



TOWN OF RAYMOND

Town Offices
Epping Street
RAYMOND, NEW HAMPSHIRE 03077

STANDARD OPERATING GUIDELINE

SUBJECT: Road Closure		ISSUE DATE: November 13, 1992	NO: 009
ISSUED BY: D. McCarthy	APPROVED BY: <i>NMA</i>	SUPERSEDES: DATE:	PAGE OF 1 of 1
<p>SCOPE: This guideline pertains to all employees of any Public Works Department anticipating or considering impeding road traffic for any reason.</p> <p>PURPOSE: To insure that Town Department's Emergency Service Agencies, residents and the public are inconvenienced to the smallest degree possible by any repairs or maintenance work performed on or to Town infrastructure by any Town Department for all but emergency situations.</p> <p>PROCEDURE:</p> <p>Anytime a Town road or walkway is anticipated to be blocked or inaccessible for any length of time, Highway, Fire, Police, Dispatch and the Town Office shall be notified. In addition, all residents who shall be affected by the closure shall receive notification of the closure sufficiently in advance to allow for the residents to make alternate plans.</p> <p>The subject notification shall be made on a form similar to that attached and identify the specific time and date of the closure.</p> <p>All road closures shall have adequate safety signage both before and after the work area to notify the public of the impending closure. Partial road closures (i.e. one lane) shall also be suitably signed with appropriate detour and warning signage.</p> <p>Any department anticipating a road closure shall make every effort to avoid having to do so.</p> <p>All road closures shall be kept to an absolute minimum time duration. During road closure entire crews taking coffee or lunch breaks will not be allowable. Work must continue on maintenance or repair item for the entire duration of the closure. There is no excuse for a road being closed to traffic without progress being made on the reason for the closure.</p> <p>During road closures, all employees shall be sensitive to the needs and concerns of the public. All employees, if questioned regarding the need for and duration of the closure, shall answer truthfully and accurately. Sarcastic or innacurate responses are not appropriate and shall be dealt with harshly.</p>			



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Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

PUBLIC WORKS

ROAD CLOSURE NOTIFICATION

Dear Resident:

On _____, _____ / _____ 93, the Town of
Raymond Public Works Department will be closing _____
_____ to all traffic.

This closure is necessitated by repair or maintenance of _____
_____.

This work is scheduled to begin no earlier than _____
and be completed by _____.

If you anticipate having to leave or travel on the identified roadway during the
time frame noted, please make provisions to park off the subject roadway.

Your cooperation in this matter is most appreciated, thank you.

Very truly yours,
Town of Raymond, N.H.

Dennis G. McCarthy
Public Works Director

cc: Raymond Dispatch
Raymond Police
Raymond Fire
Town Manager