints or requests for service can be written on a request form service slip with the required information noted and provided to the Public Works Administrative Assistant. This information will be converted to a work order within the Public Works office. The Town also utilizes a web-based application called See-Click-Fix for registering complaints. The See-Click-Fix application is not intended for winter complaints that require immediate attention.

After Hours: Emergency requests during non-working hours should be directed to the Police Department Dispatcher (878-8331) for relay to the Superintendent, Highway Foreman, Director or Highway Garage. The Highway Garage phone system is intended for internal control only and not for direct communication between the public and the Department. During storm events, crews are on the road and employees are generally not in the garage.

All complaints will be reviewed and investigated, and corrective action taken as appropriate.

General Notification for Winter Storm Emergencies

When conditions are especially severe, the Municipal Manager, the Town Public Works Director, or the Police Chief may issue a special snow emergency statement advising the local media, radio station, major community employers and schools that conditions may adversely affect their operations. Appendix 6 to this section provides a list of contacts and phone numbers for various organizations that may be contacted. Social media may also be used.

During the winter season, frequent contact is made between the School Management staff and the Public Works staff regarding road and weather conditions. Public Works' role is solely to provide information on current and anticipated road conditions. Any decisions relative to late school openings or school closure rest entirely with School Management staff.

RESOURCES AVAILABLE TO ASSIST IN THE PLANNING AND EXECUTION OF WINTER OPERATIONS

In order to provide timely winter services and to gauge the level of activity required prior to, during and following winter storms, the following are utilized:

Weather forecasts are provided by the National Weather Service located at Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually, and receivers monitor this forecast at the Public Works buildings.

Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television, and through the internet at www.intellicast.com; www.nws.noaa.gov and www.accuweather.com

Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier and this information can be obtained by calling 511. Two state radio frequencies also can be monitored on the scanner for current information.

State highway frequencies: 159.075 (car to car) and 159.195 (District wide)

VTRANS also provides weather information of interest to municipalities directly to the Highway Departments through the VT. Local Roads Program.

Assistance is available on local road conditions from the Essex Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Departments utilize information provided by police officers on duty/patrol as well as the on-call public works employee. To provide the best possible response in the shortest time, it is important that timely and accurate information be provided by the Police Department and conveyed to Public Works at the time contact is made. The needed input is identified in Section 1, Appendix 10.

WINTER UTILITY OPERATIONS

Prior to the onset of winter, the Water/Sewer Department of the Public Works Department will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter
5. Drain hydrants that have been activated by the Fire Department

During storms, the Water/Sewer Department may be called upon to assist in snow and ice clearing operations. Although it is anticipated that the winter highway operations will be primarily handled by the highway crew, selected water/sewer employees will also be utilized as the need arises for qualified plow operators. This use of water/sewer personnel may be on a set schedule or to meet overtime needs or relief plowing during extended storm durations.

Following storms, Water/Sewer Department employees shall endeavor to clear snow and ice from around hydrants and to clear access lanes to pump stations, as possible and as time allows within the normal workday. It is acknowledged that the municipal workforce cannot clear all hydrants within the community following each winter storm and that access to hydrants during the winter cannot be effective without a joint effort between the municipal workforce and affected landowners. To help achieve the goal of keeping hydrants clear, the Public Works Department will coordinate with the Police Department for use of volunteer and neighborhood groups to shovel hydrants (Adopt a Hydrant Program) as well as assistance from the community's Fire Department.

The Water/Sewer Department also has responsibility for repairing broken and frozen water mains, within the overall limit of municipal responsibility up to and including the service curb stop. Frozen service lines are the responsibility of the owner and not the municipality. The municipality may provide aid but is not required to provide assistance on non-public portions of the municipal water system.

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town has several portable generators and mobile pumps which can be connected to any of these stations. When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

Winter Parking Bans

Essex has adopted an ordinance on winter parking bans, as follows:

Section 7.20.050 of the Town of Essex Municipal Ordinances states that:

- A. *“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the town of Essex and the village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and 7 a.m.”*
- B. *“The parking or leaving of any vehicle in violation of this section is hereby deemed a nuisance.”*

Towing of Vehicles:

Parking violations will result in the towing of vehicles. The Town’s towing requirements are defined in Chapter 7.24 of the Town Ordinances. Copies of these documents are contained in the Appendices for Section 2.

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." All permits must be granted by the Town Selectboard. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. 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 are fences placed within the municipal ROW, 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. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

Title 24, Section 2291, Enumeration of Powers provides "...For the purpose of promoting the public health, safety, welfare and convenience, a town, city or incorporated village shall have the following powers:

- ...to provide for the removal of snow and ice from sidewalks by the owner, occupant or person having charge of the abutting property.”

Title 23, Motor Vehicles, Section 1104(a)

.....” Stopping prohibited

- (a) Except when necessary to avoid conflict with other traffic or in compliance with law or the directions of an enforcement officer or official traffic control device, no person may:
 - (1) Stop, stand or park a vehicle:
 - (A) on the roadway side of any vehicle stopped or parked at the edge or curb of a street.
 - (B) on a sidewalk
 - (C) within an intersection
 - (D) on a crosswalk”

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 the Appendix. 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 adopted resolution in the Winter Plan, i.e., . . . “The Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers” . . .

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.

The Public Works Departments will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Information flyers covering these topics have been developed to notify customers of violations of these regulations and ordinances. Such notices are not legally enforceable documents but do provide the basis for police enforcement if such warnings are ignored. Copies are contained in Appendix 13.

APPENDIX 1

Pre-Winter Preparation, Orientation and Training

The Importance of Coordination

Update the operations plan yearly based on previous years' experience and let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings.

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 crew member 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. Identify which new roads not yet accepted will be plowed by the Town.

Effective Radio/TV Communication

1. Review the alert notification roster and radio calls with all employees.
2. Check all radio equipment and ensure that working spares are stockpiled at the garage.
3. Review the storm warning system with all affected employees.

Equipment - Operation and Maintenance

1. The Public Works /Highway Superintendent 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, superintendent, 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 ensure proper operation
check on the condition of moldboards, cutting edges

operation of snowplow hoists, towers, sanders and controls to include
calibration tests for sand or salt spreading and operational checks of the
computer-controlled material feed systems

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 Town mechanic 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 Public Works/Highway Superintendent will ensure that operators perform and document preventive maintenance daily 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

plow blade wear

safety equipment checks (see Appendix 8)

Materials

1. The Public Works/Highway Superintendent is responsible for ensuring that adequate supplies of sand, salt and other winter products are on hand prior to the start of winter.
2. The Public Works/Highway Superintendent is responsible for maintaining adequate supplies of gravel, pea-stone, salt, calcium chloride, liquid salt (brine) and other winter products throughout the winter.

Training

Training will be conducted annually and as needed based upon the experience of the workforce on some or all the following subjects in support of winter operations:

1. The winter snow plan
2. How salt, salt brine, calcium chloride 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
7. Winter safety considerations
8. Police/Public Works communications
9. Parking/towing ordinance
10. Public relations/complaint procedures / interaction with the public
11. Other subjects as appropriate
12. Accident procedures
13. Record keeping on material usage

APPENDIX 2

Continuing Operations During Non-Storm Periods

Soon after a storm event or during periods of lessened storm activity, a few 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, snowplows - including wings, shoes, bearings, spinners and chloride feed systems.

Written documentation is needed daily by each equipment operator during the winter on the hours plowed, the amount and type of materials used 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 snowbank 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 freeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snowplows. 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 or solid calcium chloride application may be needed to free them of ice and snow.

Following a storm, generally within 48 hours, an investigation will be made into all complaints received during the storm. The investigation will be completed by the Director, Superintendent, Foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

During non-storm periods, municipal sidewalk plowing will not be extended to areas not covered under the Winter Operations Plan sidewalk plan. Plowing sidewalks during the winter season that have not previously been plowed can result in damage to equipment, infrastructure and property that is hidden under the snow cover.

Hauling of Snow:

The Winter Operating Plan does not include hauling snow in the Town. The Town plowing equipment is configured to haul and spread winter products – sand, salt, and other materials. It is not configured to haul snow with major, time consuming and labor-intensive changes to the equipment. In addition, the Town has no location established and permitted for ecologically safe dumping of snow.

However, at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and contract dump trucks to haul limited quantities of snow from a specific site. The principal 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 Public Works Director or Superintendent.

APPENDIX 3

Post-Winter Follow-Up

Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside affected groups, including fire, rescue, police, schools, industry, the public and elected officials to obtain input for improvement in the coming season.

Give all equipment a thorough maintenance check after the last snowstorm of the winter.

1. Sandblast and paint all plows, blades, and spreader assemblies as appropriate.
2. Order new plow blades and other equipment as necessary.
- 3.. Oil and grease all moving parts before storing equipment.

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as but not limited to ice patches, frost heaves, and poor ditching.

Identify new equipment needs for improving operations.

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and become aware of changing equipment and technology.

Develop and maintain a list of the significant complaints and/or plow route or technique changes that occurred during the past winter. Use these notes to develop changes to plow routes or special situations for incorporation into the Winter Operations Plan for the next year.

APPENDIX 4

Material Application Guidelines

Application rates and use of various materials will need to be adjusted not only for different storm events but also during each event. Storms seldom do what they are predicted to do. During a snow or ice event, traffic volumes and patterns will vary. All these variables are the reason that all application tables relating to snow and ice control refer to themselves as guidelines. Important things to remember including:

Techniques:

Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, salt brine, calcium chloride, other deicing products or mixes and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.

Take advantage of nature when deicing. Let the wind help spread salt or sand over the road. On elevated curves, let gravity work by spreading on the high part of the curve.

Sand does not melt anything. It can aid in traction and that is it. It may be used in a mix with salt or other de-icing products during a freezing rain event or when temperatures are so low as to render deicing agents useless.

Always plow before applying any kind of chemical. If the blade can scrape anything off the pavement, it should be done. Higher traffic volumes will aid in the melting of snow and ice. In general application rates can be lower on these roads.

To know when to reapply deicers on the road, watch the tires of cars travelling along the road. If snow falls directly behind the tires, it is time to reapply salt. If snow fans out under the tires, the deicer is still working. When snow begins to accumulate, it generally plows off and stops the application of deicer.

Higher traffic speeds will sweep straight salt off the road leaving less deicing product on the road, which reduces its ability to address the precipitation.

