

CITY OF TORRINGTON  
PUBLIC WORKS DEPARTMENT  
WINTER OPERATIONS PLAN



Public Works Superintendent Timothy Cote

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# City of Torrington

## Winter Operations Plan

May 2020

### PURPOSE

This winter operations plan sets out a policy and procedural framework for ensuring that The City of Torrington continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for The City of Torrington. The plan is meant to be dynamic, to allow the City to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to City winter maintenance activities must ensure that roadway safety is not compromised.

### DEFINITIONS

**Anti-icing** means the application of liquid deicers directly to the road surface in advance of a winter event.

**De-icing** means the application of solids, liquids, pre-treated material to the road surface after the onset of the winter event.

**Highway** means a common and or public road, highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

**Mail Box Policy:** See Appendix

**Paved Road** means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

**Plow Routes:** The City of Torrington has 19 plow routes. During a full crew call out event, all routes are plowed and treated simultaneously. At times where a partial crew is utilized or during extremely severe storm events, streets are plowed and treated in order of road classification. Primary roads are addressed first with special attention to steep hills and difficult intersections. Secondary streets are done next, followed by local / dead end streets.

**Pre-treat** means the application of liquids, (sodium chloride, calcium chloride, etc.) dry salt or sand being applied to the road surface before the arrival of a storm event.

**Pre-wetting** means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

### Privet Driveways & Sidewalks

- **Blocked Driveways:** All snowplows angle the same way - to the driver's right - and when going by they will push the snow in front of a driveway. The homeowner is responsible for access to their driveway. The only way to avoid extra shoveling is to wait until Public Works Department

crews have done their final clean up on the street, which can be several hours after the snow stops falling.

- **Private Sidewalk Responsibility:** All sidewalks adjacent to private property are the responsibility of the abutting property owner per City of Torrington Code of Ordinance 180-2. Due to the location of some sidewalks and the volume of snow being moved off the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. For this reason, sidewalks should be cleared AFTER the Public Works Department has completed plowing operations, which can be several hours after the snow stops falling.
- All complaint calls about sidewalks not being cleared will be routed to the Torrington Police Department for complaint follow-up and code enforcement.

### Road Classification

- **Arterial:** Generally, arterial roads are maintained by the State. They include interstate and major highways.
- **Primary:** Are high traffic municipal roads that connect to Arterial roads. They may also be associated with the location of other municipal first response location such as Fire or Police. Additionally they may be associated with important geographic locations such as major bridges.
- **Secondary:** Are lower traffic roads that connect Local roads to Primary roads.
- **Local:** Are low traffic roads that may or may not have dead ends. These roads bring residential and business districts to Secondary or Primary roads.

**Route of Representative Roads** is another term used for patrol routes.

**Salt Route** is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

**Sand Route** is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically, such routes include gravel and other unpaved roads, where the use of salt or other freeze depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

### Storm Response Types

- **Winter Event** is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.
- **Winter Event Response** is a series of winter control activities performed in response to a winter event.
- **Full Call Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire road network.



- **Spot Winter Event Response** is a response to a winter event with only a partial deployment of manpower and equipment.
- **Plowing & Cleanup** is the act of pushing snow from the center of the road toward the gutter of the road. It is also plowing and stacking snow in parking lots and cul-de-sacs as well as shoveling or blowing snow from sidewalks.
- **Snow Removal** is the act of removing snow from gutters, parking lots, cul-de-sacs, sidewalks or intersections by means of loading and trucking snow to a stockpile location.

**Supervisor in Charge** is the person who is on duty at the time directing the snow/ice removal operations of the City of Torrington

**Winter Parking Ban:** There is a city wide Parking Ban that runs from December 1st to April 1st between the hours of Midnight to Seven A.M. Daytime parking bans may be implemented by City officials or the Police Department during certain Storm Events.

**Unpaved Road** is a graded road with a gravel, stone or other loose traveling surface.

## **DEPARTMENT MISSION STATEMENT**

It is the Torrington Public Works Department mission to provide valuable, professional services to the community of Torrington in a manner that is consistent with the City ordinances. We do this by focusing on safety, value and maintaining a positive public image. We promote a culture of good relationships between ourselves, our customers and other Departments. We support and enhance a high quality of life for the City's residents, businesses and visitors by providing well planned, environmentally conscious, cost effective infrastructure and public parks that promote public health, personal safety, transportation, economic growth and civic vitality.

## **OBJECTIVE OF WINTER OPERATIONS MANAGEMENT**

The City of Torrington is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort, the City will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The City of Torrington public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the City Council.

## **POLICY STATEMENT**

The City of Torrington will conduct safe and sustainable snow fighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation. The City will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the travel way network in keeping with accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

## **QUICK OVERVIEW OF THE CITY OF TORRINGTON**

- Estimated Population: 35,000
- Total Area: 43 Square Miles
- Lane Miles of Road: 334
- Acres of Parking Lot: 12
- Miles of Sidewalk: 3.5
- Police Department Phone: [860-489-2000](tel:860-489-2000)
- Streets Department Phone: 860-489-2332

## WINTER MAINTENANCE PROGRAM

### Winter Maintenance Season

For Operational purposes, the City of Torrington assumes the winter season commences on November 15th and is completed by March 15th, while acknowledging that winter events may occur outside of this timeframe.

### The major activities related to winter maintenance are:

- Anti-icing
- Snow plowing
- Salt /sand application
- Snow removal
- Snow storage
- Drift-control
- Snow fencing (future)

### The System Maintained

The City of Torrington is responsible for winter maintenance on:

Table 1

| Road Category                      | Total length of Roads in lane miles |
|------------------------------------|-------------------------------------|
| Primary                            | 99                                  |
| Secondary                          | 178                                 |
| Local                              | 58                                  |
| Total Road Length                  | 335                                 |
| Total Length of Sidewalks in miles |                                     |
| Sidewalk                           | 3.5                                 |
| Total Acres of Parking Lot         |                                     |
| Parking Lot                        | 12                                  |

## Level of Service

The City of Torrington provides the following level of service on 334 lane miles of road during the winter maintenance season in response to a winter event.

### Snow Accumulation Level of Service Table

Table 2

| Road Class   | Total accumulation for Event |                      |                      |                       |                       |
|--|------------------------------|----------------------|----------------------|-----------------------|-----------------------|
|  | -1"                          | 1" to 3"             | 3" to 4"             | 4" to 5"              | 6" plus               |
| Time frame in hours to achieve road condition after storm ends |                              |                      |                      |                       |                       |
| Primary  | 3 Hrs.                       | 5 Hrs.               | 5 Hrs.               | 5 Hrs.                | 7 Hrs.                |
| Secondary  | 4 Hrs.                       | 6 Hrs.               | 7 Hrs.               | 8 Hrs.                | 10 Hrs.               |
| Local  | 5 Hrs.                       | 7 Hrs.               | 8 Hrs.               | 9 Hrs.                | 12 Hrs.               |
| Parking Lot  | 1 Hr. After Streets          | 3 Hrs. After Streets | 4 Hrs. After Streets | 5 Hrs. After Streets  | 6 Hrs. After Streets  |
| Sidewalk   | 3 Hrs. After Streets         | 6 Hrs. After Streets | 9 Hrs. After Streets | 12 Hrs. After Streets | 12 Hrs. After Streets |

A snow depth of less than .75 inches is not considered plow-able.

### Ice Condition level of Service Table

Table 3

| Road Class  | Time    |
|-------------|---------|
| Primary     | 6 Hrs.  |
| Secondary   | 8 Hrs.  |
| Local       | 10 Hrs. |
| Parking Lot | 10 Hrs. |
| Sidewalk    | 12 Hrs. |

See appendix for a list of roads and associated class

## DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the City of Torrington:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.
6. Sick Employees

## **WINTER PREPARATIONS**

In the months prior to the start of the winter maintenance season, the City of Torrington undertakes the following tasks to prepare for the upcoming winter season.

### **Prior to Winter Season**

Prior to the winter season, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units).

Sometime prior to the winter season the City of Torrington will:

- ☐ Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- ☐ Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- ☐ Confirm that all guiderail, catch basin, electric/utility boxes, hazards and fire hydrant markers/delineators are installed.
- ☐ Confirm that steep hill, sharp curve ahead warning signs, bridge ice signs, if any, are in place. Any missing markers or signs should be replaced prior to the winter season.
- ☐ Arrange for delivery of cold patch asphalt for filling potholes in the winter season.

One Month Prior to the Winter Season the City of Torrington will:

- ☐ Assign equipment to staff.
- ☐ Calibrate material application equipment. See Appendix for calibration Form.
- ☐ Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- ☐ Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift, a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- ☐ Have 80 % of the fleet ready to respond to a winter event.
- ☐ Have sufficient staff available to operate the fleet if conditions warrant a winter event response.
- ☐ Contact land owners in proposed snow fence areas and get permission to install the snow fence.
- ☐ Inspect each push back area at intersections and cul-de-sacs. Install marking posts at locations where damage could occur to property hidden under snow.
- ☐ Inspect the route for issues that can be repaired prior to the start of winter.
- ☐ During the plow route inspection, pay close attention to trees (particularly deciduous trees) which may hang much lower with snow on their branches. Mark and report these trees for trimming.
- ☐ Update all need to know people contact info with weather service

Two weeks prior to the Winter Season, the City of Torrington will:

- ☐ Have 95 % of the fleet ready to respond to a winter event.
- ☐ Have staff available to operate the required complement of the fleet if conditions warrant a winter event response
- ☐ Install snow fence per dates arranged with property owners (future)
- ☐ Update the afterhours phone number list for all employees.

At the Start of the Winter Season, the City of Torrington will:

- Begin patrolling representative roads in all areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

### Staffing for Winter Maintenance

Table 4

| Employee Description      | # Required |
|---------------------------|------------|
| Drivers (Street)          | 19         |
| Loader Operator           | 1          |
| Foreman (Street)          | 2          |
| Heavy Equipment Mechanics | 2          |
| Welder                    | 1          |
| Dispatcher                | 1          |
| Drivers (Parks)           | 2          |
| Shovel Laborers (Parks)   | 3          |
| Foreman (Parks)           | 1          |
| Administrators            | 2          |

- \*The Street division does not have enough employee's to staff all the routes in this plan. Employees will be utilized from other Departments.
- \* The Parks division generally starts about 5 hours after the snow stops and needs a minimum of 6 employees to clean up City sidewalks and parking lots.

### OPERATIONS

The City of Torrington will assign an employee to each vehicle for winter storms. Each vehicle is assigned a route for salting/sanding and/or plowing.

The City of Torrington adheres to the hours of the Collective Bargaining Agreement. Normal winter hours are Monday through Friday from 7:00 AM through 3:00 PM. Extended hours are worked on a as needed basis determined by management.

During the winter maintenance season, the City of Torrington carries out a winter patrol on a route of representative roads daily, Monday through Friday excluding holidays. Patrols may be assigned during weekends and holidays depending on weather. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift.

**Winter Material Used Annually: Solid Material**

Table 6

| Primary Solid Material | Brand Name or Supplier | Expected Quantity this Season in Tons | Average Quantity last 5 Seasons | Additives                             |
|------------------------|------------------------|---------------------------------------|---------------------------------|---------------------------------------|
| Salt                   | Morton Salt            | 200                                   |                                 |                                       |
| Treated Salt           | Ice B Gone             | 6000                                  |                                 | Calcium Chloride & Magnesium Chloride |
| Road Sand              | O & G                  | 200                                   |                                 | 30% salt                              |

**Application Rates: Solid Material**

Table 7

| Minimum and Maximum Ranges (Tons per lane mile) |                         |                         |                         |
|---|-------------------------|-------------------------|-------------------------|
|   | 32.0 to 23.0 Fahrenheit | 23.0 to 14.0 Fahrenheit | 14.0 to -4.0 Fahrenheit |
| Frost   | 75 - 180                | 180 - 210               | 210 - 250               |
| Light Snow                                      | 120 - 180               | 180 - 210               | 210 - 250               |
| Heavy Snow                                      | 115 - 230               | 230 - 300               | 300 - 350               |
| Freezing Rain                                   | 150 - 250               | 250 - 300               | 300 - 400               |

**FUTURE SECTION Liquid Material****Equipment**

See Appendix for complete equipment list

**Mechanics**

The City of Torrington has:

- 3 in-house Heavy Equipment Mechanic(s) available
- 1 in-house Light Vehicle Mechanic(s) available
- 1 in-house Welder(s) available
- 1 in-house Parts Manager
- 1 in-house Fleet Manager
- 0 external (e.g. contracted) mechanic(s) available
- Facilities with mechanics include:
  - 107 Arthur Street

**FUTURE SECTION Yard Facilities**

**Plow Routes & Patrol Routes:** See Appendix

**Parking lots:** See Appendix

**Sidewalks:** See Appendix

### **Snow Removal and Disposal**

Currently, municipal staff removes and hauls snow to the sites listed below when the accumulation of piled snow impedes traffic on the road and/or sight lines at intersections.

The decision to initiate the hauling operation will be dependent upon the depth and accumulation of snow. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post-storm activities have been completed.

Under normal circumstances, hauling of the snow will be conducted during normal working hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner.

- Toro Field parking lot Perkins St
- Alvord Park lower parking lot

### **Salt Vulnerable Areas**

Certain locations within the area of responsibility of the City of Torrington have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and in some cases may be restricted in a variety of ways.

- No known locations at this time

### **Weather Monitoring**

- In order to determine an effective winter event response and allocate the appropriate resources, the City of Torrington supplements their general observations with weather information from various sources which includes:
  - Meteorological Services: Various online weather apps
  - Observations from municipal staff, communication with staff of adjacent municipalities;
  - Customized weather forecasts which are updated 2 times/day from a Value Added Meteorological Service
    - Connecticut Weather Inc.

### **AVL System**

In order to help improve decision-making and record keeping the City of Torrington has installed an Automatic Vehicle Location system on the fleet.



## **Communications**

Maintaining reliable internal communications is a critical component of winter operations. The City of Torrington uses the following:

- All winter maintenance vehicles are equipped with two-way radios
- The City of Torrington Public Works Department provides a call center which:
  - Serves as the main hub for in/outgoing calls from emergency services and the general public.
  - Is open during the winter season and staffed from 7:00 AM to 3:00 PM.
  - Is available on Monday, Tuesday, Wednesday, Thursday and Friday.
- In an effort to assist residents as to when sidewalks and driveways should be cleared, the City will post “Plowing Complete” notice via push notification that will go out on the Torrington Police Department Twitter or Facebook page.
- Coordination with the BOE is initiated by the BOE Facility Manager who can contact the Public Works secretary the day before a storm to get contact information for the Foreman on call. The BOE may also contact the Public Works Assistant Superintendent or Public Works Superintendent.
- After hours, emergency service requests are routed through LCD or preferably through the Torrington Police Department for verification and then LCD.

## **Callout Procedures**

Operational decisions will be made by the Public Works Superintendent or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective to external input, whether in this plan or elsewhere, this plan merely acts as an aid in determining if a call out of staff and equipment by the Public Works Superintendent to respond to a winter event is warranted.

It is vital therefore that the Public Works Superintendent or designee records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Public Works Superintendent or designee of changing road and weather conditions observed in the field. When a winter event response is required, the Public Works Superintendent or designee will initiate a call out in response to a winter event.

**Call out procedures:** See appendix

## **Road Closure and Procedures**

In the event a road must be closed due to a severe winter storm, appropriate signage and barricade will be available at the patrol yard.

## **Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban**

There is a city wide Parking Ban that runs from December 1st to April 1st between the hours of Midnight to Seven A.M

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by the Public Works Director or the Public Works Superintendent. The Torrington Police Department and media will be notified when the parking ban is initiated.

## **Training**

The City of Torrington provides winter operations training for all staff involved in the delivery of winter services. In the past year, individuals in the following positions within and outside of the organization have been trained:

Within Organization:

- Administrator(s)
- Foremen
- Crew Leader (s)
- Mechanic(s)
- Heavy Equipment Operator(s)
- Driver(s)
- Labor(s)

It is compulsory for the organization's in-house staff to be trained for winter services. Staff, including contractors' employees, will verify that the training was received by signing the "Record of Training" included in the Appendix.

The in-house staff is trained by:

- The Public Works Department itself
- Other departments within the Municipality
- Through third-party training services, including:
  - CIRMA
  - T2
  - Other suitable resource

## **Record Keeping**

- Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

| Training & Record Keeping  | Job Class |            |         |              |           |         |           |
|--|-----------|------------|---------|--------------|-----------|---------|-----------|
|  | Admin     | Dispatcher | Foreman | Crew Leaders | Operators | Drivers | Mechanics |
| Equipment Circle Check   |           |            | x       | x            | x         | x       | x         |
| Equipment Calibration  |           |            | x       | x            |           |         | x         |
| Level of Service – policies, practices and procedures  | x         | x          | x       | x            | x         | x       | x         |
| Identification of Plow Routes – including variations for year to year and issues identified on route | x         | x          | x       | x            | x         | x       | x         |
| De-icing chemicals – application procedures, rates, storage and handling                             | x         |            | x       | x            | x         | x       | x         |
| Identification of vulnerable areas   | x         | x          | x       | x            | x         | x       | x         |
| Yard and Equipment maintenance   |           |            | x       | x            | x         |         |           |
| Accident Procedures  | x         | x          | x       | x            | x         | x       | x         |
| Uniform Replies Related to Winter Work   | x         | x          | x       | x            |           |         |           |
| Use of AVL System  | x         | x          | x       |              |           |         |           |
| Use of Automated call in system  | x         | x          | x       |              |           |         |           |
| Use of work order system   | x         | x          | x       | x            | x         | x       | x         |
| City of Torrington General Policies & Procedures   | x         | x          | x       | x            | x         | x       | x         |
| Material Count Sheet   |           |            | x       | x            | x         |         |           |
| Storm Reports  | x         | x          | x       |              |           |         |           |
| Winter Cost Summary Report   | x         | x          |         |              |           |         |           |
| Spot Events Reports  | x         | x          | x       |              |           |         |           |
| Uniform Road Condition Training  | x         | x          | x       | x            |           |         |           |
| After Hours Emergency Service Policy Training  | x         | x          | x       | x            |           |         |           |
| Winter Patrol Policy   | x         | x          | x       | x            | x         | x       |           |
| Plow Routes & Patrol Routes  | x         | x          | x       | x            | x         | x       | x         |
| Foreman Report   |           | x          | x       | x            | x         | x       |           |
| Training Sign in Sheet   | x         |            |         |              |           |         |           |
| Truck Wash Tracking  | x         |            |         |              | x         | x       |           |

## **General Winter Policies**

- Vacation Policy During Winter Season- All employees must remain available for snow removal from December 1st through March 1
- Off Hours Drinking-All employees must remain cognisant of winter weather forecasts and the need to be available for winter events
- Employees are required to report to work within one hour of receiving a call for Storm Events
- When reporting to a Storm Event employees must punch into the time clock and notify the supervisor or dispatcher of their arrival and departure
- Review proper radio use
- Plows should remain angled to the right when plowing streets. The exception to this would be for cleaning up intersections and cul-de-sacs.

## **Winter Patrol Policy**

Management may choose to patrol with a reduced staff after normal working hours. Each employee must be trained as outlined in the Winter Operations Plan.

- Patrol trucks will be preloaded with material prior to the beginning of the shift.
- The Foreman/Crew leader is responsible for keeping the building locked and secured using the lock box key.
- After punching into the time clock the Foreman/Crew Leader should call LCD to advise them of their shift start and scheduled shift end. They should also inform LCD if another shift is scheduled following their own.

## **Decommissioning Winter Operations**

After the winter season expires the City of Torrington undertakes the following tasks to decommission winter operations:

Two weeks after the winter season ends:

- ☐ Continue monitoring and recording weather forecasts.
- ☐ Assign night patrol shift if forecast indicates an overnight winter event is probable

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Wash all trucks and equipment

## PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and previous experience obtaining critical supplies and equipment at the height of the season, over the next five years the City of Torrington plans to undertake the improvements as listed in Table 1. This list will be review and updated annually.

| Year of Improvement | Improvement Description  | Budget     |
|---------------------|--|------------|
| 2020                | Add 4 Pavement Temperature Gages to existing trucks                    | \$4400.    |
| 2020                | Replace 2 Plow Trucks (1) hook lift (1) in body                        | \$370,000. |
| 2020                | Repair Roof 107 Arthur Street  | \$         |
| 2020                | Add 4 Spread Smart Systems to existing trucks                          | \$34,000.  |
| 2020                | Add pre-wet equipment to 4 existing trucks                             | \$6,000.   |
| 2020                | Replace Skid Loader  | \$35,000   |
| 2021                | Add (2) 980 gallon lift hook tanks for pre-treat                       | \$20,000.  |
| 2021                | Replace 2 Plow Trucks  | \$380,000. |
| 2021                | Add 4 Spread Smart Systems to existing trucks                          | \$36,000.  |
| 2021                | Replace 2 3000 gal yard brine storage tank with dbl wall 8000 gal tank | \$40,000.  |
| 2021                | Add plow blade attachment to Pay-loader                                | \$10,000.  |
| 2021                | Add pre-wet equipment to 4 existing trucks                             | \$6,500.   |
| 2022                | Replace 2 Plow Trucks  | \$390,000. |
| 2022                | Add pre-wet equipment to 4 existing trucks                             | \$7,000.   |
| 2022                | Add 4 Spread Smart Systems to existing trucks                          | \$38,000.  |
| 2023                | Replace 2 Plow Trucks  | \$400,000. |
| 2023                | Wash Bay Installation at 107 Arthur Street                             |            |
| 2024                | Replace 2 Plow Trucks  | \$410,000  |
| 2024                | Add blower attachment to Flail Mower                                   | \$10,000   |

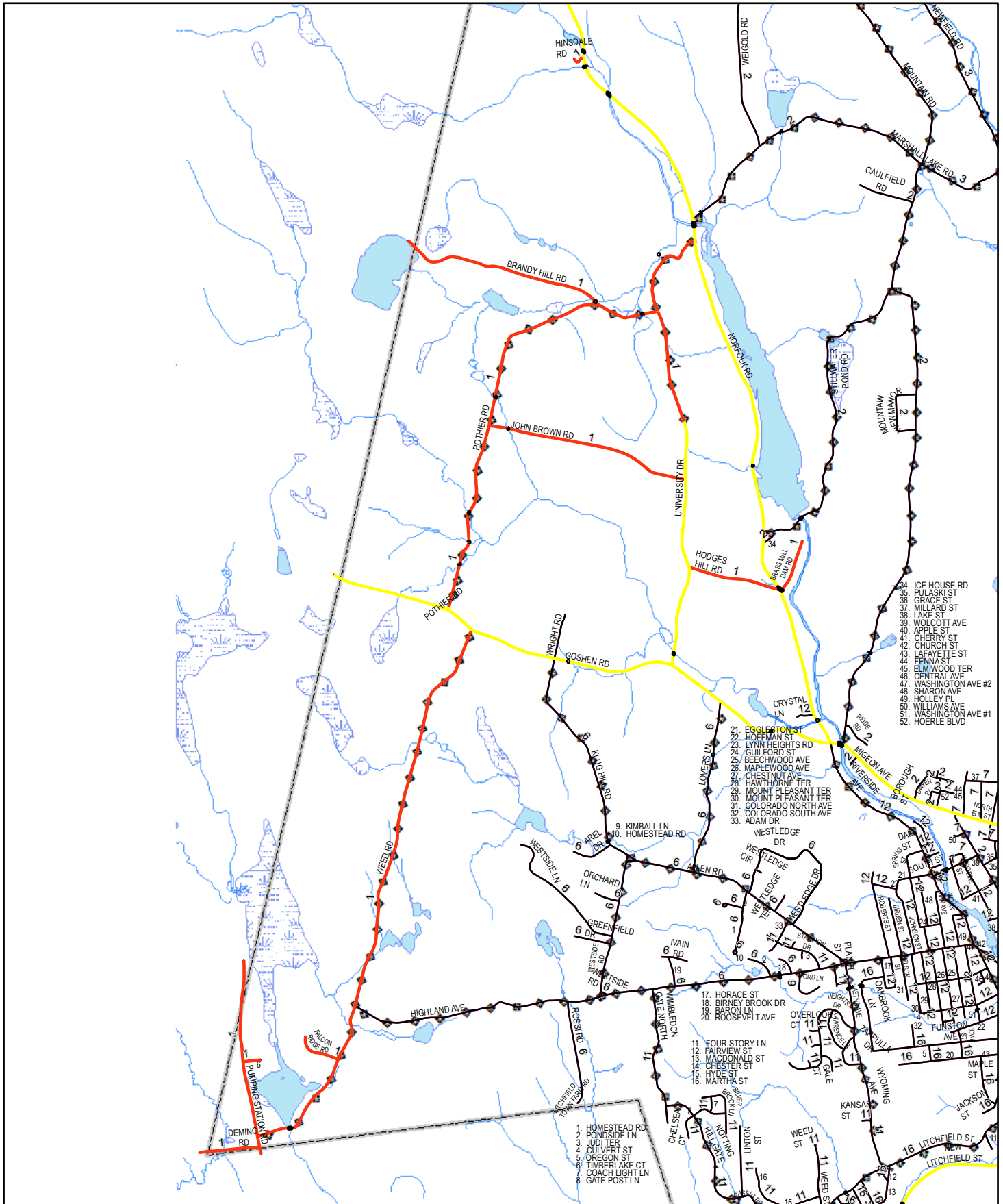
**01 - Brandy Hill (Truck # 19)**

| Road                                       | Seq | Miles | Type      |
|--|-----|-------|-----------|
| CRYSTAL LA.                                | 1   | 0.08  | Local     |
| BRASS MILL DAM RD.                         | 2   | 0.28  | Local     |
| HODGES HILL RD.                            | 3   | 0.45  | Secondary |
| BRANDY HILL RD.                            | 4   | 1.71  | Primary   |
| UNIVERSITY DR. - FROM UCONN TO BRANDY HILL | 5   | 0.54  | Primary   |
| JOHN BROWN RD.                             | 6   | 0.98  | Secondary |
| POTHIER RD.                                | 7   | 1.79  | Secondary |
| WEED RD.                                   | 8   | 2.76  | Primary   |
| PUMPING STATION RD.                        | 9   | 0.61  | Secondary |
| DEMING RD.                                 | 10  | 0.25  | Secondary |
| TIMBERLAKE COURT                           | 11  | 0.11  | Secondary |
| FALCON RIDGE RD.                           | 12  | 0.23  | Secondary |

# Winter Street Maintenance

## Route 1 BRANDY HILL

# ROUTE 1



## 02 - Red Mountain (Truck # 17)

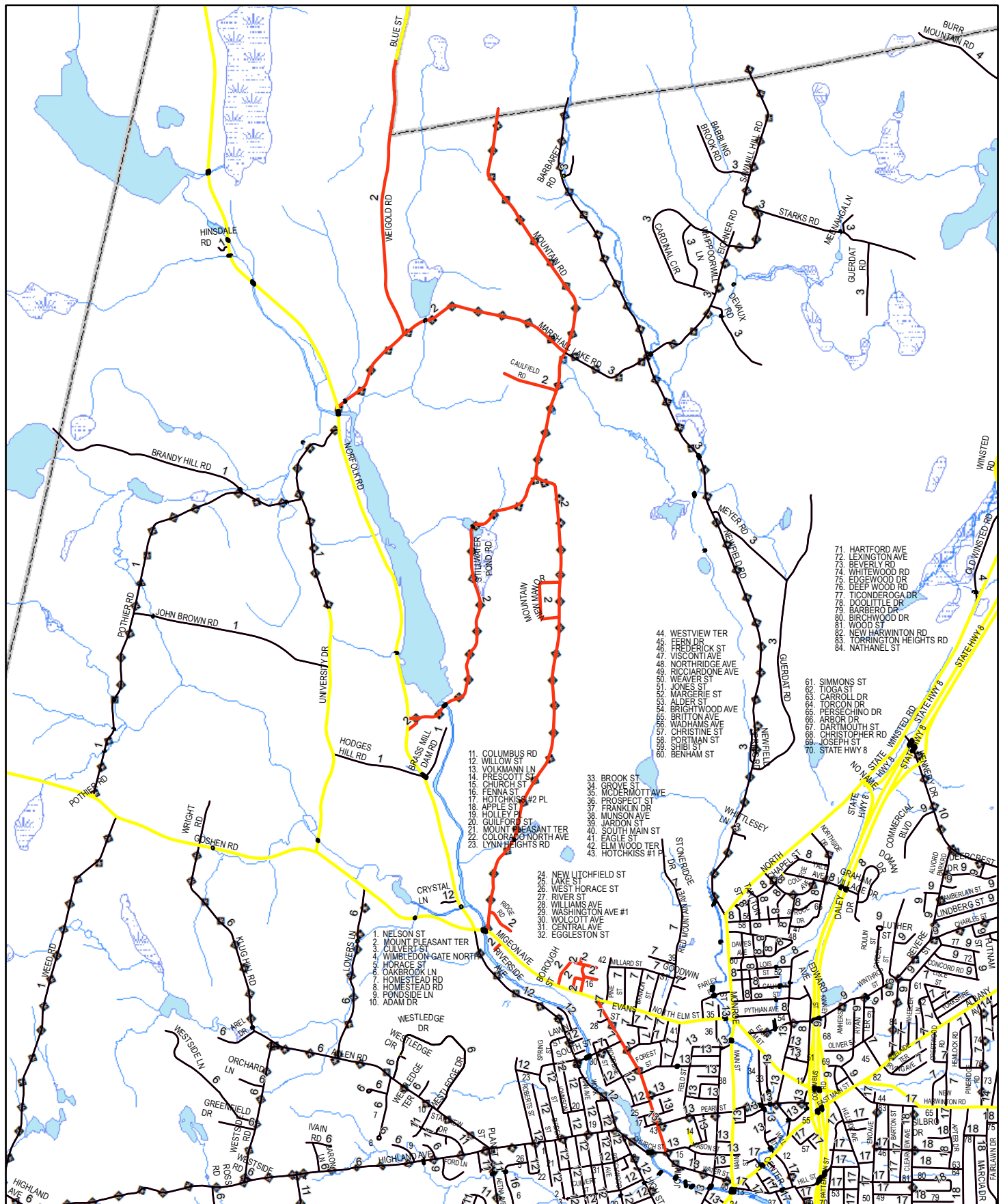
| Road   | Seq | Miles | Type      |
|--|-----|-------|-----------|
| MIGEON AVE. - FROM CHURCH ST. TO LIGHT AT FORBES SCHOOL. | 1   | 0.4   | Primary   |
| DWYER PLACE  | 2   | 0.09  | Local     |
| HOERLE BLVD.   | 3   | 0.14  | Secondary |
| HOERLE BLVD. WEST  | 4   | 0.16  | Secondary |
| FENNA ST.  | 5   | 0.07  | Local     |
| BOROUGH ST.  | 6   | 0.14  | Secondary |
| GARDENHURST AVE.   | 7   | 0.05  | Local     |
| MOUNTAIN RD.   | 8   | 4.19  | Primary   |
| RIDGE RD.  | 9   | 0.14  | Secondary |
| MOUNTAIN VIEW MANOR                                      | 10  | 0.35  | Local     |
| STILLWATER POND RD.                                      | 11  | 1.55  | Primary   |
| CAULFIELD RD.  | 12  | 0.28  | Local     |
| ICE HOUSE RD.  | 13  | 0.05  | Local     |
| MARSHALL LAKE - FROM MOUNTAIN RD. TO NORFOLK RD.         | 14  | 1.33  | Secondary |
| WEIGOLD RD.  | 15  | 1.41  | Secondary |
| DRAKEVILLE VOL. FIRE DEPT.                               | 16  |       |           |



