



ADMINISTRATION | HIGHWAY | WATER & WASTEWATER

802.893.6655 | www.miltonvt.gov

Winter Operations Guidelines

This guideline addresses wintertime Department of Public Works operations, and includes the following: snow and ice removal, water and sewer maintenance, winter weather related operations and emergencies, and coordination between Town Departments.



town of
miltonvt
SELECTBOARD

Dated at Milton, Vermont this 20th day of October, 2025.

Darren Adams

Darren Adams, Chair

Michael Morgan

Michael Morgan, Vice Chair

Brenda Steady, Clerk

Brenda Steady, Clerk

Diane Barrows

Diane Barrows, Member

Leland Morgan

Leland Morgan, Member

Filed with the Milton Town Clerk's Office on 10/21/25 Attest: *Kristi Bees*

TABLE OF CONTENTS

I.	General	1
II.	Resources Available.....	1
III.	Operations – Town Highway	2
	A. Pre-Winter Preparation, Training and Orientation.....	2
	B. Winter Storm Operations.....	4
	C. Continuing Operations During Non-Storm Periods	9
	D. Post Winter Follow Up.....	10
IV.	Operations – Water and Sewer	10
	A. Pre-Winter Preparation.....	10
	B. Winter Operations	10
V.	Coordination/Communication/Public Information	11
VI.	Plowing non-accepted Public Highways	14
VII.	Sidewalk Winter Maintenance Plan.....	15
VIII.	Appendices	16
	Appendix A – Equipment Available	16
	Appendix B – Cul-De-Sacs, Bus Turnarounds, Dead-End Roads, Hot Spots	18
	Appendix C – Town Of Milton Radio Call List.....	22
	Appendix D – Local Contractors Who May Assist the Town in Snow Clearing Operations (Subcontracted Services).....	23
	Appendix E – Map of Sidewalk Plow Route	24
	Appendix F – Guidelines and Operating Instruction for Ice and Snow Clearing Techniques.	25
	Appendix G – Winter Safety Guidelines	26
	Appendix H – Adjacent Towns Call List.....	29
	Appendix I – Instructions For Installation of Mailbox & Post	30
	Appendix J – Letters to Residents.....	31
	Appendix K – On-Call Staff Contact Information	34
	Appendix L – Frequently Asked Questions	35
	Appendix M – Complete Plow Route Assignments	37

I. GENERAL

The Town of Milton Department of Public Works (DPW) has the responsibility of maintaining essential services on approximately 102.69 miles of accepted Town roadways (91.69 miles paved, 11 miles of gravel), approximately 11 miles of contiguous sidewalk, over 40 miles of water line, over 15 miles of sewer line, and aids in maintaining public buildings, cemeteries, forests and parks. A significant portion of DPW's efforts is directed towards maintaining the essential transportation and utility services during the extended period of high precipitation, low temperatures, and heavy winds, which together characterize a typical Vermont winter.

There are three (3) divisions within DPW: Administration, Highway, and Water/Wastewater. The day-to-day operations, including snow and ice removal of the Highway and Water/Wastewater Divisions, are supervised and coordinated by the Highway Superintendent and Water/Wastewater Superintendent under the general policy direction of the Town Manager and authority of the Selectboard.

II. RESOURCES AVAILABLE

This section covers the resources available to DPW in the planning and execution of winter operations.

To provide timely winter street clearing services and to gauge the level of activity required prior to, during and following winter storms, the Town utilizes the following:

- A. Weather forecasts are provided by the National Weather Service located at the Burlington International Airport (802-862-2475) and Weather Pros. In addition, the weather forecasts are broadcast continually. Receivers monitor this forecast at the Town of Milton Public Works Facility and the Police Department.
- B. Local radio, websites and television stations provide weather forecasts, including the dedicated Weather Channel on cable television.
- C. National Weather Service forecasts and current conditions for Burlington International Airport are available via Internet at <http://www.weather.gov/btv/>.
- D. Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier. This information can be obtained by calling 828-2648. Two State Highway radio frequencies, 159.180 and 159.195, also can be monitored on the scanner for current information.
- E. Assistance is available on local road conditions from the Milton Police Department. During off-duty hours (3:30 PM to 7:00 AM), the DPW utilizes information provided by police officers on duty/patrol. To provide the best possible response in the shortest time, it is important that the following information be provided by the Police Department and conveyed to DPW at the time contact is made:
 - 1. Is the problem Town-wide, restricted to one area of Town or at a specific location? The problem location needs to be defined as accurately as possible.
 - 2. What is the specific nature of the problem?
 - a. Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

- b. Ice - How severe are the conditions and is it widespread or site specific? Is the problem on paved or gravel roads or both?
 - c. Miscellaneous - explain what the problem is in as much detail as possible.
 - d. Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?
 - e. Washouts - How large is an area affected (size) and is the washout in progress or has it subsided?
 - f. Emergency Access – Can Police, Fire or Rescue get to any location (because of specific road conditions or problems)?
- 3. What is being done by the Police Department pending arrival of Public Works employees?
 - a. Will the Officer remain on site?
 - b. Will barricades be put up?
 - c. Will road(s) be closed?
 - d. Will Fire/Rescue be contacted?
 - e. Will the media be contacted?
 - 4. A decision on what effort is needed to correct the problem will be made by the Highway Superintendent and/or DPW Director or Designee. However, any input from the police officer on site may assist DPW in the timely arrival of help.
 - 5. Once contact is made via telephone or alert notification list, communication will be maintained until DPW has corrected the problem. DPW will notify the Police Department when all work is completed.

III. OPERATIONS – TOWN HIGHWAY

During the winter period extending generally from the 15th of November through the 15th of April, the principal efforts of the DPW Highway Division are directed towards control of snow and ice on Town highways. DPW's efforts fall into four categories: Pre-Winter Preparation, Training and Orientation; Winter Storm Operations; Continuing Winter Operations during Non-Storm Periods; and Post-Winter Follow-up.

A. Pre-Winter Preparation, Training and Orientation

- 1. Update the operation plan to keep the guidelines current. Let the media, Police Department, Fire Department, School District and other officials know about the guidelines. Conduct coordination meetings with all affected departments.
- 2. DPW employees shall know the plowing and spreading routes, and shall complete the following tasks:
 - a. Make trial runs before winter to familiarize themselves with the routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and new obstacles may be present now that were not there before. Plan fall meetings to familiarize the road crew with their winter duties and review with all drivers, all routes in case another crew member must take over the route.
 - b. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures, including fire hydrants, guard rails, drop inlets, catch basins and

curbing ends that may be hidden from the driver(s). Mark areas that have been consistent sources of complaints and hazards in the past.

- c. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
- d. Review new development plowing plans with the full crew in late fall. Identify which new road(s) will be accepted during the winter and plowed by the Town.

3. Effective Radio Communication

- a. Review the alert notification roster and radio calls with all employees.
- b. Check all radio equipment and ensure that working spares are stockpiled at the garage.
- c. Review the storm warning system with all affected employees.

4. Equipment - Operation and Maintenance

- a. The Highway Superintendent is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.
- b. Prior to the onset of winter, the mechanic, Highway Superintendent and all operators will perform a complete inspection of all winter equipment to include at a minimum, the following:
 - Vermont State Inspection
 - A check of all wing and plow hydraulic systems to ensure they are operating properly.
 - A check on the condition of moldboards and cutting edges.
 - Operation of snowplow hoists, towers, sanders and controls to include calibration tests for sand and/or salt spreading and operational checks of the computer-controlled material feed systems.
 - Brake checks, air and hydraulic hose checks.
 - All vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered.)
 - Replacement of side or end-body reflective tape as necessary.