Remove snow, if necessary, from intersections, sharp corners, and bends to improve visibility.

It is not cost effective to use dry salt when pavement temperatures are below 15 degrees F.

Give salt and treated salt time to work. Generally, apply salt or brine early to create a brine at the snow/road interface and salt late for clearing.

Increase salt application during the night and on sunless days when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a sunny day are often sufficiently high that salt is not needed other than on bridges or heavily tree canopied roadways.

Adjust the spinner speed to the lowest possible for the conditions.

The goal should be to never melt everything. It should be to break the bond to the pavement made by the snow and ice.

Sometimes, it is best to do nothing or postpone plowing until there is a build-up on the road.

The table on the following page is taken from the American Public Works Association document entitled Municipal Snow and Ice control by Matt Wittum, latest version dated August 2014.

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs. / one -lane mile			
			Salt Pre-wetted/ Pretreated with Salt Brine	Salt Pre-wetted/ Pretreated with Other Blends	Dry Salt *	Winter Sand (abrasives)
	Snow	Plow treat intersections only	80	70	100*	Not Recommended
>30° ↑	Frz. Rain	Apply Chemical	80	70	100*	Not Recommended
	Snow	Plow & apply chemical	80	70	100*	Not Recommended
30° ↓	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↑	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↓	Frz. Rain	Apply Chemical	160	140	200*	400
20-25° ↑	Snow or frz. Rain	Plow & apply chemical	160	140	200*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
20-25° ↓	Frz. Rain	Apply Chemical	240	210	300*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
15-20° ↑	Frz. Rain	Apply Chemical	240	210	300*	400
15-20° ↓	Snow or frz. Rain	Plow & apply chemical	240	210	300*	500 for frz.rain
0-15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300	Not Recommended	500 spot treat as needed
< 0°	Snow	Plow treat with blends, sand hazardous areas	Not Recommended	400**	Not Recommended	500 spot treat as needed
* Dry salt is not recommended It is likely to blow off the road before it melts ice.						
** A blend of 6-8 gal/ton MgCL ² or Ca Cl ² added o NaCl can melt ice as low as -10°						

Deicing Application Rate Guideline 12' of pavement (one lane)

Section 1

APPENDIX 5

List of Radio Call Numbers

Not Available in Public Version

APPENDIX 6

Contacts for Winter Storm Emergencies

Not available in Public Version

APPENDIX 7

List of Contractors for Assistance

<u>NAME</u>	<u>TELEPHONE #</u>
Don Weston Excavating, Inc 349 Commerce Street Williston, VT 05495	860-1566
Engineers Construction, Inc. 98 Engineers Drive Williston, VT 05495	863-6389
John Leo & Sons P.O. Box 8265 Essex, VT 05451	878-4982
Ormond Bushey & Sons, Inc. 2 Bushey Lane Essex Jct., VT	872-8110
S and D Landscapes 66 Logwood Circle Essex, VT 05452	879-8970

Winter Safety Practices**Personal Safety**

The potential for personal injury increases significantly during winter operations because 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 must 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, non-insulated 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 your 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, 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.

Recognize Symptoms of Common Injuries/Life Threatening Conditions

1. Exposure to cold and wind chill factors

Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15-mph wind is equivalent to -24°F 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 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 affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include when 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 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

Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.

Symptoms included are 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 ensure 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 Public Works/Highway Superintendent 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 Public Works/Highway Superintendent also needs to pre-qualify drivers to ensure that they have the capability and skill to operate assigned equipment.

On Town vehicles, the mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment.

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 on 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.

APPENDIX 9

Section 1

**Adjacent Towns' Contact Lists
Not available in Public Version**

Section 1

APPENDIX 10 Winter Notes to Police

1. Is the problem Town-wide, restricted to one area of Town or at a specific location?
The problem's location needs to be defined as accurately as possible.
2. What is the specific nature of the problem?

Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe is the condition and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or over?

Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.
3. What is being done by the Police Department pending arrival of Public Works employees?

Will the Officer remain on site?
Will barricades be put up?
Will roads be closed?
Will Fire/Rescue be contacted?
Will the media be contacted?
4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

APPENDIX 11

Warning Notes/Fliers

- 1. PARKING BAN**
- 2. CHILDREN WARNING**
- 3. SNOW ON WALKS**
- 4. HIT MAILBOX**
- 5. MAILBOX INSTALLATION/CORRECTION**

**Town of Essex
Department of Public Works
Police Department**

Town Public Works 878-1344
Police Dept. 878-8331

“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the Town of Essex during the period of December 1st through April 1st of the next year between the hours of midnight and seven a.m. (Section 7.20.040A of the Town Ordinance)”

The ban applies whether or not it snows.

Vehicles found in violation of the Town Towing Ordinance shall be towed and subject to a fine.

The owner of vehicles parked within the Town right-of-way may also be liable for damages.

**Town of Essex
Department of Public Works
Police Department**

Town Public Works 878-1344
Police Dept. 878-8331

A WARNING

Do not allow your children to play on or build fort or tunnels in roadside snowbanks. Snowplows cannot change their speed or direction quickly enough to prevent injury or death to children playing in the snowbanks.

**Town of Essex
Department of Public Works
Police Department**

Town Public Works 878-1344
Police Dept. 878-8331

REMINDER:

According to Title 19, Section 1111B of the Vt Statutes, “It shall be unlawful to develop, construct, regrade, 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.”

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . . “A person other than a municipality 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 plus . . .”

PLEASE CONSIDER THIS A WARNING.

**Town of Essex
Department of Public Works**

Town Public Works 878-1344
Police Dept. 878-8331

The Public Works Dept. has determined that the damage to your mailbox was done by a Town plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.

In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.

The Selectboard has established an upper limit for mailbox reimbursement of \$75.

Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.

To report a damaged mailbox, please call the Town Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:00 p.m.

**Town of Essex
Department of Public Works
Town Public Works 878-1344**

MAILBOX CORRECTION NEEDED

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened**
- Too close to road, move back**
- Too low, raise to appropriate height**
- Secure fastener(s) / Connection loose**
- Other**

American Association of State Highway and Transportation Officials (AASHTO) “A Guide for Erecting Mailboxes on Highways”

- **Height - - 42” to 48” from road surface**
- **Setback - -
with curb - - 6” to 12” from face of curb
uncurbed - - a minimum 12” from the
edge of pavement**

APPENDIX 12

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 action 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

SECTION 2
WINTER OPERATIONS

SECTION 2
WINTER OPERATIONS

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Appendices

- Appendix A Organizational Chart of the Town Public Works Department
- Appendix B ~~Town Vehicle/Route Assignments~~ (Not available in Public Version)
- Appendix C Town Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Town)
- Appendix E ~~Town Notification List~~ (Not available Public Version)
- Appendix F Town Winter Materials Usage Report
- Appendix G Town Towing Ordinance

SECTION 2

WINTER OPERATIONS

General

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over 76.92 miles of accepted Town roadways, 23.16 miles of which are gravel and 53.76 miles paved, as well as over 58 miles of waterline, over 53 miles of walks and paved paths, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has direct responsibility for managing seven functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, Water/Sewer, and Buildings acting under the policy direction of the Town Manager and authority of the Selectboard. The day-to-day operations of Vehicle Maintenance and Highway are supervised and coordinated by the Highway Superintendent. The Highway Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Administrative Assistant. Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

Pager Responsibility

During the winter of 2025-2026, the non-working-hours pager responsibility will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the Highway Superintendent or Public Works Director arrives and takes over responsibility. A list of people carrying the pager and dates will be published.

If contact cannot be made with the Highway Pager, the Highway Superintendent should be paged followed by use of the Notification list identified in Section 2, Appendix E.

Winter Storm Operations

Determination of Town Operations

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road 14 cy dump trucks do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

Materials

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately 750-1000 tons of salt are maintained on-site in covered salt sheds. Usage increased last winter due entirely to winter weather conditions. In recent preceding years salt usage has generally been lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Other potential sources are:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy

Apalachee LLC
1423 Highland Ave
Rochester, NY 14620

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thawing point.

4. Salt brine may be utilized under certain conditions. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product used in prior years was Ice-be-Gone (Magic Salt). It will be sprayed onto a portion of about 150 tons of salt that is stored and will be used at temperatures around 15 degrees or lower.

Snow Plowing and Sanding/Salting Operations

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (14 cy capacity each) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes more than four to five hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severe conditions and/or accidents. The highest priority roads for each designated route are:

S. Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road
Susie Wilson Road Bypass
Kellogg Road
Pinecrest Drive

Susie Wilson Support Route (Truck 123 – 3 cy)

Old Colchester Road
Gentes Road
Gardenside Lane
Billie Butler Drive/Carmichael Street

NW Gravel Roads (Truck 108 – 14 cy)

Brigham Hill Road
Lost Nation, Lamore, Discovery Roads
Chapin Road
Indian Brook Road

Central Route A (Truck 103 – 7 cy)

Essex Way
Towers Road
Old Stage Road
Clover Drive
Sydney Drive
Hagan Drive

Central Route B (Truck 104 – 3 cy)

Weed Road
Tanglewood Drive
Lamell area
Deer Crossing
Other roads within the plow route without sidewalks
or school bus coverage

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area
Foster Road
Maplelawn Drive
Margaret Street
Other roads within the plow route without sidewalks
or school bus coverage

NE Gravel/Paved Route (Truck 106 - 14cy)

Osgood Hill Road

Bixby Hill Road

Sleepy Hollow/Old Pump Roads

Weed Road (Assist 112 when needed)

SE Paved Route (Truck 107)

Lower Sandhill Road

Valleyview Drive/Pinewood Drive loop

North Williston Road

Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collectors, minor or dead-end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points/streets without school busing coverage.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.). Public Works may use outside contractors to help with maintenance of cul-de-sacs as needed during major storm events.

5. Within neighborhoods without school busing coverage or sidewalks, the Department will attempt to plow the neighborhood streets with at least one-pass of the road plow prior to 7 A.M. and will attempt to open these roads prior to school dismissal.