# Winter Street Maintenance

## Route 2 MOUNTAIN ROAD

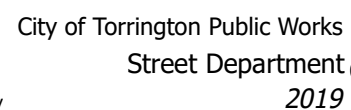
# ROUTE 2









**03 - Newfield (Truck # 22)**

| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| NEWFIELD RD.                                    | 1   | 4.12  | Primary   |
| WHITTLESEY LA.                                  | 2   | 0.06  | Local     |
| SPRING RD.                                      | 3   | 0.34  | Local     |
| GUERDAT RD. - From NEWFIELD RD. TO STATE FOREST | 4   | 1.58  | Local     |
| MEYER RD.                                       | 5   | 0.49  | Secondary |
| BARBARET RD.                                    | 6   | 0.12  | Local     |
| MARSHALL LAKE RD. - TO MOUNTAIN RD.             | 7   | 0.45  | Secondary |
| SAWMILL HILL RD.                                | 8   | 1.74  | Primary   |
| DEVAUX RD.                                      | 9   | 0.4   | Local     |
| CARDINAL CIRCLE                                 | 10  | 0.94  | Secondary |
| WHIPPOORWILL LA.                                | 11  | 0.33  | Secondary |
| EICHNER RD.                                     | 12  | 0.07  | Local     |
| STARKS RD.                                      | 13  | 0.8   | Secondary |
| MENAHGA LA.                                     | 14  | 0.13  | Secondary |
| GUERDAT RD. - From STARKS RD. To State Forest   | 15  | 0.27  | Local     |
| BABBLING BROOK RD.                              | 16  | 0.39  | Local     |

# ROUTE 3



3,000  
Feet

-  State Roads/Highways
-  Bridge
-  Streets
-  Selected Route Maintenance Responsibility
-   Primary Roads

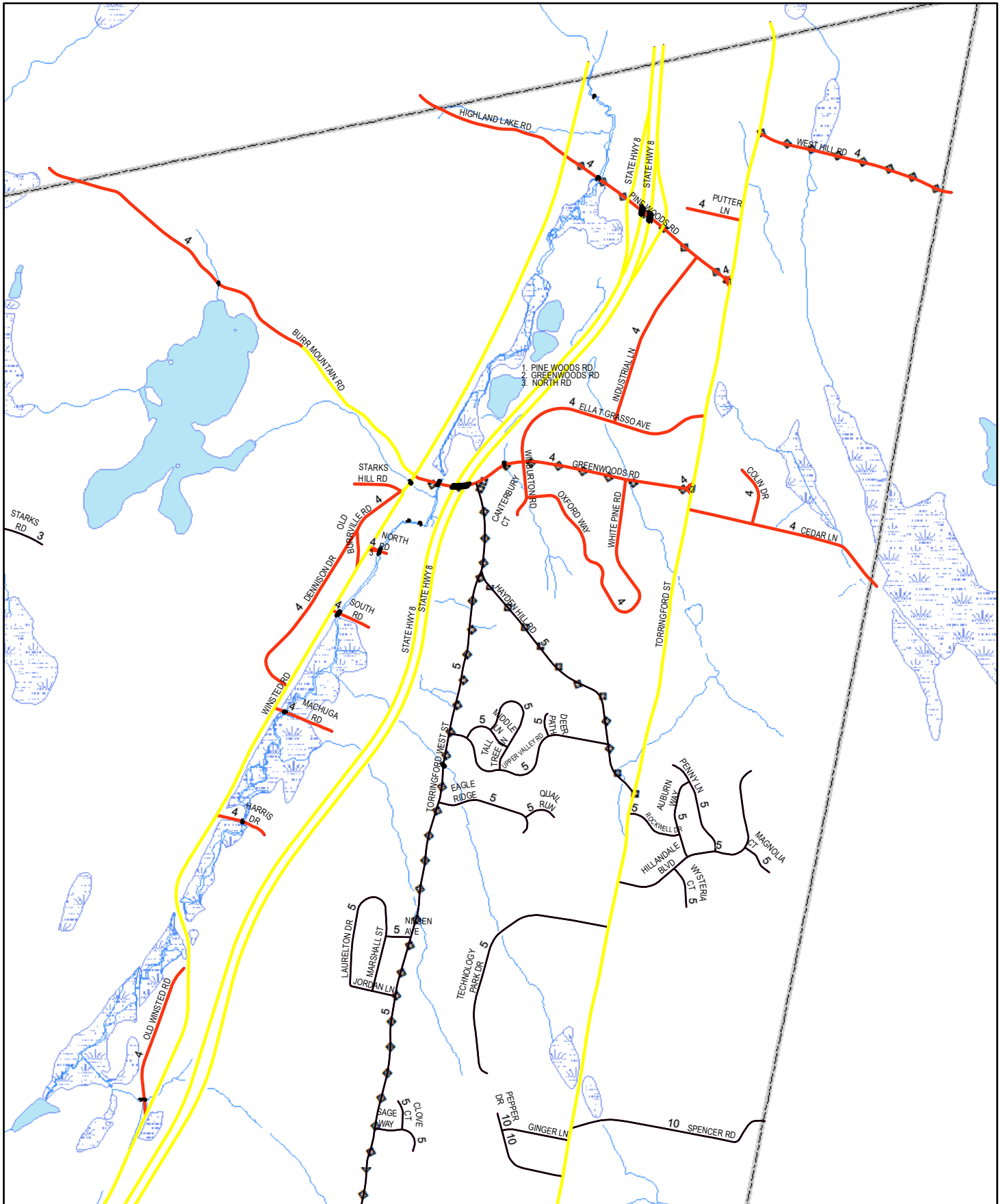
#### 04 Upper Burrville (Truck # 10)

| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| OLD WINSTED RD.                                 | 1   | 0.43  | Local     |
| BUTTERICK RD.                                   | 2   | 0.09  | Local     |
| HARRIS DR.                                      | 3   | 0.24  | Local     |
| MACHUGA RD.                                     | 4   | 0.32  | Secondary |
| SOUTH RD.                                       | 5   | 0.11  | Local     |
| NORTH RD.                                       | 6   | 0.05  | Local     |
| DENNISON DR.                                    | 7   | 0.56  | Secondary |
| STARKS HILL RD.                                 | 8   | 0.14  | Secondary |
| BURR MOUNTAIN RD. - FROM BURR POND TO TOWN LINE | 9   | 0.83  | Local     |
| HIGHLAND LAKE RD.                               | 10  | 0.4   | Secondary |
| GREENWOODS RD.                                  | 11  | 0.82  | Primary   |
| WINDBURTON DR.                                  | 12  | 0.1   | Secondary |
| CANTERBURY COURT                                | 13  | 0.08  | Local     |
| OXFORD WAY                                      | 14  | 0.31  | Secondary |
| WHITE PINE RD.                                  | 15  | 0.17  | Secondary |
| ELLA T. GRASSO AVE.                             | 16  | 0.64  | Secondary |
| INDUSTRIAL LA.                                  | 17  | 0.53  | Secondary |
| PINEWOODS RD.                                   | 18  | 0.59  | Primary   |
| PUTTER LA.                                      | 19  | 0.17  | Secondary |
| WEST HILL RD.                                   | 20  | 0.56  | Primary   |
| CEDAR LA.                                       | 21  | 0.58  | Secondary |
| COLIN DR.                                       | 22  | 0.18  | Local     |
| OLD BURRVILLE RD.                               | 23  | 0.29  | Local     |

# Winter Street Maintenance

## Route 4 BURRVILLE - UPPER

# ROUTE 4



### 05 Lower Burrville (Truck # 8)

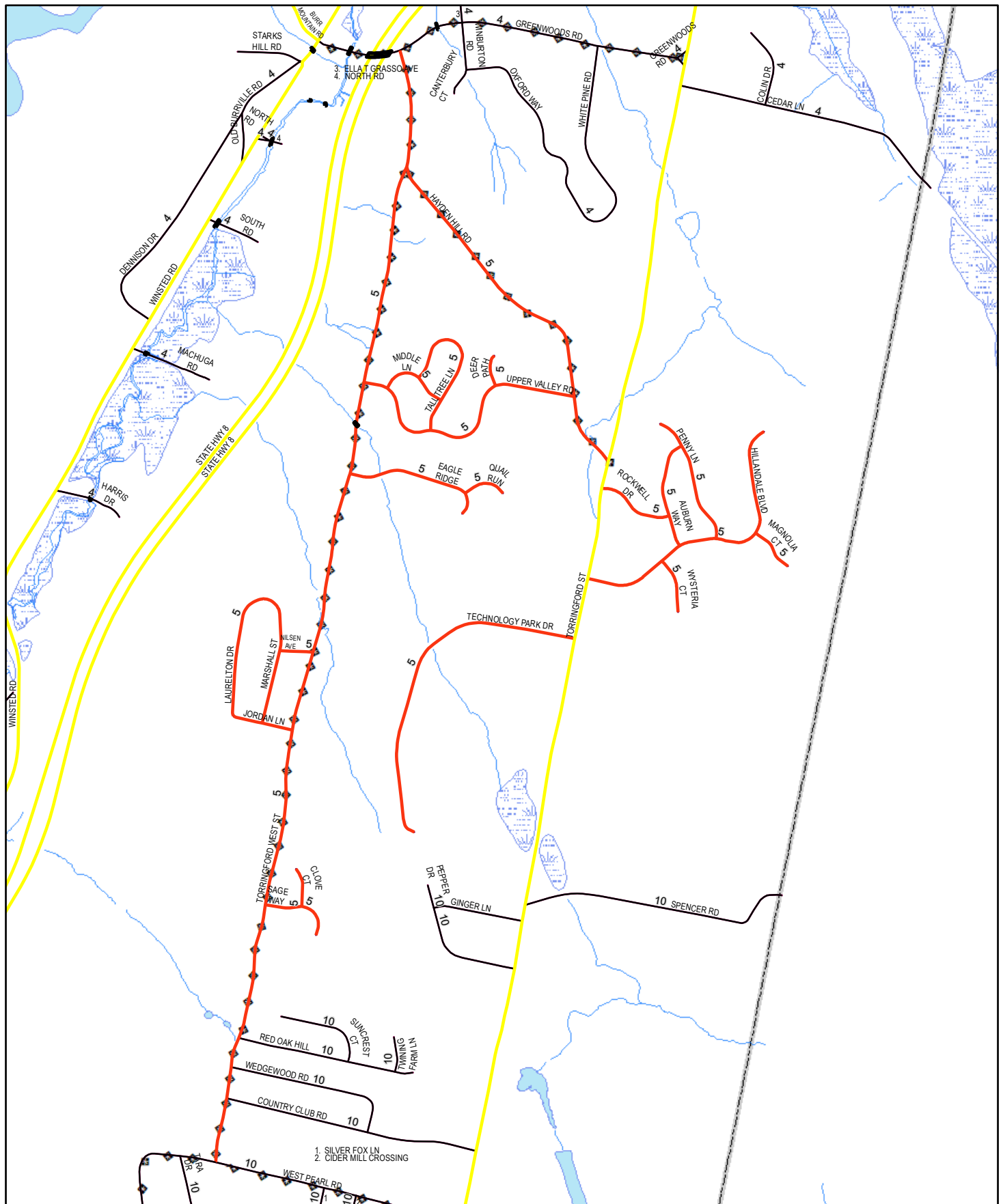
| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| TORRINGFORD WEST ST. - FROM W. PEARL RD. TO HAYDEN HILL RD. | 1   | 4.1   | Primary   |
| SAGE WAY  | 2   | 0.17  | Secondary |
| CLOVE COURT   | 3   | 0.09  | Local     |
| JORDAN LA.  | 4   | 0.13  | Secondary |
| NILSEN AVE.   | 5   | 0.07  | Local     |
| MARSHALL ST.  | 6   | 0.16  | Secondary |
| LAURELTON DR.   | 7   | 0.41  | Secondary |
| EAGLE RIDGE   | 8   | 0.33  | Secondary |
| QUAIL RUN   | 9   | 0.1   | Local     |
| UPPER VALLEY RD.  | 10  | 0.58  | Secondary |
| MIDDLE LA.  | 11  | 0.15  | Secondary |
| TALL TREE LA.   | 12  | 0.34  | Secondary |
| DEER PATH   | 13  | 0.08  | Local     |
| HAYDEN HILL RD.   | 14  | 1.07  | Primary   |
| TECHNOLOGY PARK DR.   | 15  | 0.7   | Secondary |
| HILLANDALE BLVD.  | 16  | 0.65  | Secondary |
| WYSTERIA COURT  | 17  | 0.13  | Local     |
| ROCKWELL DR.  | 18  | 0.16  | Secondary |
| AUBURN WAY  | 19  | 0.07  | Local     |
| PENNY LA.   | 20  | 0.29  | Secondary |
| MAGNOLIA COURT  | 21  | 0.11  | Local     |



# Winter Street Maintenance

## Route 5 BURRVILLE-- LOWER

# ROUTE 5



2,000  
Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆◆ Primary Roads

City of Torrington Public Works  
Street Department  
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### 06 Highland Ave. (Truck # 23)

| Road   | Seq | Miles | Type      |
|--|-----|-------|-----------|
| CHURCH ST. - FROM WATER ST. TO HIGHLAND AVE. | 1   | 0.3   | Primary   |
| HIGHLAND AVE.                                | 2   | 3.04  | Primary   |
| TOWN FARM RD.                                | 3   | 0.12  | Secondary |
| FORD LA.                                     | 4   | 0.2   | Local     |
| GREENFIELD DR.                               | 5   | 0.2   | Local     |
| WESTSIDE LA.                                 | 6   | 0.7   | Primary   |
| ORCHARD RD.                                  | 7   | 0.14  | Local     |
| BARON LA.                                    | 8   | 0.14  | Local     |
| IVAN RD.                                     | 9   | 0.12  | Local     |
| BIRNEY BROOK DR.                             | 10  | 0.11  | Local     |
| ALLEN RD.                                    | 11  | 1.18  | Primary   |
| WESTLEDGE DR.                                | 12  | 0.87  | Secondary |
| WESTLEDGE TERR.                              | 13  | 0.11  | Local     |
| HOMESTEAD RD.                                | 14  | 0.31  | Secondary |
| KIMBALL LA.                                  | 15  | 0.1   | Local     |
| LOVERS LANE RD.                              | 16  | 0.84  | Primary   |
| AREL DR.                                     | 17  | 0.19  | Local     |
| KLUG HILL RD.                                | 18  | 1.07  | Primary   |
| WRIGHT RD.                                   | 19  | 0.19  | Local     |
| PONDSIDE LA.                                 | 20  | 0.16  | Local     |
| WESTLEDGE CIRCLE                             | 21  | 0.05  | Local     |
| ROSSI RD.                                    | 22  | 0.51  | Secondary |
| WESTSIDE RD.                                 | 23  | 0.68  | Secondary |



# ROUTE 6



-  State Roads/Highways
-  Bridge
-  Streets
-  Selected Route Maintenance Responsibility
-   Primary Roads

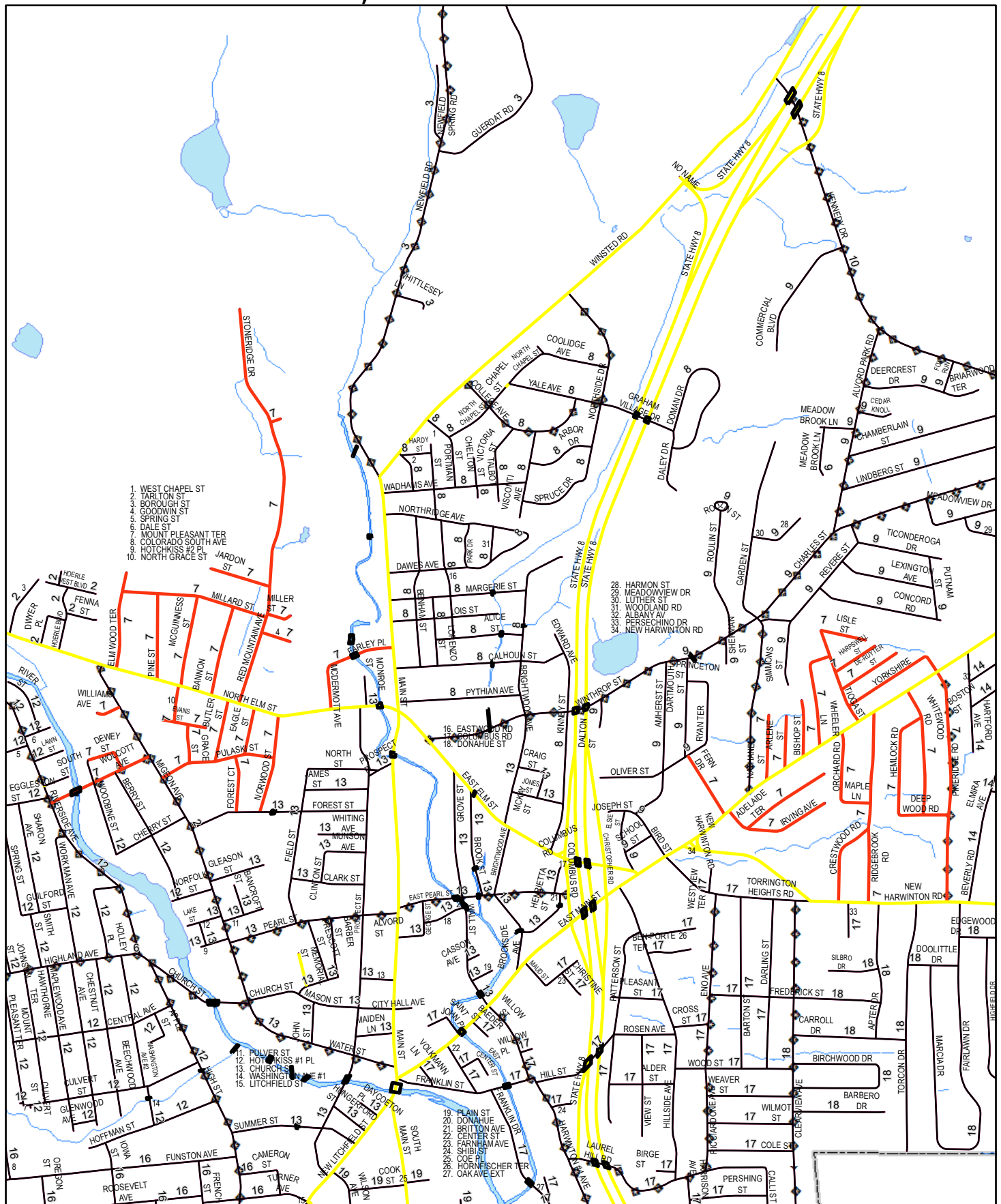
**07 - Red Mountain (Truck #15)**

| Road              | Seq | Miles | Type      |
|-------------------|-----|-------|-----------|
| WILLIAMS AVE.     | 1   | 0.05  | Local     |
| ELMWOOD TERR.     | 2   | 0.21  | Secondary |
| PINE ST.          | 3   | 0.18  | Local     |
| McGuinness ST.    | 4   | 0.19  | Secondary |
| BANNON ST.        | 5   | 0.19  | Secondary |
| RED MOUNTAIN AVE. | 6   | 0.38  | Secondary |
| STONE RIDGE DR.   | 7   | 0.5   | Local     |
| GOODWIN ST.       | 8   | 0.06  | Local     |
| MILLER ST.        | 9   | 0.04  | Local     |
| MILLARD ST.       | 10  | 0.31  | Secondary |
| NO NAME RD.       | 11  | 0.02  | Local     |
| McDermott AVE.    | 12  | 0.08  | Primary   |
| FARLEY PLACE      | 13  | 0.14  | Primary   |
| NORWOOD ST.       | 14  | 0.2   | Primary   |
| FOREST COURT      | 15  | 0.11  | Local     |
| EAGLE ST.         | 16  | 0.09  | Secondary |
| PULASKI ST.       | 17  | 0.24  | Secondary |
| BUTLER ST.        | 18  | 0.12  | Local     |
| GRACE ST.         | 19  | 0.07  | Secondary |
| N. GRACE ST.      | 20  | 0.07  | Secondary |
| EVANS ST.         | 21  | 0.09  | Secondary |
| JARDON ST.        | 22  | 0.12  | Local     |
| WOODBINE ext.     | 23  | 0.03  | Local     |
| IRVING AVE.       | 24  | 0.23  | Secondary |
| ADELAIDE TERR.    | 25  | 0.2   | Local     |
| NATHANIAL ST.     | 26  | 0.12  | Local     |
| ARLENE ST.        | 27  | 0.11  | Local     |
| BISHOP ST.        | 28  | 0.12  | Local     |
| WHEELER LA.       | 29  | 0.22  | Local     |
| TIOGA ST.         | 30  | 0.21  | Secondary |
| YORKSHIRE ST.     | 31  | 0.24  | Secondary |
| DERUYTER ST.      | 32  | 0.14  | Local     |
| HARPSWELL ST.     | 33  | 0.09  | Local     |
| LISLE ST.         | 34  | 0.1   | Secondary |
| CRESTWOOD RD.     | 35  | 0.42  | Secondary |
| RIDGEBROOK RD.    | 36  | 0.16  | Secondary |
| MAPLE LA.         | 37  | 0.06  | Local     |
| ORCHARD RD.       | 38  | 0.14  | Secondary |
| PINERIDGE RD.     | 39  | 0.5   | Primary   |
| WHITEWOOD RD.     | 40  | 0.27  | Secondary |
| HEMLOCK RD.       | 41  | 0.23  | Secondary |
| DEEPWOOD RD.      | 42  | 0.1   | Secondary |
| FERN DR.          | 43  | 0.14  | Secondary |
| WOLCOTT AVE.      | 44  | 0.23  | Primary   |
| DEWEY ST.         | 45  | 0.09  | Local     |

# Winter Street Maintenance

## Route 7 RED MOUNTAIN, EAST MAIN ST

# ROUTE 7



2,000  
Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆ ◆ Primary Roads

City of Torrington Public Works  
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## 08 - North End (Truck # 25)

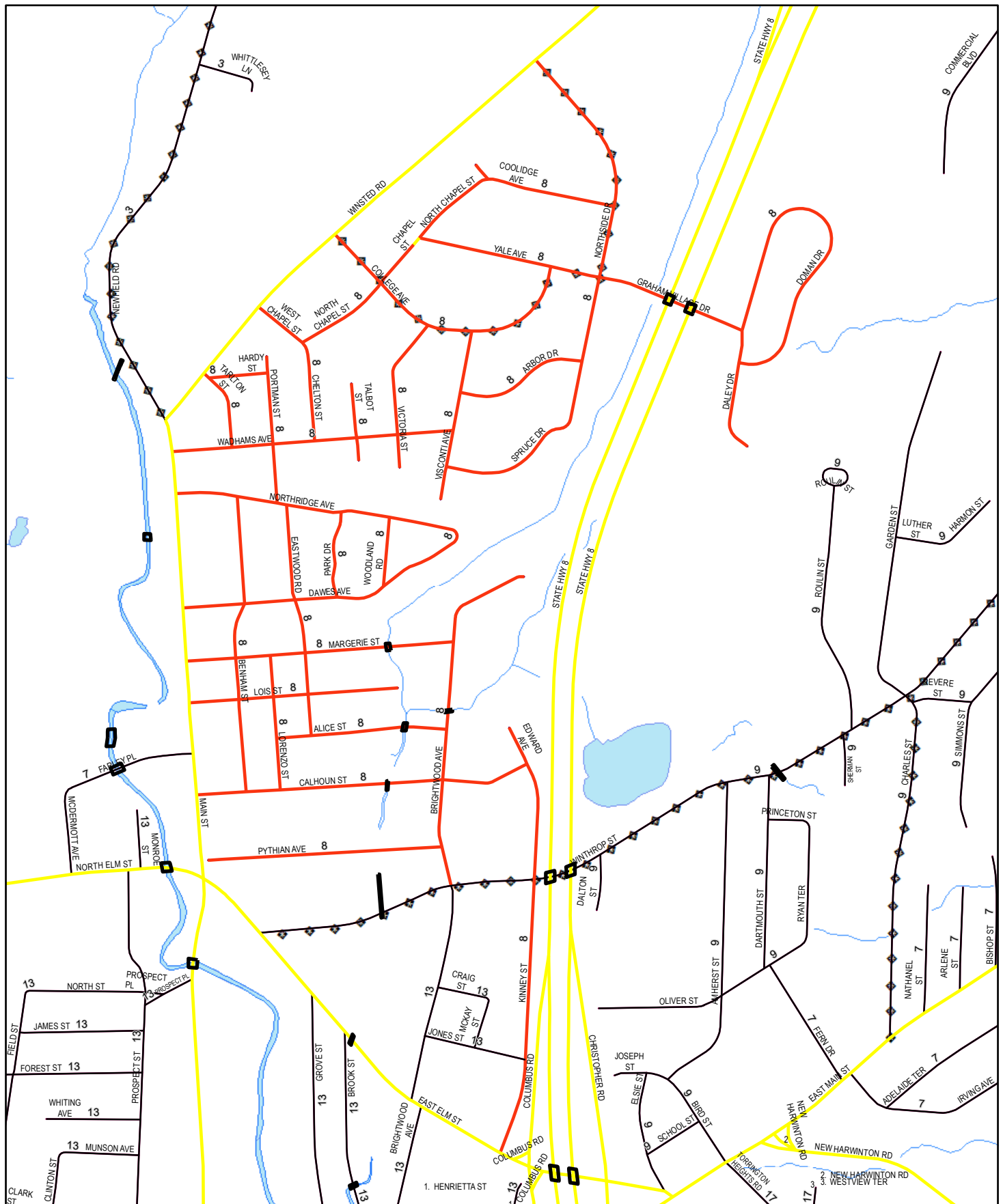
| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| BRIGHTWOOD AVE. - FROM WINTHROP ST. NORTH<br>TO DEAD END 0.60 | 1   | 0.6   | Secondary |
| KINNEY ST. 0.42   | 2   | 0.42  | Secondary |
| EDWARDS AVE. 0.04   | 3   | 0.04  | Local     |
| PYTHIAN AVE. 0.24   | 4   | 0.24  | Secondary |
| CALHOUN ST. 0.36  | 5   | 0.36  | Secondary |
| ALICE ST. 0.18  | 6   | 0.18  | Local     |
| LOIS ST. 0.22   | 7   | 0.22  | Local     |
| MARGERIE ST. 0.28   | 8   | 0.28  | Secondary |
| BENHAM ST. 0.33   | 9   | 0.33  | Local     |
| LORENZO ST. 0.14  | 10  | 0.14  | Secondary |
| EASTWOOD RD. 0.25   | 11  | 0.25  | Secondary |
| DAWES AVE. 0.33   | 12  | 0.33  | Secondary |
| NORTHRIDGE AVE. 0.32  | 13  | 0.32  | Secondary |
| WOODLAND RD. 0.07   | 14  | 0.07  | Secondary |
| PARK DR. 0.09   | 15  | 0.09  | Local     |
| WADHAMS AVE. 0.31   | 16  | 0.31  | Secondary |
| TARLTON ST. 0.08  | 17  | 0.08  | Local     |
| HARDY ST. 0.06  | 18  | 0.06  | Local     |
| PORTMAN ST. 0.16  | 19  | 0.16  | Secondary |
| CHELTON ST. 0.14  | 20  | 0.14  | Secondary |
| TALBOT ST. 0.06   | 21  | 0.06  | Local     |
| VICTORIA ST. 0.16   | 22  | 0.16  | Secondary |
| VISCONTI AVE. 0.18  | 23  | 0.18  | Secondary |
| SPRUCE DR. 0.15   | 24  | 0.15  | Secondary |
| ARBOR DR. 0.14  | 25  | 0.14  | Secondary |
| NORTHSIDE DR. 0.43  | 26  | 0.43  | Primary   |
| W. CHAPEL ST. 0.06  | 27  | 0.06  | Secondary |
| N. CHAPEL ST. 0.27  | 28  | 0.27  | Secondary |
| COLLEGE AVE. 0.31   | 29  | 0.31  | Primary   |
| YALE AVE. 0.20  | 30  | 0.2   | Secondary |
| COOLIDGE AVE. 0.14  | 31  | 0.14  | Secondary |
| GRAHAM VILLAGE DR. 0.18                                       | 32  | 0.18  | Secondary |
| DALEY DR. 0.15  | 33  | 0.15  | Secondary |
| DOMAN DR. 0.39  | 34  | 0.39  | Secondary |



