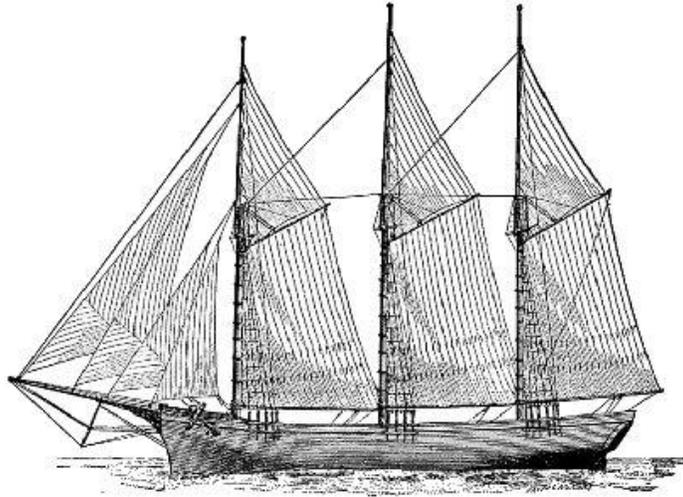


TOWN OF KENNEBUNKPORT, MAINE

PUBLIC WORKS

WINTER OPERATIONS PLAN



HIGHWAY DEPARTMENT

This plan addresses the wintertime Highway Department operations for ice and snow control on Town roads and sidewalks. It also identifies essential community services provided by the Public Works Department for winter water and sewer emergencies and discusses wintertime coordination between Town departments.

Michael Claus, Public Works Director

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INTRODUCTION

The purpose of this manual is to present a detailed plan of Winter Operations in the Town of Kennebunkport for the elected officials, employees, businesses and residents of the Town. It contains the goals and objectives of these operations and can be reviewed by the manager and elected officials for adherence to the Town Winter Operations Policy.

As public safety is involved, snow and ice control operations must be initiated and completed expeditiously as possible, regardless of the time of day or day of the week. In order to achieve this level of service, long range planning and equipment readiness are undertaken by the Public Works Department. Short range operational planning is done by the department supervisory staff every time weather forecasts indicate a potential for adverse weather.

Short term advance preparation is often difficult due to the infinite variety of conditions that can occur during the winter. This season, in Maine, can begin as early as the end of October and last until the middle of April. It is unusual for storms to occur outside of these time frames. The rate and accumulation of snowfall, moisture content, temperature during and after a storm, pavement temperature, wind direction and velocity during and after a storm, duration of the storm, time of day, as well as day of the week and intervals between storms all interact to make each storm unique. Therefore, while a plan exists and there is a standard method of operation, there must be enough flexibility within the plan to provide for any contingency as it may arise.

Generally, the greater the snow accumulation, the greater the problem and the more complicated the operational response becomes to assure proper clearance of the streets, parking lots, and sidewalks. However, a snow plan based on snow depth alone would be too simplistic to be effective. For example, a rapid rate of accumulation can close streets before plows can get to them. High winds can cause drifting and block streets; continued winds can make re-plowing streets necessary; a wet, heavy snow is harder to push, therefore lengthening the operation. Timing and temperature also complicate the operation. A storm during a weekday rush hour is harder to combat than one which occurs late on a weekday night simply because of traffic patterns and congestion. A moderate snowfall on a warm pavement may be controlled by salt, but the same snowfall during sub-zero weather may have to be plowed, salted and sanded to achieve the same results.

Residents and guests of the Town of Kennebunkport need to be patient and recognize that during the winter months there is bound to be some inconvenience. Snow operations are labor intensive and equipment does fail on occasion. Snow removal crews work long hours to keep the streets clear and safe. We ask for everyone's cooperation. Please remember, plow trucks cannot stop or turn as readily as most vehicles. Please allow ample space for Town snow removal equipment to maneuver freely. When plowing operations are required, snow banking may be

created across driveways. The Town tries to keep this problem to a minimum. Removal of this snow in the driveway is the responsibility of the property owner. Property owners should be aware that placing, dumping or pushing of snow onto or across Town streets or right-of-ways from adjacent properties is prohibited. According to the State law (29A MRSA 2396), a person may not place and allow to remain on a public way snow or slush that has not accumulated there naturally.