6. Sidewalk plowing

a. Sidewalk plowing is limited in the Town due to a combination of available equipment, manpower and the nature of the infrastructure. Many of the sidewalks are older and at a width of 4 feet or less, with adjacent obstructions such as power poles, utility boxes, fences, rock walls and the like. Sidewalk plowing units are 4 feet in width and cannot fit on these walks due to width conflicts. In a full storm situation, every truck is staffed by a single employee, leaving possibly one full-time and/or temporary employee available for sidewalk plowing. This staffing assumes that no employees are out of work due to illness or other reasons. There is limited back-up through use re-assigned water-sewer employees.

b. Sidewalk plowing in designated areas will generally begin with the onset of a storm and end when the designated sidewalks are plowed. During some storm events, lack of equipment or manpower may prevent sidewalks from being plowed until after the end of the storm. When this occurs, sidewalk plowing is targeted for completion within 24 hours of the end of a major storm event.

c. Sidewalk plowing will generally not occur if the snow cover is 2 inches in depth or less. The Town does not have a “bare” sidewalk policy.

d. The Town has more than 53 miles of sidewalks and paved paths. Prior to this winter, sidewalk plowing was done on 17 miles of walkways, just under 1/3 of them. The rationale used was based on the following statement taken from previous year’s winter operation plans.

“Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least “one side of the street” coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalk to a central point within the major developments on the main entrance road to the development.”

e. For the winter of 2025-2026, the changes made to the sidewalk plowing plan remain in place as necessitated by the Essex-Westford School District’s decision to both require students within a set distance from the schools to walk and to reduce the number of bus pickup points. The Town budget has not increased sufficiently to enable large-scale expansion of the sidewalk plowing from the coverage provided in the winter of 2024-2025.

Priority of Coverage:

1) The first priority is unchanged from previous years, and it is articulated in paragraph 6 a through 6d. The list of coverage is unchanged from previous years, and the routes are listed under 6g. Pedestrian usage of the sidewalks is not exclusive to students; usage by the elderly and others must be considered as well.

2) The second priority are those walks within the radius defined by the school for 'walk to school zones. This affects the following streets that have sidewalks that were added in the winter of 2018-2019. Blackberry, Steeplebush, Cedar St. to the intersection with Cedar Court, Bluestem, Clover to the intersection with Bluestem, Maplelawn, Lasalle, Margaret from Lasalle to Sand Hill Road, Butternut Court to Sage, Sage to Hickory and Hickory.

3) The added sidewalk plowing will only occur on one side of the street.

4) The Town will make every attempt to clear the priority one and two walks before students must be at school. However, this effort will require the use of two sidewalk plows, and the two sidewalk plows will take from 6 to 7 hours working together to meet this objective. **If this objective cannot be met during the winter during specific storm events, residents need to plan to provide alternate transportation for students.**

g. The areas of sidewalk for priority one plowing include the following:

- (1) The bike path from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (2) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rte 128 to Sandhill Road (new walkway section in Essex Center)
- (3) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (4) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (5) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (6) Essex Way from Rt. 15 to the end of Stannard Drive
- (7) Bixby Hill Road from Rt. 128 to Iris Street
- (8) Foster Road & Founders Rd. bike path
- (9) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)

- (10) The Craftsbury Court to Rt. 15 interconnecting trail
- (11) From the interconnecting trail at Craftsbury Ct.
west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the Rt. 15 intersection.
- (12) Kellogg Road to the Colchester Town line (both sides)
- (13) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (14) Blair Road
- (15) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rt.15 (new)
- (16) Gauthier Drive and New England Drive (one side)
- (17) Path adjacent to Old Colchester Rd from Rt. 2A to the Village boundary
- (18) Carmichael Street (both sides) to the end of the accepted roads and along the paved connecting path on the unaccepted portion of future Carmichael Street.
- (19) The path on Marion and Irene Avenues (one side)
- (20) The path on Rt. 128 from Irene Avenue to Thomas Lane
- (21) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Rt. 15.
- (22) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (23) The temporary gravel path from Rt. 15 (Butlers Corners) to the Town Center parking lot.
- (24) Pioneer Drive from Pinecrest Drive to Blair Road
- (25) Saybrook Road from Rt. 15 to the 1st driveway intersection on the west side.
- (26) The multiuse pedestrian path on the south side of Rt.15 from Saybrook Road to Sunset Road
- (27) The paved, multi-use path along Rt. 15 from Essex Way west to the end of the paved section in the Town greenspace
- (28) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (29) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (30) Rt. 15 from Sunset Drive to the Shopping Center ped crossing
- (31) Commonwealth Ave (east side) from Rt. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.
- (32) A new pedestrian crossing on Sand Hill Road near Founders Road will be kept open.
- (33) North side of Freeman Woods to and around cul-de-sac.

- (34) The new sidewalk completed on Pinecrest Drive between Suffolk Lane and VT2A.
- (35) The new shared-use path between Susie Wilson Road and the west gate of Fort Ethan Allen, a project completed by VTRANS, will be plowed by the Town per agreement with the State. The remaining portion of this path will be done by the Town of Colchester.
- (36) Per contract with S and D Landscaping, their contract will be expanded to include sidewalk coverage on Essex Way on the east side of the street from Freeman Woods to the far intersection with Stannard Drive, the outside sidewalk from that point to the end of Essex Way, Sydney Drive (outside walk), Hagan Drive (outside walk) and Lang Drive from Hagan Drive to Essex Way (outside walk), the 8' wide path between the Woodlands Development to Pinewood Manor, the entire length of the pedestrian path on Stonebrook Circle from the intersection of Windridge Road, and the entire length of Evergreen Drive. Other sidewalks in the Woodlands area may be plowed by S and D landscaping under private contract with the Associations.
- (37) The sidewalk plowing on Sage Circle will occur on the south side of the road and not the north side as was done in prior years.
- (38) The sidewalk on Craftsbury Court north to the intersection with Cabot Drive and from Cabot Drive to Old Stage Road
- (39) The sidewalk on the eastside of Weathersfield Bow to the intersection of Fox Run Road and the northside of Fox Run Road

Special Practices for 2025-2026.

1. The winter of 2024-2025 saw more snow events than in the past few years. The storms did not yield significant quantities of snow accumulation, but the duration of the events was longer. A long, steady snowstorm can use a significant amount of deicing materials and operator overtime. In addition to the highway crew being down plow operators last year, the availability of salt from suppliers was an issue towards the end of the season.
2. A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the last year.

	2023-2024 FY24 (actual)	2023-2024 FY24 (budget)	2024-2025 FY25 (actual)	2024-2025 FY25 (budget)
Overtime (hours)	2,296	4,150	3304	4,150
Sand (tons)	3,765	6,600	5,922	6,600
Salt (ton)	1,192	1,600	1,710	1,800

3. The procedures followed in the winter of 2024-2025 to reduce overtime, sand and salt use will again be used in the winter of 2025-2026.

4. Salt use will be applied at reduced application levels on flat roads and dead-end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or Salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes. There was a substantial increase in salt prices this year, rising from \$88 to \$99.50 per ton.

5. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-ups of snow and ice will be allowed to accumulate. Typical streets are Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.

6. The areas of sidewalk clearing are unchanged from last year

7. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum or no staffing.

8. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

9. On paved roads, salt brine may be used in combination with salt in the 25 to 34 (+ or -) degree range; salt with liquid calcium and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated, and all drivers will be required to report on their salt usage following each storm to the Superintendent.

10. The Town used contract plowing services last year to plow certain sidewalks and angled parking in the Town Center area (Carmichael Street), beyond the operational capability of the Town. A contract has been signed for this specific service for 2025-2026. Contractor plowing will be used for all of Carmichael Street and Commonwealth Avenue. In addition to this work, the Town may use contracted plowing services to aid in the snow removal operations at cul-de-sacs and dead-end roads as needed.

It is important to note that the plan which has been presented, and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are night-time plowing, commuter traffic, parked cars, equipment breakdown, assistance to the Fire or Police Departments, assistance to school buses, time length since the start of the storm, availability of materials, budget funds.

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked, and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

12. Town crews have had significant problems trying to clear roads when garbage or recycling bins are placed in the travelled way of the street or left there by homeowners after the material has been picked up by the vendors. It is the homeowner's responsibility to keep these bins out of the travelled way to not interfere with plowing operations. The Town accepts no responsibility for striking or damaging the misplaced containers.

13. Special Safety Considerations for 2025-2026

- a) With a potential increased concentration and with the age range of students at school bus stops, all busing students need to be cognizant of Town snowplows and the inability of drivers to quickly stop a plow truck weighing more than 25 tons. At 30 mph, a truck will travel 103 feet before the driver can react and apply brakes and at least another 73 feet to stop on dry pavement. Students need to stay out of the roadway when plow trucks are approaching and refrain from playing in or around the snowbanks. School bus stops are not playgrounds.

It is important that everyone walking on or near the Town roads during the winter have some form of bright or reflective clothing so drivers of all vehicles can see them and take action to avoid those walking. This is especially an area of concern due to the shortened length of sunlit days and during periods of reduced visibility as in heavy snowfalls.

Snow Removal on State Highways in the Town of Essex

Within the Town of Essex, there are over 22 miles of State highways, including:

- Rt. 15 (Center Road, Jericho Road & College Parkway)
- Rt. 117 (River Road)
- Rt. 128 (Browns River Road)
- Rt. 2A (Colchester Road)
- Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dan Shepard, or Ernie Patnoe.

Use of Sand / Salt from the Town Highway Garage

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open, and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails of sand from a stockpile outside the gate to the highway garage.