# Winter Street Maintenance

## Route 8 NORTH END

# ROUTE 8



1,000

Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆◆ Primary Roads

City of Torrington Public Works  
Street Department  
2019



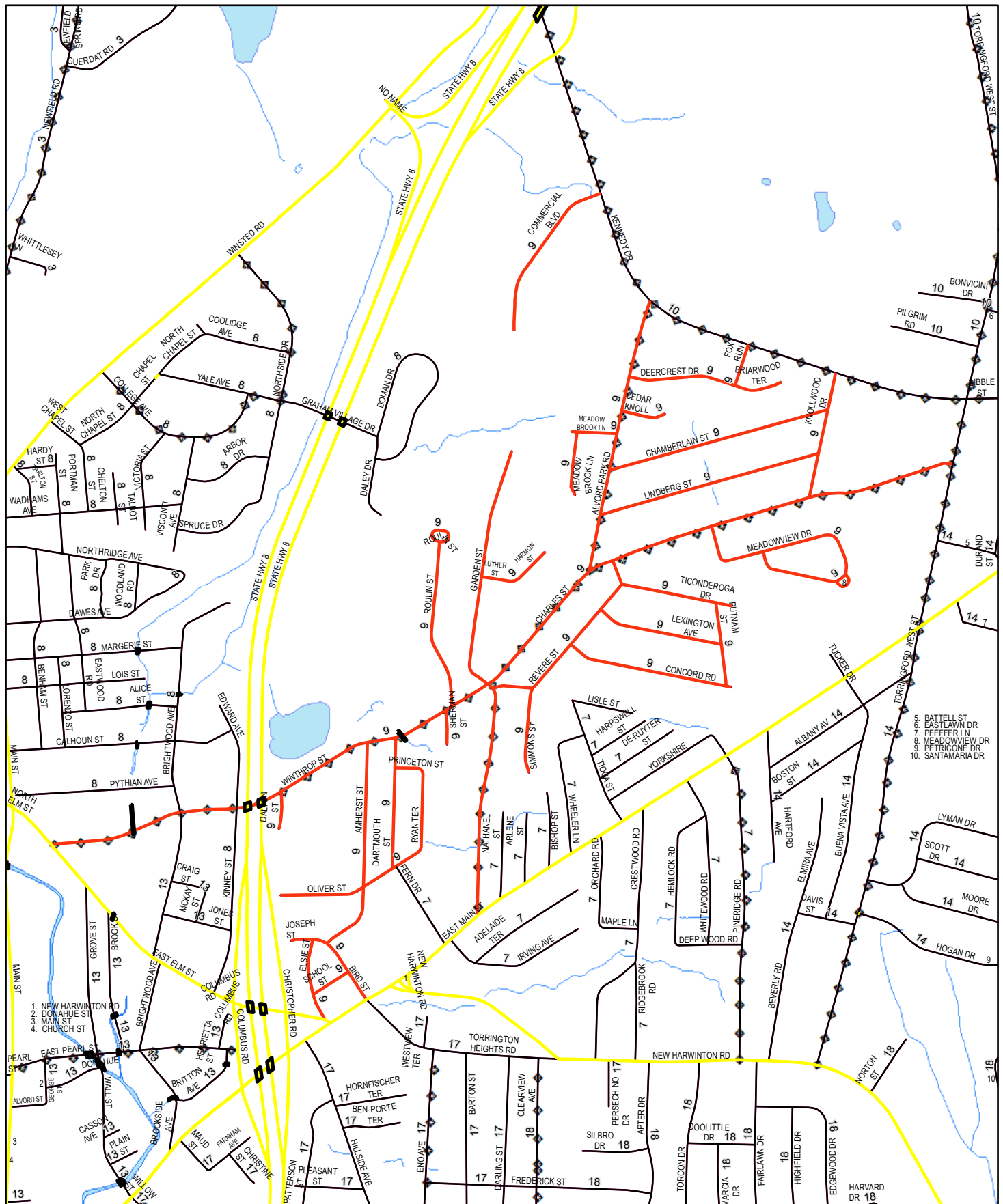
## 09 - Winthrop (Truck # 37)

| Road             | Seq | Miles | Type      |
|------------------|-----|-------|-----------|
| ELSIE ST.        | 1   | 0.13  | Local     |
| JOSEPH ST.       | 2   | 0.04  | Local     |
| BIRD ST.         | 3   | 0.14  | Secondary |
| SCHOOL ST.       | 4   | 0.06  | Secondary |
| AMHEREST ST.     | 5   | 0.35  | Secondary |
| OLIVER ST.       | 6   | 0.2   | Secondary |
| DARTMOUTH ST.    | 7   | 0.2   | Secondary |
| PRINCETON ST.    | 8   | 0.04  | Secondary |
| RYAN TERR.       | 9   | 0.18  | Secondary |
| WINTHROP ST.     | 10  | 0.76  | Primary   |
| DALTON ST.       | 11  | 0.06  | Local     |
| ROULIN ST.       | 12  | 0.3   | Local     |
| SHERMAN ST.      | 13  | 0.05  | Local     |
| CHARLES ST.      | 14  | 1.23  | Primary   |
| GARDEN ST.       | 15  | 0.38  | Secondary |
| LUTHER ST.       | 16  | 0.05  | Local     |
| HARMON ST.       | 17  | 0.06  | Local     |
| REVERE ST.       | 18  | 0.32  | Secondary |
| CONCORD RD.      | 19  | 0.26  | Secondary |
| PUTNAM ST.       | 20  | 0.13  | Secondary |
| LEXINGTON AVE.   | 21  | 0.2   | Secondary |
| TICONDEROGA DR.  | 22  | 0.18  | Secondary |
| MEADOWVIEW DR.   | 23  | 0.46  | Secondary |
| KNOLLWOOD DR.    | 24  | 0.2   | Secondary |
| LINDBERGH ST.    | 25  | 0.37  | Secondary |
| CHAMBERLAIN ST.  | 26  | 0.36  | Secondary |
| CEDAR KNOLL      | 27  | 0.09  | Secondary |
| MEADOWBROOK LA.  | 28  | 0.17  | Secondary |
| COMMERCIAL BLVD. | 29  | 0.3   | Secondary |
| FOX RUN          | 30  | 0.07  | Secondary |
| DEERCREST DR.    | 31  | 0.17  | Secondary |
| BRIARWOOD TRAIL  | 32  | 0.1   | Local     |
| ALVORD PARK RD.  | 33  | 0.75  | Primary   |
| SIMMONS ST.      | 34  |       | Local     |

# Winter Street Maintenance

## Route 9 WINTHROP STREET

# ROUTE 9



City of Torrington Public Works  
Street Department  
2019



## 10 Windtree (Truck # 10)

| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| KENNEDY DR.   | 1   | 1.12  | Primary   |
| TORRINGFORD WEST ST. - FROM KENNEDY DR. TO W. PEARL RD. | 2   | 0.82  | Primary   |
| PILGRIM RD.   | 3   | 0.15  | Local     |
| BONVICINI DR.   | 4   | 0.12  | Local     |
| DIBBLE ST.  | 5   | 0.4   | Primary   |
| EASTLAWN DR.  | 6   | 0.13  | Secondary |
| WOODLAWN DR.  | 7   | 0.21  | Secondary |
| WINDTREE  | 8   | 0.59  | Secondary |
| WINDTREE EAST   | 9   | 0.13  | Secondary |
| WEST PEARL RD.  | 10  | 0.55  | Primary   |
| EAST PEARL RD.  | 11  | 0.54  | Secondary |
| COUNTRY CLUB RD.  | 12  | 0.55  | Secondary |
| WEDGEWOOD DR.   | 13  | 0.38  | Secondary |
| RED OAK HILL  | 14  | 0.41  | Local     |
| SUNCREST COURT  | 15  | 0.23  | Local     |
| SILVER FOX LA.  | 16  | 0.28  | Secondary |
| CIDERMILL CROSSING                                      | 17  | 0.37  | Secondary |
| TARA DR.  | 18  | 0.37  | Local     |
| TWINING FARM LA.  | 19  | 0.09  | Secondary |
| EDAN BLVD.  | 20  | 0.07  | Local     |
| ALLISON DR.   | 21  | 0.66  | Local     |
| MIKELIN DR.   | 22  | 0.21  | Local     |
| GAYLORD LA.   | 23  | 0.21  | Local     |
| GAYLORD LA. - OFF HARRISON RD.                          | 24  | 0.33  | Local     |
| GINGER LA.  | 25  | 0.44  | Secondary |
| PEPPER DR.  | 26  | 0.06  | Local     |
| SPENCER RD.   | 27  | 0.59  | Secondary |



# ROUTE 10



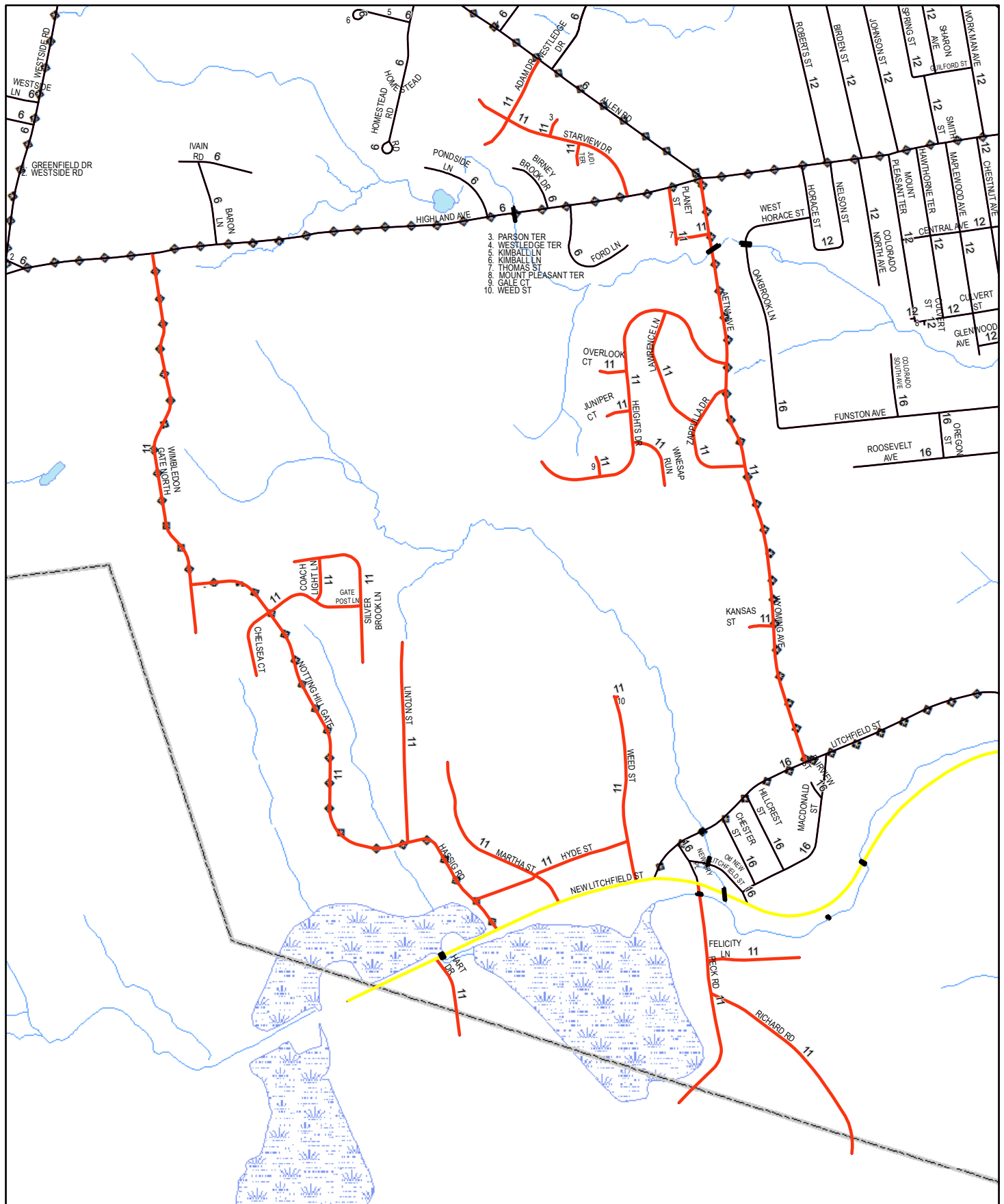
- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆ ◆ Primary Roads

## 11 Newbury (Truck # 29)

| Road                 | Seq | Miles | Type      |
|----------------------|-----|-------|-----------|
| ADAM DR.             | 1   | 0.19  | Local     |
| STARVIEW DR.         | 2   | 0.31  | Secondary |
| PARSON TERR.         | 3   | 0.04  | Local     |
| JUDI TERR.           | 4   | 0.05  | Local     |
| PLANET ST.           | 5   | 0.08  | Secondary |
| THOMAS ST.           | 6   | 0.05  | Secondary |
| AETNA AVE.           | 7   | 0.52  | Primary   |
| ZAPPULA DR.          | 8   | 0.23  | Secondary |
| LAWRENCE LA.         | 9   | 0.21  | Secondary |
| HEIGHTS DR.          | 10  | 0.57  | Secondary |
| OVERLOOK COURT       | 11  | 0.05  | Local     |
| JUNIPER COURT        | 12  | 0.05  | Local     |
| WINESAP RUN          | 13  | 0.11  | Secondary |
| GALE COURT           | 14  | 0.04  | Local     |
| KANSAS ST.           | 15  | 0.04  | Local     |
| PECK RD.             | 16  | 0.36  | Secondary |
| FELICITY LA.         | 17  | 0.15  | Local     |
| RICHARD RD.          | 18  | 0.35  | Secondary |
| WEED ST.             | 19  | 0.35  | Secondary |
| MARTHA ST.           | 20  | 0.33  | Secondary |
| HYDE ST.             | 21  | 0.27  | Secondary |
| HASSIG RD.           | 22  | 0.35  | Primary   |
| LINTON ST.           | 23  | 0.33  | Local     |
| NOTTING HILL GATE    | 24  | 0.63  | Primary   |
| CHELSEY COURT        | 25  | 0.14  | Local     |
| WIMBLEDON GATE NORTH | 26  | 0.65  | Primary   |
| HART DR.             | 27  | 0.08  | Local     |
| SILVER BROOK LANE    | 28  | 0.3   | Secondary |
| COACH LIGHT LANE     | 29  | 0.06  | Secondary |
| GATE POST LANE       | 30  | 0.16  | Secondary |
| WYOMING AVE.         | 31  | 0.48  | Primary   |

# Winter Street Maintenance Route 11 NEWBURY CORNER

# ROUTE 11



1,000  
Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ♦ ♦ Primary Roads

City of Torrington Public Works  
Street Department  
2019



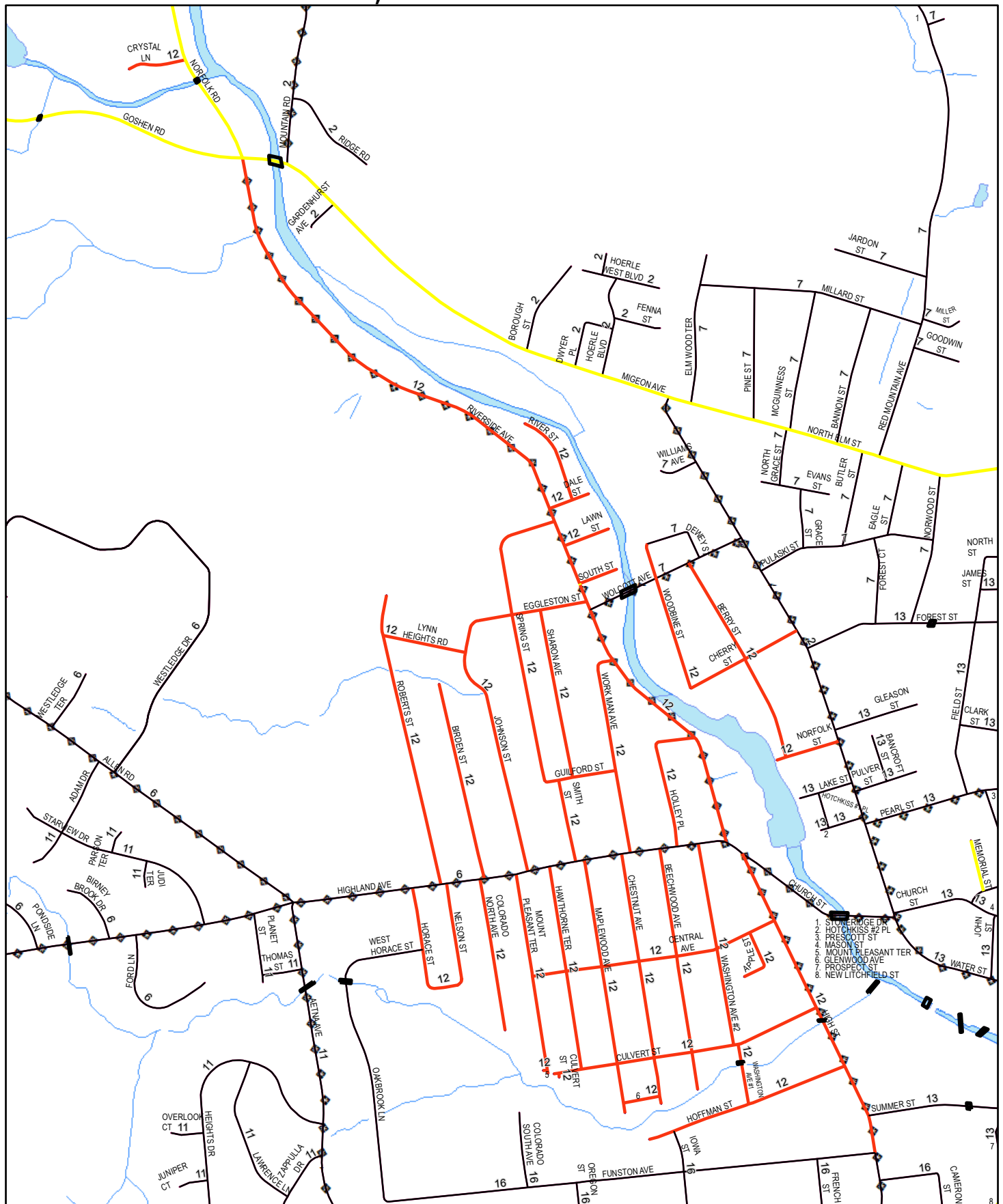
## 12 Riverside (Truck # 36)

| Road                                      | Seq | Miles | Type      |
|---|-----|-------|-----------|
| BIRDEN ST.                                | 1   | 0.28  | Local     |
| HIGH ST. - FROM FUNSTON ST. TO CHURCH ST. | 2   | 0.48  | Primary   |
| GLENWOOD AVE.                             | 3   | 0.11  | Secondary |
| CULVERT ST.                               | 45  | 0.39  | Secondary |
| CENTRAL AVE.                              | 6   | 0.36  | Secondary |
| APPLE ST.                                 | 7   | 0.07  | Local     |
| WASHINGTON AVE.                           | 8   | 0.36  | Secondary |
| BEECHWOOD AVE.                            | 9   | 0.34  | Secondary |
| CHESTNUT AVE.                             | 10  | 0.35  | Secondary |
| MAPLEWOOD AVE.                            | 11  | 0.36  | Secondary |
| HAWTHORNE TERR.                           | 13  | 0.27  | Secondary |
| MT. PLEASANT TERR.                        | 14  | 0.27  | Secondary |
| COLORADO AVE. NORTH                       | 15  | 0.21  | Local     |
| ROBERTS ST.                               | 16  | 0.41  | Secondary |
| SMITH ST.                                 | 17  | 0.11  | Local     |
| JOHNSON ST.                               | 18  | 0.37  | Secondary |
| SPRING ST.                                | 19  | 0.42  | Secondary |
| SHARON AVE.                               | 20  | 0.23  | Secondary |
| WORKMAN AVE.                              | 21  | 0.28  | Secondary |
| HOLLEY PLACE                              | 22  | 0.19  | Local     |
| RIVERSIDE AVE.                            | 23  | 1.22  | Primary   |
| GUILFORD ST.                              | 24  | 0.1   | Local     |
| LYNN HEIGHTS RD.                          | 25  | 0.11  | Secondary |
| EGGLESTON ST.                             | 26  | 0.17  | Secondary |
| DALE ST.                                  | 27  | 0.05  | Local     |
| RIVER ST.                                 | 28  | 0.06  | Local     |
| LAWN ST.                                  | 29  | 0.06  | Local     |
| SOUTH ST.                                 | 30  | 0.05  | Local     |
| BERRY ST.                                 | 31  | 0.16  | Local     |
| CHERRY ST.                                | 32  | 0.16  | Secondary |
| WOODBINE ST.                              | 33  | 0.2   | Secondary |
| NORFOLK ST.                               | 34  | 0.08  | Local     |

# Winter Street Maintenance

Route 12 RIVERSIDE AVE, WASHINGTON AVE

# ROUTE 12



City of Torrington Public Works  
Street Department  
2019



### 13 Downtown (Truck # 26)

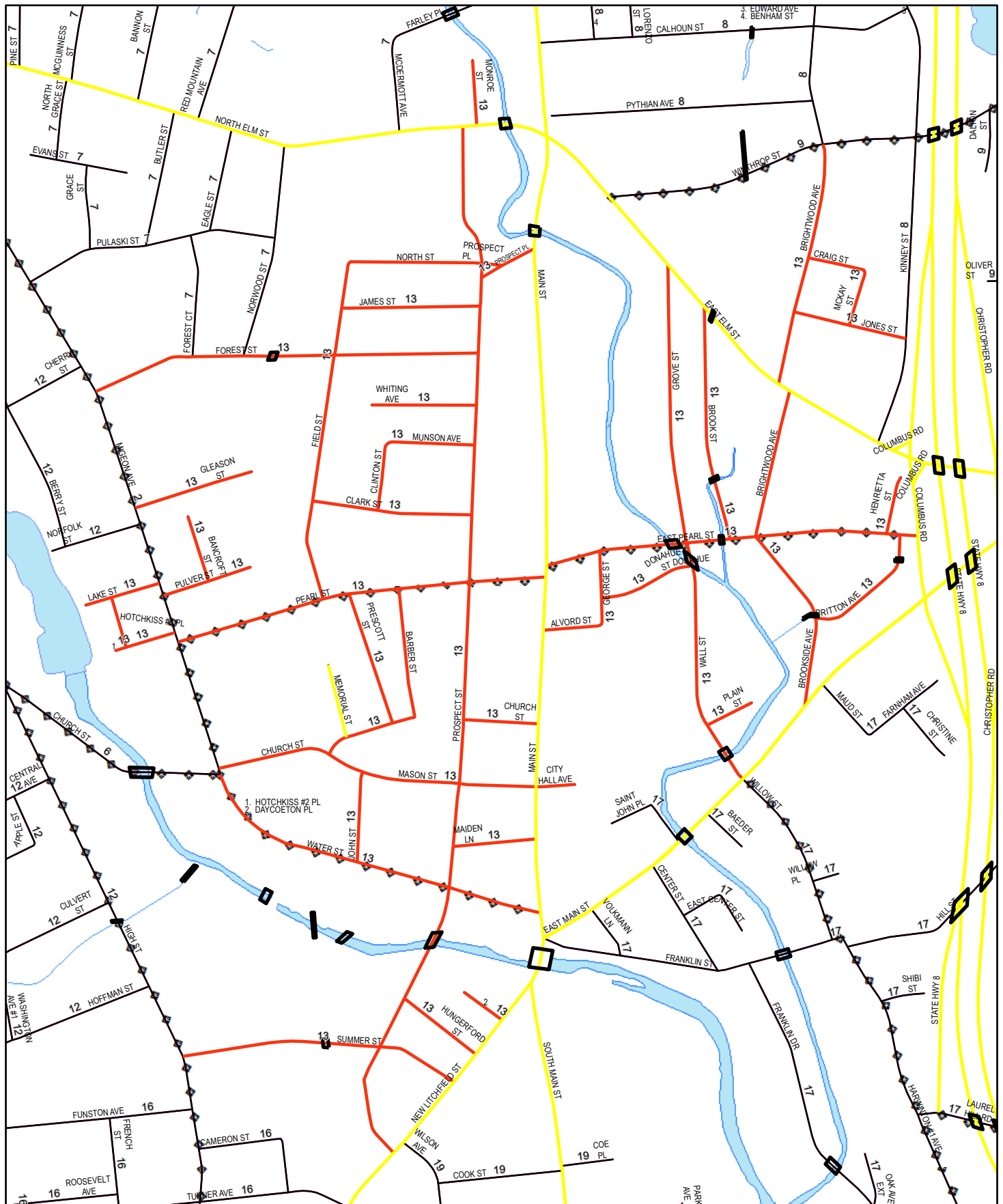
| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| PROSPECT ST.  | 1   | 1.03  | Secondary |
| SUMMER ST.  | 2   | 0.27  | Secondary |
| HUNGERFORD ST.                                      | 3   | 0.08  | Local     |
| DAYCOETON PLACE                                     | 4   | 0.04  | Local     |
| WATER ST.   | 5   | 0.35  | Primary   |
| HOTCHKISS PLACE                                     | 6   | 0.11  | Local     |
| LAKE ST.  | 7   | 0.07  | Local     |
| PULVER ST.  | 8   | 0.07  | Local     |
| BANCROFT ST.  | 9   | 0.06  | Local     |
| GLEESON ST.   | 10  | 0.11  | Local     |
| JOHN ST.  | 11  | 0.12  | Local     |
| MAIDEN LA.  | 12  | 0.07  | Local     |
| CHURCH ST.  | 13  | 0.57  | Primary   |
| PRESCOTT ST.  | 14  | 0.57  | Local     |
| BARBER ST.  | 15  | 0.12  | Local     |
| PEARL ST.   | 16  | 0.36  | Primary   |
| FIELD ST.   | 17  | 0.33  | Secondary |
| CLARK ST.   | 18  | 0.35  | Local     |
| CLINTON ST.   | 19  | 0.06  | Local     |
| MUNSON AVE.   | 20  | 0.07  | Local     |
| WHITING AVE   | 21  | 0.09  | Local     |
| FOREST ST.  | 22  | 0.37  | Secondary |
| JAMES ST.   | 23  | 0.12  | Local     |
| NORTH ST.   | 24  | 0.12  | Local     |
| PROSPECT PLACE                                      | 25  | 0.05  | Secondary |
| MONROE ST.  | 26  | 0.06  | Local     |
| CITY HALL AVE.                                      | 27  | 0.05  | Secondary |
| ALVORD ST.  | 28  | 0.05  | Local     |
| GEORGE ST.  | 29  | 0.07  | Local     |
| DONAHUE ST.   | 30  | 0.09  | Local     |
| E. PEARL ST.  | 31  | 0.36  | Primary   |
| WALL ST.  | 32  | 0.23  | Secondary |
| GROVE ST.   | 33  | 0.26  | Secondary |
| PLAIN ST.   | 34  | 0.05  | Local     |
| NORFOLK ST.   | 35  | 0.07  | Local     |
| BROOK ST.   | 36  | 0.22  | Local     |
| KINNEY ST.  | 37  | 0.42  | Secondary |
| BRIGHTWOOD AVE. - FROM E. PEARL ST. TO WINTHROP ST. | 38  | 0.14  | Secondary |
| BROOKSIDE AVE.                                      | 39  | 0.17  | Secondary |
| BRITTON AVE.  | 40  | 0.12  | Secondary |
| HENRIETTA ST.                                       | 41  | 0.06  | Local     |
| JONES ST.   | 42  | 0.11  | Secondary |
| McKAY ST.   | 43  | 0.05  | Secondary |
| MASON ST.   | 44  | 0.16  | Secondary |
| CRAIG ST.   | 45  | 0.05  | Secondary |