All of these factors need to be considered when staff is formulating plans for each operation, and again when evaluating the effectiveness of each operation and its impact on the community.

With all of the above in mind, the following are goals and objectives of the Town of Kennebunkport's Highway Department Winter Operations.

OBJECTIVES

1. To minimize the hazards of slippery road and sidewalk conditions to motorists and pedestrians through tried and proven methods of snow and ice control.
2. To minimize economic losses to the community caused by workers and business enterprise not being able to get to their jobs, businesses, or make/receive deliveries.
3. To work with police and fire departments and facilitate the handling of emergencies that arise.
4. To restore safe traveling conditions on roadways and sidewalks for the convenience of the general public as soon as possible after each storm or occurrence.
5. To be mindful of the environment when using ice control chemicals due to the proximity of the waterways within the Town.

CLASSES OF ROAD

For snow and ice control purposes, there are four distinct classes of road which are maintained at different levels under the Town's Winter Operations Policy.

Main Collector Streets: These streets carry the bulk of the traffic through the Town. They include Route 9 from the Kennebunk River to the Biddeford Town Line (roads include Dock Square, Spring Street, Maine Street, School Street, Main Street and

Mills Road) and North Street along with Maine Street between North Street and Route 9).

Local Collector Streets: These streets carry larger volumes of traffic from residential streets to the main streets. They include Ocean Avenue, South Main Street, Wildes District Road, Turbats Creek Road, Arundel Road, River Road, Walker Lane, Old Cape Road, Stone Road, Beachwood Avenue, Guinea Road, Goose Rocks Road, Dyke Road, New Biddeford Road, Kings Highway.

Residential Streets: These are streets that carry the least volume of traffic, to include dead end streets. They include all streets not previously mentioned.

Gravel Roads: Gravel roads are plowed as part of a route. Salt is not used on the Town's gravel roads. They are plowed during the route and if needed are sanded after salting operations are completed.

Parking Lots, Police and Fire Stations: Parking Lots, Police and Fire Stations are plowed as a separate route from our regular street plow routes. Priority is given to Police and Fire Stations during a storm. Parking lots will be cleared by the end of each event.

Sidewalks: The Town's sidewalks are not plowed during the event. Sidewalks are plowed with a 4WD municipal sidewalk tractor equipped with either a plow or a high capacity snow-blower. After all winter storm events sidewalks in the Dock Square area and at Town Hall will be cleared with a regular driveway snow-blower due to clearance issues for our sidewalk tractor. Remaining Town sidewalks will be cleared as soon as practical with priority given to sidewalks closest to Consolidated School. The sidewalk route averages 8 to 16 hours to complete depending on the depth and water content of the snow. With this in mind there will be times when snow will accumulate on the walkways. All efforts are made to attain sufficiently passable walkways.

GENERAL POLICY STATEMENT

The goal of the Town of Kennebunkport's winter operations is to achieve sufficiently passable surfaces on the streets as expeditiously as practical following each storm occurrence. This may be achieved through salting operations, plowing operations or a combination of both salting and plowing.

During a storm, routes are salted and plowed in order. Salt will be applied at the beginning of the storm as a bond break. If needed, plowing is accomplished by the full length of street and then salt is re-applied as necessary. Sand is mixed in with salt for added traction on hills and curves.

Local Collector and Residential streets are done in conjunction with the Main Collector Streets. Salt and sand is applied to these streets. Plowing is provided to keep these streets passable to normal vehicular traffic.

Parking lots are opened to allow vehicular ingress and egress while plows are in the area, Dock Square lot is plowed to the extent that it can be due to parked vehicles. North Street lot will be cleared at the end of the storm or when parking times resume whichever comes first. Clearing operations may take several days depending on the quantity of snow and duration of the storm.