5. The mechanic will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

6. The Highway Superintendent and mechanic will ensure that operators perform preventive maintenance daily to include:

- a. Inspection of tires for wear
- b. Checks on brakes and air systems
- c. Checks of hydraulic hoses for leaks
- d. Visible structural checks of frames and pins holding the bed to the frame
- e. All electrical equipment, especially lights, wiring and sockets

- f. Wipers
 - g. Plow blade wear
 - h. Safety equipment checks
7. Materials
- a. The Highway Superintendent is responsible for ensuring an adequate supply of sand is stockpiled or available prior to the start of winter. The Highway Superintendent is responsible for maintaining an adequate supply of gravel, sand, salt, magnesium and calcium chloride throughout the winter.
8. Training will be conducted annually on the following subjects in support of winter operations:
- a. The winter snow plan
 - b. How salt works
 - c. How magnesium chloride works
 - d. How and when to use salt, sand and chemical deicers
 - e. Application rates/salt reduction
 - f. Special storm situations
 - g. Special deicing problems
 - h. Winter safety considerations
 - i. Police/DPW communications
 - j. Parking/towing ordinance
 - k. Public relations/complaint procedure
 - l. R.O.W. issues
9. Other subjects as appropriate

B. Winter Storm Operations

1. General Philosophy

The Town of Milton does not have a bare roads policy. The Town follows a Safe Roads at Safe Speeds policy. This means that during a storm, roads are plowed, sanded and salted to keep them open for travel, though road surfaces may be snow covered at times during the storm. Roads will be returned to bare pavement only when the storm is over to the best of the crews ability. Depending on the severity of the storm and road temperature, this may take several days, especially on low volume roads and in developments.

Like towns all over Vermont, Milton has traditionally used a deicing approach to winter road maintenance removing or melting snow and ice as they accumulate or shortly thereafter. Bare roads can be achieved when salt is used at its optimum deicing temperature of 18° Fahrenheit and above. Below 18° a mixture of sand and salt may be used in limited circumstances however the roads will not be bare. On most routes, magnesium chloride will be mixed with the road salt to improve the salt's effectiveness in marginal temperatures. The use of magnesium chloride may also help stretch our salt supply which has been increasingly more expensive to purchase and difficult to maintain on hand.

2. Determination of Operations

Using the resources identified under Section II, professional experience and judgment, the Highway Superintendent or his/her designee will determine the appropriate level and timing of snow and ice control to be performed by the DPW and may consult with the DPW Director if needed. The Highway Superintendent or his/her designee will contact employees in the DPW using the alert notification list.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads in the Town of Milton are not possible. An overall plan has been developed to provide for clearing of the roads. This plan is generally followed; however, each storm event is unique and deviations from the plan occur. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, a review of the methods, materials, equipment used, staff, as well as complaints received will be performed by the Highway Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

3. Control Center

The DPW Administrative Office will be the Control Center for storm events. The phone number is 802-893-6655. Although the Highway Superintendent or his/her designee may frequently leave the Control Center to evaluate conditions and assist in the operations, he/she can be reached via cell phone or radio. After hours, the public can contact the Milton Police Department dispatcher at 802-893-2424.

4. Equipment

To support the operation, the DPW has equipment available as noted in Appendix A - *Supplemental Equipment*.

In an emergency where Town equipment is out of service for repair, or the situation is beyond the ability of the Town to handle in house, supplemental equipment and operators may be rented/hired from area contractors. A list of potential contractors is indicated in Appendix D. Also, assistance may be secured from neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities as well as Milton. Major winter disasters may require the assistance of the Vermont National Guard, if an emergency declaration is issued by the Governor.

5. Materials

Ice and snow clearing materials are stockpiled at the Highway Garage located at both facilities 160 Public Works Way and 17 Ice House Road for use during the winter season.

- a. The Town procures sand during the fall of each year by getting quotes from suppliers with acceptable winter sand.
- b. Due to stormwater management practices, salt is added to sand only on an as needed basis.
- c. Approximately 400-tons of salt is stockpiled at the Ice House Rd location and 200-tons at Public Works Way. The salt bay is stocked prior to the onset of winter and is resupplied as needed.
- d. The Town generally procures road salt from the following company at the Vermont Agency of Transportation bulk-rate pricing:

- (1) Cargill Salt Company, c/o Barrett's Trucking, 16 Austin Drive, Burlington, VT 05401. 802-863-1311 or 1-800-243-7258.
 - (2) Alternative supplier: Apalachee Salt 1423 Highland Ave, Rochester, NY 14620, 800-724-5037
 - (3) Alternative supplier: Deicing Liquids Innovative Surface Solutions, Glenmont, NY 518-729-4319
- e. There is a trend in the northeast to rely more on salt and less on sand for several environmental and budgetary reasons. Additional salt will work well on paved roads although some storms require the application of sand on all roads (i.e. sleet and/or freezing rain).

6. Snow Plowing and Sanding/Salting Operations

- a. DPW has organized the snow clearing equipment into (7) major routes for routine operations. The plow routes are depicted on a map located in the DPW Administrative Office. Each complete route for a single truck is approximately forty (40) lane miles in length and takes three to four hours to complete, once a major snow event is over. Dirt roads have been assigned their own routes as they require different ice and snow removal treatments. The routes have been established to meet the following criteria:

Provide the highest priority coverage to the roads with the heaviest usage (the major connector) and a history of the severe conditions and/or accidents. The highest priority roads for each designated route are the following connector roads: (See Appendix M for a complete listing of each route).

- (1) Route No. 1 – Tandem Axle Dump Truck
Duffy Rd., East Rd., Hardscrabble Rd., Marr's Hollow Rd., McMullen Rd., North Rd., Rollin Irish Rd., Westford Rd.
 - (2) Route No. 2 – Single Axle Dump Truck
Bombardier Rd., Centre Dr., Hobbs Rd., Mackey St., Main St., Middle Rd., Railroad St.
 - (3) Route No. 3 – Tandem Axle Dump Truck
Beebe Hill Rd., Cadreact Rd., Everest Rd, Lake Rd.
 - (4) Route No. 4 – Single Axle Dump Truck
Manley Rd., Milton Falls, Murray Ave., Overlake Development, Poor Farm Rd., Sanderson Rd.
 - (5) Route No. 5 – Tandem Axle Dump Truck
Bear Trap Road, Industrial Park, West Milton Road
 - (6) Route No. 6 (See App. B) – Medium Duty & 1-Ton Dump Truck
Ellison, Haydenberry, Lamoille Terrace, Upper Cherry Street; side streets and hot spots (hills and high hazard intersections)
 - (7) Route No. 7
Pick-up trucks, cul-de-sacs, narrow dead-end roads
- b. In the event of an extreme storm event, equipment failure or operator absence, the Town Highway major connector routes will be cleared first with the remaining usable equipment and available operators.

- c. Maximize the cycle capability of each vehicle to prohibit unnecessary reload trips for materials at the Highway garage.
- d. Plow routes are designed for mostly right-hand turns to increase efficiency and avoid leaving windows in intersections and back tracking.
- e. Assign an intermediate priority to collector streets with lesser traffic loads and reduced history of accidents. A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street(s) or community facility. This normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation street(s) within such subdivisions. Examples are Main Street, Cherry Street, School Street, Herrick Avenue, Haydenberry Drive, Woodcrest Circle, Barnum Street, and Red Clover Way.
- f. Because of their location, adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrently with collector streets or immediately following. Examples are Stewart Lane, Hemlock Road, and Quail Hollow.
- g. Dead-end streets follow in priority, although many may be cleared earlier in the process to meet the objectives of efficient cycling. Examples are the cul-de-sacs in the Milton Falls Court sub-division.
- h. Cleaning cul-de-sacs is extremely time-consuming. Often these areas will not be cleared until well after all other clearing operations are complete, after the storm event or the next day. Staff may not be available to clean cul-de-sacs during the storm event. Depending on the size of the cul-de-sac one lane of travel may only be open at any given time.
- i. The Town will take over the maintenance of roads when they are accepted as Town highways after the warranty period. The Town reserves the right to plow short segments of development highways prior to the acceptance of that segment, when that segment is in the warranty period, and if this action produces an overall improvement in time management or efficiency of the plow route. (see Section VI for more details)
- j. During the evening hours of a storm event between 9 p.m. and 3:00 a.m. typically no staff, or a modified to reduced staff schedule will be used, unless there is a continuous heavy snowfall or continuous icing.