# Winter Street Maintenance

## Route 13 DOWNTOWN

# ROUTE 13



City of Torrington Public Works  
Street Department  
2019



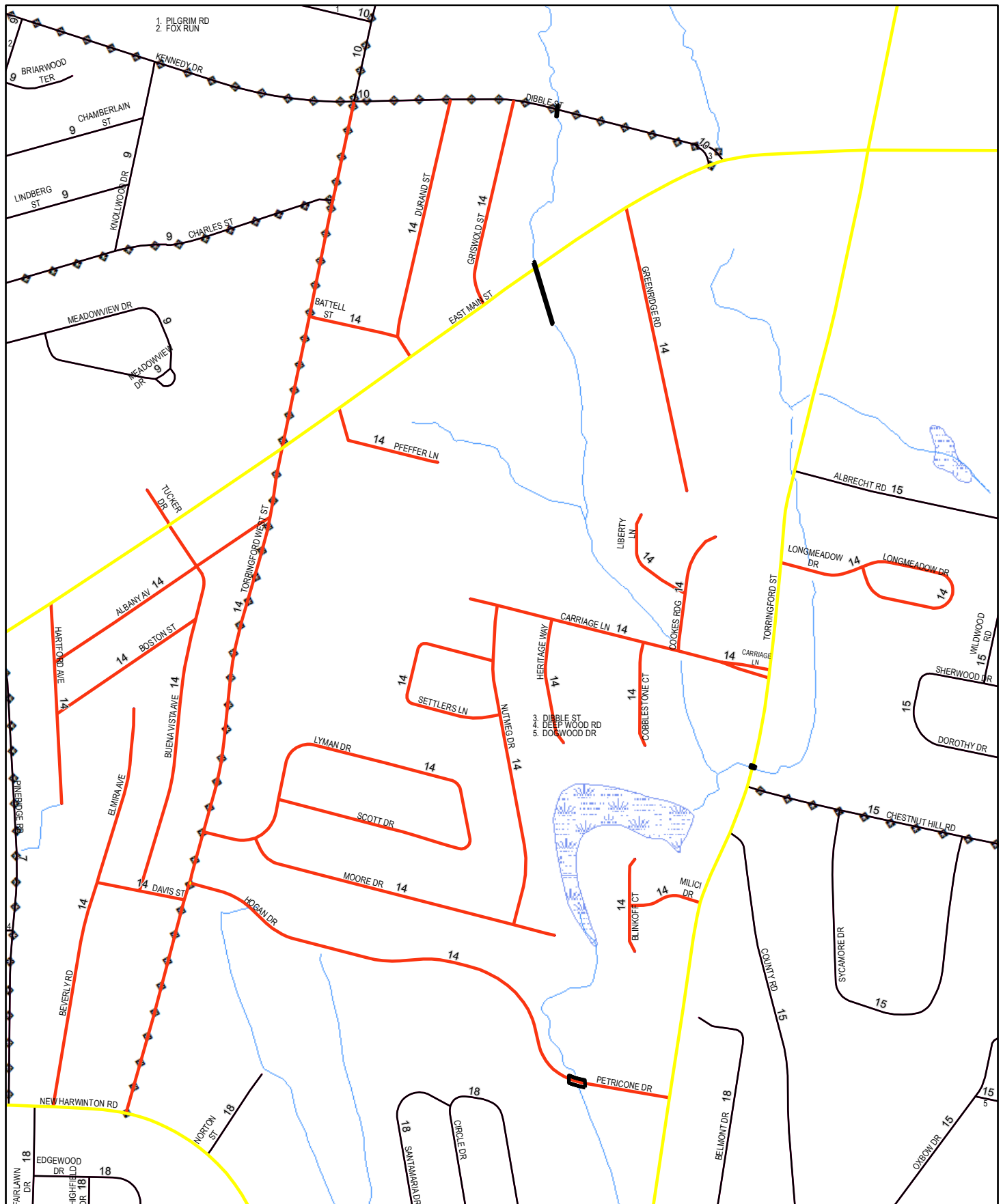
# 14 Nutmeg (Truck # 28)

| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| TORRINGFORD WEST ST. - FROM RT. #4 TO KENNEDY DR. | 1   | 1.1   | Primary   |
| BEVERLY RD.                                       | 2   | 0.24  | Secondary |
| ELMIRA AVE.                                       | 3   | 0.18  | Secondary |
| DAVIS ST.   | 4   | 0.09  | Local     |
| BUENA VISTA AVE.                                  | 5   | 0.41  | Secondary |
| HARTFORD AVE.                                     | 6   | 0.21  | Secondary |
| BOSTON AVE.                                       | 7   | 0.17  | Secondary |
| ALBANY ST.  | 8   | 0.28  | Secondary |
| SUNNY LA.   | 9   | 0.05  | Local     |
| PFEFFER LA.                                       | 10  | 0.14  | Secondary |
| BATTEL ST.  | 11  | 0.09  | Local     |
| DURAND ST.  | 12  | 0.28  | Local     |
| GRISWALD ST.                                      | 13  | 0.22  | Secondary |
| GREENRIDGE DR.                                    | 14  | 0.2   | Local     |
| HOGAN DR.   | 15  | 0.25  | Secondary |
| PETRICONE DR.                                     | 16  | 0.25  | Secondary |
| LYMAN DR.   | 17  | 0.41  | Local     |
| SCOTT DR.   | 18  | 0.2   | Secondary |
| MOORE DR.   | 19  | 0.36  | Secondary |
| NUTMEG DR.  | 20  | 0.34  | Secondary |
| SETTLERS LA.                                      | 21  | 0.24  | Local     |
| CARRIAGE LA.                                      | 22  | 0.24  | Local     |
| HERITAGE WAY                                      | 23  | 0.34  | Local     |
| COBBLESTONE COURT                                 | 24  | 0.12  | Local     |
| COOKS RIDGE                                       | 25  | 0.15  | Secondary |
| LIBERTY LA.                                       | 26  | 0.12  | Secondary |
| LONGMEADOW DR.                                    | 27  | 0.32  | Secondary |
| MILICI DR.  | 28  | 0.08  | Local     |
| BLINKOFF COURT                                    | 29  | 0.13  | Local     |



# Winter Street Maintenance Route 14 NUTMEG VILLAGE

# ROUTE 14



1,000  
Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆ ◆ Primary Roads

City of Torrington Public Works  
Street Department  
2019



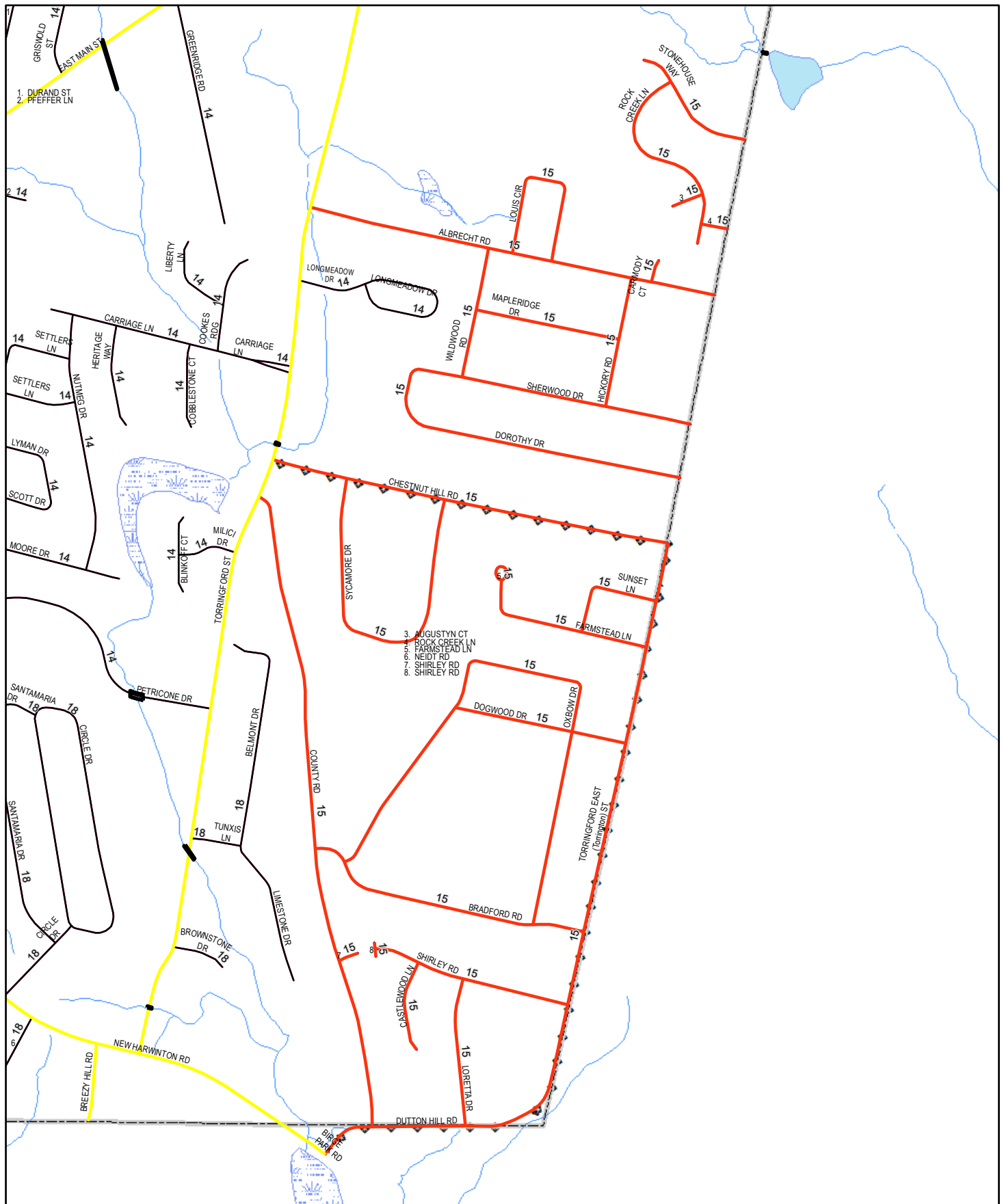
### 15 Torrinford East (Truck # 12)

| Road                        | Seq | Miles | Type      |
|-----------------------------|-----|-------|-----------|
| TORRINGFORD EAST            | 1   | 0.83  | Primary   |
| STONEHOUSE WAY              | 2   | 0.19  | Local     |
| ROCK CREEK LA.              | 3   | 0.33  | Secondary |
| AUGUSTYN COURT              | 4   | 0.07  | Local     |
| ALBRECHT RD.                | 5   | 0.55  | Secondary |
| LOUIS CIRCLE                | 6   | 0.25  | Local     |
| CARMODY COURT               | 7   | 0.05  | Local     |
| WILDWOOD RD.                | 8   | 0.17  | Secondary |
| HICKORY RD.                 | 9   | 0.17  | Secondary |
| MAPLERIDGE DR.              | 10  | 0.19  | Secondary |
| SHERWOOD RD.                | 11  | 0.37  | Secondary |
| DOROTHY DR.                 | 12  | 0.43  | Secondary |
| CHESTNUT HILL RD.           | 13  | 0.53  | Primary   |
| SYCAMORE RD.                | 14  | 0.49  | Secondary |
| SUNSET LA.                  | 15  | 0.14  | Local     |
| FARMSTEAD LA.               | 16  | 0.27  | Secondary |
| DOGWOOD DR.                 | 17  | 0.22  | Secondary |
| BRADFORD RD.                | 18  | 0.39  | Secondary |
| OXBOW DR.                   | 19  | 0.8   | Secondary |
| SHIRLEY RD.                 | 20  | 0.27  | Secondary |
| CASTLEWOOD LA.              | 21  | 0.14  | Local     |
| LORETTA DR.                 | 22  | 0.2   | Local     |
| DUTTON HILL RD. (HARWINTON) | 23  | 0.11  | Primary   |
| COUNTY RD.                  | 24  | 0.87  | Secondary |

# Winter Street Maintenance

## Route 15 TORRINGFORD EAST

# ROUTE 15



1,000  
Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- ◆◆ Primary Roads

City of Torrington Public Works  
Street Department  
2019








## 16 Hospital Hill (Truck # 11)

| Road                                     | Seq | Miles | Type      |
|--|-----|-------|-----------|
| E. ALBERT ST. - ARTHUR ST. TO S. MAIN    | 1   | 0.04  | Primary   |
| ALBERT ST.                               | 2   | 0.33  | Primary   |
| THOMPSON DR.                             | 3   | 0.33  | Local     |
| EARLE ST.                                | 4   | 0.02  | Secondary |
| JOYCE ST.                                | 5   | 0.06  | Secondary |
| IRENE ST.                                | 6   | 0.06  | Secondary |
| BROAD ST.                                | 7   | 0.09  | Local     |
| FAIRVIEW AVE.                            | 8   | 0.13  | Local     |
| BELLEVIEW AVE.                           | 9   | 0.23  | Secondary |
| TRAVIS ST.                               | 10  | 0.12  | Local     |
| S. GRANDVIEW AVE.                        | 11  | 0.09  | Secondary |
| McKinley ST.                             | 12  | 0.4   | Secondary |
| WALNUT ST.                               | 13  | 0.19  | Secondary |
| BLAKE ST.                                | 14  | 0.24  | Secondary |
| IVY LANE                                 | 15  | 0.09  | Secondary |
| FOUR STORY LANE                          | 16  | 0.08  | Local     |
| LITCHFIELD ST.                           | 17  | 1.37  | Primary   |
| HIGH ST.- LITCHFIELD ST. TO FUNSTON Ave. | 18  | 0.3   | Primary   |
| SEYMOUR ST.                              | 19  | 0.07  | Local     |
| NELSON ST.                               | 20  | 0.14  | Local     |
| HORACE                                   | 21  | 0.18  | Local     |
| COOPER ST.                               | 22  | 0.12  | Local     |
| TURNER AVE.                              | 23  | 0.22  | Secondary |
| CAMERON ST.                              | 24  | 0.12  | Local     |
| JACKSON ST.                              | 25  | 0.2   | Secondary |
| LAFAYETTE ST.                            | 26  | 0.24  | Secondary |
| MAPLE ST.                                | 27  | 0.12  | Secondary |
| FRENCH ST.                               | 28  | 0.31  | Secondary |
| ROOSEVELT AVE.                           | 29  | 0.41  | Secondary |
| FUNSTON AVE.                             | 30  | 0.68  | Secondary |
| IOWA ST.                                 | 31  | 0.12  | Local     |
| OREGON ST.                               | 32  | 0.06  | Local     |
| COLORADO AVE. S.                         | 33  | 0.1   | Local     |
| OAKBROOK LA.                             | 34  | 0.39  | Secondary |
| W. HORACE ST.                            | 35  | 0.04  | Local     |
| NEWBERRY PLACE                           | 36  | 0.07  | Local     |
| MacDonald ST.                            | 37  | 0.3   | Local     |
| HILLCREST ST.                            | 38  | 0.13  | Secondary |
| CHESTER ST.                              | 39  | 0.12  | Secondary |
| FAIRVIEW ST.                             | 40  | 0.01  | Local     |
| HOFFMAN ST.                              | 41  | 0.29  | Local     |

# ROUTE 16



-  State Roads/Highways
-  Bridge
-  Streets
-  Selected Route Maintenance Responsibility
-   Primary Roads

## 17 Laurel Hill (Truck # 32)

| Road                                       | Seq | Miles | Type      |
|--|-----|-------|-----------|
| FRANKLIN ST.                               | 1   | 0.29  | Secondary |
| FRANKLIN DR.                               | 2   | 0.28  | Secondary |
| VOLKMAN LA.                                | 3   | 0.04  | Local     |
| CENTER ST.                                 | 4   | 0.12  | Local     |
| E. CENTER ST.                              | 5   | 0.08  | Local     |
| ST. JOHN'S PLACE                           | 6   | 0.09  | Local     |
| BAEDER ST.                                 | 7   | 0.1   | Local     |
| WILLOW ST.                                 | 8   | 0.17  | Secondary |
| WILLOW PLACE                               | 9   | 0.03  | Local     |
| MAUDE ST.                                  | 10  | 0.06  | Secondary |
| FARNHAM AVE.                               | 11  | 0.09  | Secondary |
| CHRISTINE ST.                              | 12  | 0.06  | Secondary |
| HARWINTON AVE.                             | 13  | 0.89  | Primary   |
| HILL ST.                                   | 14  | 0.2   | Secondary |
| SCHIBI ST.                                 | 15  | 0.04  | Local     |
| LAUREL HILL RD.                            | 16  | 0.45  | Secondary |
| ROSEN AVE.                                 | 17  | 0.13  | Secondary |
| CROSS ST.                                  | 18  | 0.07  | Local     |
| PERSECHINO DR.                             | 19  | 0.21  | Local     |
| VIEW ST.                                   | 20  | 0.22  | Secondary |
| MARION AVE.                                | 21  | 0.12  | Local     |
| TORRINGTON HEIGHTS                         | 22  | 0.35  | Secondary |
| HORNFISHER TERR.                           | 23  | 0.11  | Local     |
| PLEASANT ST.                               | 24  | 0.11  | Secondary |
| BENPORTE TERR.                             | 25  | 0.09  | Local     |
| PATTERSON ST.                              | 26  | 0.43  | Secondary |
| HARRISON AVE.                              | 27  | 0.18  | Secondary |
| PERSHING ST.                               | 28  | 0.16  | Secondary |
| CALLI ST.                                  | 29  | 0.11  | Local     |
| RICCIARDONE AVE.                           | 30  | 0.21  | Primary   |
| ENO AVE.                                   | 31  | 0.38  | Primary   |
| COLE ST.                                   | 32  | 0.17  | Secondary |
| WILMOT ST.                                 | 33  | 0.18  | Secondary |
| WEAVER ST.                                 | 34  | 0.18  | Secondary |
| WOOD ST.                                   | 35  | 0.24  | Secondary |
| DARLING ST.                                | 36  | 0.37  | Local     |
| BARTON ST.                                 | 37  | 0.37  | Local     |
| BIRGE ST.                                  | 38  | 0.04  | Local     |
| FREDERICK ST. - ENO AVE. TO CLEARVIEW AVE. | 39  | 0.18  | Primary   |
| HILLSIDE AVE.                              | 40  | 0.64  | Secondary |
| ALDER ST.                                  | 41  | 0.13  | Local     |
| OAK AVE. EXT.                              | 42  | 0.01  | Local     |
| WESTVIEW TERR.                             | 43  | 0.04  | Local     |



# ROUTE 17



Feet

- City of Torrington Public Works  
Street Department  
2019



## 18 Clearview (Truck # 30)

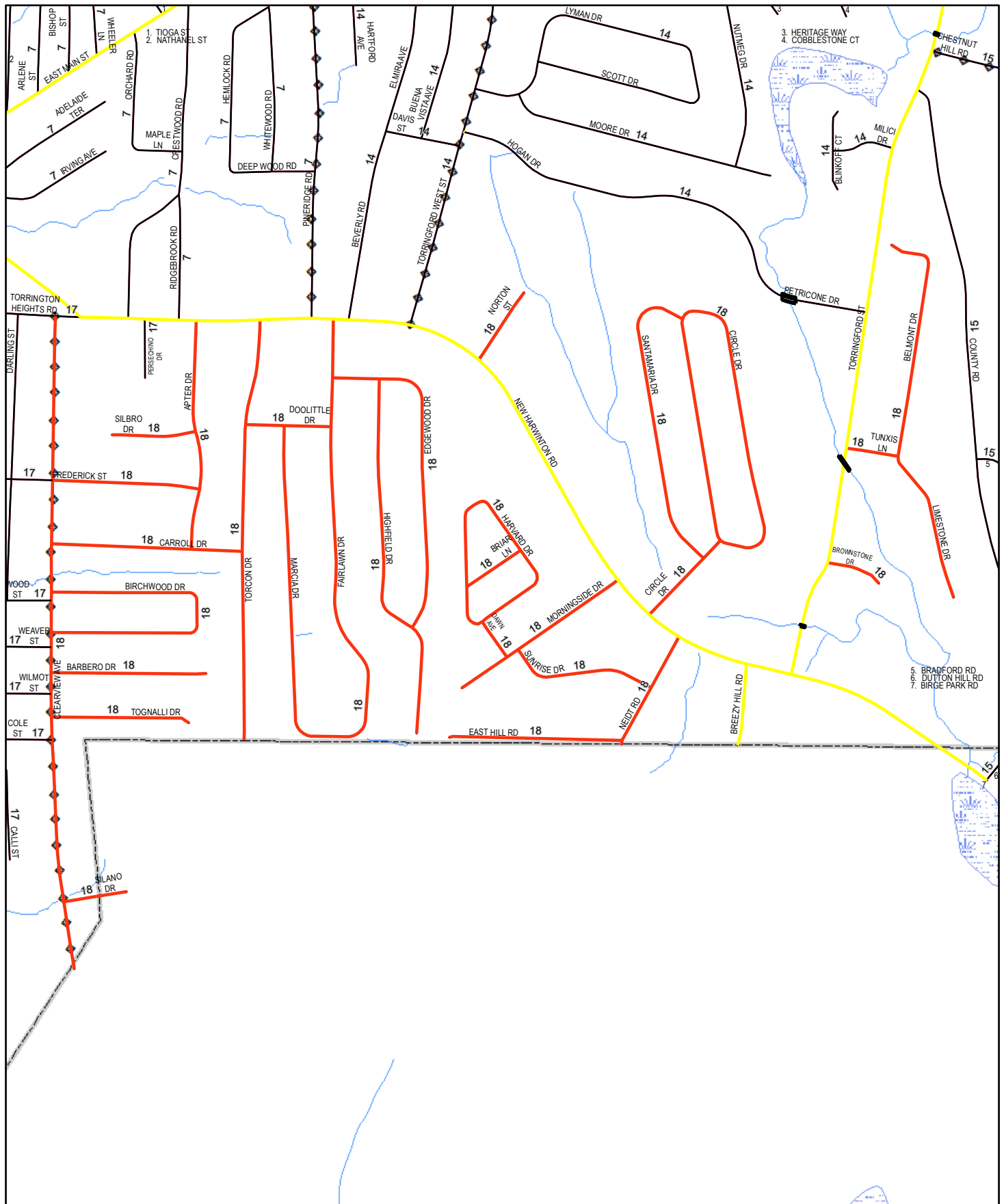
| Road  | Seq | Miles | Type      |
|---|-----|-------|-----------|
| BREEZY HILL (HARWINTON PLOWS)               | 1   |       | Secondary |
| CLEARVIEW AVE.                              | 2   | 0.82  | Primary   |
| FREDERICK ST. - CLEARVIEW AVE. TO APTER DR. | 3   | 0.18  | Primary   |
| BIRCHWOOD DR.                               | 4   | 0.41  | Local     |
| BARBERO DR.                                 | 5   | 0.21  | Secondary |
| SILANO DR.                                  | 6   | 0.04  | Secondary |
| APTER DR.                                   | 7   | 0.28  | Secondary |
| CARROLL DR.                                 | 8   | 0.24  | Secondary |
| TORCON DR.                                  | 9   | 0.54  | Secondary |
| DOOLITTLE DR.                               | 10  | 0.11  | Secondary |
| MARCIA DR.                                  | 11  | 0.4   | Secondary |
| FAIRLAWN DR.                                | 12  | 0.6   | Secondary |
| HIGHFIELD DR.                               | 13  | 0.34  | Secondary |
| EDGEWOOD DR.                                | 14  | 0.51  | Secondary |
| NORTON ST.                                  | 15  | 0.09  | Local     |
| CIRCLE DR.                                  | 16  | 0.82  | Secondary |
| SANTAMARIA DR.                              | 17  | 0.38  | Secondary |
| NEIDT RD.                                   | 18  | 0.15  | Secondary |
| E. HILL RD.                                 | 19  | 0.22  | Local     |
| SUNRISE DR.                                 | 20  | 0.19  | Local     |
| MORNINGSIDE DR.                             | 21  | 0.25  | Secondary |
| DAWN AVE.                                   | 22  | 0.05  | Local     |
| HARVARD DR.                                 | 23  | 0.39  | Secondary |
| BRIAR LA.                                   | 24  | 0.08  | Local     |
| TUNXIS LA.                                  | 25  | 0.06  | Secondary |
| LIMESTONE DR.                               | 26  | 0.21  | Secondary |
| BELMONT DR.                                 | 27  | 0.32  | Local     |
| BROWNSTONE DR.                              | 28  | 0.08  | Local     |
| SILBRO DR.                                  | 29  | 0.12  | Local     |
| TOGNALLI DR.                                | 30  | 0.18  | Local     |



# Winter Street Maintenance

## Route 18 CLEARVIEW AVENUE

# ROUTE 18



1,000 Feet

- State Roads/Highways
- Bridge
- Streets
- Selected Route Maintenance Responsibility
- - - Primary Roads

City of Torrington Public Works  
Street Department  
2019



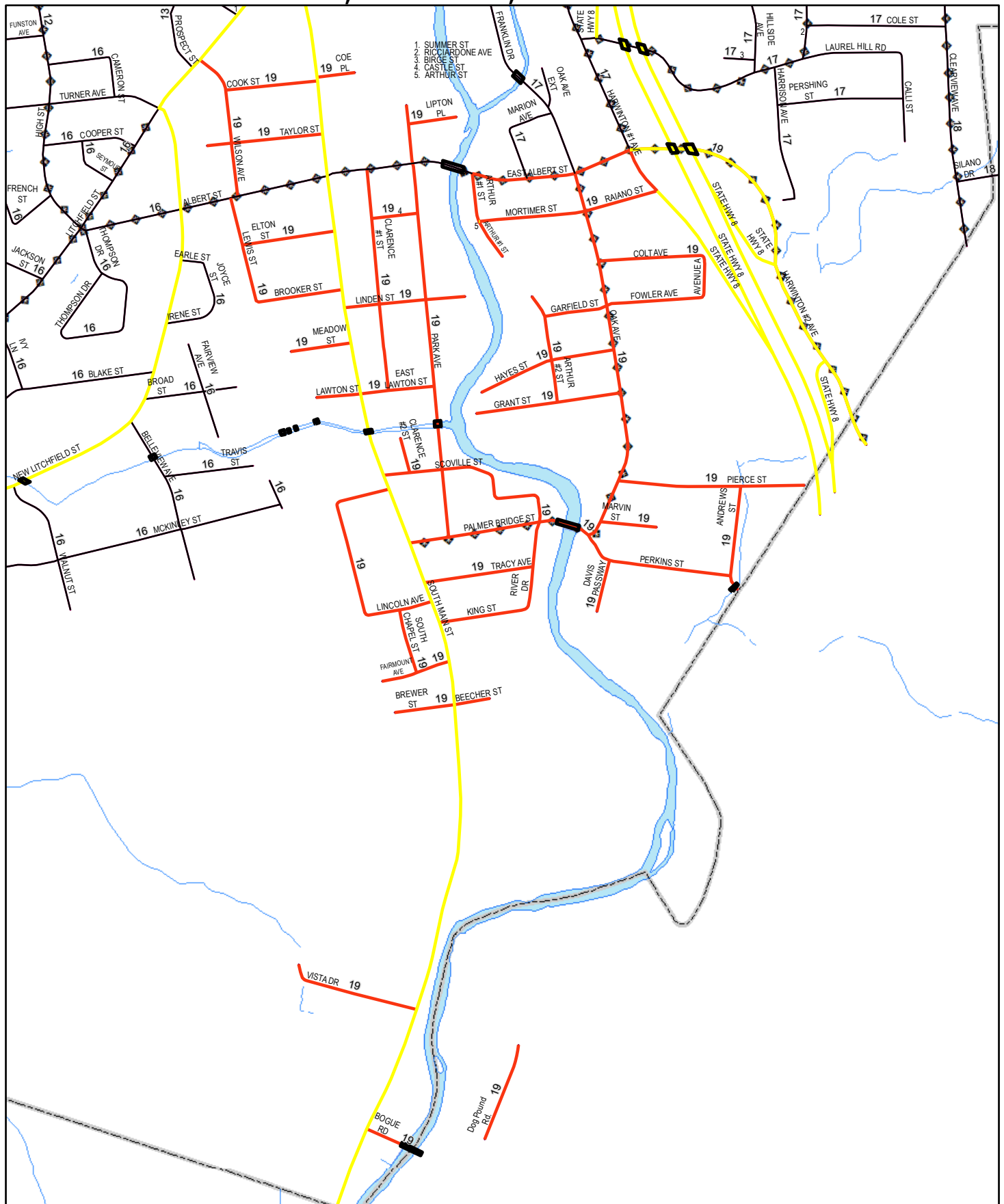
## 19 - Park Ave (Truck # 9)

| Road   | Seq | Miles | Type      |
|--|-----|-------|-----------|
| WILSON AVE.                                    | 1   | 0.19  | Secondary |
| COOK ST.                                       | 2   | 0.11  | Secondary |
| TAYLOR ST.                                     | 3   | 0.15  | Local     |
| COE PLACE                                      | 4   | 0.05  | Local     |
| LEWIS ST.                                      | 5   | 0.13  | Local     |
| ELTON ST.                                      | 6   | 0.12  | Local     |
| BROOKER ST.                                    | 7   | 0.11  | Local     |
| MEADOW ST.                                     | 8   | 0.08  | Local     |
| LAWTON ST.                                     | 9   | 0.05  | Secondary |
| E. LAWTON ST.                                  | 10  | 0.09  | Local     |
| LINCOLN AVE.                                   | 11  | 0.3   | Local     |
| S. CHAPEL ST.                                  | 12  | 0.08  | Local     |
| FAIRMONT AVE.                                  | 13  | 0.1   | Local     |
| BREWER ST.                                     | 14  | 0.09  | Local     |
| VISTA DR.                                      | 15  | 0.1   | Local     |
| KING ST.                                       | 16  | 0.12  | Local     |
| TRACEY AVE.                                    | 17  | 0.13  | Local     |
| PALMER BRIDGE ST.                              | 18  | 0.25  | Primary   |
| DAVIS PASS WAY                                 | 19  | 0.08  | Local     |
| COLT AVE.                                      | 20  | 0.13  | Local     |
| RAIANO ST.                                     | 21  | 0.09  | Secondary |
| DOGPOUND RD TO WPCA GATE                       | 22  |       | Secondary |
| SCOVILLE ST.                                   | 23  | 0.25  | Local     |
| PARK AVE.                                      | 24  | 0.58  | Secondary |
| CLARENCE ST.                                   | 25  | 0.34  | Secondary |
| LINDEN ST.                                     | 26  | 0.15  | Local     |
| CASTLE ST.                                     | 27  | 0.06  | Local     |
| LIPTON PLACE                                   | 28  | 0.06  | Local     |
| GRANT ST.                                      | 29  | 0.18  | Secondary |
| ARTHUR ST.                                     | 30  | 0.25  | Secondary |
| MORTIMER ST.                                   | 31  | 0.13  | Secondary |
| GARFIELD ST.                                   | 32  | 0.08  | Local     |
| HAYES ST.                                      | 33  | 0.18  | Secondary |
| PERKINS ST.                                    | 34  | 0.2   | Secondary |
| MARVIN ST.                                     | 35  | 0.06  | Local     |
| PIERCE ST.                                     | 36  | 0.24  | Secondary |
| ANDREW ST.                                     | 37  | 0.12  | Secondary |
| OAK AVE.                                       | 38  | 0.5   | Primary   |
| E. ALBERT ST.                                  | 39  | 0.41  | Primary   |
| FOWLER AVE.                                    | 40  | 0.12  | Secondary |
| AVENUE A.                                      | 41  | 0.09  | Local     |
| HARWINTON AVE. EAST ALBERT TO RT. 8 SOUTH RAMP | 42  | 0.13  | Primary   |
| RIVER DR.                                      | 43  | 0.11  | Secondary |