Sidewalk operations commence as soon as practical after plowing work is complete, with consideration being given to school routes for pedestrian traffic, outlying sidewalks are plowed next. Sidewalks in the downtown area that are not directly in Dock Square will not be plowed or snowblown. These sidewalks are cleaned as part of Dock Square Snow Removal Operations. Sidewalks adjacent to Town Hall and fire stations are cleared with a walk behind snowblower. Dock Square sidewalks are cleared with a walk behind snow blower immediately after the storm event and then remaining snow on Dock Square sidewalks is cleaned during snow removal operations.

Snow removal operations will involve the removal of snow from Dock Square and adjacent downtown business and parking areas, Town Hall, Cape Square, fire stations, the police station and other parking areas, and areas that obstruct visibility or create narrowing of travel lanes. Snow removal will be ordered after a 6" or larger event or the accumulation of events that total 12" or more. Dock Square work is a priority for the Public Works Department and will be done at night to minimize the effect on vehicular and pedestrian traffic.

Post storm clean-up will be accomplished as soon as possible after the event. A typical post storm clean-up will involve pushing back snow along curbs, streets, and fire station, police and municipal parking lots.

The decision to order a salting/sanding operation, plowing operation, or a combination of both is not a straight forward matter made by the supervisor in charge. Existing conditions must be evaluated, and informed judgment made based on experience, current and forecast conditions as to the type and manner of operation to initiate.

The Highway Department during ongoing storm events shall try to observe a rest period from 10 p.m. to 3:30 a.m.

STORM NOTIFICATION

Working Hours Storms

The Public Works Director will determine the extent of the effort as the storm progresses. Staff will be adjusted to best suit operations. The Public Works Director will again, have the assistance of the patrol officers to advise of any localized problems.

The Public Works Director will adjust the staffing as best suits operations.

Storms After Working Hours

The Public Works Director or Highway Foreman is advised via cell phone or home phone by the Police Department of slippery or deteriorating road conditions. The patrol officers are the “eyes” of the Town 24 hours per day. They should not be second-guessed in the determination of road conditions.

The Public Works Director or Highway Foreman will call in the necessary operators by using the most up-to-date call and rotation roster available. Most occurrences will dictate a full route call-in, but on occasions call-in will be for only the effected routes (areas).

Upon completion of operations, the Public Works Director, Highway Foreman or on-call individual shall call the Kennebunkport Police Department and ask if there are any other localized problem areas. If not the Police Department shall be notified that the call-out has ended and the Highway Department staff will be leaving.

Call-Out Procedures

Public Works Director or Highway Foreman phones the Highway Department operators to respond to storm events. The on-call person shall get the nature, area and severity of the problem. If it is ice/snow conditions, a full call-out is usually required.

WEATHER

The Highway Department management staff maintains a vigil on the weather by monitoring winter weather forecasts and conditions through three primary sources:

1. Local television, radio stations and internet sources are generally good for intermediate and long range forecast.
2. Internet satellite weather source and radar maps: this source is used for current conditions as well as 6 hour advanced forecasts.

3. During working hours, road observation and reporting. After hours, police observe current conditions.

It is imperative for management staff to stay on top of the weather, especially during the winter months. Not only does this information assist the staff in predicting the amount and type of equipment and manpower needed, but also in planning for an extended temperature change that could adversely affect the operational procedures.

When a storm strikes that has had no advance warning, the Kennebunkport Police Department advises the Public Works Director or Highway Foreman as soon as possible. Even with all of the long range forecasting and up to the minute data, management and staff rely heavily on 'eyes on the street' of the Police Department.

SNOW AND ICE CONTROL PROCEDURES

Goal: During any salting/sanding operation, the Department strives to have streets completed and in safe driving conditions as soon as possible and prior to any rush hour traffic.

