

Snow and Ice Control Policy

Each year, or as often as required, the Public Works Director will deliver a Snow and Ice Policy to the Town Administrator, for adoption and approval by the Board of Selectmen.

Prior to the onset of the winter season in each year, the department of Public Works Lead Foreman, subject to the approval of the Director, will prepare a snow and ice control response plan. This plan accommodates timely and adequate clearing of snow and ice from the roadway, schools, transfer station, and town parking lots. This plan shall identify plowing and sanding/salting routes, the equipment and personnel assigned, as well as the call-in/call-back procedures employed for the winter season.

In the fall, (as described in Section II part C “Project Planning and Scheduling” of this document) town employees and private contractors under written contract with the town of Amherst, and employees hired for winter road maintenance, will familiarize themselves with their routes and mark any hazards as directed by the Lead Foreman or his designee.

The Board of Selectmen adopted and periodically reviews a “Mailbox Policy” which includes recommended mailbox placement. However, it is the responsibility of every employee **to use all means possible to avoid damaging improperly placed boxes.** Anyone knowingly contacting a mailbox, at the earliest possible moment, will report the damage to the public works office.

From the Town of Amherst’s Policy and Procedure Manual, 2009.