

Town of Pittsford - Winter Maintenance Policy

Purpose

The purpose of an accepted winter maintenance policy is to define the scope of procedures for snow and ice control and removal. The primary objective with winter maintenance is to maintain the safety and mobility of the traveling public. Although financial limitations ultimately affect the level of service that is provided, every effort will be made to provide safe roadway conditions as soon as possible with available resources (budget, personnel, equipment, and materials). Vermont storms vary dramatically with regards to precipitation, prediction and timing. The Highway Department will coordinate operations to fit each event. This plan is intended as a guide for “average” conditions.

I. General

The Town of Pittsford Highway Department is responsible for maintaining approximately forty miles of paved Town Road, 20 miles of gravel road, the transfer station, various public parking lots and five miles of sidewalks.

The Highway Department’s objective is to keep the roads as safe as possible during the busiest traffic commute time, which extends from 6:00 AM to 9:00 PM. Therefore, from 9:00 PM to 4:00 AM, there is apt to be no staff or trucks out on the roads, unless called out for Emergency. The Town of Pittsford does not have a “clear road” policy. As a result, there will be times when the roads will not be clear of snow and ice.

The following is a list of actions (provided by VTrans) that drivers should adhere to accommodate safe winter driving;

- A) Slow down. Driving too fast on wintry roads is the leading cause of crashes.
- B) Travel at a safe distance. Allow at least 3 car lengths to leave plenty of room to stop.
- C) Watch for plow trucks. Do not crowd/tailgate slow move maintenance and emergency vehicles.
- D) Do not use cruise control on snow covered roads.
- E) Four-wheel drive vehicles capabilities should not be overestimated.
- F) Clear all snow and ice from vehicle prior to travel.
- G) Have proper snow tires on your vehicle.
- H) Be aware of black ice on what appears to be bare pavement

II. Resources Available to the Highway Department to Assist in the Planning and Execution of Winter Operations.

- A. Weather forecasts, are accessible by internet at www.weather.gov, local radio and television stations and the National Weather Service out of Burlington on our Town radios.
- B. Assistance in assessing local road conditions also comes from Pittsford Police Officers, State Police, Town Staff observations and calls from concerned residents.
- C. Fire and Rescue personnel also assist in notifying the Highway Department on road conditions when they are out.

III. Operations and Procedures for Winter Storms

A. During the winter period, extending generally from November through April, the Highway Department’s main goal is the control of snow and ice on Town highways. To accomplish this task, it takes preparation, training and orientation for new employees, post-winter follow-up on all procedures, getting equipment ready and stockpiling sand and salt.

- 1. Operations

Using the resources identified under item II and judgment based on Experience, the Highway Foreman, in close contact with the Town Manager, will determine the appropriate level and timing of snow and ice control to be Performed by the Highway department. The Foreman will contact employees in the department by telephone. However, there will be times when the roads will be snow covered or icy.

Although we have come up with a plan for winter operations, all storms are unique and unpredictable, so operations sometimes must be altered.

Communication with the school bus coordinator will occur early in the morning if road conditions have not improved or are deteriorating. This will allow the school district Superintendent to decide, based on the Highway Department recommendation, on whether to close schools or have a delay. The Highway Department does not make the decision.

2. Equipment

To help support winter operations, the Highway Department has the following equipment available.

1 – 14 yd. tandem dump truck with front plow and wing plow also equipped for sand and salt applications.

1 - 7 yd. dump trucks with front plow and wing plow also equipped for sand and salt applications.

2 – 2-ton 3 yd. dump truck with all-angle front plow and wing, also equipped for sand and salt application.

1 – 1 Ton truck (Water Dept.) with all angle plow for plowing and sander.

1 – 140 CAT road grader with wing blade for emergency snow or ice removal.

1 – 250 Doosan 2.5 yd. bucket loader

1 – JCB 3CX backhoe for backup loader.

1 – Bobcat skid steer with sidewalk plow, sander and blower attachment.

3. Materials

Stockpiles of sand and salt are stored at our Transfer Station facility located on Depot Hill Road for use during the winter months.

We stockpile approximately 2,500 yds. of sand.

We also try to keep 150 to 300 tons of treated salt on hand throughout the winter in our salt shed. We go through approximately 1,100 tons per season.

4. Snow Plowing and Sanding/Salting Operations

The Highway Department is staffed with 4 employees, including the Foreman. During the winter, we utilize the Water Department superintendent for plowing. That allows us to split the Town into five plow routes which take about 4.5 hours per run. The routes have been established to provide highest priority coverage to the roads with the heaviest usage (the major arteries) and history of accidents. Bus routes also play a big part in the planning. Sidewalks are done after the highways are cleared.

- a. Truck#1: The one-ton pickup, primarily does the parking lots of the Highway garage, fire station, Pittsford First Response, sewer plant, library, Town office, pumping stations, reservoir, and some small streets in the Village.