The following is a basic procedure and guide to be followed for any ice control operation:

1. The operators will come in and perform their assigned routes. Material and inventory amounts used shall be reported to the Public Works Director. Highlighted route maps are in each truck.
2. The operators will go to their assigned trucks and check fluid levels, safety equipment, lights, and spreader controls. Spreader controls should be adjusted as required to spread the proper amount of materials to handle the current road conditions. Product spread should be monitored constantly while on the road, and control adjustments should be made as needed.
3. The operators should begin their salting/sanding operations in accordance with their routes. Priority shall be given to main streets, then local collector streets and finally residential streets. Intersections shall be salted at an increased rate. Parking lots that are plowed with equipment without material spreading capability will be treated by a truck on an adjacent plow route with one pass down the center of each driving lane.

After salting/sanding operations on the route have been completed, the route should be checked again and any problem (icy) areas that exist should be treated again.

4. Prior to terminating the salting/sanding operation in after hours events, police department should be called and any information on localized problem areas should be requested, if none are known the police department shall be notified that the operation is over.

SNOW PLOWING OPERATIONS

Goal: During any plowing operation, the Department strives to keep streets sufficiently passable at all times during the storm. This is accomplished by the use of both mechanical and chemical means under the constraints of resource conservation, facility protection and environmental concerns.

Equipment: Prior to the winter season, the Town Mechanic and Public Works Operators inspect all of the plows, material spreading equipment and vehicles for defects. Any needed repairs are made, wings are put on vehicles, maintenance performed as needed and all equipment is in operating condition before November.

The Public Works Department utilizes several different classes of equipment during the winter season. They are described as follows:

1. Large Trucks: These are our larger dump trucks (over 26,000 lbs. GVW), they are all built specifically as dual role trucks with a spreader system built in as an integral part of the truck. These trucks have routes assigned according to the size of the truck, the larger the truck, the larger the route. These trucks transport snow during snow removal operations.
2. One Ton Trucks: These are smaller trucks (under 26,000lbs. GVW), which are used for the smaller, narrower and dead end streets and to keep the town hall, police and fire station parking lots open during a storm event.
3. Sidewalk Plow Machine: This is our sidewalk vehicle. It can be used in snow removal and snow blowing operations.
4. Backhoe and Front End Loaders: These are multi-functional vehicles. They are used to load salt and sand, clear snow piles from intersections and load and move snow during clean-up and snow removal operations.
5. Snowblowers: Two (2) walk-behind engine-powered snowblowers are available to assist with sidewalk clearing.

TRAINING

The Department in conjunction with its ongoing safety program holds a session each fall to familiarize operators with the hazards, problems and unique dangers encountered when fighting a snow or ice storm.

The Town of Kennebunkport has sent all operators to winter operations training programs sponsored by the Maine Local Roads Center. Operators also attend the Maine Chapter of the American Public Association Highway Congress to stay up to date on new equipment and snow-fighting methods. The Town is very fortunate to have a very professional and dedicated team of employees.

New employees are trained on the job with a veteran driver in both salting/sanding and plowing operations before they are sent out alone.

All employees drive their plow routes prior to the season and are reminded to stay alert throughout the year, watching for low hung tree limbs, raised manhole and catch basin covers or any other obstacles that could damage equipment and or injure personnel. As the employees find these defective areas and report them they can be corrected or repaired prior to the winter season.

MANPOWER AND EQUIPMENT ASSIGNMENT

Ice control and plowing operations require five (5) plow drivers, one (1) one ton truck driver/backhoe operator and one (1) mechanic. The department will work through the storm with a break typically occurring between midnight and 3:30 am if the storm is expected to last overnight through the next day. Extended storm events may require the use of 12 hour shifts.

Equipment assignments are made based on route-employee availability then skill and familiarity. It is the responsibility of the operator to check all fluids, tires and safety equipment on the vehicle prior to operation.