Mailbox Policy and Encroachment in the Public Right of Way

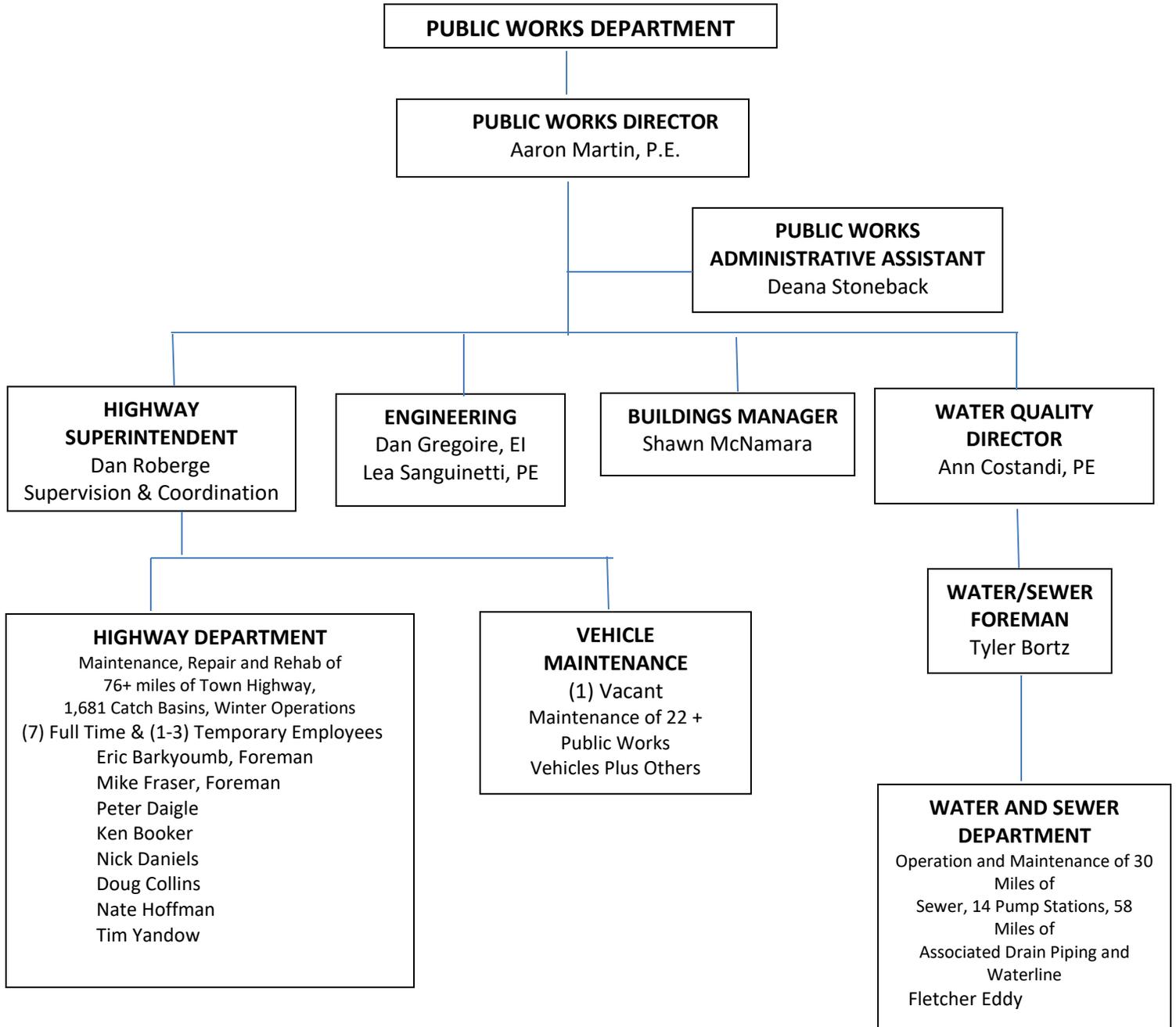
Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. 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 are fences, flowerpots, basketball hoops, etc., (placed within the Town ROW).
2. 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 the specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$75 per mailbox per event) 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 whose 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 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$75 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
 - 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.
3. The Town will restore or replace objects located on private property damaged because of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme Court Ruling in 2010.
4. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.

**SECTION 2, APPENDIX A
2025-2026**

**ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS
DEPARTMENT**



**SECTION 2, APPENDIX B
2025-2026**

VEHICLE AND ROUTE ASSIGNMENTS

Not available in Public Version

SECTION 2, APPENDIX C
2025-2026
TOWN EQUIPMENT FOR SNOW OPERATIONS

- 2020 Int'l 12 cy dual axle D/T with 1-way, 11' snowplow and 10' wing with under carriage discharge (#106) - gravel roads
- 2019 Int'l 7 cy D/T with one-way, 11' snowplow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2020 Int'l 7cy D/T with one-way, 11' snowplow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- 2021 Int'l 7 cy D/T with one-way, 11' snowplow & 10' wing with liquid brine tank (paved roads) (#103)
- 2017 Int'l 12 cy D/T with one-way, 11' snowplow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2022 Ford F600, 3 cy D/T with angle 9' snowplow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle 9' 8" snowplow and 9' wing plow (#104 – partial time)
- 2016 Int'l 3 cy D/T with angle 9' 8" plow and 9" wing plow (#112 – partial time)

PRIMARY ROUTES

CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS

- 2015 Int'l 3 cy D/T, 9' 8" all angle plow, with 9' wing (#104) primary route.
- 2022 Ford F600 3 cy D/T, 9' plow with 9' wing (#123) primary route (partial time)
- 2016 Int'l 3 cy D/T, 9' 8" all angle plow with 9' wing (#112) primary route.
- 2017 Chevrolet 4x4 Crew Cab all-angle, 9' hydraulic snowplow (#102) (as needed to fill in)
- 2024 Chevrolet 3500 1-ton pickup with plow and tailgate sander (#25)

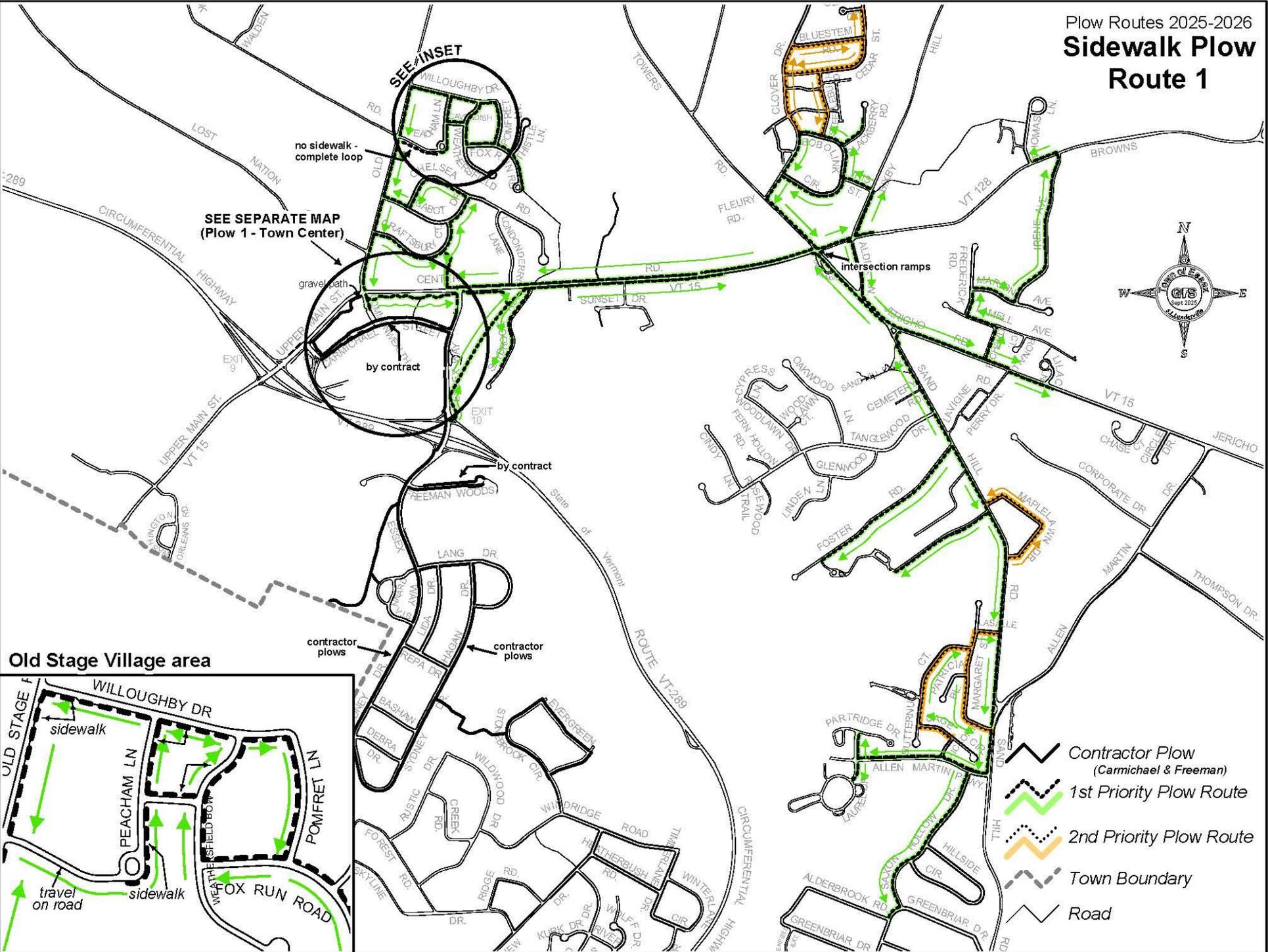
SUPPORT EQUIPMENT

- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2021 Trackless M7 Sidewalk Plow (#201)
- 2021 John Deere grader (emergency plowing use only or for gravel roads) (#216)
- 2023 John Deere 544 Bucket Loader (#219)
- 2018 Trackless M7 Sidewalk Plow (#200)
- 2020 Kubota skid steer

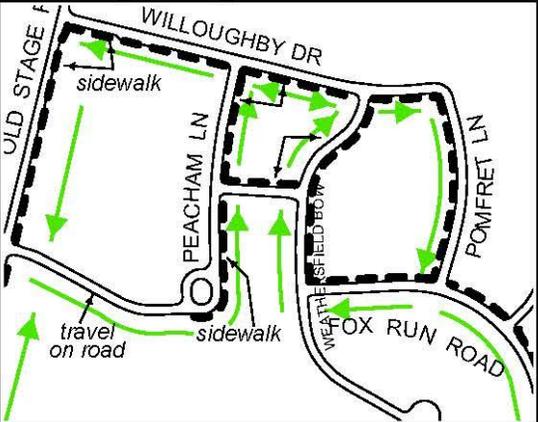
SECTION 2, APPENDIX D
2025-2026

MAPS OF HIGHWAY ROUTES (TOWN)

