

Town of Richmond  
Snow Removal Guidelines

The Richmond Highway Department publishes these guidelines to advise residents of the department's winter snow plowing and sanding objectives and to obtain your assistance so that Town roads can be restored to "normal conditions" as promptly as possible after a winter storm. Your cooperation is essential if the Highway Department is to achieve this objective. With your assistance and patience, we will be able to clear roads, keep traffic flowing and restore roads to safe traveling conditions. The Highway Department thanks you in advance for your cooperation.

**Winter Parking Ban:** No parking is allowed on any street from November 1 to April 1 and any parked vehicle impeding the removal of snow may be towed at the resident's expense. The parking ban allows the Highway Department to plow and open roads in a more efficient and timely manner. Chapter 1 Section 10 B of the Richmond Bylaws provides that the Chief of Police shall have the authority to remove or cause to be removed from public ways any vehicle parked thereon, which interferes with the normal functions of removing snow or ice therefrom, or with the normal cleaning/maintenance of roadways, after reasonable effort to contact the owner thereof. Any such vehicle so removed shall be taken to a public garage and stored. The owner of such vehicle shall be liable for payment of charges incurred in removing the vehicle and storing the same.

**Snow Plowing Operations:** The following is a description of Richmond's snow removal plan. As you are aware, each storm is different, but the Highway Department makes every effort to follow the snow removal guidelines as closely as possible. The snow and ice removal guidelines entail three steps: The beginning of the snow storm, during the snow storm and following the snow storm.

**Step One: The beginning of the snowstorm:** When a snowstorm begins, the Highway Department responds by sanding and salting all town roads. Salting serves two purposes – to prevent the snow from bonding and compacting to the pavement and to keep traffic moving. The Town's four plow trucks are properly equipped for salting and sanding.

**Step Two: During the storm:** Plowing operations begin when about two inches of snow accumulates on the roads. Each vehicle has a predetermined route and will remain in the assigned pattern until the storm subsides.

The main objective during any storm is to keep the roadways passable. In times of extreme snowfall (10 inches or more), roads will not always immediately be cleared of snow.

At the end of the storm, the plows will begin to widen all roads by pushing back the amassed snow beyond the edge of the roadway.

Please be advised that in accordance with the Town of Richmond bylaws Chapter 1 Section 10 (A) No person, other than an employee in the service of the Town, shall pile, push or plow snow onto a town way so as to impede the flow of traffic on such way.

The Highway Department is well trained and dedicated to plow around the clock if necessary to keep the roadways open and passable. If a plow truck is riding with its plow up, please do not be misled. They

may be returning to the garage for fuel or repairs or may be headed to another section of Town to assist with snow removal.

Snow and Ice operations will not take place between 11:00p.m. and 4:00a.m. unless periods of Heavy snowfall in excess of 2"/hr or during freezing rain and ice storms.

Residents should not be concerned if they do not see their roadway plowed during the early part of the storm. This Highway Department follows an assigned route plan where asphalt roads are plowed first. Gravel Roads do not get plowed during the storm until there is enough buildup to avoid plowing off the grit and causing icy conditions. Please be patient, all Town owned roads will eventually be plowed.

Another area of concern is mailboxes. We do not "deliberately" knock over or damage mailboxes. Remember, an installation within the right-of-way (including mailboxes) is placed there at the owner's risk. Hence, residents are encouraged to place mailboxes at the maximum allowable distance from the pavement. Mailboxes should be inspected regularly to ensure that they are secured properly and those wood posts are not rotted out. If you feel your mailbox was hit by the plow you may file a form for reimbursement found on our website. You must be able to prove that the damage was done by the plow and not by snow discharge.

**Step three: Following the storm:** Once the snowfall has stopped and all roads are cleared of snow, post storm sanding and salting begins. All roads are sanded and salted to improve traction and to melt the remaining snow and ice.

Residents may assist the Highway Department during a storm by heeding these suggestions:

1. Observe winter parking bans
2. Reduce your speed and drive cautiously
3. Remain off the road during snowstorms unless absolutely necessary
4. Do not allow children to make snow forts at the edge of the road
5. Do not plow, blow, shovel or throw snow back into the roadway
6. Before final cleanup of your driveway, check the road, if it does not appear to be widened out, a plow will return to plow again and may push snow back into the entrance of your driveway.
7. Finally, please have patience. Snow plowing is a time-consuming and laborious job covering forty-two miles of road. Some residents will have their roads plowed first and some will be last, but all town roads will be cleared.

The Highway Department is devoted to providing the residents of Richmond with dependable snow removal in the safest and most efficient way possible. With your cooperation, we will all benefit during a snowstorm. Residents may pick up one five-gallon bucket of sand at the Community Sand pile next to the Red Shed on Fire House Lane. If you have any questions concerning the snow removal guidelines, please call the Richmond Department of Public Works office at 413-553-7794. We will try to assist you in any way possible