PLOWING ROUTES

Plow routes 1 through 6 are maintained during all storms. They are as follows:

Route # 1: Truck #3 (Single Axle):

Collector: 6.87 miles, Residential: 2.59 miles, Gravel: .14 miles, Total: 9.60 miles

This route consists of, **North Street (1.41 mi.)**, **Beachwood Avenue (1.05 mi.)** from Public Works to North Street, **River Road (0.63 mi.)**, **Arundel Road (0.53 mi.)** from North Street to the Arundel Town Line, **Walkers Lane (0.38 mi.)**, **Old Cape Road (1.24 mi.)**, **School Street (1.39 mi.)**, **Maine Street (0.24 mi.)** from North Street to School Street, Northwood Drive (0.70 mi.), Stonewood Road (0.13 mi.), Meserve Lane (0.08 mi.), Wesmore Lane (0.07 mi.), Oak Street (0.17 mi.), West Street (0.09 mi.), Locke Street (0.17 mi.), Towne Street(0.15 mi.), High Street (0.06 mi.), Birch Court (0.07 mi.), Magnolia Drive (0.21 mi.), Acacia Road (0.10 mi.), Washington Court (0.11 mi.), Bailey Court (0.19 mi.), Mill Lane (0.04 mi.), Squier Lane (0.25 mi.), Fairfield Hill Road (0.14 mi. gravel).

Route # 2: Truck # 4 (Single Axle):

Collector: 6.20 miles, Residential: 2.66 miles, Gravel: .14 miles, Total: 9.00 miles

This route consists of **Main Street (0.64 mi.)**, **Mills Road (4.33 mi.)**, **Wildes District Road (1.23 mi.)** from Port Farm Road to Main Street, High Point Drive (0.28 mi.), Saddle Way (0.10 mi.), Winslow Drive (0.15 mi.), Port Farm Road (0.12 mi.), Paddy Creek Road (0.07 mi.), Paddy Creek Hill Road (0.10 mi.), Ward Road (0.30 mi.), Langsford Road (0.55 mi.), Pier Road (0.67 mi.), Fishers Lane (1/2 gravel) (0.29 mi.), Stone Haven Drive (0.08 mi.), Eel Bridge Lane (0.09 mi.).

Route # 3: Truck # 5 (Single Axle):

Collector: 5.43 miles, Residential: 3.22 miles, Gravel: .06 miles, Total: 8.71 miles

This route consists of **Spring Street (0.16 mi.)**, **Maine Street (0.42 mi.)** from School Street to South Maine Street, **Ocean Avenue (3.16 mi.)**, **South Main Street (0.69 mi.)**, **Wildes District Road (0.54 mi.)** from South Main Street to Port Farm Road, **Turbats Creek Road (0.46 mi.)** (Collector), Turbats Creek Road (Local) (0.24 mi.), Church Street (0.11 mi.), Temple Street (0.06 mi.), Cross Street (0.04 mi.), Union Street (0.10 mi.), Elm Street (0.13 mi.), Chestnut Street (0.09 mi.), Pearl Street (0.13 mi.), Pleasant Street (0.13 mi.), Green Street (0.13 mi.), South Street (0.07 mi.), East Avenue (0.18 mi.), Grandview Avenue (0.14 mi.), Old Kings Highway (0.14 mi.), Arlington Avenue (0.16 mi.), Old Fort Avenue (0.15 mi.), Central Avenue (0.11 mi.), Haverhill Street (0.15 mi.), Summit Avenue (0.25 mi.), Spouting Rock Avenue (0.06 mi. gravel), Atlantic Avenue (0.07 mi.), Windemere Place (0.11 mi.),

Woodlawn Avenue (0.22 mi.), Sherwood Drive (0.11 mi.) Wakefield Pasture Road (0.20 mi.).

Route # 4: Truck # 7 (Tandem Axle):

Collector: 10.39 miles, Residential: 4.19 miles, Gravel: .77 miles, Total: 15.35 miles

This route consists of, **Goose Rocks Road (4.01 mi.)**, **Guinea Road (1.84 mi.)**, **Stone Road (0.98 mi.)**, **Arundel Road (2.23 mi.)** from Goose Rocks Road to North Street, **Beachwood Avenue (1.33 mi.)** from Public Works to Mills Road, Whitten Hill Road (1.37 mi.), Oak Ridge Road (1.67 mi.), Beacon Avenue (0.14 mi.), Maplevue Avenue (0.17 mi.), Willey Road (0.42 mi.), Mount Kineo Road (0.42 mi.), Gravelly Brook Road (0.77 mi. gravel), .