Plow Routes 2025-2026
Sidewalk Plow
Route 1



Old Stage Village area

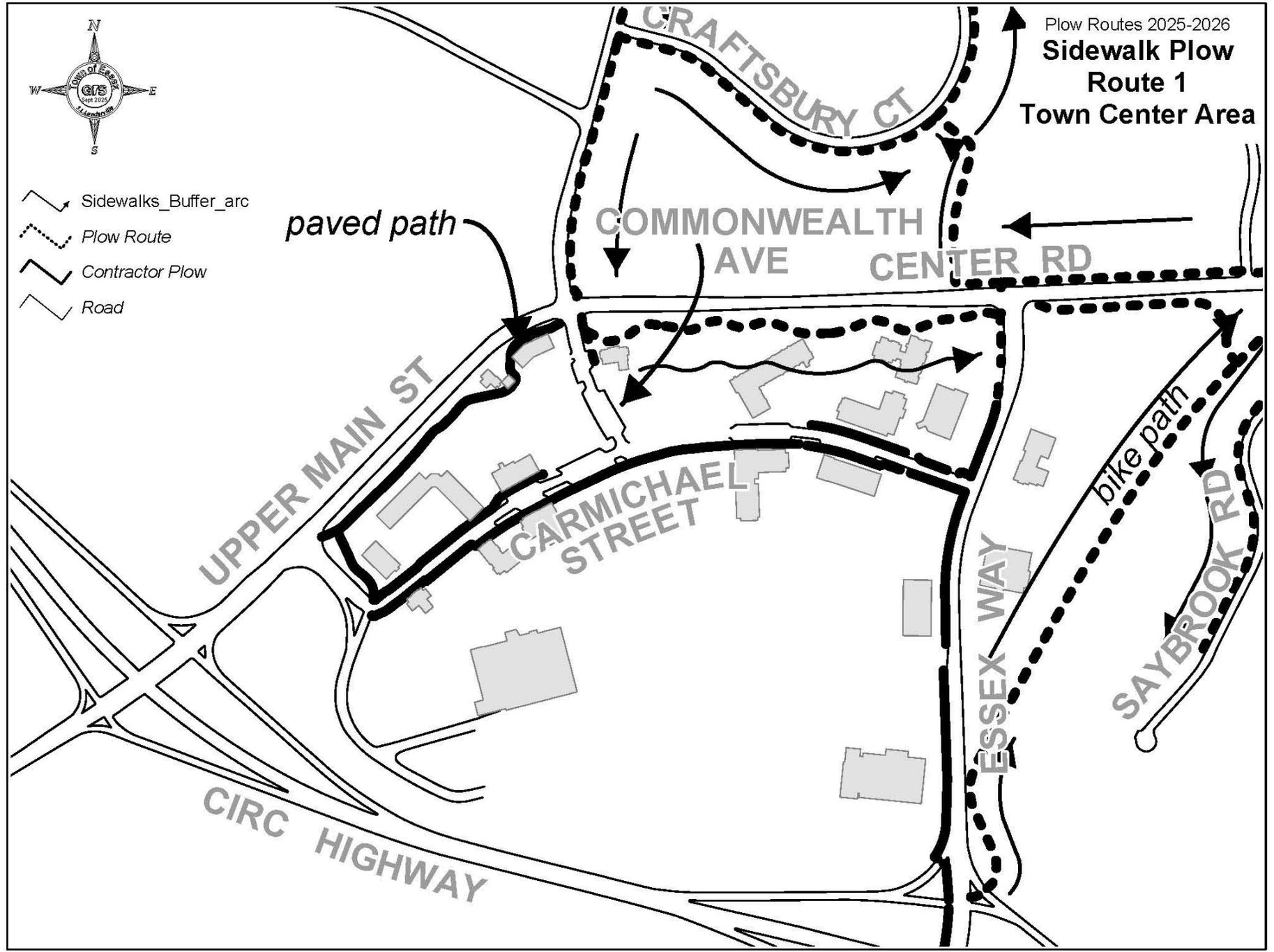


-  Contractor Plow
(Carmichael & Freeman)
-  1st Priority Plow Route
-  2nd Priority Plow Route
-  Town Boundary
-  Road