7. Operating Flexibility

It is important to note that the approved plan, and the map located in the Control Center, are subject to change with each storm. Also, the time frame for clearing can vary significantly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- time of plowing
- school bus routes
- commuter traffic
- parked cars
- equipment breakdown
- assisting Fire, Rescue or Police Departments
- type, intensity and duration of the storm

- staff
- a. To guide the DPW in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines is provided in Appendix F. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations. Each operator is responsible for making decisions regarding the blend of materials and application rates to keep the roads as safe and passable as possible while concurrently minimizing costs. To maximize efficiency each operator will maintain an application chart in trucks where material management devices are installed.
- b. Operator and citizen safety is an important consideration during all snow/ice clearing operations and suggested safety practices are provided in Appendix G.
- c. Police Department staff and the General Public are reminded that Town snow removal operations generally will not start until one (1) hour after the initial call, because of the time factor in getting crews in, equipment checked, and materials loaded. Also, with routes requiring 3 to 4 hours to plow once completely, notification must occur before 2:00 a.m. or it is likely that the major roads will not be open by 7:00 am.

8. Applicable Ordinance/Laws

During snow clearing operations, it is important that motor vehicles are not parked in "...such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, or the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance constitute a hazard contrary to the public health, safety and welfare...". Because of this, the Selectboard adopted a Motor Vehicle and Traffic Regulation Ordinance last updated in February 2011(see Section 6, f-k.)

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be."

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates a dangerous obstruction. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The DPW will generally warn the residents responsible of the first occurrence. On subsequent violations, DPW will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Playing and building snow castles along the road edge in snowbanks is extremely dangerous during snow removal operations. DPW will destroy the castles and provide the residents with notice concerning the action taken, why it was necessary and a warning against future occurrences.

9. Snow Removal on State Highways in the Town of Milton

Within the Town of Milton, the State maintained Highways are U.S. Route 2, U.S. Route 7, and Interstate 89.

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage located in Colchester. Questions or comments on these highways can be directed to the District Transportation Administrator, 802-655-1580.

C. Continuing Operations During Non-Storm Periods

After a storm event or during periods of lessened storm activity, several operations need to take place to ensure readiness for subsequent winter operations.

1. Equipment needs to be inspected, using preventative maintenance techniques, and repaired if necessary. Special attention must be given to tires, chains, brakes, and snowplows - including wings, shoes, bearings, augers and spinners.
2. Materials, especially salt, must be reordered to ensure an adequate stockpile on-site.
3. Plow routes must be driven to identify problems, especially illegal plowing by driveway contractors, problem mailboxes, and snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the Highway Superintendent so that letters can be sent to correct the problem.
4. It is important to wing-back snow on road shoulders following each major snowstorm and to clear critical areas to make room for future snow storage, especially at intersections. If the snowbank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass, which cannot be moved without considerable effort by snowplows; therefore, winging-back is an on-going function that needs to be addressed as soon as storm subsides. The amount of stockpiled snow dictates that winging-back is needed.
5. The Town does not haul snow (in general). However, at specific locations, i.e. intersections, cul-de-sacs without storage space, school bus routes, problem areas or sites of repeated accidents, the Town may selectively utilize the loader and dump trucks to haul snow from the site. The principal purpose of hauling is safety. The hauled snow shall be dumped at the old landfill site or at some other suitable and acceptable place as determined by the Highway Superintendent.
6. It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. Salt or solid calcium chloride applications may be needed to free them of ice and snow.
7. Following a storm, generally within 5 business days, an investigation will be made into all storm-related complaints received. The Highway Superintendent or their designated representatives will complete the investigation. Their findings shall be made known to the

complainant as soon as practicable. All such complaints will be handled through the DPW Administrative Office at 802-893-6655.

D. Post Winter Follow Up

1. Review the winter snow clearing operations as soon as possible in the spring with all personnel involved, including but not limited to fire, rescue, police, schools, to obtain input for improvement in the coming season.
2. Give all equipment a thorough maintenance check after the last snowstorm of the winter.
 - a. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
 - b. Order new plow blades and other equipment as necessary.
 - c. Oil and grease all moving parts before storing equipment.
3. Schedule summer construction for areas where road defects have resulted in problems during the winter, such as ice patches.
4. Identify new equipment needs for improving operations.
5. Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changes in equipment and technology.

IV. OPERATIONS – WATER AND SEWER

A. Pre-Winter Preparation

Prior to the onset of winter, the Water/Wastewater Division will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

B. Winter Operations

1. Following storms, the principal responsibility of the Water/Wastewater Division shall be to clear snow and ice from around essential (Public Buildings & Emergency Services) hydrants and to clear pedestrian access lanes to Water/Wastewater Buildings and pump stations, with help from the Operations Division.
2. The Water/Wastewater Division provides primary backup to the Operations Division in the event of a prolonged winter storm event or lack of personnel due to illness, etc.
3. The Water/Wastewater Division has responsibility for the repair of broken and frozen water mains, within the overall limit of Town responsibility up to and including the service curb stop. The Town will assist in the thawing of frozen private service lines to the extent possible. However, assistance will be provided only during normal working hours. The current version of the Water & Wastewater Rate Schedule A outlines the process, rates and statement of services.

4. In the event of a power failure at the Wastewater Treatment Plant, River Street Pump Station, US7 Pump Station, Middle Road and Catamount Pump Stations the auxiliary generator will start automatically. Fuel tank levels will be maintained above half full.
5. In the event of a power failure at the Water Plant (McGrath Reservoir) the auxiliary generator will automatically start supplying power to the water system. The Telemetry Control System will require manual resetting upon restoration of power. When full, the twin water tanks contain approximately three (3) days' worth of storage. The Maplewood Avenue Booster Pump Station has emergency power. In rare cases water conservation measures may be requested of all users by the Milton Water Ordinance, Section 3-B, 5-2.
6. When fire hydrants are used by the Fire Department during the winter, the Fire Department will notify the Police Department immediately following the fire and identify the used hydrants by number. The Police Department will immediately notify DPW through the alert notification roster, so the hydrants can be drained before they freeze.

V. COORDINATION/COMMUNICATION/PUBLIC INFORMATION

- A. All communication from the public concerning conditions and problems should be directed during normal working hours (8:00 a.m. to 5:00 p.m.) to the DPW Administration Office (802-893-6655). Emergency requests during non-working hours should be directed to the Police Department (802-893-2424) for relay to the Highway Superintendent, DPW Director or Designee, or staff at the Town Garage. The Town Garage phone system is intended for internal use only and not for direct communication between the public and the Division.
- B. During winter storm events, the Town Garage may be unstaffed when the Highway Division personnel are out on the roads, or when the personnel rest requirements dictate that plow drivers go home to sleep and/or eat. During these low/no staffing periods, there may be no one available at the Town Garage to answer the telephone; however, Town officials may still have the need to communicate with the DPW regarding road conditions, snow clearing progress or other issues.

Town officials must use the existing Town staff chain of command in the event they need to communicate with the DPW staff during a storm. This means contacting the DPW Director or Designee via phone, radio or cell phone. If the DPW Director or Designee is not available by telephone or radio, the Highway Superintendent should be contacted directly. Their contact information can be found in Appendix K.

- C. Complaints or requests for service will be reviewed and investigated by the DPW with corrective action taken as deemed appropriate in a timely manner as weather permits.
- D. Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:
 1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way (ROW) without prior approval by the Selectboard. 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 damaged are, but not limited to; fences, flowerpots/beds, recycling & refuse containers, landscaping, trees, lawns, basketball hoops, etc.
 2. To ensure mail delivery to all rural residents, the Town has provided a blanket authorization for mailboxes/posts to be in the Town's ROW. The Town has information available to the public, upon request, regarding Federal guidelines that control the specific location of the

mailboxes/posts and may require the homeowner to move the box/post to a more suitable location. (See Appendix J)

3. Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snowbank, or the weight/volume of the snow being plowed. The damage is not deliberate and, in most cases, unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. The Town will not repair or replace mailboxes/posts damaged by private contractors and homeowners during driveway clearing operations. If a mailbox that is properly installed and is in good repair is physically struck by the Town's plow truck, the Town will provide a generic USPS Post Office approved box at no cost to the property owner. The damage/incident must be reported and inspected within 5 business days. Additionally, residential mailboxes should be kept in good repair, with their doors closed.