Route # 5: Truck # 8 (3 Yarder):

Collector: 3.37 miles, Residential: 2.45 miles, Gravel: .03 miles, Total: 5.85 miles

This route consists of, **Dyke Road (0.67 mi.)**, **Kings Highway (1.83 mi.)**, **New Biddeford Road (0.87 mi.)**, Winter Harbor Road (0.61 mi.), Clover Leaf Farm Road (.09 mi.), Wildwood Avenue (0.38 mi.), Community House Road (0.21 mi.), Proctor Avenue (0.09 mi.), Bellewood Avenue (0.07 mi.), Bartlett Avenue (0.08 mi.), Belair Avenue (0.12 mi.), Belvidere Avenue (0.12 mi.), Edgewood Avenue (0.12 mi.), Crescent Avenue (0.18 mi.), Proctor Avenue (0.09 mi.), Broadway Avenue (0.10 mi.), Dorrance Road (0.05 mi.), Hayward Avenue (0.05 mi.), Jefferys Way, Bellevue Avenue (0.03 mi.), Norwood Lane (0.06 mi.), Belleglade Avenue (0.03 mi. gravel). Goose Rocks Beach Fire Station parking lot.

Route # 6: Truck # 10 (1 Ton / Backhoe with Snow Pusher):

Residential: 0.18 miles

This route consists of, Police Station Parking Lot, Cape Porpoise Fire / Rescue Parking Lot, Wildes District Fire Station Parking Lot, 30-32 North Street Fire Station and Town Parking Lot, Dock Square Parking Lot, Town Hall Parking Lot, Meserve Lane (0.08 mi.), Mast Cove Lane (0.04 mi.), High Street (0.06 mi.) [plow only].

HANDLING EMERGENCIES

During a storm, there may be a need to respond to even greater emergencies affecting public safety and health more than snow or ice. These include access for emergency vehicles such as ambulances or fire trucks; ingress or egress of medical personnel at a particular location; water or sewer main breaks, for example.

If such an emergency arises, the police dispatcher will notify of the emergency immediately. The Public Works Director or Forman will then take the measures deemed appropriate to handle the emergency.

It shall be noted that routine doctor or home visitation appointments will not be considered emergencies and will not receive preferential treatment.

SNOW CLEANUP

While snow cleanup is an integral part of the overall procedure, it is not performed until such time that the streets have been plowed to full width, and the storm has ceased. Snow cleanup is only performed at night in the Dock Square and Town Hall area, to minimize the impact on pedestrian and vehicular traffic as well as ensure the safety of the crews and the public.

Snow cleanup is done in the following priority:

Day or early morning:

1. Intersections are pushed back.
2. Parking lots are pushed back.
3. Roads and bus stops are pushed back .

Night Cleanup:

1. Downtown area, including Dock Square, Union Square, Cross Street, Union Street, Temple Street, Spring Street, Maine Street, Town Hall.
2. All other areas that are highly congested during daytime hours.

Cleaning, shoveling, and salting of the walks and steps in all areas, are done throughout the storm. During any storm, efforts will be made to maintain all walks and steps safe for pedestrians.

Snow removal from all areas is done on an as needed basis. Factors such as depth of snow, time of year, daily temperature, and weather forecasts determine if a snow removal operation is warranted. The Public Works Director will determine if a snow removal operation is necessary and schedule the work. Snow removal is almost always done after 10:00 p.m. at night, with operations ceasing by 6:30 a.m.

Snow removal from parking lots is also done on an as needed basis. Because Dock Square parking lot is in use until 12:00 a.m. this work is usually performed during night operations, usually once all street cleanup has been accomplished.

SNOW ORDINANCES

The Town of Kennebunkport has a Winter Parking Ban in effect from December 1st thru April 15th. Town ordinance prohibits parking on any Public Town Way between midnight and 6:00 a.m. Vehicles parked in violation are subject to ticketing and/or towing at the owners expense.