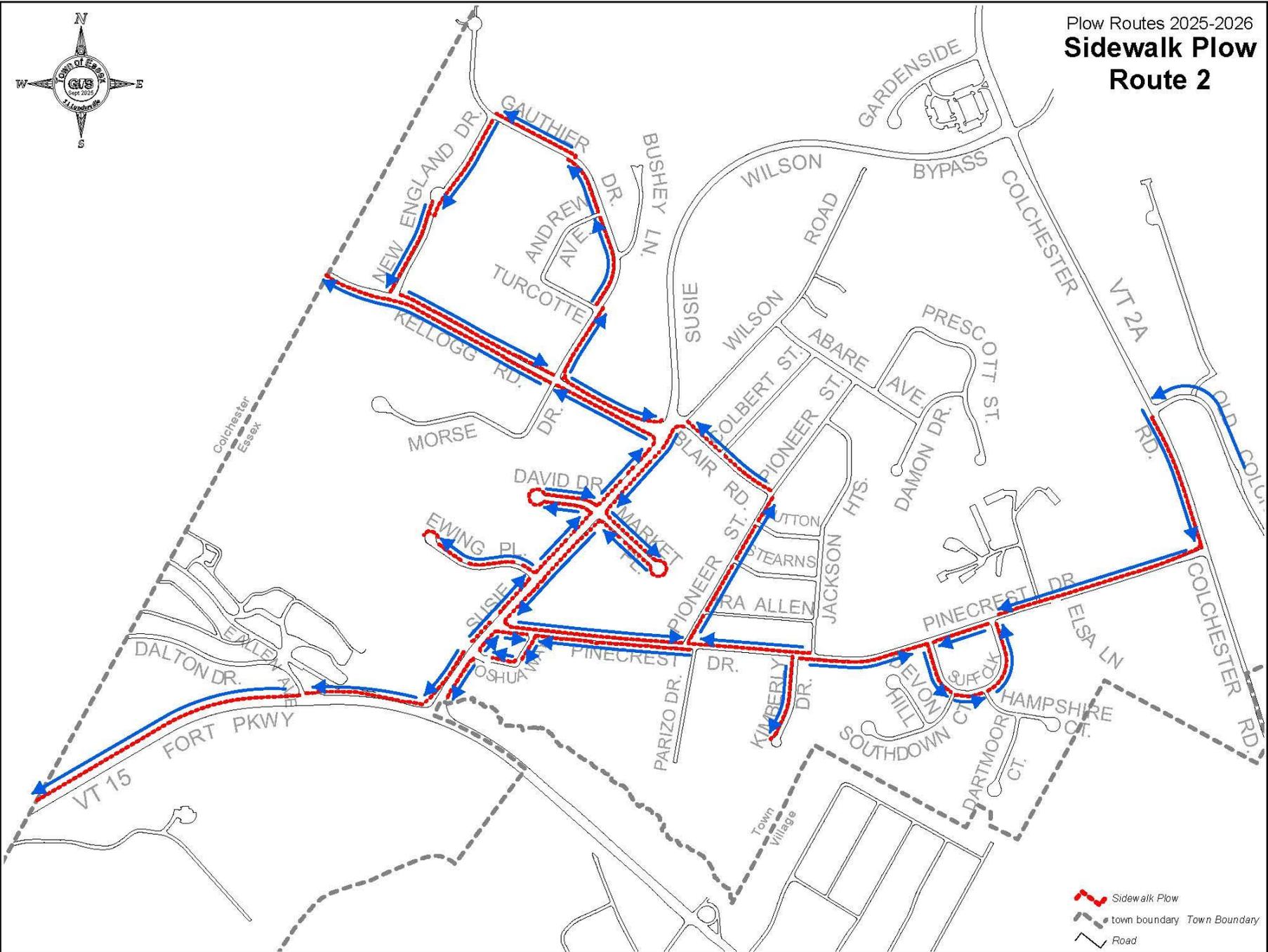


- Sidewalks_Buffer_arc
- Plow Route
- Contractor Plow
- Road

Plow Routes 2025-2026
Sidewalk Plow
Route 1
Town Center Area

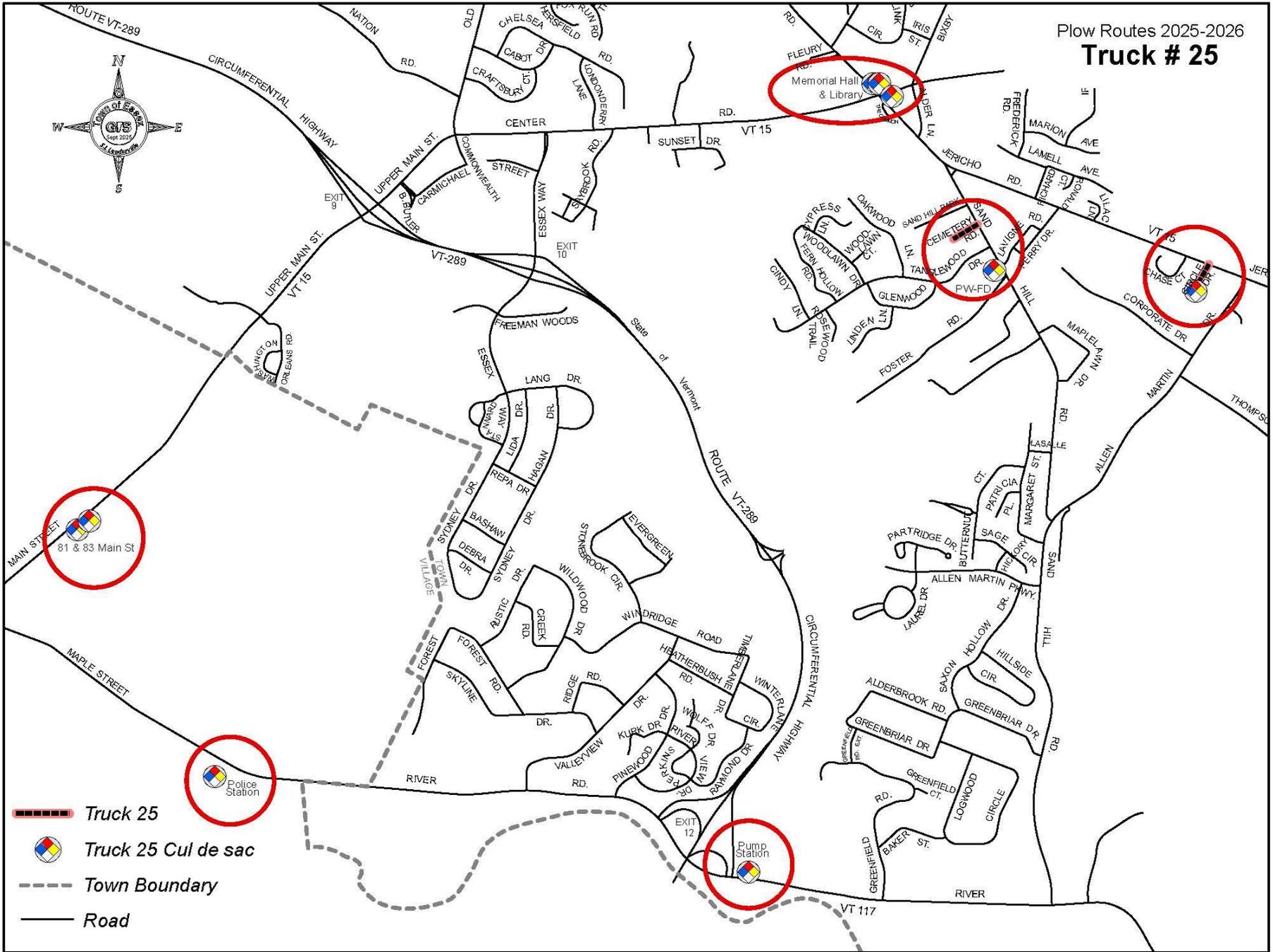


Plow Routes 2025-2026
Sidewalk Plow
Route 2



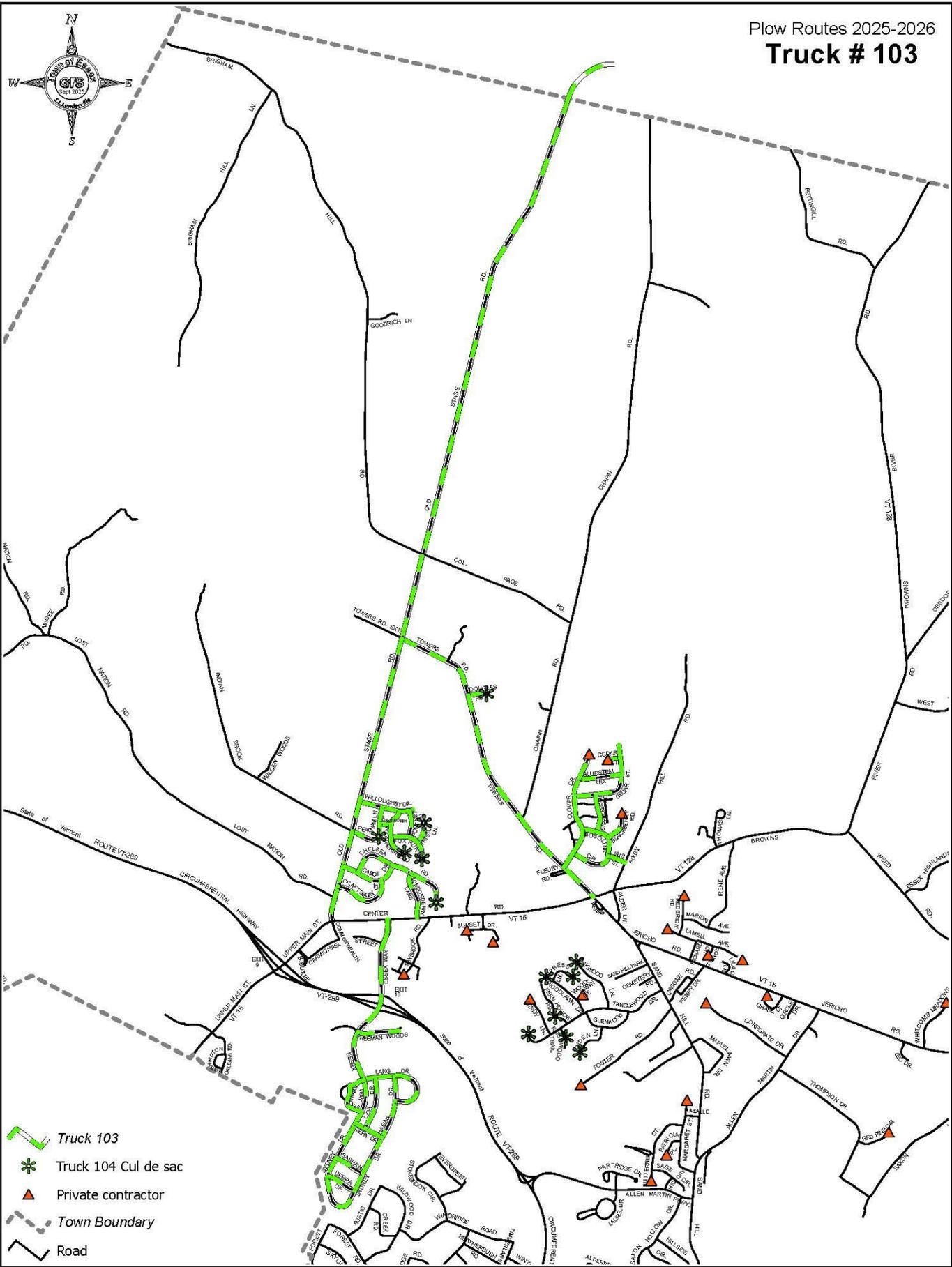
- Sidewalk Plow
- town boundary Town Boundary
- Road