# Winter Street Maintenance

## Route 19 LINCOLN AVE, PARK AVE, OAK AVE

# ROUTE 19



| Street End Type | Street Name        | Route                  |
|-----------------|--------------------|------------------------|
| Cul-de-sac      | BRASS MILL DAM RD  | 01 - Brandy Hill       |
| Cul-de-sac      | CRYSTAL LN         | 01 - Brandy Hill       |
| Cul-de-sac      | FALCON RIDGE RD    | 01 - Brandy Hill       |
| Cul-de-sac      | TIMBERLAKE CT      | 01 - Brandy Hill       |
| Cul-de-sac      | CAULFIELD RD       | 02 - Mountain Road     |
| Cul-de-sac      | FENNA ST           | 02 - Mountain Road     |
| Cul-de-sac      | HILLANDALE BLVD    | 02 - Mountain Road     |
| Cul-de-sac      | HOERLE WEST BLVD   | 02 - Mountain Road     |
| Dead End        | BOROUGH ST         | 02 - Mountain Road     |
| Dead End        | HOERLE NORTH BLVD  | 02 - Mountain Road     |
| Dead End        | ICE HOUSE RD       | 02 - Mountain Road     |
| Dead End        | RIDGE RD           | 02 - Mountain Road     |
| Hammerhead      | GARDENHURST AVE    | 02 - Mountain Road     |
| Cul-de-sac      | BABBLING BROOK RD  | 03 - Newfield Road     |
| Cul-de-sac      | MEENAHGA LN        | 03 - Newfield Road     |
| Dead End        | BARBARET RD        | 03 - Newfield Road     |
| Dead End        | DEVAUX RD          | 03 - Newfield Road     |
| Dead End        | EICHNER RD         | 03 - Newfield Road     |
| Dead End        | GUERDAT RD         | 03 - Newfield Road     |
| Dead End        | NEWFIELD SPRING RD | 03 - Newfield Road     |
| Dead End        | STARKS RD          | 03 - Newfield Road     |
| Dead End        | WHITTLESEY LN      | 03 - Newfield Road     |
| Cul-de-sac      | CANTERBURY CT      | 04 - Burrville - Upper |
| Cul-de-sac      | PUTTER LN          | 04 - Burrville - Upper |
| Dead End        | COLIN DR           | 04 - Burrville - Upper |
| Dead End        | HARRIS DR          | 04 - Burrville - Upper |
| Dead End        | MACHUGA RD         | 04 - Burrville - Upper |
| Dead End        | NORTH RD           | 04 - Burrville - Upper |
| Dead End        | OLD WINSTED RD     | 04 - Burrville - Upper |
| Dead End        | SOUTH RD           | 04 - Burrville - Upper |
| Dead End        | STARKS HILL RD     | 04 - Burrville - Upper |
| Cul-de-sac      | CLOVE CT           | 05 - Burrville Lower   |
| Cul-de-sac      | EAGLE RIDGE        | 05 - Burrville Lower   |
| Cul-de-sac      | MAGNOLIA CT        | 05 - Burrville Lower   |
| Cul-de-sac      | PENNY LN           | 05 - Burrville Lower   |
| Cul-de-sac      | QUAIL RUN          | 05 - Burrville Lower   |
| Cul-de-sac      | SAGE WAY           | 05 - Burrville Lower   |
| Cul-de-sac      | WYSTERIA CT        | 05 - Burrville Lower   |
| Dead End        | HINSDALE RD        | 05 - Burrville Lower   |
| Cul-de-sac      | BIRNEY BROOK DR    | 06 - Highland Ave      |
| Cul-de-sac      | FORD LN            | 06 - Highland Ave      |
| Cul-de-sac      | GREENFIELD DR      | 06 - Highland Ave      |
| Cul-de-sac      | HOMESTEAD RD       | 06 - Highland Ave      |

|            |                 |                            |
|------------|-----------------|----------------------------|
| Cul-de-sac | KIMBALL LN      | 06 - Highland Ave          |
| Cul-de-sac | PONDSIDE LN     | 06 - Highland Ave          |
| Cul-de-sac | WESTLEDGE CIR   | 06 - Highland Ave          |
| Cul-de-sac | WESTLEDGE TER   | 06 - Highland Ave          |
| Cul-de-sac | WESTSIDE LN     | 06 - Highland Ave          |
| Dead End   | AREL DR         | 06 - Highland Ave          |
| Dead End   | IVAIN RD        | 06 - Highland Ave          |
| Dead End   | ORCHARD LN      | 06 - Highland Ave          |
| Dead End   | WRIGHT RD       | 06 - Highland Ave          |
| Dead End   | ADELAIDE TER    | 07 - Red Mt, East Main St. |
| Dead End   | ARLENE ST       | 07 - Red Mt, East Main St. |
| Dead End   | BISHOP ST       | 07 - Red Mt, East Main St. |
| Dead End   | DE-RUYTER ST    | 07 - Red Mt, East Main St. |
| Dead End   | ELM WOOD TER    | 07 - Red Mt, East Main St. |
| Dead End   | EVANS ST        | 07 - Red Mt, East Main St. |
| Dead End   | GOODWIN ST      | 07 - Red Mt, East Main St. |
| Dead End   | HARPSWELL ST    | 07 - Red Mt, East Main St. |
| Dead End   | IRVING AVE      | 07 - Red Mt, East Main St. |
| Dead End   | JARDON ST       | 07 - Red Mt, East Main St. |
| Dead End   | LISLE ST        | 07 - Red Mt, East Main St. |
| Dead End   | MILLER ST       | 07 - Red Mt, East Main St. |
| Dead End   | NATHANEL ST     | 07 - Red Mt, East Main St. |
| Dead End   | NO NAME RD      | 07 - Red Mt, East Main St. |
| Dead End   | STONERIDGE DR   | 07 - Red Mt, East Main St. |
| Dead End   | TUCKER DR       | 07 - Red Mt, East Main St. |
| Dead End   | WILLIAMS AVE    | 07 - Red Mt, East Main St. |
| Cul-de-sac | BRIGHTWOOD AVE  | 08 - North End             |
| Cul-de-sac | DALEY DR        | 08 - North End             |
| Dead End   | COOLIDGE AVE    | 08 - North End             |
| Dead End   | EDWARD AVE      | 08 - North End             |
| Dead End   | LOIS ST         | 08 - North End             |
| Dead End   | PORTMAN ST      | 08 - North End             |
| Dead End   | PYTHIAN AVE     | 08 - North End             |
| Dead End   | TALBOT ST       | 08 - North End             |
| Dead End   | VICTORIA ST     | 08 - North End             |
| Dead End   | VISCONTI AVE    | 08 - North End             |
| Cul-de-sac | CASTLEWOOD LN   | 09 - Winthrop St           |
| Cul-de-sac | CEDAR KNOLL     | 09 - Winthrop St           |
| Cul-de-sac | COMMERCIAL BLVD | 09 - Winthrop St           |
| Cul-de-sac | DEER PATH       | 09 - Winthrop St           |
| Cul-de-sac | JOSEPH ST       | 09 - Winthrop St           |
| Cul-de-sac | MEADOW BROOK LN | 09 - Winthrop St           |
| Cul-de-sac | MEADOWVIEW DR   | 09 - Winthrop St           |
| Cul-de-sac | ROULIN ST       | 09 - Winthrop St           |

|            |                      |                                    |
|------------|----------------------|------------------------------------|
| Cul-de-sac | SIMMONS ST           | 09 - Winthrop St                   |
| Cul-de-sac | TECHNOLOGY PARK DR   | 09 - Winthrop St                   |
| Dead End   | CONCORD RD           | 09 - Winthrop St                   |
| Dead End   | DALTON ST            | 09 - Winthrop St                   |
| Dead End   | GARDEN ST            | 09 - Winthrop St                   |
| Dead End   | HARMON ST            | 09 - Winthrop St                   |
| Dead End   | SHERMAN ST           | 09 - Winthrop St                   |
| Dead End   | TICONDEROGA DR       | 09 - Winthrop St                   |
| Cul-de-sac | CIDER MILL CROSSING  | 10 - Windtree                      |
| Cul-de-sac | PEPPER DR            | 10 - Windtree                      |
| Cul-de-sac | RED OAK HILL         | 10 - Windtree                      |
| Cul-de-sac | SILVER FOX LN        | 10 - Windtree                      |
| Cul-de-sac | SUNCREST CT          | 10 - Windtree                      |
| Cul-de-sac | TWINING FARM LN      | 10 - Windtree                      |
| Cul-de-sac | WINDTREE DR          | 10 - Windtree                      |
| Cul-de-sac | WINDTREE EAST        | 10 - Windtree                      |
| Dead End   | BONVICINI DR         | 10 - Windtree                      |
| Dead End   | GAYLORD LN           | 10 - Windtree                      |
| Dead End   | PILGRIM RD           | 10 - Windtree                      |
| Hammerhead | TARA DR              | 10 - Windtree                      |
| Cul-de-sac | ADAM DR              | 11 - Newbury Corner                |
| Cul-de-sac | CHELSEA CT           | 11 - Newbury Corner                |
| Cul-de-sac | GALE CT              | 11 - Newbury Corner                |
| Cul-de-sac | HEIGHTS DR           | 11 - Newbury Corner                |
| Cul-de-sac | JUDI TER             | 11 - Newbury Corner                |
| Cul-de-sac | JUNIPER CT           | 11 - Newbury Corner                |
| Cul-de-sac | OVERLOOK CT          | 11 - Newbury Corner                |
| Cul-de-sac | PARSON TER           | 11 - Newbury Corner                |
| Cul-de-sac | SILVER BROOK LN      | 11 - Newbury Corner                |
| Cul-de-sac | STARVIEW DR          | 11 - Newbury Corner                |
| Cul-de-sac | WINESAP RUN          | 11 - Newbury Corner                |
| Dead End   | FELICITY LN          | 11 - Newbury Corner                |
| Dead End   | KANSAS ST            | 11 - Newbury Corner                |
| Dead End   | LINTON ST            | 11 - Newbury Corner                |
| Dead End   | MARTHA ST            | 11 - Newbury Corner                |
| Dead End   | PLANET ST            | 11 - Newbury Corner                |
| Dead End   | WEED ST              | 11 - Newbury Corner                |
| Hammerhead | WIMBLEDON GATE NORTH | 11 - Newbury Corner                |
| Dead End   | APPLE ST             | 12 - Riverside Ave, Washington Ave |
| Dead End   | BEECHWOOD AVE        | 12 - Riverside Ave, Washington Ave |
| Dead End   | BIRDEN ST            | 12 - Riverside Ave, Washington Ave |
| Dead End   | CHESTNUT AVE         | 12 - Riverside Ave, Washington Ave |
| Dead End   | COLORADO NORTH AVE   | 12 - Riverside Ave, Washington Ave |
| Dead End   | DALE ST              | 12 - Riverside Ave, Washington Ave |

|            |                    |                                    |
|------------|--------------------|------------------------------------|
| Dead End   | HOFFMAN ST         | 12 - Riverside Ave, Washington Ave |
| Dead End   | LAKE ST            | 12 - Riverside Ave, Washington Ave |
| Dead End   | LAWN ST            | 12 - Riverside Ave, Washington Ave |
| Dead End   | MAPLEWOOD AVE      | 12 - Riverside Ave, Washington Ave |
| Dead End   | NORFOLK ST         | 12 - Riverside Ave, Washington Ave |
| Dead End   | ROBERTS ST         | 12 - Riverside Ave, Washington Ave |
| Dead End   | SOUTH ST           | 12 - Riverside Ave, Washington Ave |
| Hammerhead | CULVERT ST         | 12 - Riverside Ave, Washington Ave |
| Hammerhead | MOUNT PLEASANT TER | 12 - Riverside Ave, Washington Ave |
| Cul-de-sac | HENRIETTA ST       | 13 - Downtown                      |
| Dead End   | BANCROFT ST        | 13 - Downtown                      |
| Dead End   | CITY HALL AVE      | 13 - Downtown                      |
| Dead End   | DAYCOETON PL       | 13 - Downtown                      |
| Dead End   | EAST CENTER ST     | 13 - Downtown                      |
| Dead End   | GLEESON ST         | 13 - Downtown                      |
| Dead End   | HOTCHKISS #2 PL    | 13 - Downtown                      |
| Dead End   | MEMORIAL ST        | 13 - Downtown                      |
| Dead End   | MONROE ST          | 13 - Downtown                      |
| Dead End   | PLAIN ST           | 13 - Downtown                      |
| Dead End   | PULVER ST          | 13 - Downtown                      |
| Dead End   | SAINT JOHN PL      | 13 - Downtown                      |
| Dead End   | WHITING AVE        | 13 - Downtown                      |
| Cul-de-sac | BLINKOFF CT        | 14 - Nutmeg Village                |
| Cul-de-sac | BRIARWOOD TRAIL    | 14 - Nutmeg Village                |
| Cul-de-sac | CARRIAGE LN        | 14 - Nutmeg Village                |
| Cul-de-sac | COBBLESTONE CT     | 14 - Nutmeg Village                |
| Cul-de-sac | COOKES RDG         | 14 - Nutmeg Village                |
| Cul-de-sac | HERITAGE WAY       | 14 - Nutmeg Village                |
| Cul-de-sac | LIBERTY LN         | 14 - Nutmeg Village                |
| Cul-de-sac | MOORE DR           | 14 - Nutmeg Village                |
| Dead End   | HARTFORD AVE       | 14 - Nutmeg Village                |
| Dead End   | PFEFFER LN         | 14 - Nutmeg Village                |
| Hammerhead | ELMIRA AVE         | 14 - Nutmeg Village                |
| Hammerhead | GREENRIDGE RD      | 14 - Nutmeg Village                |
| Hammerhead | OLIVER ST          | 14 - Nutmeg Village                |
| Cul-de-sac | AUGUSTYN CT        | 15 - Tarringford East              |
| Cul-de-sac | CARMODY CT         | 15 - Tarringford East              |
| Cul-de-sac | FARMSTEAD LN       | 15 - Tarringford East              |
| Cul-de-sac | ROCK CREEK LN      | 15 - Tarringford East              |
| Cul-de-sac | STONEHOUSE WAY     | 15 - Tarringford East              |
| Hammerhead | SHIRLEY RD         | 15 - Tarringford East              |
| Dead End   | BELLEVIEW AVE      | 16 - Hospital Hill                 |
| Dead End   | BLAKE ST           | 16 - Hospital Hill                 |
| Dead End   | BROAD ST           | 16 - Hospital Hill                 |



|            |                     |                                     |
|------------|---------------------|-------------------------------------|
| Dead End   | COLORADO SOUTH AVE  | 16 - Hospital Hill                  |
| Dead End   | FAIRMOUNT AVE       | 16 - Hospital Hill                  |
| Dead End   | FAIRVIEW AVE        | 16 - Hospital Hill                  |
| Dead End   | FAIRVIEW ST         | 16 - Hospital Hill                  |
| Dead End   | FOUR STORY LN       | 16 - Hospital Hill                  |
| Dead End   | JACKSON ST          | 16 - Hospital Hill                  |
| Dead End   | MCKINLEY ST         | 16 - Hospital Hill                  |
| Dead End   | SOUTH GRANDVIEW AVE | 16 - Hospital Hill                  |
| Dead End   | TRAVIS ST           | 16 - Hospital Hill                  |
| Dead End   | WALNUT ST           | 16 - Hospital Hill                  |
| Hammerhead | ROOSEVELT AVE       | 16 - Hospital Hill                  |
| Cul-de-sac | FRANKLIN ST         | 17 - Laurel Hill                    |
| Dead End   | BAEDER ST           | 17 - Laurel Hill                    |
| Dead End   | BEN-PORTE TER       | 17 - Laurel Hill                    |
| Dead End   | BIRGE ST            | 17 - Laurel Hill                    |
| Dead End   | CALLI ST            | 17 - Laurel Hill                    |
| Dead End   | HARRISON AVE        | 17 - Laurel Hill                    |
| Dead End   | HORNFISCHER TER     | 17 - Laurel Hill                    |
| Dead End   | PLEASANT ST         | 17 - Laurel Hill                    |
| Dead End   | SCHIBI ST           | 17 - Laurel Hill                    |
| Dead End   | VIEW ST             | 17 - Laurel Hill                    |
| Dead End   | WESTVIEW TER        | 17 - Laurel Hill                    |
| Dead End   | WILLOW PL           | 17 - Laurel Hill                    |
| Hammerhead | CHRISTINE ST        | 17 - Laurel Hill                    |
| Hammerhead | FARNHAM AVE         | 17 - Laurel Hill                    |
| Hammerhead | OAK AVE EXT         | 17 - Laurel Hill                    |
| Hammerhead | PATTERSON ST        | 17 - Laurel Hill                    |
| Cul-de-sac | BARBERO DR          | 18 - Clearview Ave                  |
| Cul-de-sac | BELMONT DR          | 18 - Clearview Ave                  |
| Cul-de-sac | BROWNSTONE DR       | 18 - Clearview Ave                  |
| Cul-de-sac | HIGHFIELD DR        | 18 - Clearview Ave                  |
| Cul-de-sac | LIMESTONE DR        | 18 - Clearview Ave                  |
| Cul-de-sac | PERSECHINO DR       | 18 - Clearview Ave                  |
| Cul-de-sac | SILBRO DR           | 18 - Clearview Ave                  |
| Cul-de-sac | TOGNALLI DR         | 18 - Clearview Ave                  |
| Dead End   | EAST HILL RD        | 18 - Clearview Ave                  |
| Dead End   | MORNINGSIDE DR      | 18 - Clearview Ave                  |
| Dead End   | NEIDT RD            | 18 - Clearview Ave                  |
| Dead End   | NORTON ST           | 18 - Clearview Ave                  |
| Dead End   | TORCON DR           | 18 - Clearview Ave                  |
| Dead End   | ARTHUR #1 ST        | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | ARTHUR #2 ST        | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | AVENUE A            | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | BEECHER ST          | 19 - Lincoln Ave, Park Ave, Oak Ave |



|            |                |                                     |
|------------|----------------|-------------------------------------|
| Dead End   | BREWER ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | CLARENCE #2 ST | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | COE PL         | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | DAVIS PASSWAY  | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | GRANT ST       | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | HAYES ST       | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | LAWTON ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | LINDEN ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | LIPTON PL      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | MARVIN ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | MEADOW ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | PARK AVE       | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Dead End   | RIVER ST       | 19 - Lincoln Ave, Park Ave, Oak Ave |
| Hammerhead | PIERCE ST      | 19 - Lincoln Ave, Park Ave, Oak Ave |

## Parking Lots & Sidewalks

Parking lots and sidewalks will generally be cleaned up AFTER the streets are completed. Below is a list of all the parking lots and sidewalk locations and the associated activities.

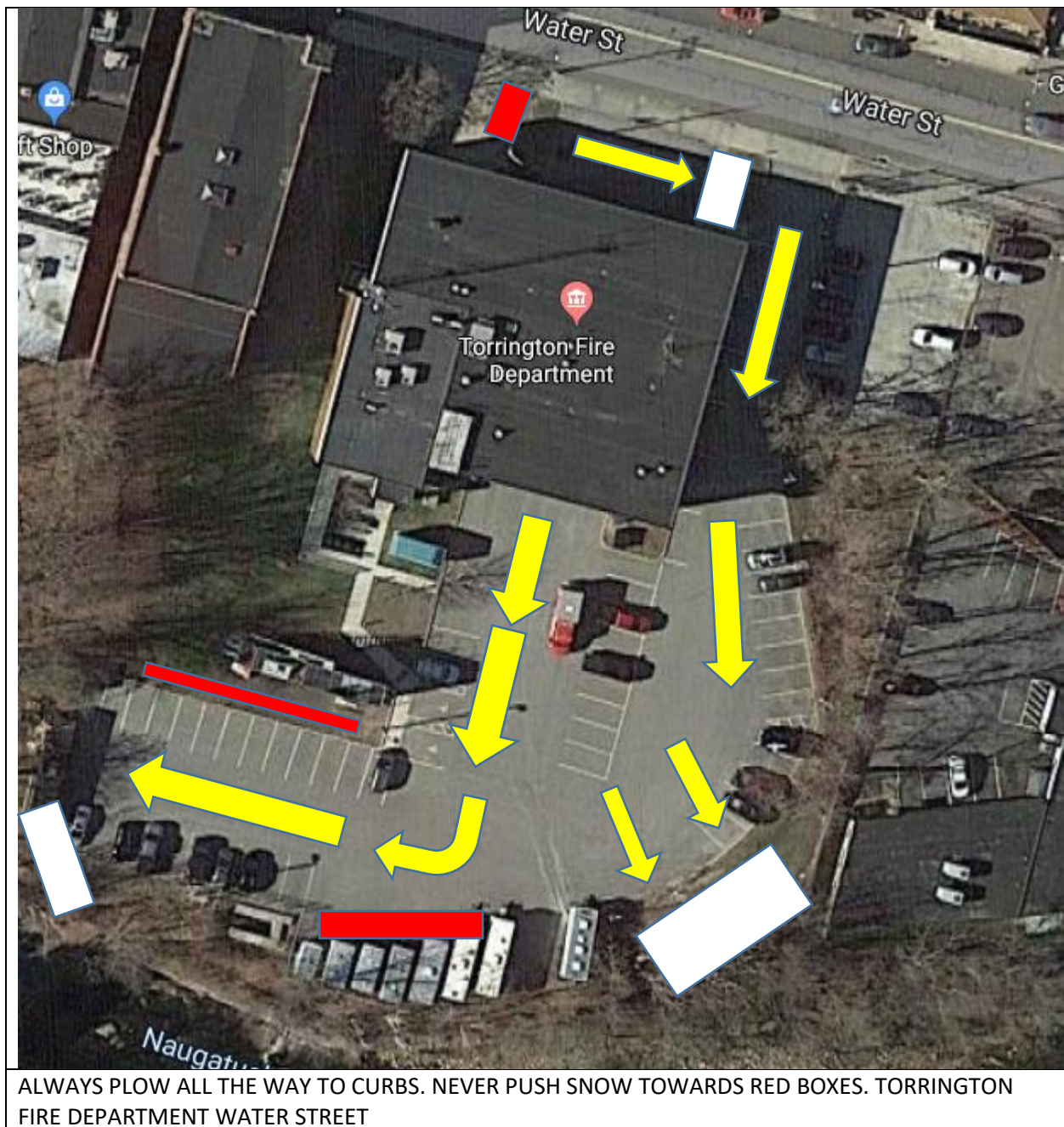
| Location                   | Activity                     | Neighborhood | ID     | Equip   | Priority |
|----------------------------|------------------------------|--------------|--------|---------|----------|
| Coe Pl.                    | Hand                         | Center       | S13    | Blowers | A        |
| Franklin Plaza (Future)    | Hand                         | Center       | S25    | Blowers | A        |
| Armory (Ramps)             | Hand                         | Center       | S12    | Blowers | A        |
| Winthrop St.(Poles)        | Hand                         | East         | S59    | Blowers | A        |
| City Hall (Muni. Walks)    | Hand                         | Center       | P13    | Blowers | A        |
| High St.                   | Hand                         | West         | B23    | Blowers | B        |
| Veterans Building          | Hand                         | Center       | S13    | Blowers | B        |
| Prospect St. (Poles)       | Hand                         | Center       | S32    | Blowers | B        |
| Laurel Hill (Guardrail)    | Hand                         | East         | B14    | Blowers | B        |
| Pearl St.( Traff. Box)     | Hand                         | West         | B14    | Blowers | B        |
| Church St.( Poles)         | Hand                         | West         | S10    | Blowers | B        |
| East Pearl (2 bridges)     | Hand                         | North        | B15,16 | Blowers | B        |
| Willow St. (Pole)          | Hand                         | South        | S52    | Blowers | B        |
| Forest St.                 | Hand                         | West         | B38    | Blowers | C        |
| Forest St.                 | Hand                         | West         | B39    | Blowers | C        |
| Rec. Hall (Steps)          | Hand                         | Center       | P18    | Blowers | C        |
| Oak Ave.( School)          | Hand                         | South        | S64    | Blowers | C        |
| Coe Park (Steps)           | Hand                         | Center       | B27    | Blowers | C        |
| Franklin Dr. (Pole)        | Hand                         | Center       | B20    | Blowers | C        |
| Franklin Dr.(Pole)         | Hand                         | South        | S66    | Blowers | C        |
| Brightwood Ave.            | Hand                         | South        | B03    | Blowers | C        |
| Brightwood Ave.            | Hand                         | South        | B04    | Blowers | C        |
| Winthrop St. (Stor. Boxes) | Hand                         | South        | P25    | Blowers | D        |
| Amherst St.                | Plowing and Salt with Holder | East         | S01    | Holder  | A        |
| City Hall                  | Plowing and Salt with Holder | Center       | S11    | Holder  | A        |
| East Elm St.(PD)           | Plowing and Salt with Holder | East         | S16    | Holder  | A        |
| East Elm St. (Twin Colony) | Plowing and Salt with Holder | East         | S21    | Holder  | B        |
| North Elm (At Muni Lot)    | Plowing and Salt with Holder | West         | P17    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S53    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S54    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S55    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S56    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S57    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S58    | Holder  | A        |
| Winthrop St.               | Plowing and Salt with Holder | East         | S59    | Holder  | A        |
| Church St.                 | Plowing and Salt with Holder | West         | B09    | Holder  | B        |
| Church St.                 | Plowing and Salt with Holder | West         | B10    | Holder  | B        |
| East Albert St.            | Plowing and Salt with Holder | Center       | B11    | Holder  | B        |