Exception: In the event that a snow emergency is declared by the Chairman of the Board of Selectmen, or his/her designated representative, based upon a recommendation of the Public Works Director or his/her representative, then parking on any public way will be prohibited for the time or period indicated in the declaration. The emergency declaration can be for the Town as a whole, or a portion thereof, depending upon the needs of the Public Works Director. Any vehicle found in violation of this section, by either the Highway or Police Departments may be removed by the Chief of Police or one of his/her authorized officers. Any towing or garage expense shall be paid by the owner of any vehicle so removed.

ASSOCIATED SNOW ACTIVITIES

There are several activities which surround the winter operations season. While these are peripheral activities they, none the less, should be addressed.

Residents use of Winter Sand: Kennebunkport residents may fill up 2 – 5 gallons pails of winter sand per storm at the Highway Garage during working hours. Filling of pickup truck beds or other larger containers is prohibited. Salt will not be provided to residents or contractors under any circumstances. Landscaping and plow contractors who provide winter maintenance services for residents are not allowed to obtain winter sand for those residents. Commercial plow vehicles are prohibited from entering the Kennebunkport Salt Sand building. Commercial operators should bring a personal vehicle to the Highway Garage if they are filling up sand buckets for their personal Kennebunkport residence. Violators will be reported to the Kennebunkport Police.

Snow Dump: A snow dump is operated and maintained by the Highway Department when snow removal operations are commenced. The snow dump is used for the sole purpose of storing excess snow from the Towns cleanup.

DAMAGE COMPLAINTS

Due to the nature of Winter Operations, there are times when property damage occurs to vehicles, lawns, curbs, sidewalks, manholes, catch basins, water boxes, signs, mailboxes and ornamental bushes or displays. It is the responsibility of each operator to make every effort to avoid such damage. If an accident does occur, it is the operator's responsibility to notify the Public Works Director immediately so that all pertinent events may be accurately recorded and remediation can be implemented.

Vehicular Damage: No matter how minor, the damage must be reported to a Public Works Director immediately, if no supervisor is available report damage to the Kennebunkport Police. The Public Works Director if available as well as a Police Officer should be called to the scene to investigate and provide a written record for the file for any possible future needs.

Shoulder Damage: Will be repaired by the department when deemed necessary prior to the end of spring. Damage to areas that effect proper drainage within the right of way will be restored to ensure proper drainage, the department will top dress the area with topsoil and reseed the area. New sod will not be purchased for repairs.

Curb and Walk Damage: Will be repaired by the department or its contractors the following spring.

Infrastructure Damage: Damage to manholes, catch basins, etc. will be repaired by the department as time permits. Damage that poses and immediate threat to the public health or safety will be repaired immediately. If, due to the nature of the storm, repairs cannot be facilitated immediately, the affected area will be barricaded to warn passers-by of the danger, repairs will commence once the storm subsides.

Damage to Ornamental Bushes or Displays: Town will not be liable for damage to any of the aforementioned items if said items are within the Town right of way. Should damage occur outside of the right of way, the Town will repair items if damage was caused by negligence of the town's employees or equipment.

Mailboxes: Mailboxes will be only replaced upon investigation by the Public Works Director and there is physical evidence of direct plow strike. Mailboxes will be replaced with standard mailboxes, Metal or granite mailbox posts will be replaced

by standard wood posts. There will be no direct reimbursement of funds to homeowners for damage to mailboxes or mailbox posts. The Town will not be liable for damage caused by snow being cleared from Right of Way or to boxes or posts that are in diminished condition (i.e. rotted etc.).

WINTER WORK AND THE LABOR AGREEMENT

The labor agreement between the Town of Kennebunkport and Teamsters Union Local 340 deals with working conditions. Supervisors should be cognizant of this agreement when scheduling and operating during winter operations. In the interest of employee safety and welfare, supervisors must provide adequate staffing and rest time to provide for efficient operations on a 24 hour basis.