Plow Routes 2025-2026
Truck # 25



-  Truck 25
-  Truck 25 Cul de sac
-  Town Boundary
-  Road

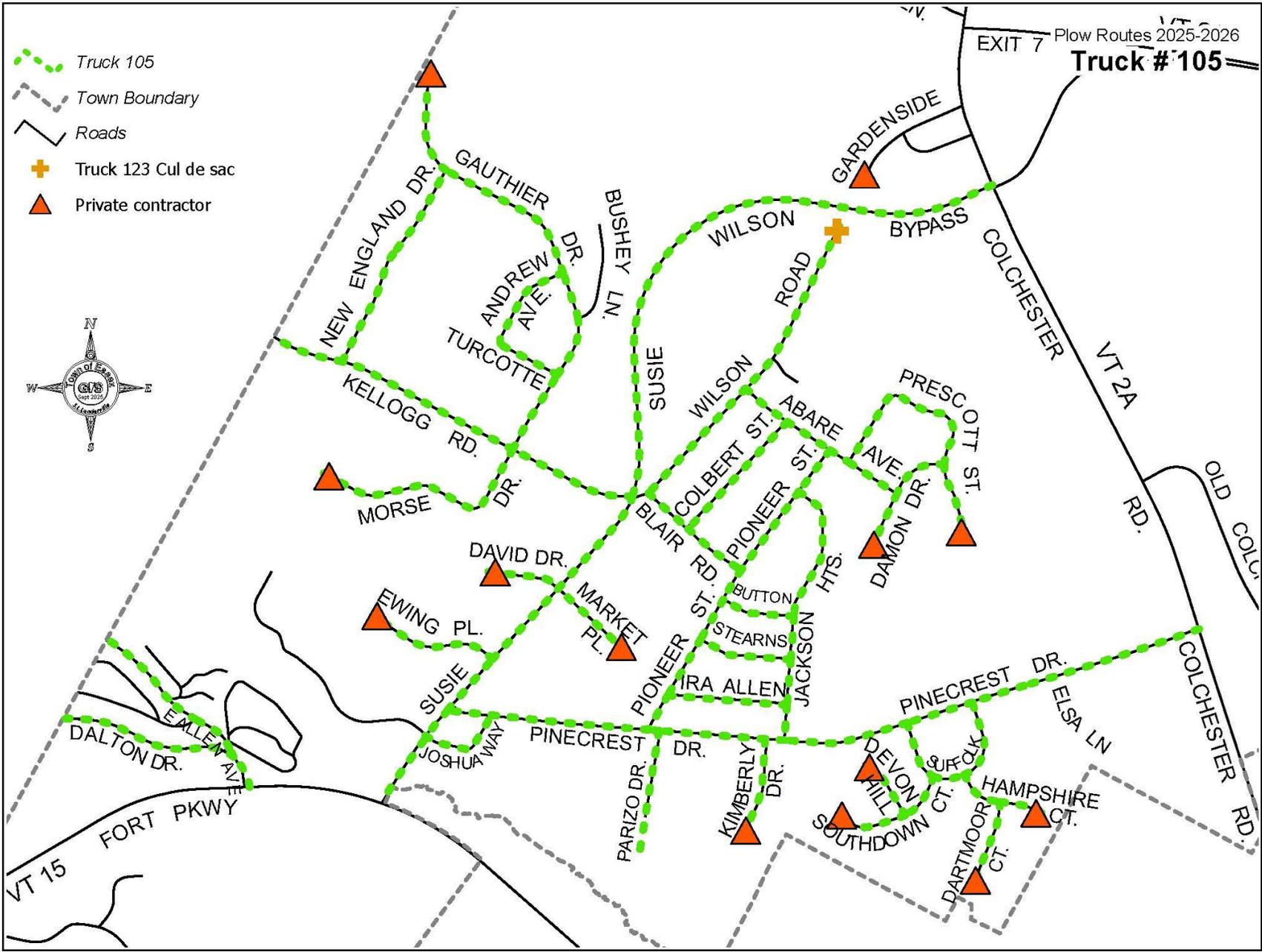
Plow Routes 2025-2026
Truck # 103



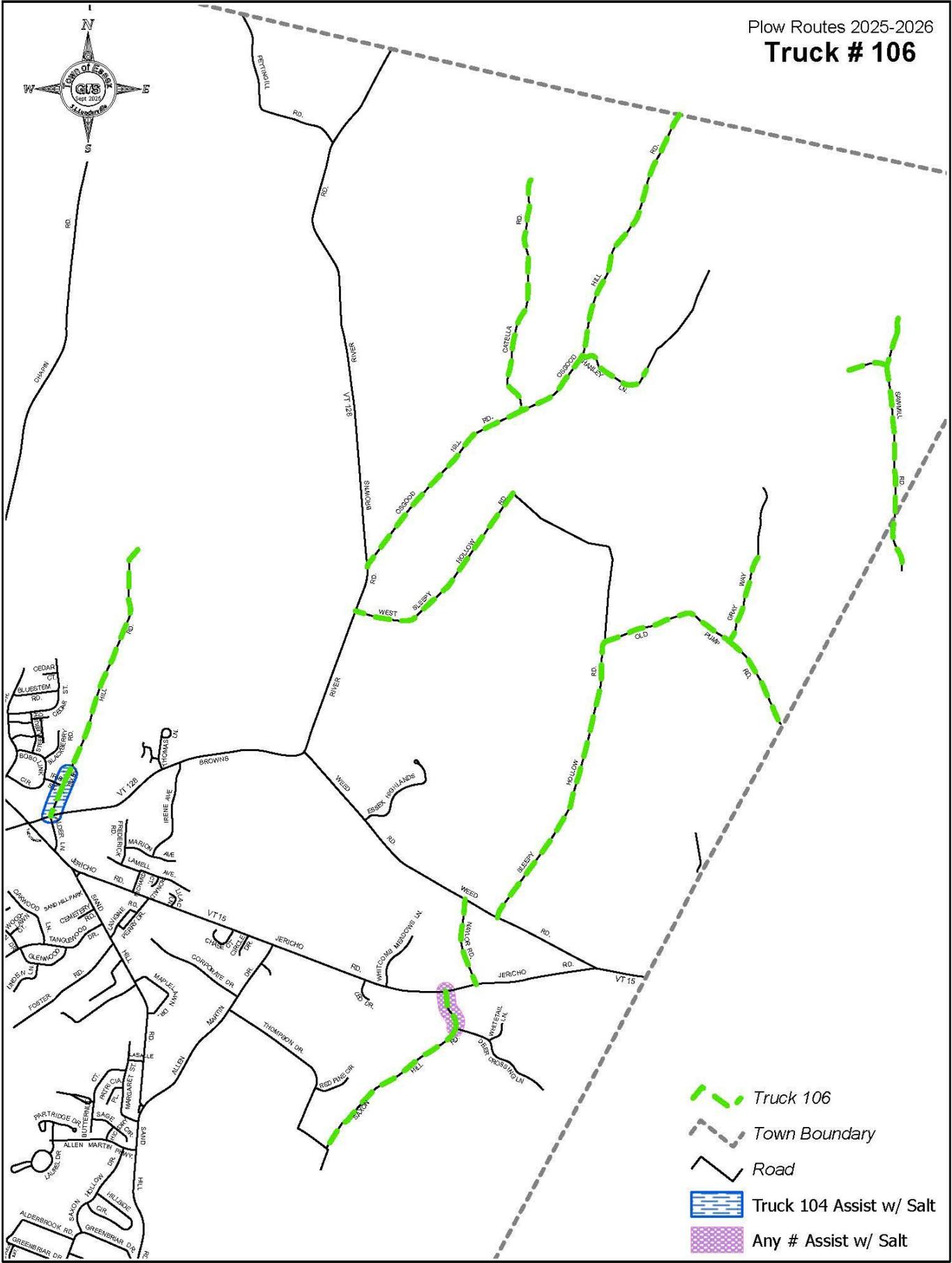
- Truck 103
- Truck 104 Cul de sac
- Private contractor
- Town Boundary
- Road

Truck #105

-  Truck 105
-  Town Boundary
-  Roads
-  Truck 123 Cul de sac
-  Private contractor

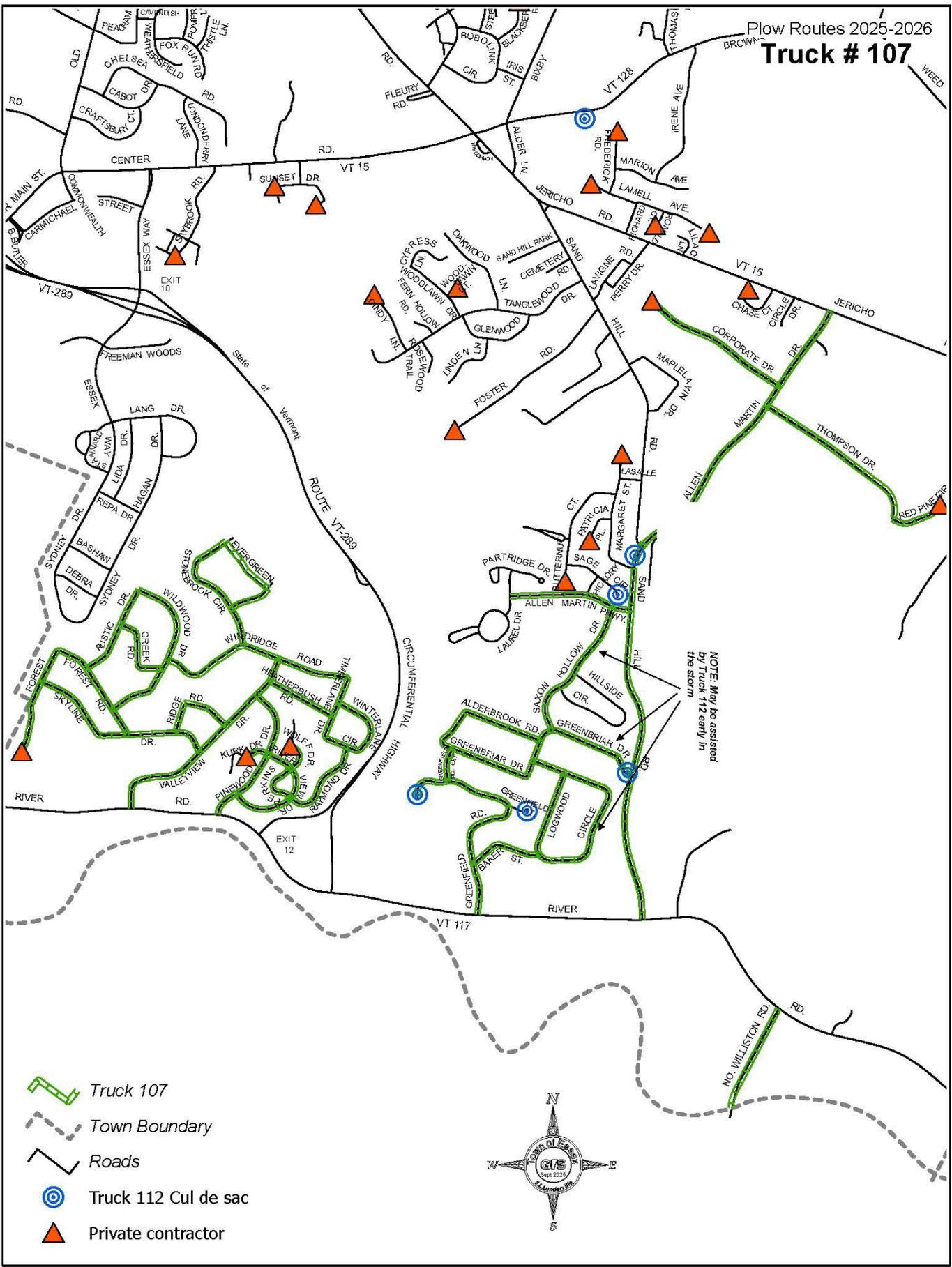


Plow Routes 2025-2026
Truck # 106



- Truck 106
- Town Boundary
- Road
- Truck 104 Assist w/ Salt
- Any # Assist w/ Salt

Plow Routes 2025-2026
Truck # 107

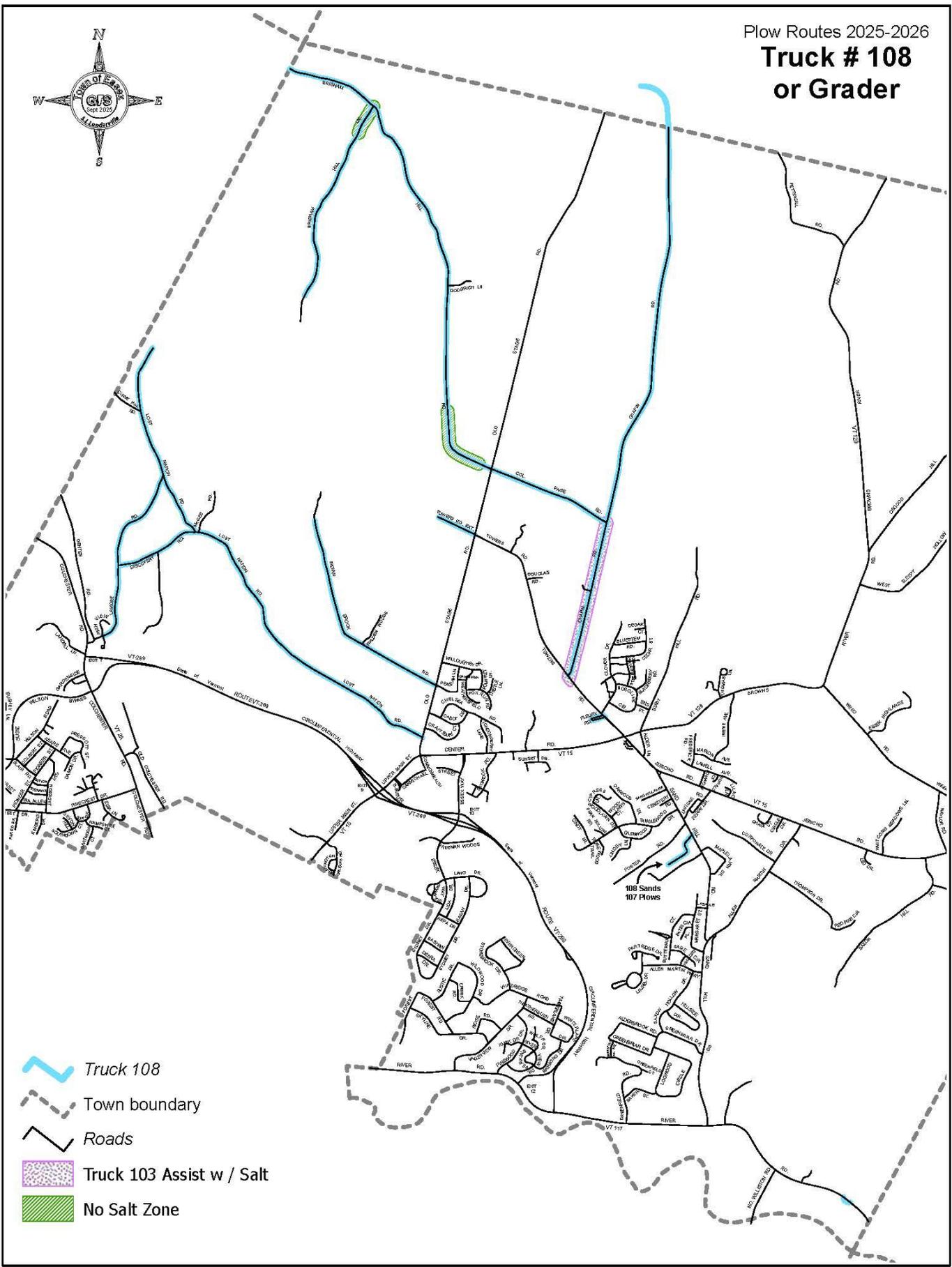


NOTE: May be assisted by Truck 112 early in the storm

-  Truck 107
-  Town Boundary
-  Roads
-  Truck 112 Cul de sac
-  Private contractor