The Town will perform a pre-winter inspection of plow routes and associated mailboxes. If the Town identifies mailboxes in need of repairs prior to winter operations, the homeowner(s) will be notified. If one of these mailboxes falls during winter plowing operations, the Town will not be responsible for repairing or paying for it. It is the responsibility of the homeowner to keep their mailboxes in good working condition.

4. The Town will restore or replace objects located on private property outside the ROW that have been damaged other than because of its snow or ice clearing operations.
 5. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.
- E. When conditions are especially severe, the Highway Superintendent, working in concert with the DPW Director or Designee, may issue a special snow emergency statement advising the VTALERTS, social media, local media, radio station, industries and schools that conditions may adversely affect their operations. One or all the following parties will be notified when this occurs:

CONTACT	PHONE #
Milton Fire Department - Police Dispatcher	802-264-5555
Milton Rescue - Police Dispatcher	802-264-5555
Milton Town School System	802-893-5400
Milton School Bus Garage	802-893-1334
Newspapers:	
Milton Independent	802-893-2028
Burlington Free Press	802-863-3441
St. Albans Messenger	802-524-9771

Radio Stations:	
WJOY/WOKO (fax # 802-862-0786)	802-658-1230
WEZF (fax # 802-655-0478)	802-655-0093
WVMT/WXXX (FAX # 802-655-1329)	802-655-1620
WIZN (FAX #802-860-1818)	802-860-2440
TELEVISION STATIONS:	
WCAX	802-652-6300
WPTZ	802-655-5588
WFFF (FAX # 802-660-8673)	802-660-9333
WVNY	802-660-9333

F. Public Access Sand Pile

The Town will make available a small quantity of winter sand, in a location accessible to Milton property owners/residents. This will normally be situated near the south boundary of the Town Garage property, on the right of Ice House Road. The location may change to meet operational needs but will remain in a location accessible to the property owners/residents of Milton. If the overall sand supply runs low, the Town may stop providing this material at the DPW Director or Designee's discretion.

This sand is intended exclusively for individual use by private property owners/residents. Private property owners/residents are allowed to take sand from the pile; however, they shall limit the amount they take up to one (1) five-gallon bucket per storm event. Use by and/or for commercial properties, snow plowing businesses, or property managers is forbidden. These use restrictions will ensure availability to the most residents' possible.

Property owners/residents shall not be allowed direct access to the winter sand storage area behind the Town Garage at any time.

G. It is important that, as part of the communication/public information program, the following issues be communicated each year to the residents prior to December 1st or at the beginning of the winter storm season:

1. Snow should not be blown/plowed or shoveled into the Town highways or across the road.
2. The nightly parking ban needs to be respected, and cooperation is needed during other times of the day when storms occur, and parked cars need to be moved.
3. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snowbanks. Refuse & recycling containers should be left in driveway aprons, or a space cleared for them out of harm's way. Appendix J is sample letters to residents regarding objects in the Town's ROW.

4. Mailboxes/posts need to be properly installed, and lids closed when not in use. Appendix I contains instructions for placement of mailboxes.
5. Snowplows must be respected, given their width, weight and speed. Drivers often will attempt to crowd snowplows or homeowners will attempt to protect their shoveled drive by placing objects and/or standing at the entrance. Both practices invite disaster because of the lack of maneuverability of these vehicles, the generally icy conditions and often the inability to see under blowing snow conditions. Please do not crowd the plow.
6. Only items authorized by a Highway Access Permit or easement are authorized to remain in the Town ROW. Unauthorized objects in the Town ROW need to be moved or relocated during the winter. Town Staff may relocate or dispose of these items at the owner's expense.

VI. PLOWING NON-ACCEPTED PUBLIC HIGHWAYS

The DPW Highway Division will consider the winter maintenance of a Developer's non-accepted public infrastructure during the warranty period under the following conditions:

- A. The Town has the staff, equipment, and material resources available to complete the work.
- B. The proposed segment(s) to be plowed shall have either a completed loop or a temporary or permanent hammerhead located at the end of the segment(s) to be maintained.
- C. The segment(s) shall be paved and any storm water and sewer structure set so that it will not damage plowing equipment. The Developer may pave the surface course of pavement to facilitate winter maintenance with the understanding that at final inspection any pavement defects will have to be fixed to meet the Town DPW Specifications.
- D. Segment(s) to be maintained must be a minimum of one thousand (1000) feet long or a completed highway segment is a loop. The development shall have two separate accesses onto a current public highway where designed.
- E. The Developer understands and agrees to the condition that the Town of Milton is not liable for any damage caused to said infrastructure caused by Winter maintenance and the Developer will have to correct any damage at his/her expense prior to acceptance of the infrastructure by the Town of Milton. The Developer shall maintain liability insurance to protect the Town during the period of the warranty.
- F. The Developer may contract for the plowing service with the Town of Milton. The fee will be paid in advance of the winter plowing season based on an estimate of labor and materials used. Cost to include rate of vehicle plus operator from cost developed by the Town. The Developer shall pay the Town for all estimated material used to maintain the highway or highway segment(s). Sand shall be charged at the Town Winter Sand bid price and the application rate shall be three hundred (300) lbs. per lane mile. Salt shall be charged at the Town Winter Salt bid price and the application rate shall be one hundred (100) lbs. per lane mile. Highway Superintendent to make determination of ability to add additional workload.
- G. The DPW shall not maintain any development highway segment that have not been paved, is under construction, or deemed not plowable by the Highway Superintendent.
- H. The Town may determine to plow a segment of warranted but not accepted highway if the segment to be plowed improves the time management or efficiency of the plow route. The Developer shall be required to pay the Town for this plow service.

VII. SIDEWALK WINTER MAINTENANCE PLAN

The Town of Milton maintains access to sidewalks contiguous to the Town Core that meet design requirements as established in the DPW Specifications, adopted October 6, 1997, and as amended. The following are general guidelines for the program.

- A. The sidewalk plow route is attached as Appendix E. Sidewalks contiguous to the Town Core sidewalks shall be plowed (subject to the following paragraphs). Sidewalks in the public ROW constructed as part of a new subdivision may be plowed when the Town has accepted a warranty deed for the ROW and if the new sidewalk is contiguous to the Town Core Sidewalk Plow Route.
- B. The portion of North Road historically plowed by the former Village of Milton shall continue to be plowed.
- C. Sidewalks added to the plow route shall be contiguous with the Town Core and a majority of the lot owners or association members in the subdivision shall provide a written petition to the DPW Director or Designee for inclusion in the sidewalk plow route. Extensions of the sidewalk plow route for new or existing sidewalks will be considered provided that sufficient staff, equipment, and material resources are available to complete the work.
- D. The Town of Milton is not responsible for winter maintenance of sidewalks that are not contiguous with the Town Core sidewalks.
- E. The Town may decide to assist a subdivision in clearing a school bus stop within the public ROW based on a written petition to the DPW Director or Designee requesting the service.
- F. Shared use paths that meet the design requirements as established in the DPW Specifications, adopted October 6, 1997, as amended shall be plowed if contiguous with the Town Core sidewalks and appropriately petitioned for inclusion in the sidewalk plow route. Shared use paths shall be plowed at least to the same width and standard of a sidewalk.