APPENDIX A

WINTER SAFETY PRACTICES

Personal Safety

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

A. Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, no insulated boot will keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

B. Prevent Dehydration

The first evidence of dehydration is signaled by a dark yellow colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.

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.

C. Recognize Symptoms of Common Injuries/Life Threatening Conditions

Exposure to cold and wind chill factors:

1. Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0F actual temperature with a 15 mph wind is equivalent to a -24F temperature.
2. Initial symptoms of exposure to cold include shivering, numbness, low body temperatures, drowsiness and marked muscular weakness.
3. Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

Frostbite

Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, then becomes numb; pain may occur, then let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.

Treatment includes:

1. Protect the frozen area from further injury
2. Gradually warm the frostbitten area as soon as possible
3. Seek medical assistance immediately in the case of severe frostbite

Snow Blindness

1. Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.
2. Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.
3. Prevention: use sunglasses on bright sunny days

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

Carbon Monoxide Poisoning

1. Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.
2. Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.
3. Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth-to-mouth resuscitation and medical assistance obtained immediately.

Equipment Safety

Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.

Check each vehicle for working safety/emergency equipment onboard to include:

1. flashlight
2. fire extinguisher
3. first aid kit
4. safety flares
5. warning signs with reflectors
6. operational communications equipment
7. shovel, hammer, pliers, screwdrivers
8. safety vests

Do not exceed appropriate speeds for the equipment or operation.

Operational Safety

The Public Works Director and Foreman are responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of 16 hours, except in extreme emergencies. The foreman also needs to pre-qualify drivers to insure that they have the capability and skill to operate assigned equipment.

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 in the roadway or in a position where thrown snow can knock an individual down.
3. Children playing in snow banks; 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 crew morning meeting and periodically during the winter.

APPENDIX B

WINTER COMPLAINT FORM

DATE: _____

TIME OF CALL: _____

ADDRESS: _____

LOCATION OF PROBLEM: _____

Nature of Problem:

- Accident
- Culvert or Catch Basin Clogged
- Drifting Snow
- High Snow Banks
- Icy
- Mailbox Hit
- Not Plowed
- Power Line or Telephone Line Down
- Sidewalk Not Plowed
- No Water (service line frozen)
- Tree Down
- Other (explain): _____

APPENDIX C

WARNING NOTES

APPENDIX C
Town of Kennebunkport
Department of Public Works
Police Department
101 MAIN STREET
KENNEBUNKPORT, ME 04046
Public Works 967-5278
Police Dept. 967-2454

“No person shall park or leave unattended a vehicle of any type on any public way in the Town of Kennebunkport during the period of December 1st through April 15th of the next year between the hours of midnight and six a.m.”

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 Kennebunkport
Police Department
101 MAIN STREET
Kennebunkport, ME 04046
Public Works 967-5278
Police Dept. 967-2454

A WARNING

Do not allow your children to play on or build fort or tunnels in roadside snow banks. Snow plows cannot change their speed or direction quickly enough to prevent injury to children playing in the snow banks.

**Town of Kennebunkport
Department of Public Works
Police Department
6 ELM STREET KENNEBUNKPORT, ME 04046
Public Works 967-5278
Police Dept. 967-2454**

REMINDER:

According to Title 29A MRSA 2396 the ME Statutes, placing, dumping or pushing of snow onto or across Town streets or right-of-ways from adjacent properties is prohibited.

"4. Snow. A person may not place and allow to remain on a public way snow or slush that has not accumulated there naturally."

**Town of Kennebunkport
Department of Public Works
6 ELM STREET KENNEBUNKPORT, ME 04046
Public Works 967-5278
Police Dept. 967-2454**

NOTICE

The Public Works Dept. has determined that the damage to your mailbox was done by a Town plow truck. Town employee will either repair your mailbox and/or post, install a standard new one or a temporary box, 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. To report a damaged mailbox, please call the Public Works Office at 967-5728 during normal working hours Monday through Friday, 7:30 a.m. to 3:30 p.m.

**Town of Kennebunkport
Department of Public Works
6 ELM STREET KENNEBUNKPORT, ME 04046
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