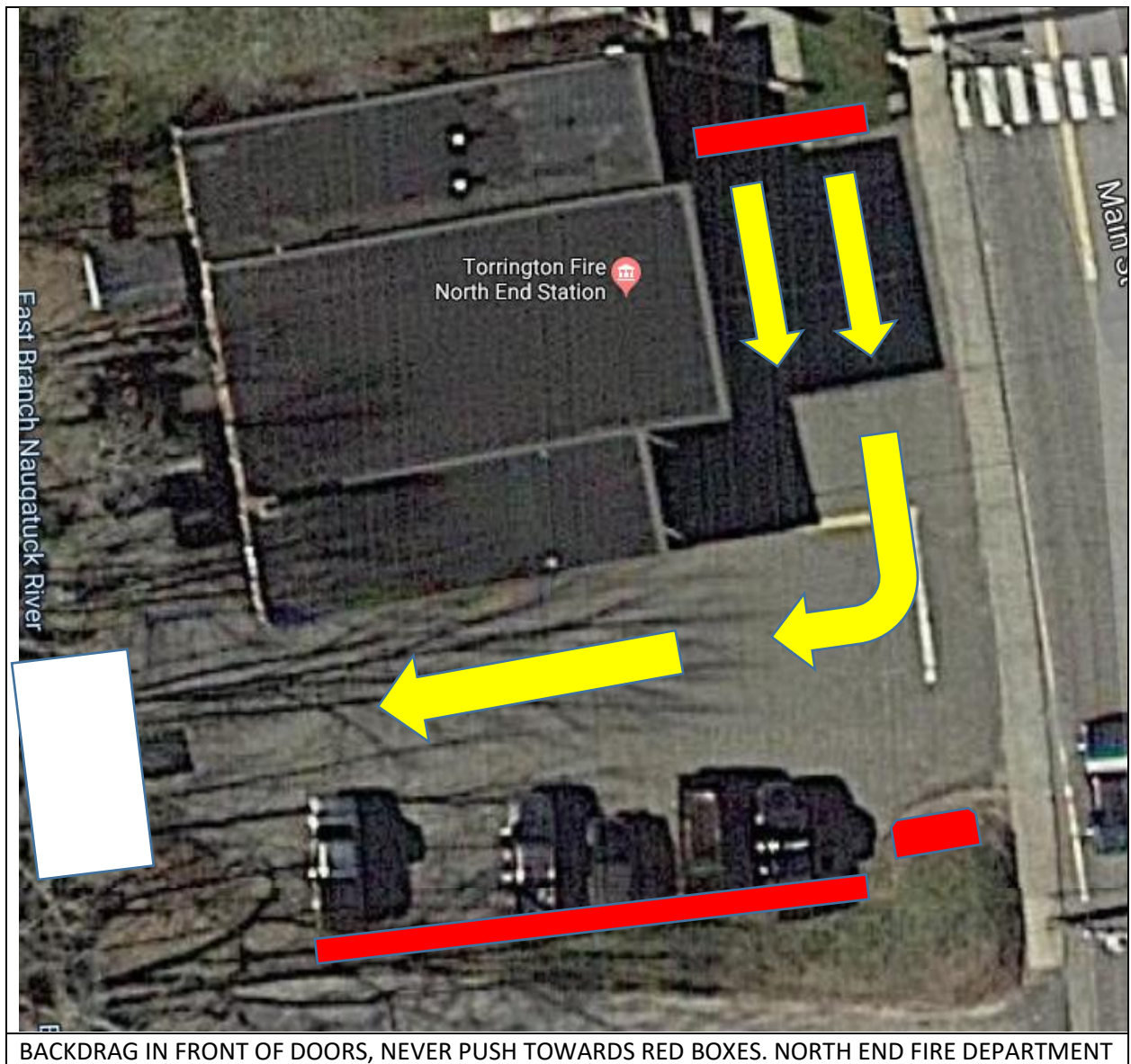
|                              |                              |        |     |        |   |
|------------------------------|------------------------------|--------|-----|--------|---|
| East Albert St.              | Plowing and Salt with Holder | Center | B12 | Holder | B |
| East Albert St.              | Plowing and Salt with Holder | Center | S19 | Holder | B |
| East Pearl St.               | Plowing and Salt with Holder | East   | B13 | Holder | B |
| East Pearl St.               | Plowing and Salt with Holder | East   | B14 | Holder | B |
| Farley Pl.                   | Plowing and Salt with Holder | North  | B17 | Holder | B |
| Farley Pl.                   | Plowing and Salt with Holder | North  | B18 | Holder | B |
| Prospect St.                 | Plowing and Salt with Holder | Center | B27 | Holder | B |
| Prospect St.                 | Plowing and Salt with Holder | Center | B28 | Holder | B |
| Wall St.                     | Plowing and Salt with Holder | Center | B31 | Holder | B |
| Wall St.                     | Plowing and Salt with Holder | Center | B32 | Holder | B |
| Wall St.                     | Plowing and Salt with Holder | Center | B33 | Holder | B |
| Wall St.                     | Plowing and Salt with Holder | Center | B34 | Holder | B |
| Wolcott Ave.                 | Plowing and Salt with Holder | West   | B35 | Holder | B |
| Wolcott Ave.                 | Plowing and Salt with Holder | West   | B36 | Holder | B |
| Brook St.                    | Plowing and Salt with Holder | East   | S03 | Holder | B |
| Christmas Village            | Plowing and Salt with Holder | West   | S05 | Holder | B |
| Church St.                   | Plowing and Salt with Holder | West   | S10 | Holder | B |
| Coe Park                     | Plowing and Salt with Holder | Center | S12 | Holder | B |
| Columbus Rd.                 | Plowing and Salt with Holder | East   | S14 | Holder | B |
| East Pearl St.               | Plowing and Salt with Holder | East   | S22 | Holder | B |
| East Pearl St.               | Plowing and Salt with Holder | East   | S23 | Holder | B |
| Harwinton Ave.               | Plowing and Salt with Holder | South  | S26 | Holder | B |
| Franklin St.                 | Plowing and Salt with Holder | South  | B22 | Holder | B |
| Franklin St.                 | Plowing and Salt with Holder | South  | B21 | Holder | B |
| Franklin St.                 | Plowing and Salt with Holder | South  | S65 | Holder | B |
| Franklin Dr.                 | Plowing and Salt with Holder | South  | B19 | Holder | B |
| Franklin Dr.                 | Plowing and Salt with Holder | South  | B20 | Holder | B |
| Franklin Dr.                 | Plowing and Salt with Holder | South  | S66 | Holder | B |
| Migeon Ave.                  | Plowing and Salt with Holder | West   | S35 | Holder | B |
| Municipal Lot (Library)      | Plowing and Salt with Holder | Center | S61 | Holder | B |
| New Litchfield St. (TV Lab)  | Plowing and Salt with Holder | West   | S37 | Holder | B |
| New Litchfield St. ( TV Lab) | Plowing and Salt with Holder | West   | S38 | Holder | B |
| Oak Ave.                     | Plowing and Salt with Holder | South  | S11 | Holder | B |
| Prospect Place               | Plowing and Salt with Holder | North  | ?   | Holder | B |
| Oak Ave. (School)            | Plowing and Salt with Holder | South  | ?   | Holder | B |
| Pearl St. (Traffic Box)      | Plowing and Salt with Holder | East   | ?   | Holder | B |
| Riverside Ave.               | Plowing and Salt with Holder | West   | S46 | Holder | B |
| Riverside Ave.               | Plowing and Salt with Holder | West   | S47 | Holder | B |
| South Main St.               | Plowing and Salt with Holder | South  | S50 | Holder | B |
| Summer St.                   | Plowing and Salt with Holder | West   | S51 | Holder | B |
| Willow St. (Amended)         | Plowing and Salt with Holder | South  | S52 | Holder | B |
| Petricone Dr.                | Plowing and Salt with Holder | East   | S43 | Holder | C |
| Petricone Dr.                | Plowing and Salt with Holder | East   | B37 | Holder | C |

|                              |                              |        |     |         |   |
|------------------------------|------------------------------|--------|-----|---------|---|
| Torrington St.(183)          | Plowing and Salt with Holder | East   | S62 | Holder  | C |
| Bellevue Ave.                | Plowing and Salt with Holder | West   | B01 | Holder  | C |
| Bellevue Ave.                | Plowing and Salt with Holder | West   | B02 | Holder  | C |
| Brook St.                    | Plowing and Salt with Holder | North  | B05 | Holder  | C |
| Brook St.                    | Plowing and Salt with Holder | North  | B06 | Holder  | C |
| Brookside Ave.               | Plowing and Salt with Holder | North  | B07 | Holder  | C |
| Palmer Bridge                | Plowing and Salt with Holder | South  | B24 | Holder  | C |
| Park Ave.                    | Plowing and Salt with Holder | South  | B25 | Holder  | C |
| Park Ave.                    | Plowing and Salt with Holder | South  | B26 | Holder  | C |
| Park Ave. Rec Hall           | Plowing and Salt with Holder | South  | S41 | Holder  | C |
| Bannon St.                   | Plowing and Salt with Holder | West   | S02 | Holder  | C |
| Cook St.                     | Plowing and Salt with Holder | Center | S15 | Holder  | C |
| East Main St. (Plaza)        | Plowing and Salt with Holder | East   | S17 | Holder  | C |
| Hill St.                     | Plowing and Salt with Holder | East   | S27 | Holder  | C |
| Hill St.                     | Plowing and Salt with Holder | East   | S28 | Holder  | C |
| Jackson St.                  | Plowing and Salt with Holder | West   | S29 | Holder  | C |
| Laurel Hill (Amended)        | Plowing and Salt with Holder | East   | S32 | Holder  | C |
| Pythian Ave.                 | Plowing and Salt with Holder | North  | S45 | Holder  | C |
| Fuessenich Park              | Plowing and Salt with Holder | Center | S64 | Holder  | C |
| Sue Grossman Trail           | Plowing and Salt with Holder | East   | ?   | Holder  | D |
| City Hall                    | Plowing and Salt with Truck  | Center | P05 | Field 4 | A |
| Fire House                   | Plowing and Salt with Truck  | Center | P07 | Field 2 | A |
| Fire House                   | Plowing and Salt with Truck  | Center | P08 | Field 2 | A |
| High School Lower Lot        | Plowing and Salt with Truck  | South  | P10 | Field 4 | A |
| North End Firehouse          | Plowing and Salt with Truck  | North  | P14 | Field 4 | A |
| Franklin St. Lot (New)       | Plowing and Salt with Truck  | South  | P27 | Field 4 | A |
| Franklin St. Lot             | Plowing and Salt with Truck  | South  | P27 | Field 2 | A |
| Alvord park                  | Plowing and Salt with Truck  | East   | P01 | Field 2 | B |
| Fuessenich Park              | Plowing and Salt with Truck  | East   | P09 | Field 4 | B |
| Major Besse( West Torr )     | Plowing and Salt with Truck  | West   | P03 | Field 4 | B |
| Coe park                     | Plowing and Salt with Truck  | Center | P06 | Field 4 | C |
| Jiggs Donahue                | Plowing and Salt with Truck  | East   | P11 | Field 4 | C |
| Oak Ave.                     | Plowing and Salt with Truck  | South  | P15 | Field 4 | C |
| Rec. Hall                    | Plowing and Salt with Truck  | Center | P18 | Field 4 | C |
| Winthrop City Barn           | Plowing and Salt with Truck  | East   | P25 | Pick Up | C |
| Christmas Village (Seasonal) | Plowing and Salt with Truck  | Center | P04 | Field 4 | D |
| Bishop Donnelly( Gravel)     | Plowing only with Truck      | East   | P02 | Pick Up | C |
| Ruwet Park( Gravel)          | Plowing only with Truck      | East   | P19 | Pick Up | D |
| Sunnybrook Park( Gravel)     | Plowing only with Truck      | North  | P22 | Pick Up | D |
| Toro Field( Gravel)          | Plowing only with Truck      | South  | P23 | Pick Up | D |
| Police Station               | Salt only with Truck         | North  | P16 | Field 4 | A |
| Library                      | Salt only with Truck         | Center | P12 | Field 2 | B |
| Municipal Lot                | Salt only with Truck         | Center | P13 | Field 2 | B |

## Snow Storage for Parking Lots

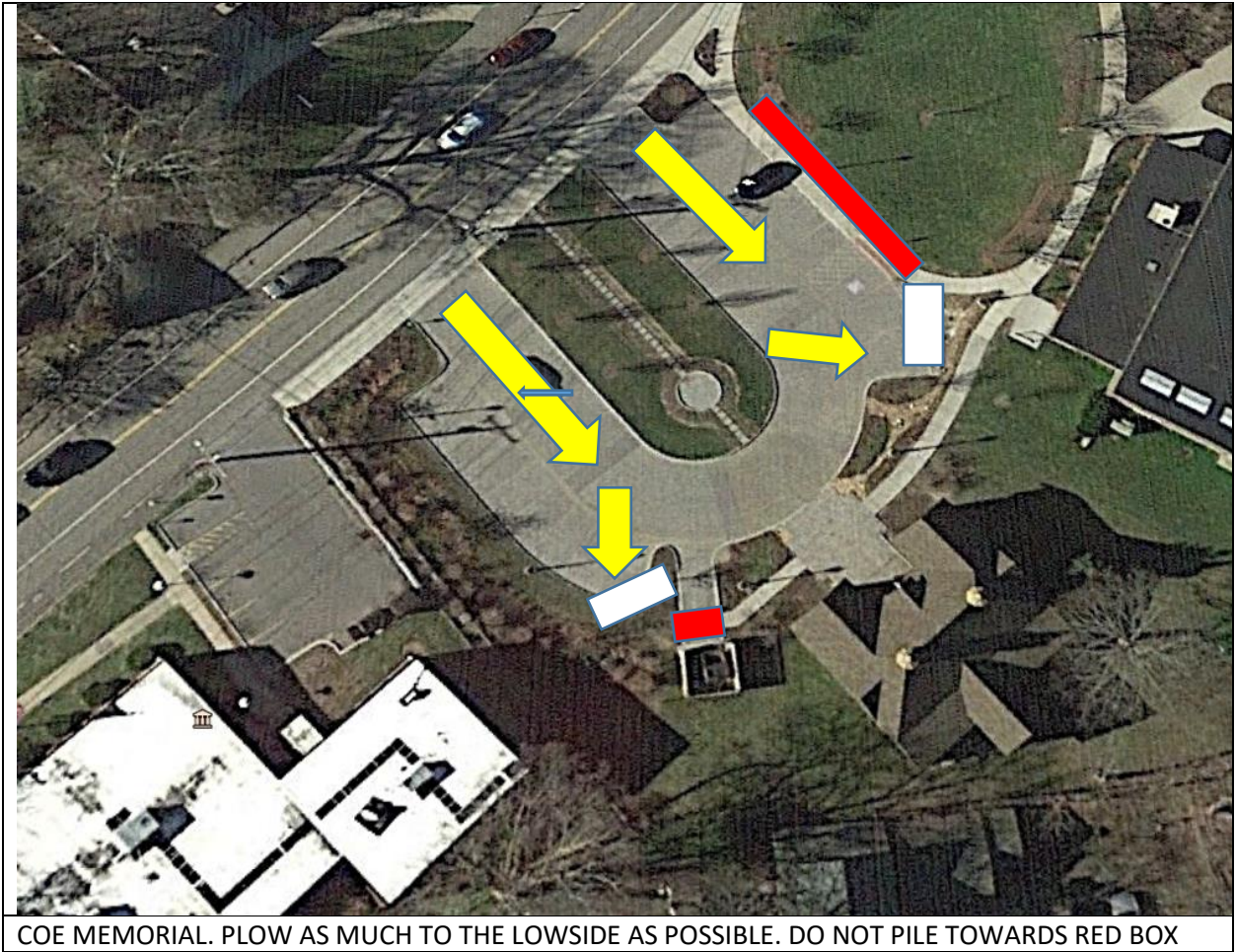
Below is a graphic of each parking lot depicting the direction snow should be plowed and where it should be stacked. The Red areas CANNOT have snow stacked or piled on. The Yellow Arrows show the best direction to plow and the White Areas indicate where snow can be stacked or piled. Blue areas indicate pedestrian walk area.

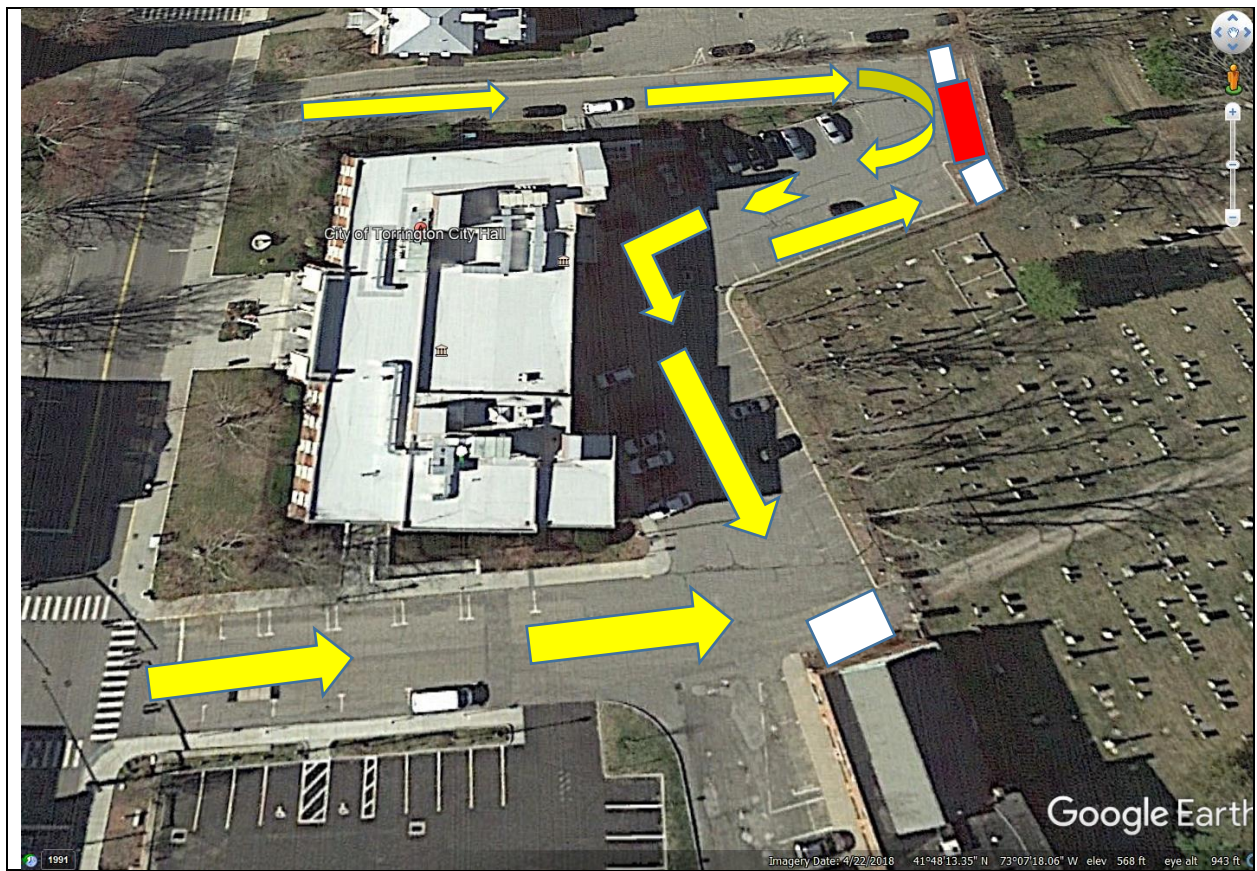




BACKDRAG IN FRONT OF DOORS, NEVER PUSH TOWARDS RED BOXES. NORTH END FIRE DEPARTMENT

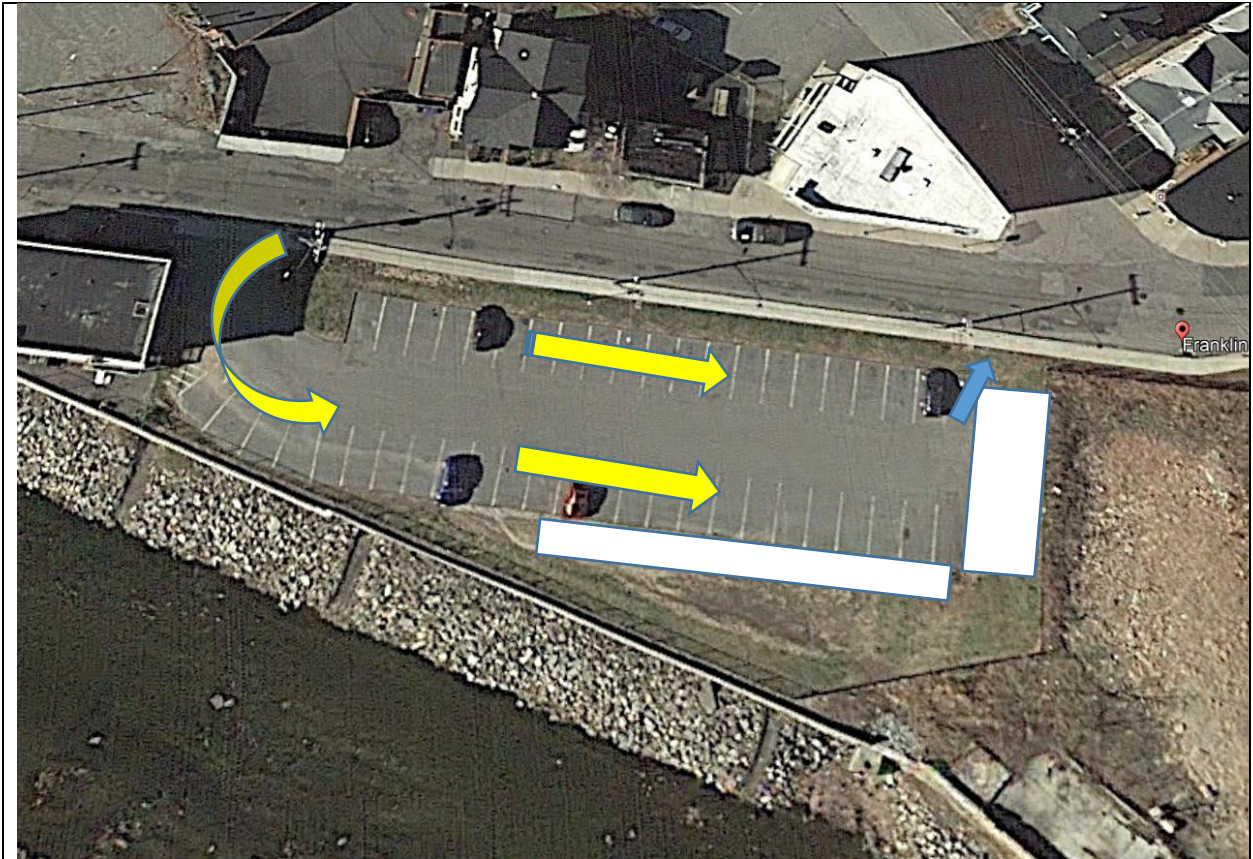




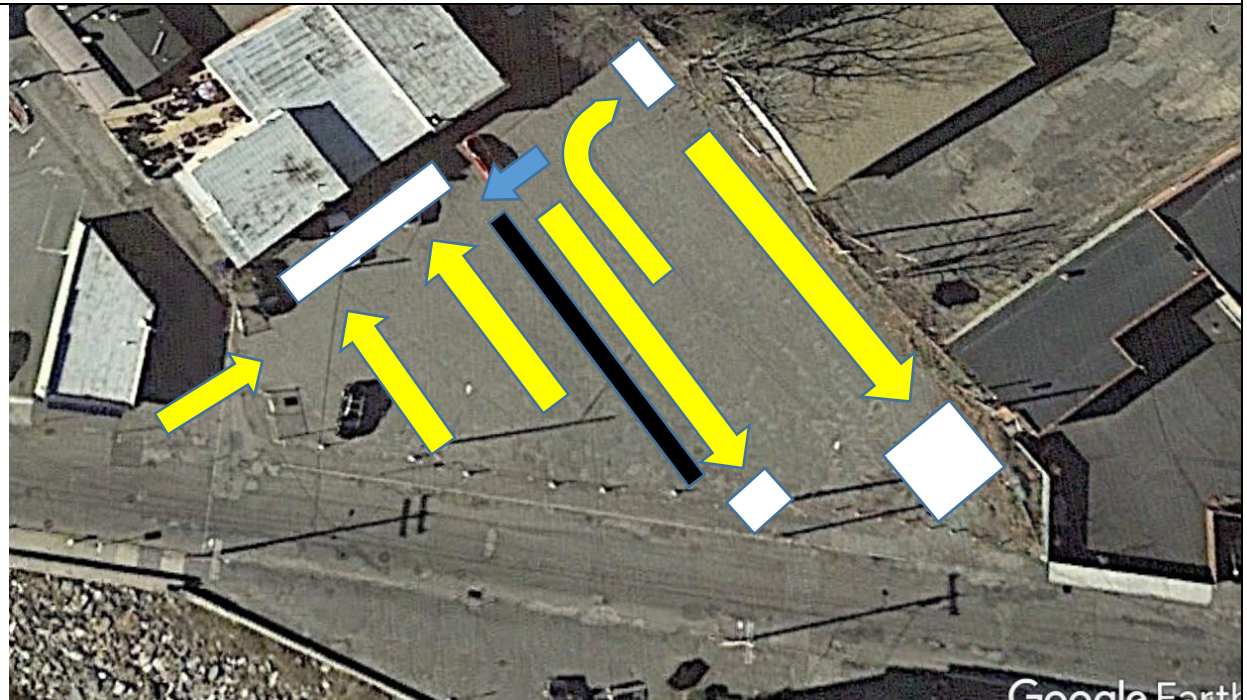


MUST CALL TO MOVE CARS ON CLEAN UP PASS **PAUL KUNDZINS 860-795-4288**. PUSH CITY HALL AVE. UP INTO CORNER, NEVER OUT TOWARDS MAIN ST. NEVER TOWARDS RED BOXES. CITY HALL



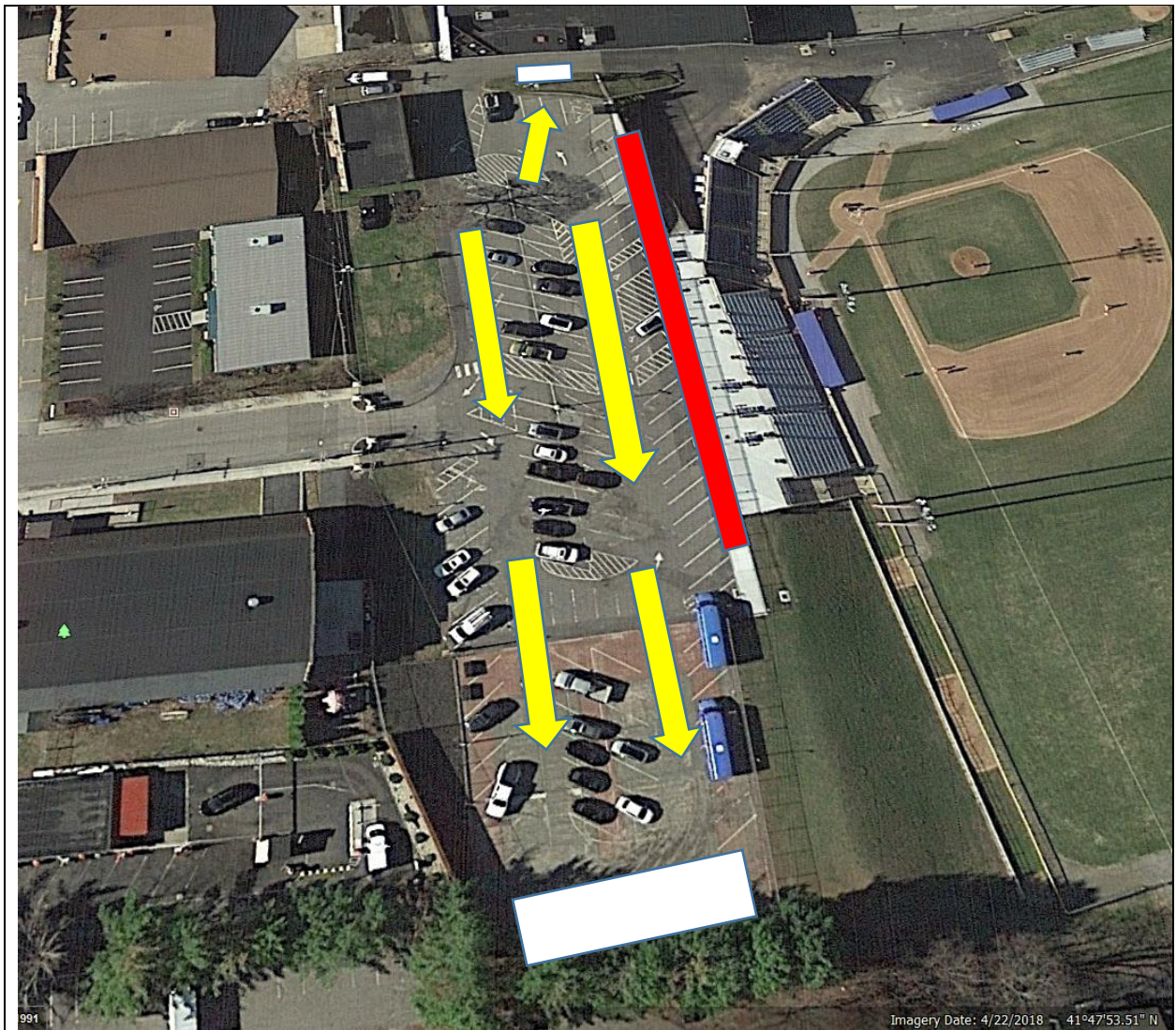


FRANLIN ST. ACROSS FROM SAWYERS. LEAVE WALKWAY WHERE BLUE ARROW INDICATES



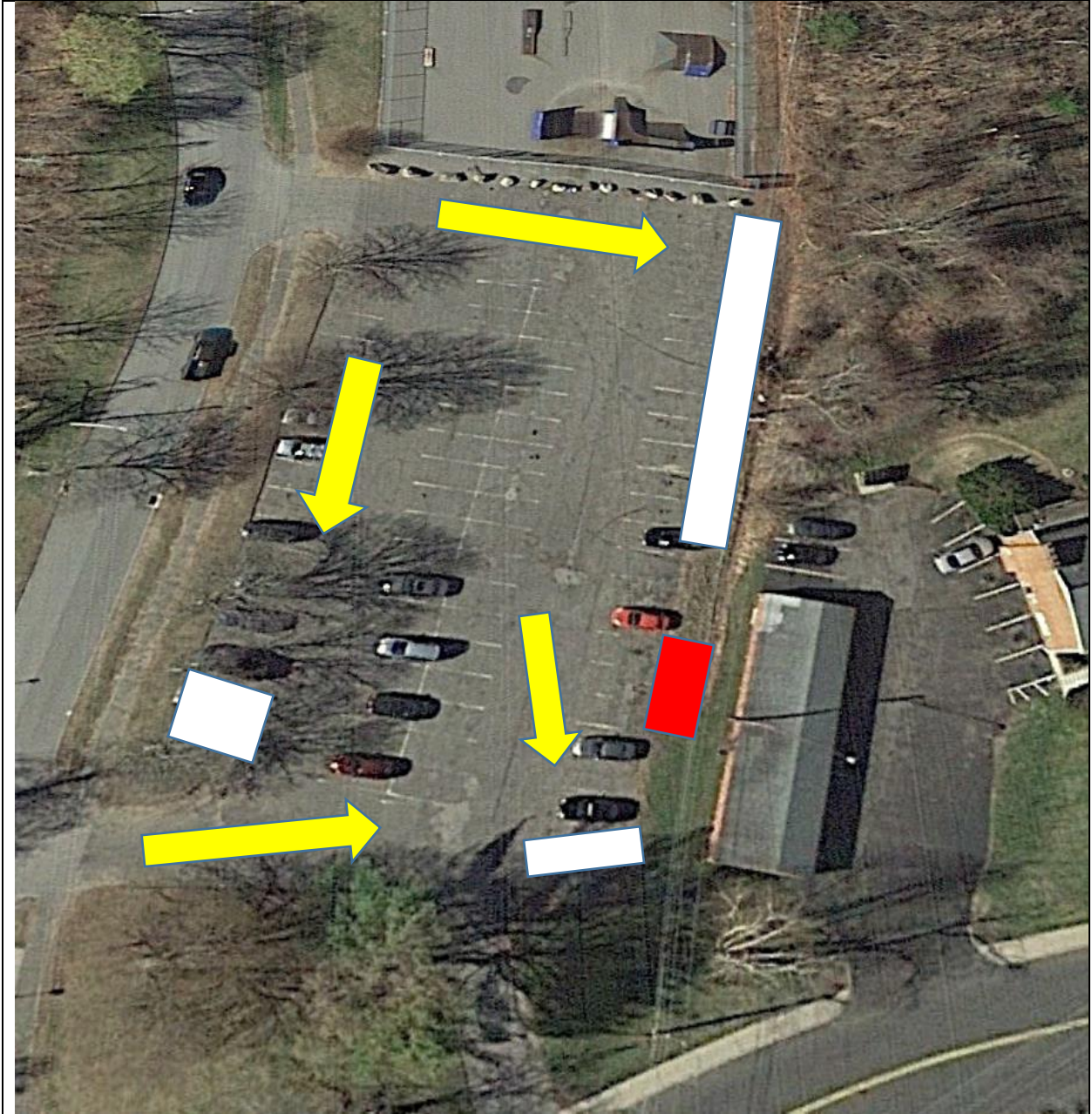
NEW FRANKLIN ST LOT. LEAVE PATH OPEN WHERE BLUE ARROW INDICATES. BLACK LINE IS DIVIDER BETWEEN LOTS