The winter maintenance of sidewalks is a secondary priority to maintaining safe and passable roads. The call out time for winter sidewalk maintenance shall be as deemed appropriate by the Highway Superintendent. Sidewalks shall be plowed in a timely manner as determined by severity of the storm. Sidewalk maintenance may be temporarily deferred to concentrate on making roads passable based on the discretion of the Highway Superintendent. As a rule sidewalk plowing will begin after route plowing has concluded to avoid the practice of repeat plowing of the sidewalks. Unless in a highly unusual event, salt and sand are not used on sidewalks due to the damage they cause to concrete, and the spring cleanup efforts required to protect the environment. As with plow routes, residents are urged not to place their refuse and recycling containers, or any other objects in the sidewalk path.

VIII. APPENDICES

Appendix A – Equipment Available

Vehicle and Route Assignments

ROUTE	VEHICLE	COMPLETION TIME (6-8 INCH STORM)
1	Tandem Axle DT	6.5
2	7-Yard Single Axle DT	6-7
3	Tandem Axle DT	7
4	7-Yard Single Axle DT	7
5	Tandem Axle DT	6-7
6	4-Yard Single Axle	7-8
7	3/4 & 1-Ton Pick-up Trucks	6-7
8	Sidewalks Plow (2)	8
9	4-Yard Single Axle	* will be built in FY26 season

(DT= dump truck with plow, wing, and spreader)

Other Storm Assignments

ROUTE	VEHICLE	COMPLETION TIME
Cul-de-sacs	3/4 & 1-Ton Pickup	8 hrs.
Hills, curves, dead-end roads, and assist with Cul-de-sac route.	1-Ton Dump truck	7 hrs.
Equipment Maintenance		3 hrs. per storm
Yard Maintenance (plow yard, mix and screen sand)		3 hrs. per storm

Storm Supervision and Follow-Up (Highway Superintendent or Designee)

Monitor weather, call in crew and report to duty on time; Provide advice to buses and school on road conditions. Handle all incoming calls, radio dispatches, and continue to monitor weather conditions. Resolve issues related to plowing as they are reported to DPW. Advise crew as to when to do final scraping and salting. Assist with cul-de-sacs as able and do final check of road

conditions before sending crew home. Apply salt to hot spots when doing final check of road conditions. Assure that all storm data has been properly recorded. Provide final update to the Milton Police Department.

Appendix B – Cul-De-Sacs, Bus Turnarounds, Dead-End Roads, Hot Spots

Cul-de-Sacs

- Adams Park
- Beaver Brook Road
- Chrisemily Lane
- Country Lane
- Delma Drive
- Edgewater Terrace
- Emile Drive
- Hidden Meadows
- Howard Drive
- Hunting Ridge
- Jackson Lane
- Jonzetta Court
- Kendra Drive
- Kim Lane
- Kingsbury Road
- Lacasse Drive
- Lamoille Terrace
- Lena Court
- Long Pond Drive
- Maplewood Avenue
- Milton Falls Court
- Moss End
- Pine Harbor Road
- Poor Farm Road, (end)
- Quail Hollow
- Quarry Lane
- Raspberry Court
- Rebecca Lander Drive
- Riverside Drive
- Sawyer Avenue
- Sheldon Road

- Smith Road
- Sonya Road
- Streeter Brook
- Thrush Drive
- Timothy Court
- Valley View Drive
- Village Meadow
- Waterwheel Way
- Winter Lane

Bus Turnarounds

- Allen Brook Drive
- Bus Turn Around
- Cobble Hill Road
- Cooper Road
- East Road
- Everest Road
- Hardscrabble Road
- Hibbard Road
- Hunting Ridge
- Irish Road
- Kim Lane
- Manley Road
- Racine Road
- Reynolds Road
- Ritchie Avenue
- Rowley Road
- Westford Road

Dead End Roads

- Bezio Road
- Clapper Road
- Costello Road
- Dixon Road
- End of Everest Road

- Erling Drive
- Henry Road
- Howard Street
- Kilburn Rd
- Marque Road
- Morgan Road
- Moss End
- Sawmill Road
- Turner Ave
- Woods Court

Hills

- Allen Drive
- Bear Trap Road
- Cooper Road
- East Road Trestle
- Edwards Street
- Ellison Street
- Hardscrabble Road
- Hunting Ridge
- Lamoille Terrace
- Milton Falls
- West Milton Road
- Westford Road

Intersections

- Bombardier & Hobbs
- Duffy Hill & Mars Hollow
- Lake Rd & US7
- Main & North Road
- Main St & Railroad
- Main Street & US7
- Poor Farm & Lake
- Railroad & Middle

Dirt Roads

- Beebe Hill Road
- Bezio Road
- Bullock Road
- Cadreact Road
- Dixon Road
- Eagle Mountain Harbor Rd
- Hardscrabble Road (end)
- Henry Road
- Hibbard Road
- I-89 Emergency Gate Access
- John Rowley Road
- Kienle Road (end)
- Kingsbury Crossing (end)
- Marcoux Road
- Reynolds Road

Appendix C – Town Of Milton Radio Call List

RADIO NUMBER	STAFF MEMBER
007	DPW Office
58	Jess Gallas
59	John Geary
60	Eric Gallas
61	Trevor Barrows
62	Tyler Rhoades
63	Trevor Gingras
64	Steven Little
65	Chuck Dantoff
66	Hazen Towne
67	Keith Spaulding
70	Larry Blow
72	Paul Cardinal
73	Danny Sweeney
80	Jim Bushey
81	Joe Tymecki
82	Tom Elwood
83	Ashley Sanderson
84	Philip Comstock

Appendix D – Local Contractors Who May Assist the Town in Snow Clearing Operations (Subcontracted Services)

NAME	TYPE OF SERVICE	TELEPHONE #
Brian Bevins Bevins Excavating 141 River St Milton, VT 05468	Light Plowing & Snow Hauling	802-355-4953
Mark Curtis Hartwood Landscaping 118 Marrs Hollow Road Milton, VT 05468	Light Plowing	802-879-4425
John Hayes Hayes Excavation & Landscaping 288 Hardscrabble Road Milton, VT 05468	Light Plowing	802-893-1867

Appendix E – Map of Sidewalk Plow Route

Winter Sidewalk Maintenance



Appendix F – Guidelines and Operating Instruction for Ice and Snow Clearing Techniques

Techniques

1. Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.
2. When a significant amount of snow begins to accumulate, generally plow, and stop the application of deicer. As a rule, apply salt before significant accumulation and wait until the last plow cycle to reapply and then wait to scrape. Anti-icing techniques may be employed at the Highway Superintendents discretion.
3. Once the snow has stopped and plowing is finished, return to areas where drifting has occurred. Clear out the excess snow before it has time to harden. It is easier to push the drifts away from the road or cut down drifts when the snow is still fresh.
4. Remove snow (if necessary) from intersections, sharp corners and bends to improve visibility.
5. Remove the windrows on the sides of bridges to prevent drifting. If windrows are allowed to remain, available roadways will be reduced, and snow will later melt and form ice.
6. Give salt time to work. Generally, salt early to create brine at the snow/road interface and salt late for extended clearing. Employing anti-icing techniques is a proactive approach to keep snow and ice bonding the pavement surface.
7. Increase salt application during the night and on sunless days and when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth. Adding magnesium chloride or other liquids can increase the effectiveness of granular salt.
8. Wing-back snowbanks at the first available opportunity following a storm.

Appendix G – Winter Safety Guidelines

Personal Safety

The potential for personal injury increases significantly during winter operations because 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 must be available in case of an accident, vehicle breakdown or assistance to other drivers. Wear safety gear if you exit the vehicle.
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

1. 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.
2. Carry fluids in the vehicle -- water, tea, coffee, soup.
3. 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

1. Exposure to cold and wind chill factors

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

2. Frostbite

- a. 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 affected. Just before frostbite occurs, the affected skin may be slightly flushed.

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

3. Snow blindness

- a. Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.
- b. Symptoms include gritty feelings in your eyes; pain over the eyes; red, watery eyes.
- c. Prevention: use sunglasses on bright sunny days.
- d. Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

- a. Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.
- b. 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.
- c. Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth to mouth resuscitation and medical assistance obtained immediately.