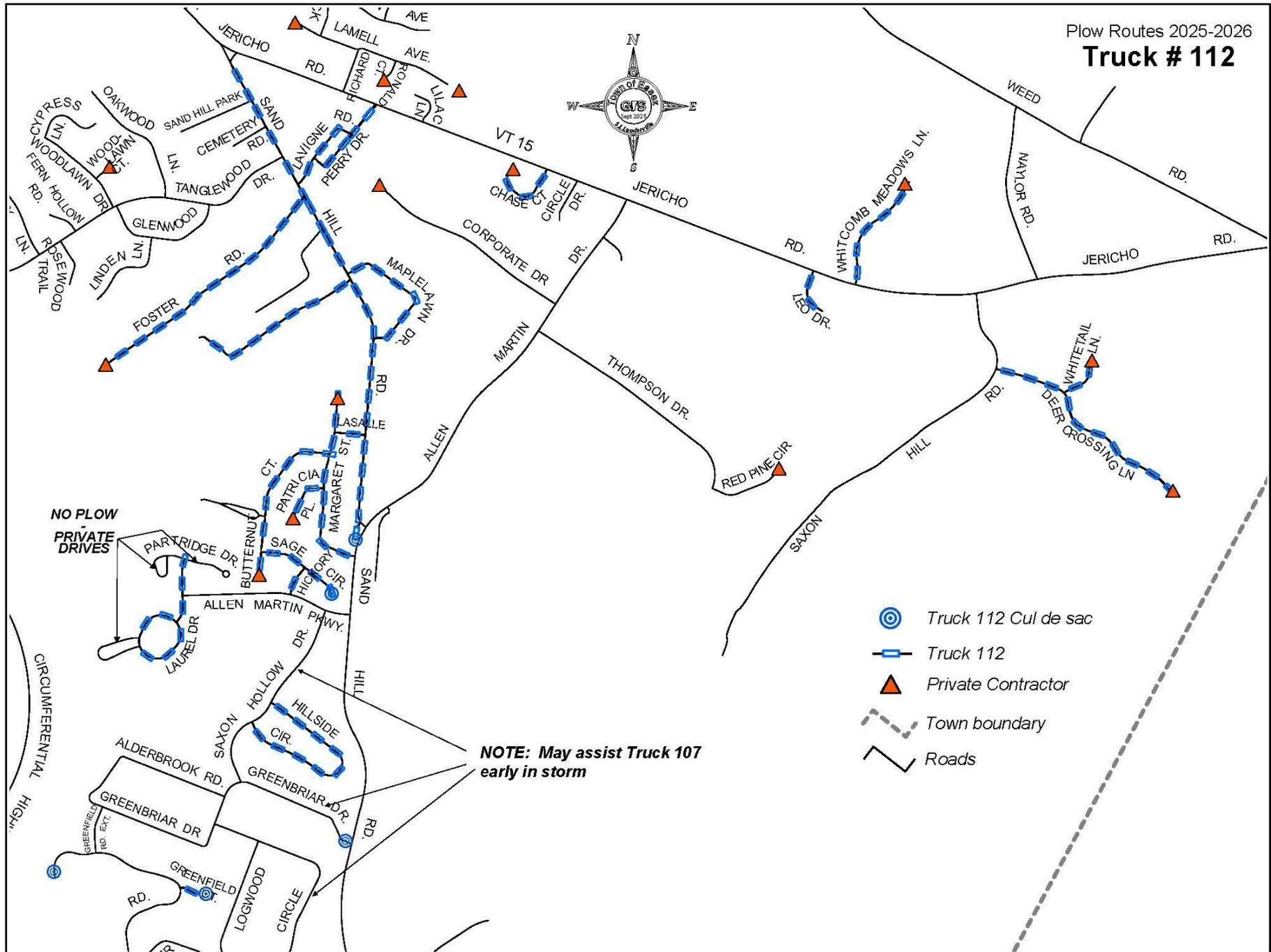


Plow Routes 2025-2026
Truck # 108
or Grader



-  Truck 108
-  Town boundary
-  Roads
-  Truck 103 Assist w / Salt
-  No Salt Zone

Plow Routes 2025-2026
Truck # 112



NO PLOW
 PRIVATE
 DRIVES

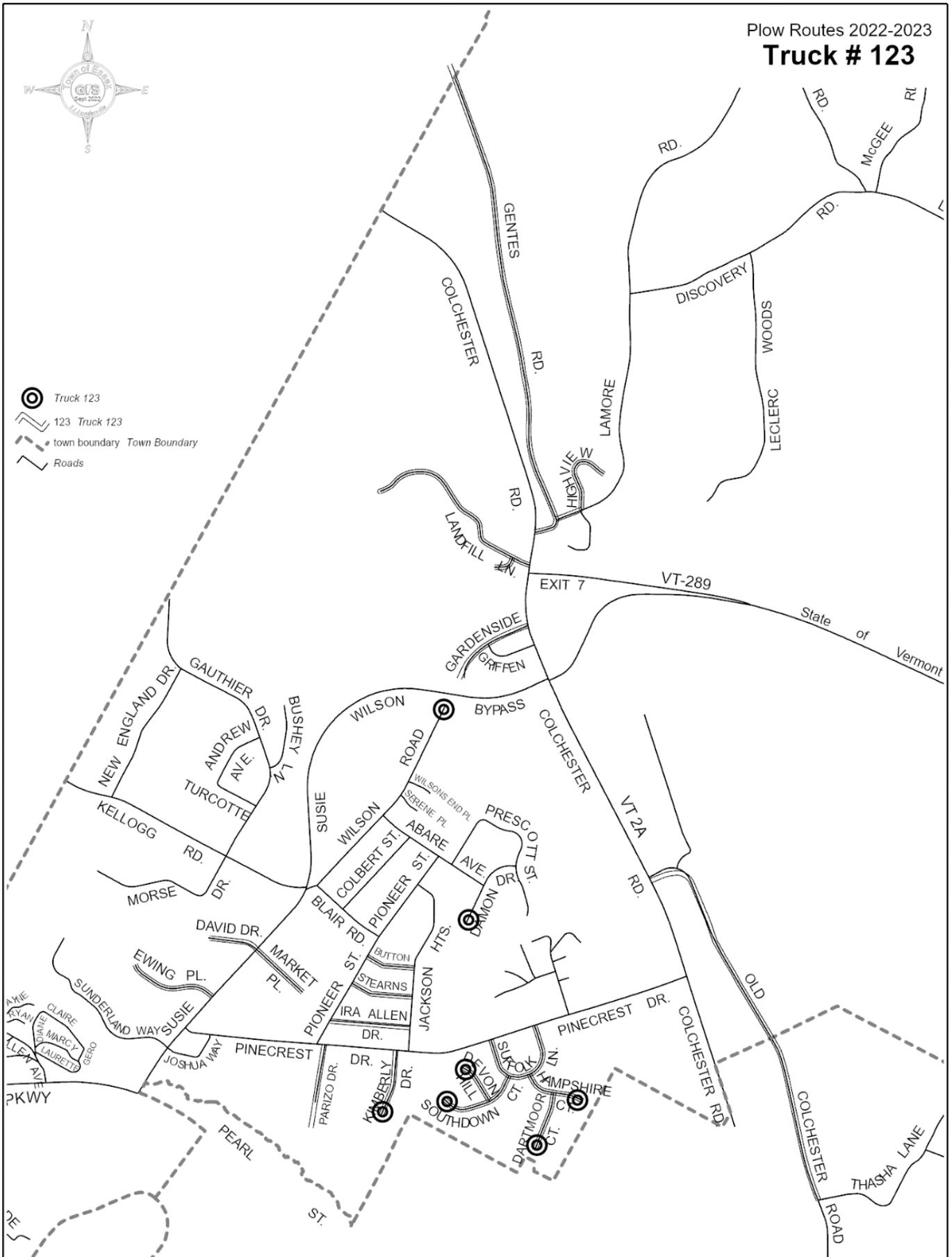
**NOTE: May assist Truck 107
 early in storm**

- Truck 112 Cul de sac
- Truck 112
- Private Contractor
- Town boundary
- Roads

Truck # 123



- Truck 123
- 123 Truck 123
- town boundary Town Boundary
- Roads



SECTION 2, APPENDIX E

**TOWN OF ESSEX
PUBLIC WORKS NOTIFICATION LIST**

Not available in Public Version

SECTION 2, APPENDIX F

Date Day	Time			Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Other Material	Fuel Gal.	Comments
	From	To	Hrs										
Mon													
Tues													
Wed													
Thurs													
Fri													
Sat													
Sun													
Week Totals													

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

SECTION 2, APPENDIX G
2025-2026
TOWN TOWING ORDINANCE

Chapter 7.24

TOWING

Sections:

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

7.24.010 Findings.

It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

7.24.020 Seasonal hours when parking prohibited.

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1st through April 1st of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

7.24.030 Unattended or obstructing vehicles prohibited

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

7.24.040 Removal of vehicles authorized when.

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

7.24.050 Towed vehicles – Registered owner responsibility.

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner

at the time of parking. (§ 3 of Ord. passed 2/27/78)

7.24.060 Commercial towing service authorized when.

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state of local police officers, constable or deputy sheriff.
(§ 1 of Ord. passed 2/27/78)

7.24.070 Redemption of towed and stored vehicles – Costs.

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part): Ord. passed 5/15/89: § 2 of Ord. passed 2/27/78)

7-24-080 Citing in addition to towing when.

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

7.24.090 Chapter provisions not exclusive.

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)