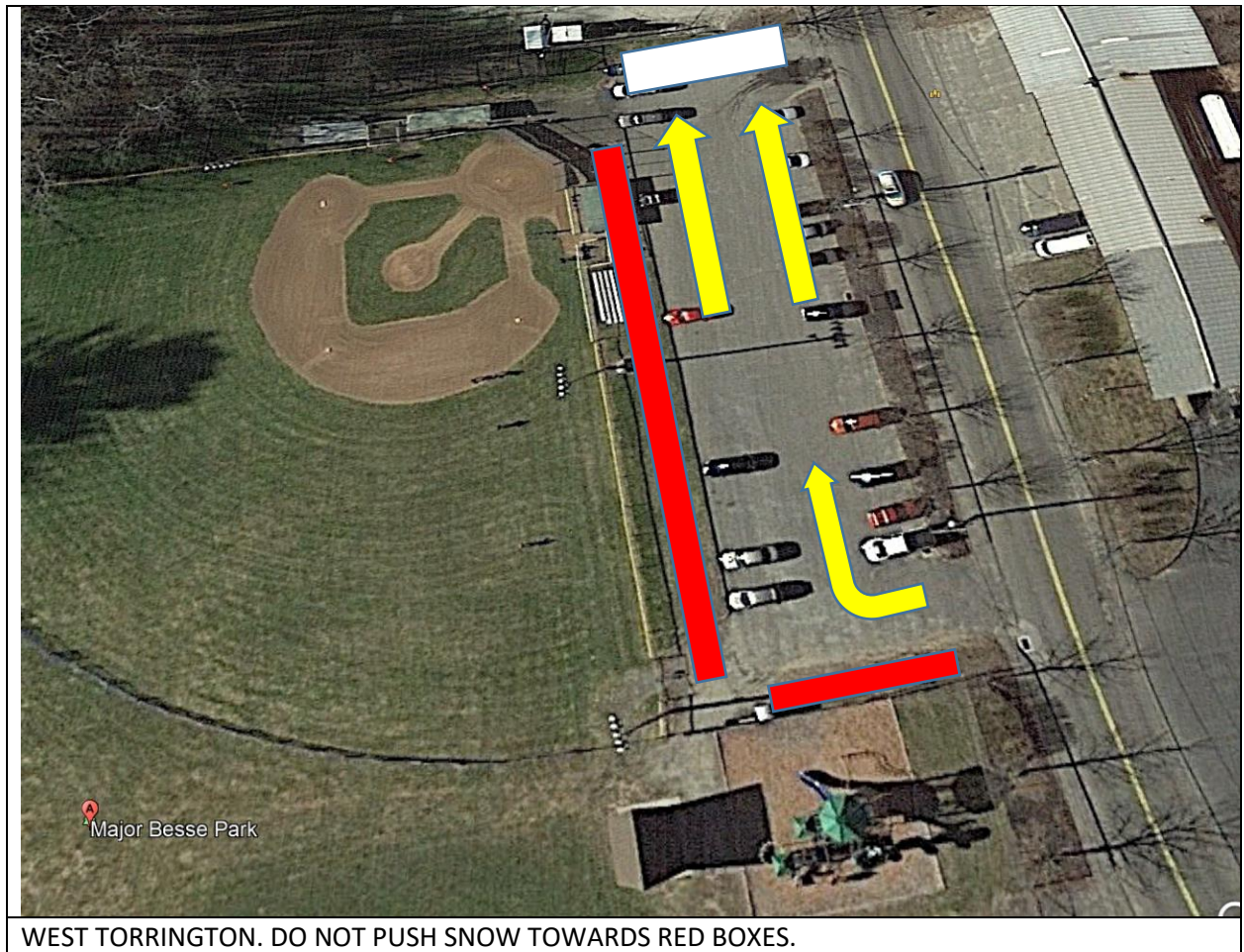


DO NOT PUSH SNOW TOWARDS RED BOX. ALL SNOW GOES ON OLD TENNIS COURTS. IN FRONT OF VETERANS BUILDING GOES WHERE SMALL GREEN ARROW INDICATES. FUESSENICH PARK





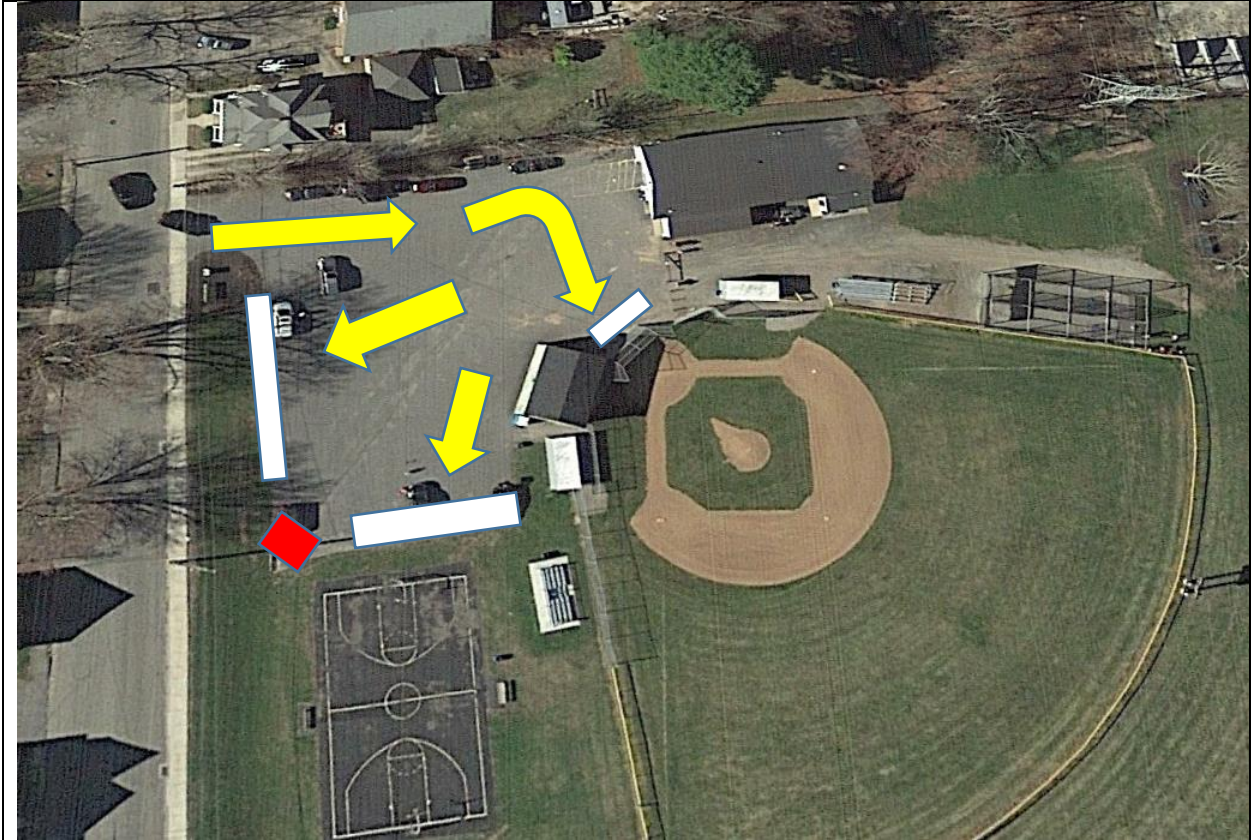
HIGH SCHOOL LOWER LOT. DO NOT STACK SNOW IN RED AREA





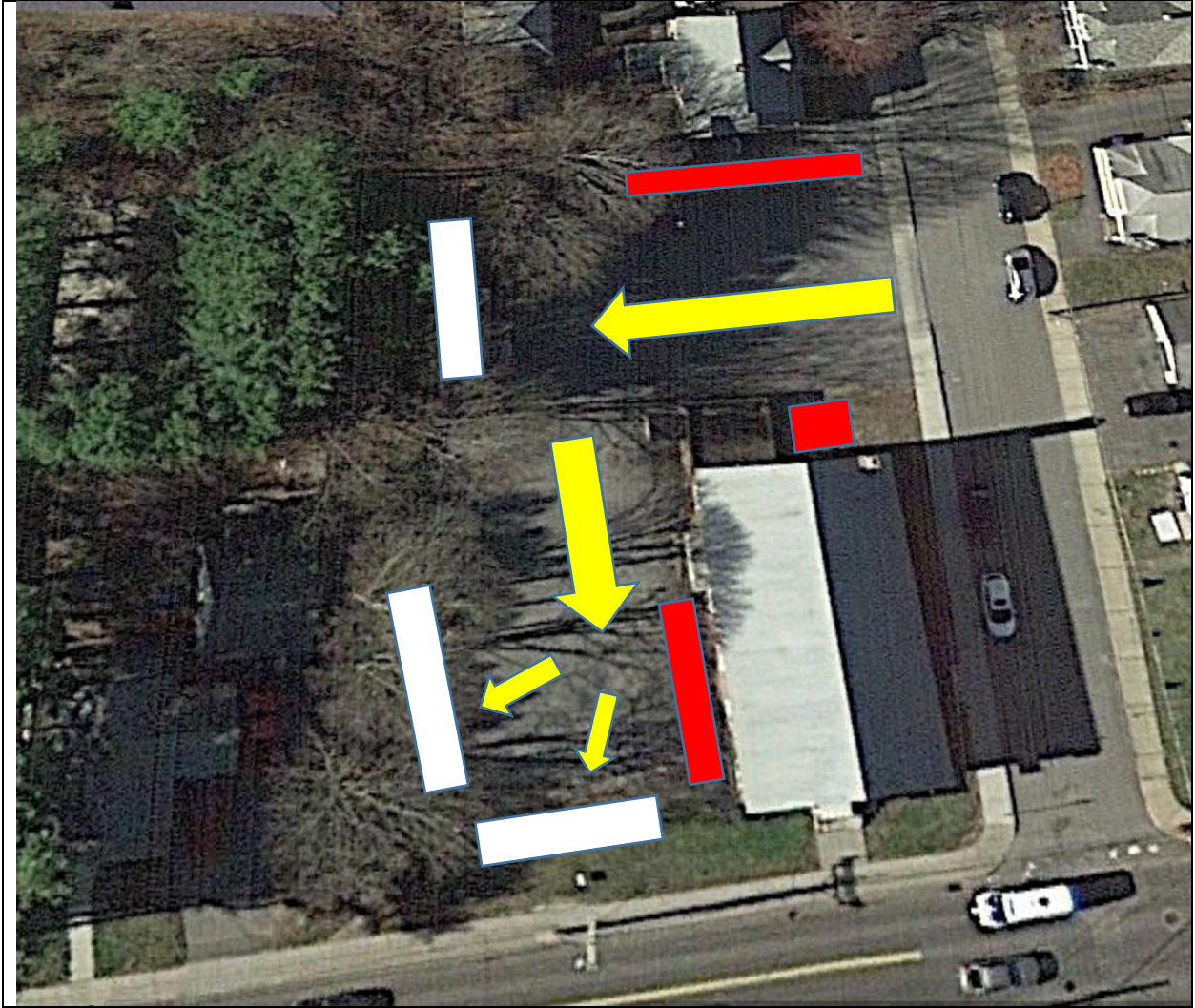


JIGGS DONAHUE. NEVER LEAVE PILE IN FRONT OF RED BOX. CALL 860-489-2000 IF CARS IN WAY

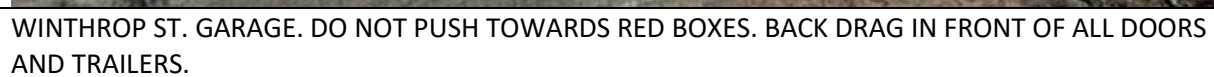


OAK AVE. RED INDICATES CATCH BASIN, ALWAYS MAKE SURE IT IS OPEN AFTER PLOWING





REC. HALL. NEVER PUSH TOWARDS RED BOXES! WATCH DAMAGING GRASSY AREAS





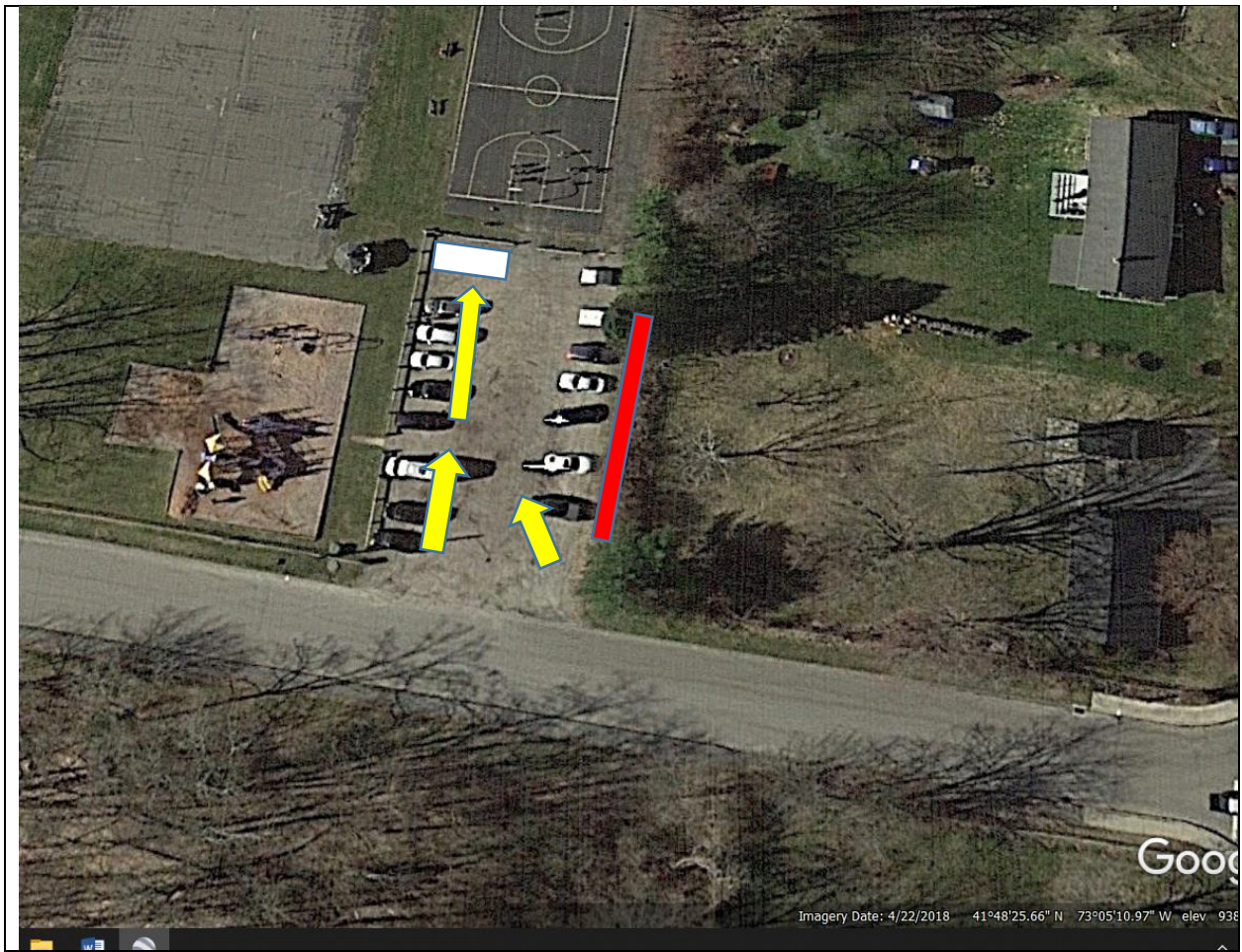


CHRISTMAS VILLAGE(SEASONALLY). NEVER PUSH SNOW TOWARDS BUILDING. BACK DRAG THEN PUSH OUT. NEVER TOWARDS RED BOXES



BISHOP DONNELLY. DO NOT PUSH TOWARDS RED BOXES. NEVER PILE ON GRASSY SURFACES. STAY 10FT BACK FROM ALL EDGES.





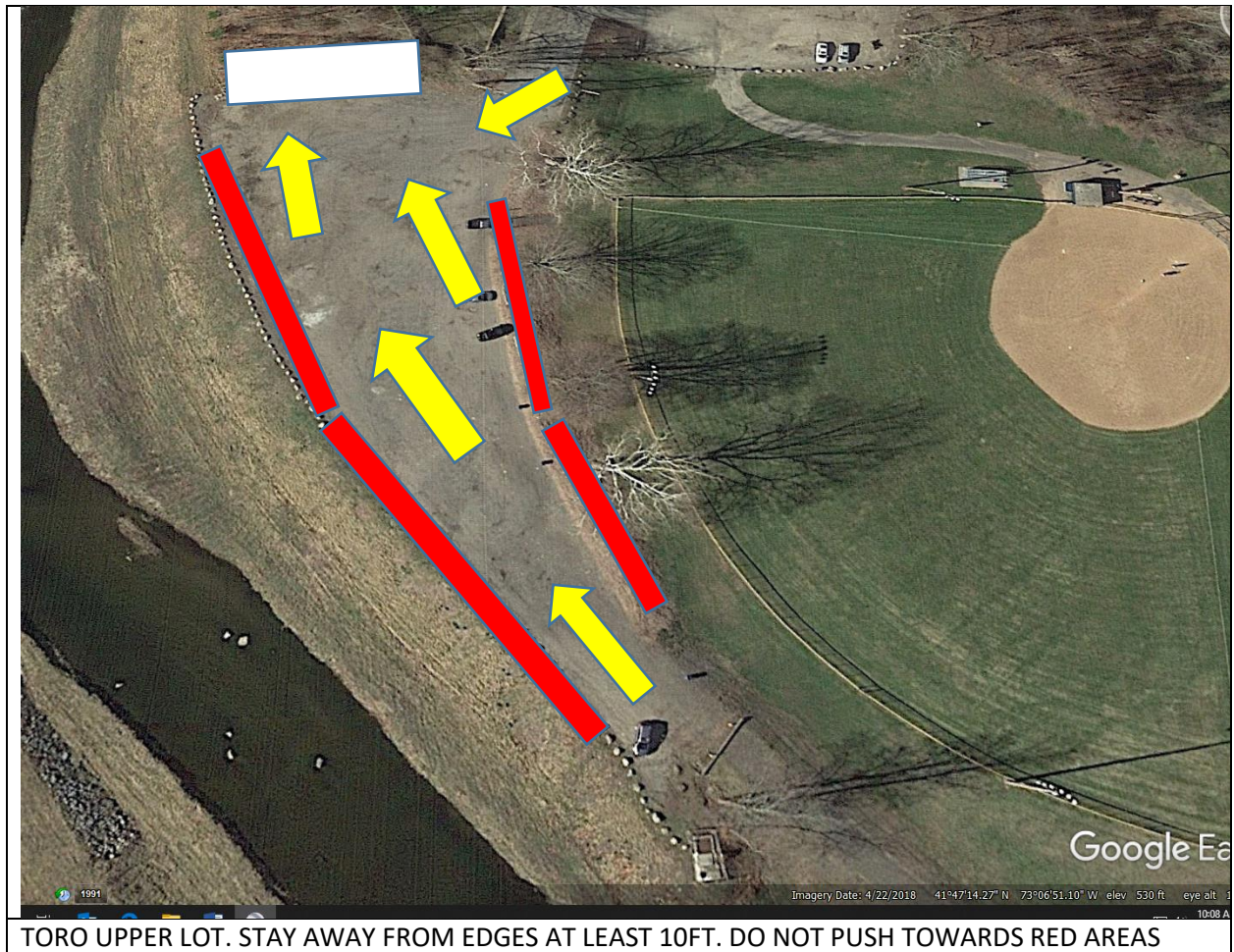
RUWET FIELD. NEVER PUSH TOWARDS RED BOX! PILE ALL SNOW IN WHITE BOX. STAY BACK 10 FT FROM ALL EDGES. LEAVE GATES OPEN



SUNNYBROOK STATE PARK. OPEN ENTRANCE ALL THE WAY. DO NOT PILE SNOW IN FRONT OF METAL GATE, OR TOWARD SIGNBOARD.



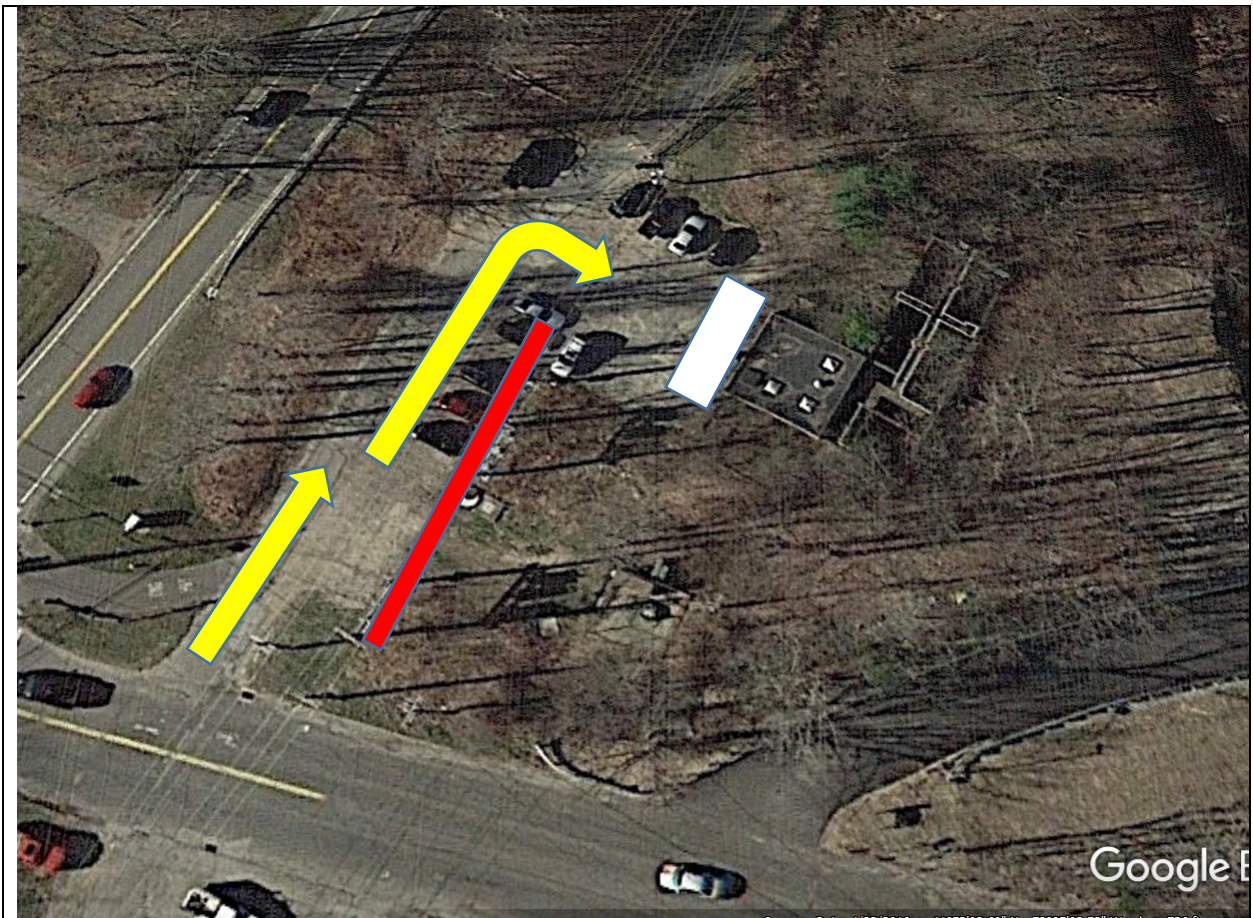








SUE GROSSMAN GREENWAY PARKING- HARRIS DRIVE. LEAVE WALKTHROUGH OPEN WHERE BLUE ARROW INDICATES. NEVER PUSH TOWARDS RED BOXES



SUE FROSSMAN GREENWAY PARKING-GREENWOODS ROAD. NEVER PUSH TOWARD RED BOXES



**Roster**

| Date Hired | Labor Grade | Name | Title                                 | Division           |
|------------|-------------|------|---------------------------------------|--------------------|
|            |             |      | Public Works Superintendent           | Administration (3) |
| 11/27/1995 |             |      | Assistant Public Works Superintendent |                    |
| 7/1/2014   | G6          |      | Administrative Secretary              |                    |
| 6/7/1993   | G8          |      | Public Works Foreman                  | Streets (17)       |
| 3/18/2019  | G8          |      | Public Works Foreman                  |                    |
| 12/20/1999 | G7          |      | Highway Maintainer 4                  |                    |
| 10/24/2005 | G6          |      | Highway Maintainer 3                  |                    |
| 11/27/2006 | G5          |      | Public Works Maintainer 2             |                    |
| 9/24/2007  | G5          |      | Public Works Maintainer 2             |                    |
| 11/19/2007 | G5          |      | Public Works Maintainer 2             |                    |
| 1/28/2008  | G6          |      | Public Works Maintainer 3             |                    |
| 11/17/2009 | G5          |      | Public Works Maintainer 2             |                    |
| 2/15/2012  | G5          |      | Public Works Maintainer 3             |                    |
| 12/7/2013  | G6          |      | Public Works Maintainer 3             |                    |
| 4/6/2015   | G6          |      | Public Works Maintainer 3             |                    |
| 12/21/2015 | G5          |      | Public Works Maintainer 2             |                    |
| 8/22/2016  | G5          |      | Public Works Maintainer 2             |                    |
| 8/22/2016  | G5          |      | Public Works Maintainer 2             |                    |
| 3/21/2017  | G5          |      | Public Works Maintainer 2             |                    |
| 3/11/2019  | G5          |      | Public Works Maintainer 2             |                    |
| 11/12/2019 | G5          |      | Public Works Maintainer 2             | Parks (10)         |
| 3/20/2013  | G8          |      | Public Works Foreman                  |                    |
| 1/30/2012  | G6          |      | Public Works Maintainer 3             |                    |
| 11/23/2015 | G5          |      | Public Works Maintainer 2             |                    |
| 3/15/2017  | G5          |      | Public Works Maintainer 2             |                    |
| 10/18/2018 | G5          |      | Public Works Maintainer 2             |                    |
| 10/22/2018 | G5          |      | Public Works Maintainer 2             |                    |
| 10/17/2018 | G5          |      | Public Works Maintainer 2             |                    |
| 8/26/2019  | G5          |      | Public Works Maintainer 2             |                    |
| 11/6/2019  | G5          |      | Public Works Maintainer 2             |                    |

Total Employees

30

|            |    |  |                |                  |
|------------|----|--|----------------|------------------|
| 1981.08.03 | G8 |  | Parts Manager  | Vehicle Maint. 7 |
| 1984.10.29 | G8 |  | Head Mechanic  |                  |
| 1998.05.11 | G7 |  | Welder         |                  |
| 2000.08.14 | G7 |  | Heavy Mechanic |                  |
| 2007.02.20 | G7 |  | Heavy Mechanic |                  |
| 2009.12.07 | G6 |  | Light Mechanic |                  |
|            |    |  | Fleet Manager  |                  |

# City of Torrington Winter Equipment Fleet

Appendix

2019

| Street Dept. ID | Vehicle Description              | Manufacture Date | Associated Routes   |
|-----------------|----------------------------------|------------------|---------------------|
| S003PU          | Foreman Truck                    | 2013             | Eastside            |
| S005PU          | Foreman Truck                    | 2015             | Westside            |
| S008LD          | Large 6 wheel Plow Truck         | 2017             | Lower Burrville     |
| S009SD          | Small 6 wheel Plow Truck         | 2005             | South End           |
| S010LD          | Large 6 wheel Plow Truck         | 2010             | Upper Burrville     |
| S011LD          | Large 6 wheel Plow Truck         | 2005             | Hospital Hill       |
| S012LD          | Large 6 wheel Plow Truck         | 2005             | Torrington E.       |
| S015LD          | Large 6 wheel Plow Truck         | 2005             | Red Mt./ E. Main    |
| S016LD          | Large 6 wheel Plow Truck         | 2005             | Wind Tree           |
| S017LD          | Large 6 wheel Plow Truck 4X4     | 2010             | Mt. Road            |
| S019TA          | Tandem Axel Plow Truck           | 2012             | Brandy Hill         |
| S022TA          | Tandem Axel Plow Truck           | 2013             | Newfield Road       |
| S023LD          | Large 6 wheel Plow Truck 4X4     | 2013             | Highland Av.        |
| S024LD          | Large 6 wheel Plow Truck (Spare) | 2000             | All                 |
| S025SD          | Small 6 wheel Plow Truck         | 2006             | North End           |
| S026SD          | Small 6 wheel Plow Truck         | 2006             | Downtown            |
| S028LD          | Large 6 wheel Plow Truck         | 2015             | Nutmeg Village      |
| S029LD          | Large 6 wheel Plow Truck         | 2019             | Newbury Corners     |
| S030LD          | Large 6 wheel Plow Truck         | 2019             | Clearview Av.       |
| S032LD          | Large 6 wheel Plow Truck         | 2002             | Riverside Av.       |
| S036LD          | Large 6 wheel Plow Truck         | 2002             | Winthrop St         |
| S037LD          | Large 6 wheel Plow Truck         | 2002             | Laurel St.          |
| S040PL          | Articulating Loader              | 1999             | Arthur Ave Yard     |
| S043PL          | Articulating Loader              | 2017             | Arthur Ave Yard     |
| S753BC          | Skid Loader                      | 1995             | Sidewalks & Parking |
| P1507SD         | Small 6 wheel Plow Truck         | 2019             | Sidewalks & Parking |
| P1515PU         | Pickup Plow Truck                | 2019             | Sidewalks & Parking |
| P001PU          | Pickup Plow Truck                | 2009             | Sidewalks & Parking |
| P002MD          | Medium 6 wheel Plow Truck        | 2012             | Sidewalks & Parking |
| P003PU          | Pickup Plow Truck                | 2011             | Sidewalks & Parking |
| P007UT          | Holder Utility Tractor           | 2010             | Sidewalks & Parking |
| P009UT          | Kubota Utility Tractor           | 2015             | Sidewalks & Parking |

**Average age of the fleet in years is:**

**9.47**

## Uniform Road Condition Reporting

### Road is bare



Bare includes:

1. Bare and dry: most of the road surface is bare.
2. Bare and wet: most of the road surface is moist.

### Road is Partly covered



Partly covered includes:

1. Partly covered: the road lane is bare approximately 10 to 12 foot wide with snow or ice on the gutters and or centerline.
2. Partly icy: two wheels on bare surface and other wheels likely on ice.
3. Partly snow covered: two wheels on bare surface and other wheels likely on loose snow.
4. Partly snow packed: two wheels on bare surface and other wheels likely on snow bonded with the road.