Equipment Safety

- A. Perform all pre-operation checks of vehicles to ensure that critical vehicle systems are operational before leaving the garage.
- B. Check each vehicle for working safety/emergency equipment onboard to include:
 - flashlight
 - fire extinguisher
 - first aid kit
 - safety flares
 - warning signs with reflectors
 - operational communications equipment
 - shovel, hammer, pliers, screwdrivers
 - safety vests
- C. Do not exceed appropriate speeds for the equipment or operation.

Operational Safety

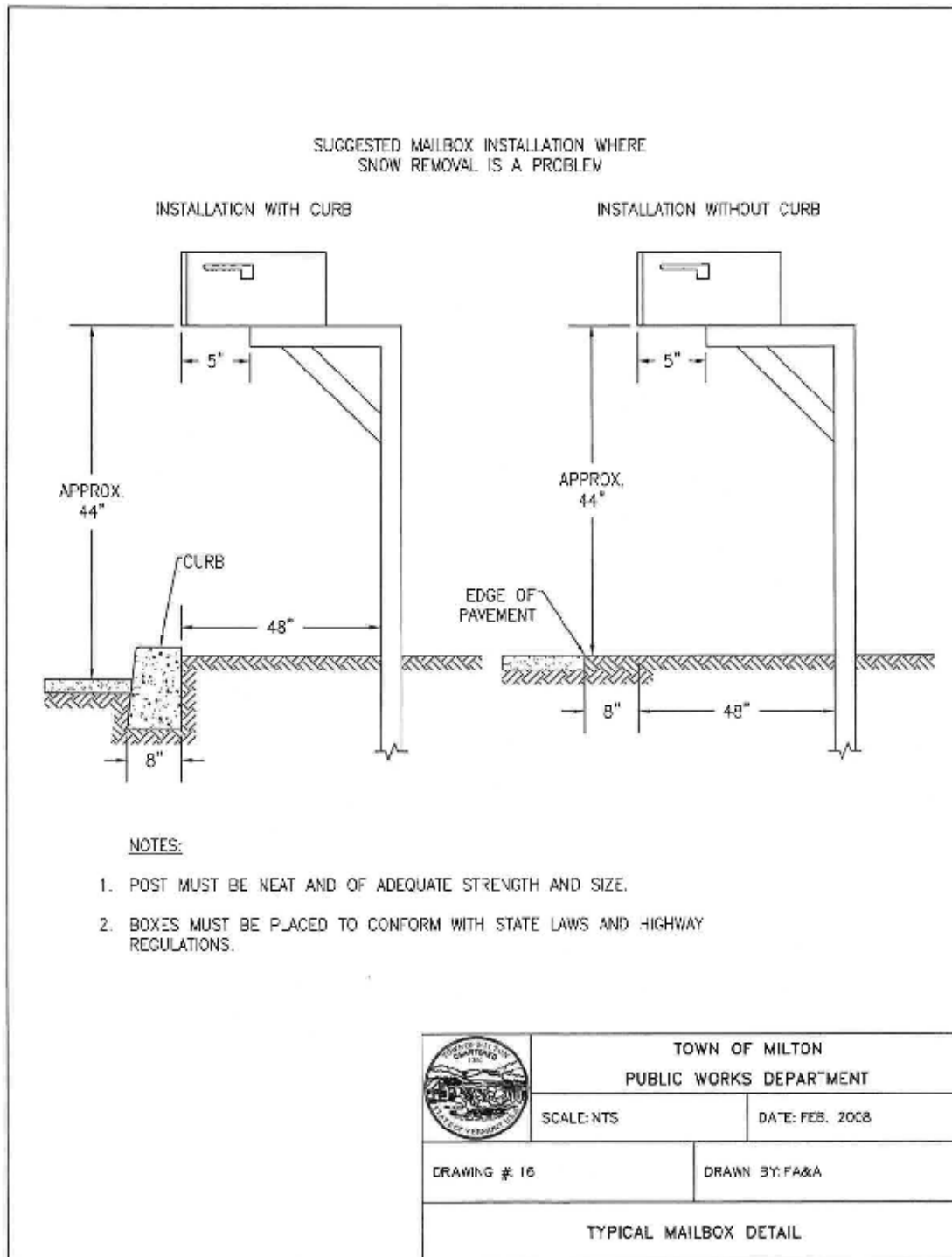
- A. The Highway Superintendent is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of sixteen (16) hours, except for extreme emergencies. The Highway Superintendent also needs to pre-qualify drivers to ensure they have the capability and skill to operate assigned equipment.
- B. The mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment.
- C. Operators need to be especially cognizant of the following situations:
 - a. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
 - b. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
 - c. Children playing in snowbanks; snow forts.
 - d. Inability to see immediately behind vehicles, especially when backing up.
 - e. Crowding the centerline.
 - f. Excessive speed.
- D. Safety briefings will be held as part of the Snow Day session and periodically during the winter monthly.

Appendix H – Adjacent Towns Call List

TOWN	CONTACT	PHONE	OFFICE
Colchester	Norm Baldwin	802-264-5620	
Essex Town	Eric Barkoumb	802-879-6698	
City of Essex Junction	Rick Jones	802-878-3180	802-878-6944 x1600
Jericho		802-899-6942	802-899-4936
South Burlington	Tom DiPietro	802-658-7961 x6101	802-658-7961 x6114
Underhill	Russ Clark		802-899-9959
Westford	Sean Cushing		802-879-4306
Winooski	Jon Rauscher	802-540-5122	802-655-6410
VTrans District 5	Jeremy Smith	802-343-6871	802-655-1580
Georgia	Todd Cadieux	802-307-2259	802-524-3323

Appendix I – Instructions For Installation of Mailbox & Post

<https://www.usps.com/manage/know-mailbox-guidelines.htm>



Appendix J – Letters to Residents

Subject: Plowing into a Roadway



ADMINISTRATION | HIGHWAY | WATER & WASTEWATER

802.893.6655 | www.miltonvt.gov

Date

Address

Subject: PLOWING INTO A ROADWAY

As a matter of Public Safety, plowing snow into and across Town highways is prohibited by state law (Title 19, Section 1105).

The plowing of snow across any public roadway can create unsafe travel conditions which may result in an accident or damage to a motor vehicle. Shoveling snow or blowing snow into the road is also capable of creating an unsafe condition. Even small amounts of snow, freezing in the roadway, can cause loss of control or damage to a vehicle.

The DPW Department asks all Milton residents to please refrain from putting snow into the roadway or piling snow on the edge of the road which may protrude into the road.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

Thank you, in advance, for your cooperation. If you have questions or feel that your situation may warrant pushing snow across a town road, please contact us at the DPW Office by calling 893-6655.

Subject: Parking Notice



ADMINISTRATION | HIGHWAY | WATER & WASTEWATER

802.893.6655 | www.miltonvt.gov

Date

Address

Subject: PARKING NOTICE

Please be advised that during “Winter Plowing Season” which extends from December 1st to April 1st each year, there is a parking ban in effect from midnight to 8 A.M. each day.

All roadways, including cul-de-sacs and other turn-around areas, must be clear of vehicles during the dates and hours referenced above.

All Town roads will be free of parked vehicles during the posted time, or they may be towed at the owner’s expense.

Please be aware that the Town of Milton has no desire to tow your or any other vehicle. The large trucks used to plow roadways cannot safely maneuver with vehicles parked on roadsides and in turnarounds.

This notice is being sent as a courtesy as we have noticed your vehicle parked on Town roadways or we have noticed vehicles in front of your property. We hope to avoid towing all vehicles.

We thank you in advance for your cooperation. If you have any questions regarding this notice, please call the DPW Office at 893-6655.

Subject: Obstruction/Object in the Right of Way



ADMINISTRATION | HIGHWAY | WATER & WASTEWATER

802.893.6655 | www.miltonvt.gov

Date

Address

Subject: OBSTRUCTION/OBJECT IN THE RIGHT-OF-WAY

This letter is being written to advise you of certain policies and laws regarding objects being placed in the Town's right of way and/or roadway.