- b. Truck#3: The two-ton dump truck route is Mountain. View, Sangamon Rd., Shadow Lane, Long Trail, Beech Street, Woodland Dr, Brook Side Drive, , Old Hubbardton, the Transfer Station, and Hendee Lane, Depot Hill Rd, Allen Mills Rd
- c. Truck#2: The 14 yd. dump route is, West Creek, Kendall Hill, Whipple Hollow, Markowski, Fire Hill, Blue Quarry, Hollister Quarry, Syndicate and Humphrey Rd.
- d. Truck#4: The 7 yd. dump route is Elm St. Gorham Bridge, Stevens, Corn Hill, Orchard Drive, Lower Furnace, Hitchcock, Plains, Pine Woods, Terounzo, and Windy Hill.
- e. Truck#5: The 2 ton dump route is Oxbow, Ager, Trombley Hill, Creed Hill, Parker, Hudson Terrace, Adams, Goat Farm, Upper Furnace, Barnard, Field Ave, and Arch St.

These are primarily our main routes but we all have radios in our trucks so we have good communication and work as a team to clear the roads in the shortest time possible.

IV. Ordinance & Laws

During snow clearing operations, it is important that motor vehicles do not park next to the highway or sidewalk to interfere with snow or ice removal operations. They can be towed at owner's expense.

In addition, Title 19, Section 1111, Vermont Statutes Annotated, Permitted Use of the Town Right-Of-Way, makes it unlawful to construct a fence or buildings, or deposit material of any kind within, or in anyway affecting the grade of a highway right-of-way or to obstruct a ditch, culvert or drainage course that drains a highway, or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way without a permit from the Town Select Board.

Plowing across Town roads, blowing, or shoveling snow onto the highway is prohibited. The Highway Department will notify the Police Department of apparent violations of law by motorists and residents.

V. Coordination/Communication/Public Information

- A. Anyone with concerns or problems regarding road conditions during normal working hours from (6:00 am - 3:00 pm) may call the Town Garage and leave a message. You may also call the Town Office. Town Office are open Mon. – Thur. from (8:00 to 4:30) and Friday (8:00 to 3:00).
You also may contact the Highway Foreman on his cell phone 802-345-6130.
- B. Title 19, Section 1111 prohibits encroachment upon the Town Right-Of-Way.

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 are fences, flower pots, basketball hoops, etc.

C. To ensure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes to be located in the Town ROW. However, the Town retains control over the specific location of the mailboxes and may require the residents to move the mailbox to a more suitable location. We like to see them installed at least two feet from the travel portion of the highway and preferably three feet if possible.

D. Heavy snow coming off the plows can take down mailboxes, so make sure mailboxes are secure before winter. The Town will only fix or replace them if the Highway Department determines that a plow physically hit the mailbox.

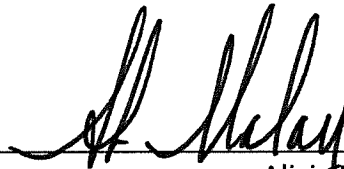
E. The Highway Department does not purposely plow snow into private driveways. It is the natural result of plowing operations. When clearing walkways/driveways, individuals should be aware of oncoming plow trucks. Do not attempt to "protect" cleared walkways/driveways by standing at the entrance. Individuals near oncoming plow trucks may be injured by snow or debris in the snow from the plow or by the plow itself.

F. Lawn damage within the ROW is an occurrence even though highway personnel do their best to prevent it. Excessive damage, as determined by the Highway Foreman, may be repaired in the spring or when soil conditions allow.

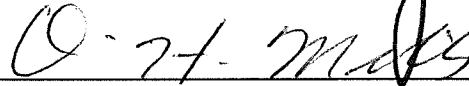
G. It is important as part of communication to inform the public each year on these issues:

1. Snow should not be blown/plowed or shoveled into the Town's highways.
2. Motorists should not park in the Town ROW during snowstorm operations.
3. Children cannot be allowed to build forts, tunnels or any other similar structures in roadside snow banks.
4. Motorists need to respect snow plows and give them plenty of room. Do not follow so close that they can't see you from their mirrors. Homeowners shoveling their driveways should move back when they see an approaching plow truck, not only because of flying debris from plow but because the driver could lose control in slippery road conditions.

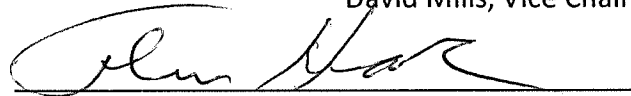
The Policy is approved at the selectboard meeting held March 18, 2026.



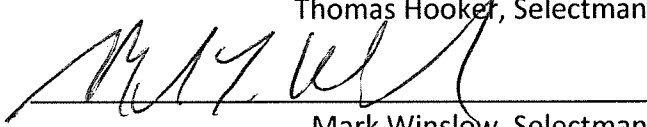
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David Mills, Vice Chair



Thomas Hooker, Selectman



Mark Winslow, Selectman

Dan Adams, Selectman