Title 19, Section 1105 and 1111 of the Vermont State Statutes allows cities and towns to protect the public using right-of-ways and/or roadways. The Town of Milton adopted a Motor Vehicle and Traffic Regulation Ordinance. This Ordinance and the Winter Operations Plan provide another tool by which the Town is able to protect those who use public highways and can efficiently perform their work in a safe manner to the public as well as themselves.

The placement of an object(s) within the right of way prohibits the orderly and effective removal of snow on roadways. The act of placing an object such as, but not limited to, a vehicle(s), landscaping, basketball hoop(s) or playing and/or building of snow castles along the edge of the road is also extremely dangerous to people and the Town plow equipment.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

We thank you in advance for your cooperation. If you have any questions regarding this notice, please call the DPW Office at 893-6655.

Appendix K – On-Call Staff Contact Information



ADMINISTRATION | HIGHWAY | WATER & WASTEWATER

802.893.6655 | www.miltonvt.gov

TO: Town Staff, Milton Police/Fire Departments, Saint Albans Dispatch
FROM: Chris Taylor, Town Manager
RE: Milton Department of Public Works, Call-Out Procedure for Winter Operations
DATE: October 13, 2023

In the event of a Town of Milton, DPW (Highway, Facilities, or Water/Wastewater) related emergency, please contact the following personnel, in the order listed below:

	CONTACT	CELL PHONE	WORK PHONE	HOME PHONE
1	Town Office (during normal work hours)		802-893-6655	
2	Eric Gallas, Highway Superintendent	802-559-2266	802-893-6655	
3	DPW On-Call Phone		802-891-8088	
4	Keith Spaulding	802-782-6599		
5	Danny Sweeney, Equipment Operator	802-355-2056		
6	W/WW On-Call Phone		802-999-0973	
7	Tom Elwood, W/WW Superintendent	802-734-0257	802-893-1170	

Appendix L – Frequently Asked Questions

Reporting Hazardous Road Conditions

Outside of normal working hours please call Police Dispatch at 802-893-2424. During normal business hours, hazardous road conditions can be reported to the DPW Office by calling 802-893-6655 (option 3), or the Town Managers' Office at 802-893-6655 (option 8).

Winter Parking Ban

Starting December 1st the overnight winter parking ban will be in effect for all Town streets between the hours of 12:00-8:00 am. This ban is strictly enforced. Vehicles violating the ban may be ticketed or towed if interfering with snow removal operations.

Safe Roads at Safe Speeds

It is important to note that the Town does not have a bare roads policy, much like the rest of the State. We follow the practice of "Safe Roads at Safe Speeds". Salt used for road de-icing is less effective at temperatures below 18°F and when it's dark out. We may add magnesium chloride or other deicing agents to our salt to increase its effectiveness in colder temperatures. During extended cold snaps, it is not uncommon to see snow packed roads for several days.

What can be in the Town Right of Way?

The only items that should be in the Right of Way are driveways and mailboxes. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snowbanks. Basketball hoops, landscape fencing and features, and other obstructions need to be moved out of the right of way. Rubbish & Recycling containers should be left in driveway aprons or a space shoveled out for them. These items pose a significant hazard to the safety of our residents as well as our Plow Drivers.

When will my street get plowed?

The priority is our major connector & Class 2 Highways which are: Westford Road, Everest Road, Sanderson Road, Bear Trap Road, West Milton Road, Middle Road, North Road, East Road, Middle Road, Manley Road, Main Street and Lake Road. Snow and ice removal efforts during major storm events will be concentrated on these highways. Second, priority are minor collector streets such as Barnum Street, Herrick Avenue, Poor Farm Road, Woodcrest Circle & Hobbs Road. Following the priorities are developments, dead end and dirt roads and finally cul-de-sacs. Our plow routes are set up for the greatest efficiency and usually take 6 to 7 hours to complete two removal trips depending on the severity of the storm.

When will the sidewalks be cleared?

They are usually cleared after the street has been plowed to avoid repeat trips. The Town does not plow all sidewalks, only those that are contiguous to the town core will be plowed. Depending on the severity of a storm, it usually takes about 8 hours to plow the sidewalk route.

Our mailbox was damaged by a snowplow; will the Town repair or replace it?

Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snowbank or the weight/volume of the snow being plowed. The damage is not deliberate and, in most cases, unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. If a mailbox that is properly installed and in good repair is physically struck by

the Town's plow truck, we will provide a generic USPS Post Office approved box at no cost to the property owner.

Does the Town add Salt to the Winter Sand Pile?

This practice was eliminated several years ago in compliance with clean water rules and regulations. These regulations require sand piles that are mixed with salt be covered. Since Milton's sand pile is not covered, it is not mixed with salt. We will mix salt and sand on an as needed basis.

Can I get sand from the Town for my driveway?

A small pile is maintained at the Highway Garage at 15 Ice House Road (next to the dam) for residential use. Residents are limited to one 5-gallon pail per storm event. Use by and/or for commercial properties, snow plowing businesses, or property managers is forbidden.

Appendix M – Complete Plow Route Assignments

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
1	Adams Pk.	3	3 - Local Street	Asphalt
1	Cooper Road	3	3 - Local Street	Asphalt
1	Dogwood Circle	3	3 – Local Street	Asphalt
1	Duffy Road	3	3 - Local Street	Asphalt
1	East Road	2	1-Major Connector	Asphalt/Chip Seal
1	Hardscrabble Road	3	3 - Local Street	Mixed
1	Hidden Meadow Rd	3	3 - Local Street	Asphalt
1	Kingsbury Crossing	3	3 - Local Street	Mixed
1	Kingsbury Crossing	3	3-Local Street	Gravel
1	Marrs Hollow Road	3	3 - Local Street	Asphalt
1	North Road	2	1-Major Connector	Asphalt
1	Public Works Way	3	3 – Local Street	Asphalt
1	Quarry Lane	3	3 - Local Street	Asphalt
1	Reynolds Road	3	3 - Local Street	Gravel
1	Rollin Irish Road	3	3 - Local Street	Asphalt
1	Westford Road	2	1-Major Connector	Asphalt
2	Barnum Street	3	2 - Minor Connector	Asphalt
2	Beaverbrook Road	3	3 - Local Street	Asphalt
2	Birch Lane	3	3 - Local Street	Asphalt
2	Boardwalk Way	3	3 - Local Street	Asphalt
2	Bombardier Road	3	2 - Minor Connector	Asphalt
2	Bradley Street	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
2	Centre Drive	3	2 - Minor Connector	Asphalt
2	Cherry Street	3	3 - Local Street	Asphalt
2	Cobble Hill Road	3	3 - Local Street	Asphalt
2	Doris Drive	3	3 - Local Street	Asphalt
2	Ducks Court	3	3 - Local Street	Asphalt
2	Emile Drive	3	3 - Local Street	Asphalt
2	Griswold Drive	3	2 - Minor Connector	Asphalt
2	Hemlock Road	3	3 - Local Street	Asphalt
2	Herrick Avenue	3	3 - Local Street	Asphalt
2	Hillary Lane	3	3 - Local Street	Asphalt
2	Hobbs Road	3	2 - Minor Connector	Asphalt
2	Ice House Road	3	3 - Local Street	Asphalt
2	Kingswood Drive	3	3 - Local Street	Asphalt
2	Lela Mae Place	3	3 - Local Street	Asphalt
2	Main Street	2	1-Major Connector	Asphalt
2	McMullen Road	3	2 - Minor Connector	Asphalt
2	Middle Road	2	1-Major Connector	Asphalt
2	Park Place	3	3-Local Street	Asphalt
2	Pinewood Lane	3	3-Local Street	Asphalt
2	Public Works Way	3	3-Local Street	Asphalt
2	Railroad Street	2	1-Major Connector	Asphalt
2	Roberts Court	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
2	Russell Circle	3	3 - Local Street	Asphalt
2	School Street	3	3 - Local Street	Asphalt
2	Tennis Court	3	3 - Local Street	Asphalt
2	Vernon Court	3	3 - Local Street	Asphalt
2	Villemaire Lane	3	3 - Local Street	Asphalt
2	Whisper Lane	3	3 - Local Street	Asphalt
2	Winter Lane	3	3 - Local Street	Asphalt
2	Woodcrest Circle	3	2 - Minor Connector	Asphalt
3	Beebe Hill Road	3	3 - Local Street	Gravel
3	Cary Drive	3	3 - Local Street	Asphalt
3	Eagle Mountain Harbor Road	3	3 - Local Street	Gravel
3	Everest Road	2	1-Major Connector	Asphalt
3	Henry Road	3	3 - Local Street	Gravel
3	Lake Road	2	1-Major Connector	Asphalt
3	Long Pond Drive	3	3 - Local Street	Asphalt
3	Mears Road	3	2 - Minor Connector	Asphalt
3	Stone Bridge Road	3	2 - Minor Connector	Asphalt
4	Bezio Road	3	3 - Local Street	Gravel
4	Cardinal Drive	3	3 - Local Street	Asphalt
4	Catamount Drive	3	2 - Minor Connector	Asphalt
4	Circle Road	3	3 - Local Street	Asphalt
4	Deer Run	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
4	Delma Drive	3	3 - Local Street	Asphalt
4	Dixon Road	3	3 - Local Street	Gravel
4	Gonyeau Road	3	2 - Minor Connector	Asphalt
4	Hibbard Road	3	3 - Local Street	Gravel
4	Highland Avenue	3	3 - Local Street	Asphalt
4	Industrial Drive	3	2 - Minor Connector	Asphalt
4	Manley Road	3	2 - Minor Connector	Asphalt
4	Marcoux Road	3	3-Local Street	Gravel
4	Milton Falls Court	3	3 - Local Street	Asphalt
4	Murray Avenue	3	2 - Minor Connector	Asphalt
4	Oglewood Drive	3	3 - Local Street	Asphalt
4	Overlake Drive	3	3 - Local Street	Asphalt
4	Poor Farm Road	3	2 - Minor Connector	Asphalt
4	Quail Hollow Drive	3	3 - Local Street	Asphalt
4	Red Clover Way	3	3 - Local Street	Asphalt
4	Sanderson Road	3	2 - Minor Connector	Asphalt
4	Sawyer Avenue	3	3 - Local Street	Asphalt
4	Shannon Way	3	3 - Local Street	Asphalt
4	Sheldon Road	3	3 - Local Street	Asphalt
4	Smith Road	3	3 - Local Street	Asphalt
4	Streeter Brook Road	3	3 - Local Street	Asphalt
4	Thrush Drive	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
4	Waterwheel Way	3	3 - Local Street	Asphalt
5	Allen Drive	3	3 - Local Street	Asphalt
5	Andrea Lane	3	3 - Local Street	Asphalt
5	Bear Trap Road	2	1-Major Connector	Asphalt
5	Butternut Circle	3	3 - Local Street	Asphalt
5	Cadreact Road	3	3 - Local Street	Gravel
5	Clapper Road	3	3 - Local Street	Asphalt
5	Cub Road	3	3 - Local Street	Asphalt
5	Forbes Road	3	3 - Local Street	Asphalt
5	Gravelle Road	3	3 - Local Street	Asphalt
5	Jackson Lane	3	3 - Local Street	Asphalt
5	John Rowley Road	3	3 - Local Street	Gravel
5	Lacasse Drive	3	3 - Local Street	Asphalt
5	Ledge Drive	3	3 - Local Street	Asphalt
5	Legion Road	3	3 - Local Street	Asphalt
5	Pettybrook Road	3	3 - Local Street	Asphalt
5	Pine Harbor Road	3	3 - Local Street	Asphalt
5	Precast Road	3	3 - Local Street	Asphalt
5	Punch Bowl Lane	3	3 - Local Street	Asphalt
5	Racine Road	3	3 - Local Street	Asphalt
5	Sidesaddle Drive	3	3 - Local Street	Asphalt
5	Stewart Lane	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
5	Sweeny Farm Road	3	3 - Local Street	Asphalt
5	Valley View Drive	3	3 - Local Street	Asphalt
5	Watkins Road	3	3 - Local Street	Asphalt
5	West Milton Road	2	1-Major Connector	Asphalt
6	Arrowhead Avenue	3	3 - Local Street	Asphalt
6	Baker Lane	3	3 - Local Street	Asphalt
6	Bartlett Road	3	3 - Local Street	Asphalt
6	Brandy Lane	3	2 - Minor Connector	Asphalt
6	Checkerberry Square	3	3 - Local Street	Asphalt
6	Chrisemily Lane	3	3 - Local Street	Asphalt
6	Clifford Drive	3	3 - Local Street	Asphalt
6	Country Lane	3	3 - Local Street	Asphalt
6	Dustin Drive	3	3 - Local Street	Asphalt
6	Edgewater Terrace	3	3 - Local Street	Asphalt
6	Edward Street	3	3 - Local Street	Asphalt
6	Ellison Street	3	3 - Local Street	Asphalt
6	Elmer Place	3	3 - Local Street	Asphalt
6	Erling Drive	3	3 - Local Street	Asphalt
6	Field Ridge Drive	3	3 - Local Street	Asphalt
6	Fox Run Lane	3	3 - Local Street	Asphalt
6	Greenbrook Circle	3	3 - Local Street	Asphalt
6	Haydenberry Drive	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
6	Horseshoe Circle	3	3 - Local Street	Asphalt
6	Howard Drive	3	3 - Local Street	Asphalt
6	Hunting Ridge Lane	3	3 - Local Street	Asphalt
6	Ira Place	3	3 - Local Street	Asphalt
6	James Drive	3	3 - Local Street	Asphalt
6	Johnsons Court	3	3 - Local Street	Asphalt
6	June Way	3	3 - Local Street	Asphalt
6	Kienle Road	3	3 - Local Street	Asphalt
6	Kilburn Road	3	3 - Local Street	Asphalt
6	Kim Lane	3	3 - Local Street	Asphalt
6	Lamoille Terrace	3	2 - Minor Connector	Asphalt
6	Landfill Road	3	3 - Local Street	Asphalt
6	Lena Court	3	3 - Local Street	Asphalt
6	Mackey Street	3	3 - Local Street	Asphalt
6	Maplewood Avenue	3	3 - Local Street	Asphalt
6	Moss End Drive	3	3 - Local Street	Asphalt
6	Nancy Drive	3	3 - Local Street	Asphalt
6	Pep Place	3	3 - Local Street	Asphalt
6	Raspberry Court	3	3 - Local Street	Asphalt
6	Rebecca Lander Drive	3	2 - Minor Connector	Asphalt
6	Ritchie Avenue	3	3 - Local Street	Asphalt
6	Riverside Drive	3	3 - Local Street	Asphalt

PLOW ROUTE #	STREET NAME	ROAD CLASS	TRAFFIC TYPE	SURFACE TYPE
6	Rugg Avenue	3	3 - Local Street	Asphalt
6	Sally Way	3	3 - Local Street	Asphalt
6	Sammanicki Circle	3	3 - Local Street	Asphalt
6	Sawmill Road	3	3 - Local Street	Asphalt
6	Shirley Avenue	3	3 - Local Street	Asphalt
6	Slim Brown Road	3	3 - Local Street	Asphalt
6	Stacy Street	3	3 - Local Street	Asphalt
6	Steeplechase Lane	3	3 - Local Street	Asphalt
6	Strawberry Lane	3	3 - Local Street	Asphalt
6	Sunset Avenue	3	3 - Local Street	Asphalt
6	Turner Avenue	3	3 - Local Street	Asphalt
6	Village Drive	3	3 - Local Street	Asphalt
6	Woods Court	3	3 - Local Street	Asphalt
7	Costello Road	3	3 - Local Street	Gravel
7	Morgan Road	3	3-Local Street	Gravel