### Road is covered



Covered includes:

1. Snow covered: all wheels are on loose snow.
2. Snow packed: all wheels are on snow bonded to the road.
3. Icy: all wheels are on ice.

## Uniform Replies Related to Winter Work

The sentences below can be used as script during a phone call. They can also be cut and pasted into correspondence to create a uniform and appropriate response to common questions and issues faced by The City of Torrington Public Works Department.

**Opening Sentence** (should be a used as opening sentence in most correspondence)

Thank you for taking the time to contact us. We are sorry for any recent inconvenience due to \*(list concern)

**Closing Sentence** (should be used as a closing sentence in most correspondence)

We thank you for taking the time to contact us and ask that you please be patient as we do the best that we can maintaining over 325 lane miles of road, over 3.5 miles of sidewalk and over 12 acres of parking lots with the staff, equipment and budget that we are provided.

### Common Issues

#### 1. Issue: The service is slower than or not as good as previous years

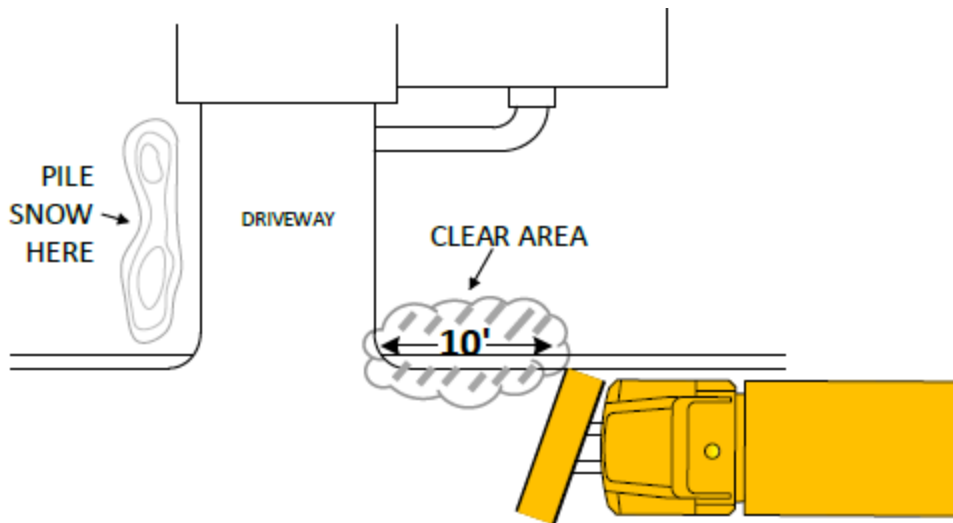
Due to recent budget cuts, we are working with a smaller staff, which may affect service levels compared to previous years. Please be advised that we are doing the best we can with the resources provided.

#### 2. Issue: Driveway and/or Sidewalk Covered with Snow

The primary goal of plowing is to remove snow from streets so that the road is open to vehicular traffic. Plowing pushes snow to the side from the middle of the street, and unfortunately, this results in snow piling up in front of driveways and sidewalks. Snowplow operators do not place snow in driveways and sidewalks on purpose. There is no practical way for the snowplow operator to cut off the windrow of snow when crossing a driveway. This problem is especially acute in cul-de-sacs because of the lack of space. In addition, the driver cannot stop or raise the plow at each driveway, as this would leave a pile of snow in the roadway.

One thing you can do to reduce the amount of snow that is plowed in front of your driveway is to place as much of the snow as possible to the right side of your drive as you face the street. (See illustration below) This will place the snow in a spot where the plow will not push it back in on your driveway. It is also best to blow or shovel snow into yard space when available. Unfortunately, in many areas throughout the city, the snow shelf is either nonexistent or not large enough to store the volume of snow that must be discharged off the road. (The snow shelf is defined as the area between the gutter and sidewalk) Snow placed in the road adds to the volume of snow that is pushed toward the gutter, and your driveway and/or sidewalk.

Residents may wish to wait until the plow has been through their road prior to cleaning their driveway, mailbox and sidewalk area. This is generally about 6 hours after the precipitation stops. This practice would help to mitigate the need to re-plow or re-shovel. If drifting or more snow occurs the plows may have to make multiple passes on a road at a later time to keep the road clear. It is also best to not park cars in front of your home, as the plows will eventually plow the excess snow left around them when the car moves. Please remember that the clearing of driveway, mailbox and sidewalk areas is the responsibility of the resident. Elderly or disabled residents may wish to contact their yard maintenance contractor for help.



### **3. Issue: I get more snow on my driveway than my neighbor**

Drivers do the best they can with the situation when they are at any site. Often they have to work around garbage cans, parked cars, delivery trucks and other obstructions. These obstructions can be transient making it difficult to remember the conditions the driver had while on site. Generally, these issues will get rectified when the driver returns to the location at a later time. However, some circumstances are outside of our control such as sharp corners, dead ends and cul-de-sacs.

### **4. Issue: Plow speed**

Most of our plow fleet is tracked via GPS in near real time. This information is stored and can be accessed later. Questions about plow truck speeds and time must be dealt with during non-emergency operations as we only staff one dispatcher who must attend several phone lines and radio contact with our trucks. Residents should also be aware that trucks must travel fast enough to move snow and ice OFF the road. This speed can vary depending on conditions.

### **5. Issue: Time to clear roads**

The City of Torrington has the goal of plowing all roads in the city within 24 hours after the snow stops falling. Primary roads are cleared first, these roads have the most amount of traffic and are essential for emergency vehicles. Secondary roads are cleared second, these roads generally have less traffic and connect local roads to primary roads. Local roads are cleared last as they have the least amount of traffic.

### **6. Issue: Custom Plowing Requests**

Custom plowing requests are generally best accomplished with approved signage and or reflectors visible to plow operators. This is because the City of Torrington can NOT always assign plow routes to the same drivers. Plow routes are assigned for each storm and shift change to varying staff members and sub-contractors. This means that it is sometimes difficult for plow drivers to be accustomed to all the details of the route they are on. Custom requests will be evaluated by a supervisor.

### **7. Issue: Broken Curb and/or Plowed up Grass**

We will schedule to have a Foreman inspect plowed up grass and or broken curb at this location to verify the damage was created by a City snowplow. Broken curb will be picked up by the City, however, only curb that is required for drainage will be replaced.

We will then add this location to our repair list which is grouped together with other similar repairs and assign to one of our crews. This type of repair is made during the spring when temperatures are warmer and hot asphalt material is available.

#### **8. Issue: Sidewalk/Curb Damage**

We will schedule to have a Foreman inspect sidewalk and curb damage at this location to verify the damage was created by a City snowplow. The City does not provide maintenance on sidewalks that do not abut City property. The City will not be liable for a sidewalk or curb that is in disrepair.

We have confirmed that the sidewalks at this location are in need of repair and or replacement. The sidewalk is delaminating and crumbling as it has exceeded its useful life. A modern, properly constructed sidewalk and curb can withstand plow traffic. I would recommend that you contact a reputable contractor to make the necessary repairs. Additionally, if you decide to completely replace the sidewalk you should contact the Engineering Department for permitting information.

#### **9. Issue: Mailbox vs Plow**

We will schedule to have a Foreman inspect your mailbox at this location to verify the damage was created by a City snowplow. Please leave the old mailbox so our technician may inspect it. We will advise you of our conclusion.

### **PUBLIC WORKS POLICY (From the Website)**

#### **MAILBOXES DAMAGED BY CITY SNOWPLOWS**

To provide a fair and uniform resolution to disputes involving mailboxes damaged by city snowplows, the Public Works Department approves the following policy concerning mailboxes.

If a mailbox is struck (direct contact with the plow) by a City snowplow, the City will replace the mailbox and/or post with a standard mailbox on a 4"x4" post. Claims for fancy or custom-made mailboxes will be considered only when substantiated by original receipts.

All snowplow drivers shall call in any mailbox damage at the time it occurs.

If a mailbox or post is pushed over or damaged as a result of the snow or slush coming off the snowplow, it is considered a winter hazard and the City will not repair or replace the mailbox or post.

All mailboxes should be securely fastened to a sturdy post, which is sufficiently anchored in the ground to resist the impact of plowed snow or slush. In accordance with current postal recommendations, the mailbox should be six to eight inches (6" – 8") from the edge of pavement or curb in order to prevent contact by the plow. The height of the bottom of the mailbox should be between 41" and 44". See City of Torrington Engineering Department Mailbox Installation Detail.

All claims for mailbox damage due to direct contact with a City of Torrington snowplow should be called in to the Street Department at 489-2332.

#### **10. Issue: Garbage Cans in the Road**

Garbage cans must be stored in driveways during storm events. It is not possible for the plow driver to relocate garbage cans while plowing snow.

## APPENDIX Mail Box Policy

To provide a fair and uniform resolution to disputes involving mailboxes damaged by city snowplows, the Public Works Department approves the following policy concerning mailboxes.

If a mailbox is struck (direct contact with the plow) by a City snowplow, the City will replace the mailbox and/or post with a standard mailbox on a 4"x4" post. Claims for fancy or custom-made mailboxes will be considered only when substantiated by original receipts.

All snowplow drivers shall call in any mailbox damage at the time it occurs.

If a mailbox or post is pushed over or damaged as a result of the snow or slush coming off the snowplow, it is considered a winter hazard and the City will not repair or replace the mailbox or post.

All mailboxes should be securely fastened to a sturdy post, which is sufficiently anchored in the ground to resist the impact of plowed snow or slush. In accordance with current postal recommendations, the mailbox should be six to eight inches (6" – 8") from the edge of pavement or curb in order to prevent contact by the plow. The height of the bottom of the mailbox should be between 41" and 44". See City of Torrington Engineering department Mailbox Installation Detail.

All claims for mailbox damage due to direct contact with a City of Torrington snowplow should be called in to the Street Department at 489-2332. See appendix for the Mailbox Installation Detail

## **City of Torrington Mailbox Repair/Replace Procedures**

The purpose of this document is to set out the policy and Standard Operating Procedure (SOP) for mailbox repair and replacement issues within the City of Torrington. This plan is meant to be dynamic, and allow the City to evaluate and phase-in any changes or new approaches in a fiscally sound manner. It is not meant to address every possible situation. This document is NOT a replacement for the contract between the City and contractor.

### **Mailbox Repair/Replace Issue Types**

- I. Improperly Installed Mailbox
- II. Mailbox in serviceable condition
- III. Mail box struck by plow
  - a. Replace
  - b. Repair
    - i. Weather
- IV. Unfounded

### **Definitions**

|                                    |   |
|------------------------------------|---|
| Request or Work Order Municipality | A “request” in this document refers to the electronic record created to track individual work locations.<br>Is a Work Order / Inspection / Asset Management software tool used by the City of Torrington at the time of this writing. |
| Properly installed mailbox         | All mailboxes must be installed per the City of Torrington Engineering Department detail to be eligible for repair work by the City.  |
| Serviceable condition mailbox      | A serviceable condition mailbox has been maintained and is in good working order. A rotten post or rusty mailbox would not be considered in serviceable condition.  |
| Unfounded                          | Is the status placed on a Work Order that is not eligible for repair work by the City.  |



## Mailbox Repair/Replace Job Plan Overview

|                         |   |
|-------------------------|---|
| Description             | This procedure is the Standard Operating Procedure (SOP) for repairing and or replacing mailboxes damaged by City crews   |
| Need to Know Check List | <ul style="list-style-type: none"><li>• Location</li><li>• Date of incident (oldest issues should be addressed first)</li><li>• Was mailbox properly installed prior to current issue</li><li>• Was mailbox in serviceable repair prior to current issue</li><li>• Was the mailbox struck directly by City plow truck</li></ul> |
| Related Work            | <ul style="list-style-type: none"><li>• Maintenance &amp; Protection of Traffic</li></ul>   |

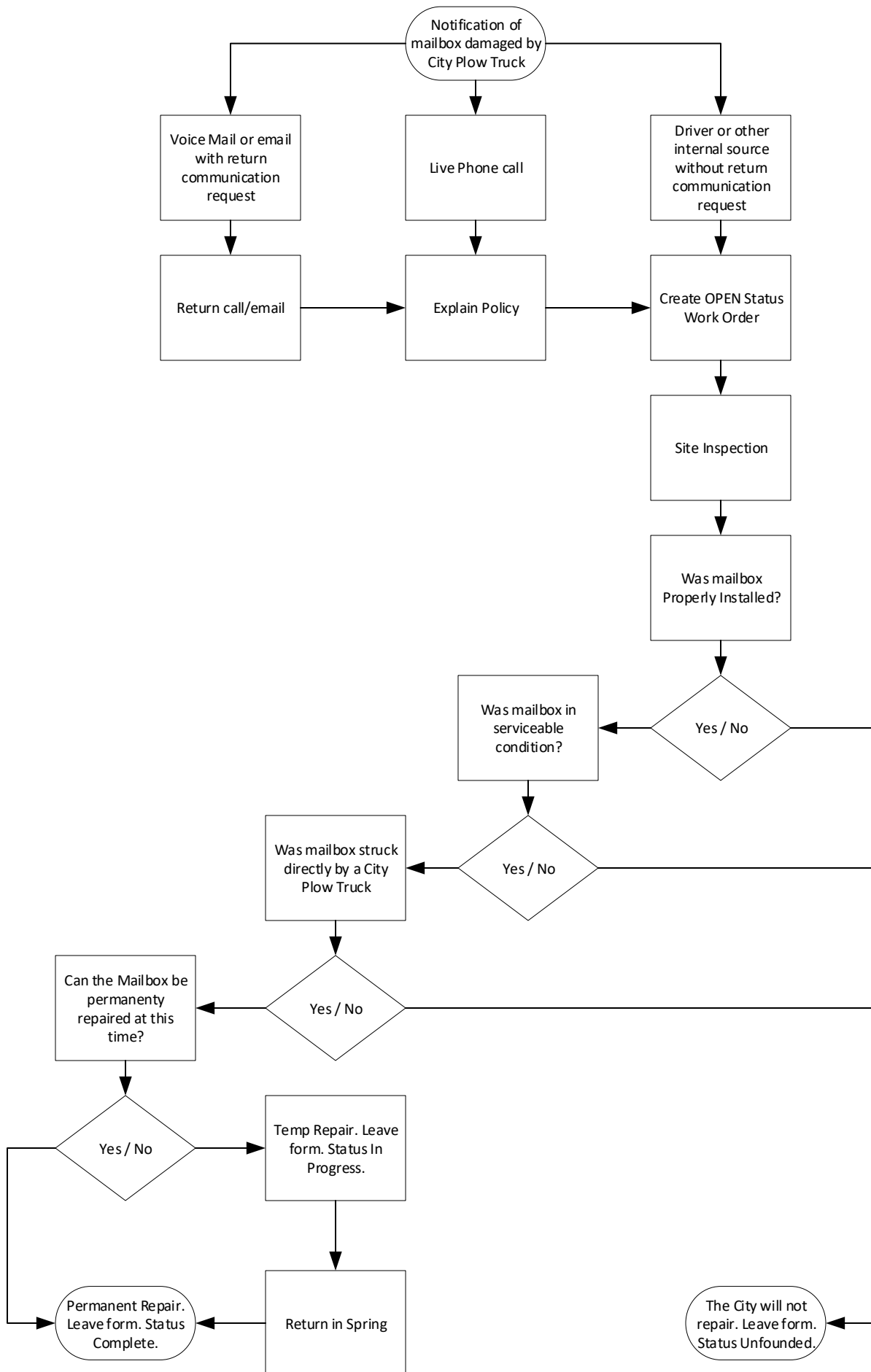
## Expectations

|                     |  |
|---------------------|--|
| Public              | The public can expect to have a reply as to the status of a damaged mailbox within 3 business days as long as there is not a prolonged period of emergency work. |
| City Administration | Accurate processing of mailboxes damaged by City activities.   |
| Subcontractors      | N/A  |
| City Employees      | Safe working conditions and accurately communicated information from coworkers and the public.   |

## Mailbox Repair/Replace Scheduling/Work Flow

| Seq. | Task  | Personnel                   | Equip/Tools   | Material  |
|------|---|-----------------------------|---|---|
| 1    | *Request or observation of issue<br>*Create Request in Work Order System: <ul style="list-style-type: none"> <li>Description of Location</li> <li>Return communication to resident if requested and explain City mailbox policy</li> </ul>  | Public Works administrative | Computer or mobile device   |   |
| 2.a  | Visit the site & determine the cause of damage: <ul style="list-style-type: none"> <li>Proper installation</li> <li>Serviceable condition</li> <li>Was mailbox struck by City plow</li> </ul>   | Public Work field staff     | iPad or printed work order  |   |
| 2.b  | Complete the Damaged Mailbox form: <ul style="list-style-type: none"> <li>Inspection results</li> <li>Action taken (temporary or permanent repair or unfounded)</li> <li>Where the form was left</li> <li>Any comments in Municipality at the bottom of the Description tab.</li> </ul> | Public Work field staff     | *Ipad<br>*Pen   | *Damaged Mailbox form<br>*Rubber bands & dowels<br>*plastic bag                   |
| 2.c  | Temporary or permanent repair   | Public Work field staff     | *Hammer<br>*Elec drill & battery<br>*Level<br>*Elec saw & battery<br>*Tape measure<br>*Shovel<br>*Pry-bar<br>*Posthole digger | *2x4<br>*4x4<br>*mailbox<br>*screws<br>*5 gal pail w sand<br>*Plywood<br>*Numbers |
| 3    | Return for permanent repair   | Public Works field staff    |   |   |
|      |   |                             |   |   |

## Mailbox v Snow Plow Work Flow



## CITY OF TORRINGTON MAILBOX DAMAGE POLICY

To provide a fair and uniform resolution to claims for damages to mailboxes resulting from City snow clearing operations, the Public Works Department approves the following policy:

If a mailbox is struck (direct physical contact) by a City snow plow, the City will replace the mailbox and/or post with a standard mailbox on a 4" x 4" wood post.

Claims for ornate, decorative or custom-made mailboxes or posts will be considered *only* when substantiated by original receipts.

If a mailbox or post is pushed over or damaged as a result of the force of snow or slush coming off the snowplow, it is considered a winter hazard and the City will not repair or replace the mailbox or post.

All snowplow drivers shall report any mailbox damage they are aware of, at the time it occurs.

All mailboxes should be securely fastened to a sturdy post that is sufficiently anchored in the ground to resist the impact of plowed snow or slush.

In accordance with current Postal regulations, the front of the mailbox should be 6" to 8" back from the edge of the pavement or curb with the bottom of the mailbox between 42" and 48" above the paved road, in order to prevent contact by the plow.

All claims for mailbox damage due to direct contact with a City snowplow should be phoned into the Street Department at 860-489-2332.

### Inspection Results

|                          | Yes                      | No                       |   |
|--------------------------|--------------------------|--------------------------|---|
| Properly installed       | <input type="checkbox"/> | <input type="checkbox"/> | The City will not repair an improperly installed mailbox. See detail on the back of this sheet. |
| In serviceable condition | <input type="checkbox"/> | <input type="checkbox"/> | The City will not repair a mailbox in disrepair. See comments.                                  |
| Damaged by plow strike   | <input type="checkbox"/> | <input type="checkbox"/> | The City will not repair a mailbox damaged from snow or slush that is discharged from the plow. |

### Action Taken

None. See results above or comments.

☐

This form was left for the resident at:

☐ Mailbox post

☐ Front Door

Temporary Repair

☐

This repair is temporary, we will return in the Spring to complete the repair.

Repair Complete

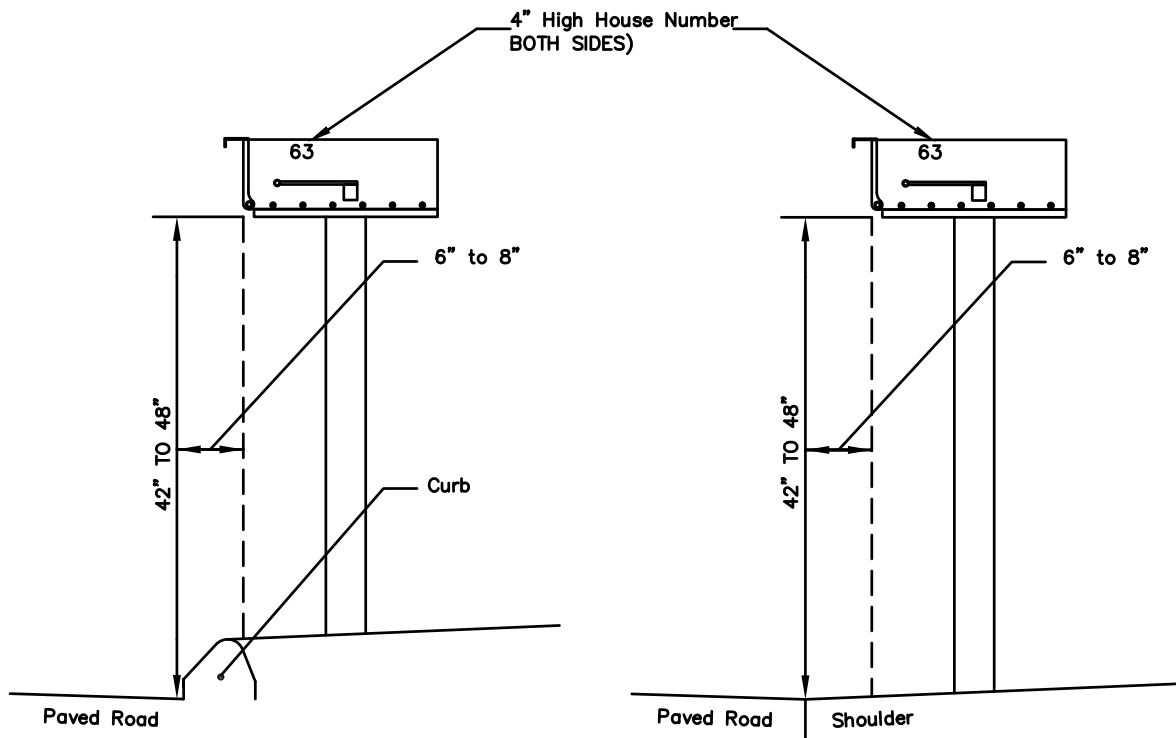
☐

This repair is complete.

Comments:

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**NOTE:**

1. MAILBOXES NEED TO BE SECURE, PLUMB, NUMBERED AND AT THE HEIGHT OF 42 TO 48 INCHES FROM ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY ON LOCKED DESIGNS
2. FRONT OF THE BOX SHOULD BE POSITIONED 6 TO 8 INCHES FROM FACE OF CURB OR ROAD EDGE TO MAILBOX DOOR
3. APPROACH AND EXIT FROM BOX NEEDS CLEARANCE TO ALLOW DRIVE-THROUGH DELIVERY (NO BACKING UP SHOULD BE REQUIRED).
4. SCRATCH HAZARDS SUCH AS BRANCHES, BRUSH, OR ROCKS NEED TO BE REMOVED.
5. TRASH CANS SHOULD BE PLACED CLEAR OF DELIVERY AREA.
6. IN CASES WHERE THE HOUSE NUMBER IS POSTED ON BUILDING AND IS NOT VISIBLE FROM THE STREET BECAUSE OF BRUSH, TREES, ETC, AND THE HOUSE DOES NOT HAVE A ROADSIDE MAILBOX, AN ALTERNATE HOUSE NUMBER SIGN SIMILAR IN HEIGHT AND FONT SIZE SHALL BE ERRECTED ADJACENT TO THE DRIVEWAY ENTRANCE

## MAILBOX INSTALLATION

SCALE - NONE

|                       |  |
|-----------------------|--|
| SCALE<br>N.T.S.       | CITY OF TORRINGTON<br>Engineering Department |
| APPROVED              |  |
| RV. DATE<br>FEB. 2002 | MAIL BOX<br>INSTALLATION                     |
| AUG. 2007             |  |
| AUG. 2011             |  |
|                       |  |

## Date

|  |
|--|
|  |
|--|



Day

| Day |   |   |   |    |   |   |
|-----|---|---|---|----|---|---|
| Su  | M | T | W | Th | F | S |

## Buckets of Material

## Parks & Other Departments

Truck

Truck

|  |  |    |
|--|--|----|
|  |  | 8  |
|  |  | 9  |
|  |  | 10 |
|  |  | 11 |
|  |  | 12 |
|  |  | 15 |
|  |  | 16 |
|  |  | 17 |
|  |  | 19 |
|  |  | 22 |
|  |  | 23 |
|  |  | 24 |
|  |  | 25 |
|  |  | 26 |
|  |  | 28 |
|  |  | 32 |
|  |  | 34 |
|  |  | 35 |
|  |  | 36 |
|  |  | 37 |
|  |  | 38 |
|  |  | 39 |

[illegible]

Operator

**OPERATORS DAILY CHECK SHEET**

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

Check  $\checkmark$  = OK  
Y = YesX = Defective  
N = NO

HOURS / MILEAGE \_\_\_\_\_

| BEFORE OPERATION     | Check $\checkmark$ |
|----------------------|--------------------|
| Damage, Pilferage    |                    |
| Leaks, General       |                    |
| Fuel, Water, Oil     |                    |
| Engine Warm-up       |                    |
| Instruments          |                    |
| Safety Devices       |                    |
| Tools & Equipment    |                    |
| Grease Gun Available |                    |
| Lights               |                    |
| Tires                |                    |
| Tire Flaps           |                    |
| Mirrors              |                    |
|                      |                    |

| DURING OPERATION    | Check $\checkmark$ |
|---------------------|--------------------|
| Instruments         |                    |
| Brakes              |                    |
| Clutch              |                    |
| Steering            |                    |
| Engine Operation    |                    |
| Defrosting Equipmet |                    |
| Drive Belts         |                    |
| Unusual Noises      |                    |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |

| AFTER OPERATION   | Check $\checkmark$ |
|-------------------|--------------------|
| Head Lights       |                    |
| Tail Lights       |                    |
| Stop Lights       |                    |
| Signal Lights     |                    |
| Flaser Lights     |                    |
| Plow Lights       |                    |
| Windshield        |                    |
| Windshield Wipers |                    |
| Tires             |                    |
| Tire Flaps        |                    |
| Mirrors           |                    |
| Air Tanks Drained |                    |
| Battery Level     |                    |

 Fuel   
 Engine Oil 

 HYD Oil   
 Greased 

 Antifreeze   
 Cleaned 
**REMARKS:**


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Print Name

Signature

**OPERATORS DAILY CHECK SHEET**

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

Check  $\checkmark$  = OK  
Y = YesX = Defective  
N = No

HOURS / MILEAGE \_\_\_\_\_

| BEFORE OPERATION     | Check $\checkmark$ |
|----------------------|--------------------|
| Damage, Pilferage    |                    |
| Leaks, General       |                    |
| Fuel, Water, Oil     |                    |
| Engine Warm-up       |                    |
| Instruments          |                    |
| Safety Devices       |                    |
| Tools & Equipment    |                    |
| Grease Gun Available |                    |
| Lights               |                    |
| Tires                |                    |
| Tire Flaps           |                    |
| Mirrors              |                    |
|                      |                    |

| DURING OPERATION    | Check $\checkmark$ |
|---------------------|--------------------|
| Instruments         |                    |
| Brakes              |                    |
| Clutch              |                    |
| Steering            |                    |
| Engine Operation    |                    |
| Defrosting Equipmet |                    |
| Drive Belts         |                    |
| Unusual Noises      |                    |
|                     |                    |
|                     |                    |
|                     |                    |
|                     |                    |

| AFTER OPERATION   | Check $\checkmark$ |
|-------------------|--------------------|
| Head Lights       |                    |
| Tail Lights       |                    |
| Stop Lights       |                    |
| Signal Lights     |                    |
| Flaser Lights     |                    |
| Plow Lights       |                    |
| Windshield        |                    |
| Windshield Wipers |                    |
| Tires             |                    |
| Tire Flaps        |                    |
| Mirrors           |                    |
| Air Tanks Drained |                    |
| Battery Level     |                    |

 Fuel   
 Engine Oil 

 HYD Oil   
 Greased 

 Antifreeze   
 Cleaned 
**REMARKS:**


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---

Print Name

Signature



Driving Log

Date

Driver

Passenger

Print Name

Signature

| Truck | Depart Time | Depart Mileage | Arrive Time | Arrive Mileage | Equipment | Location/Description |
|-------|-------------|----------------|-------------|----------------|-----------|----------------------|
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |
|       |             |                |             |                |           |                      |

Use second page if necessary

## After Hours Call-In Report

**Date:** \_\_\_\_\_

**Weather Conditions:**

Temperature: \_\_\_\_\_

**Time of call-in:** \_\_\_\_\_

**Call from:** \_\_\_\_\_

**Call Type:** \_\_\_\_\_

Reason for call-in:

**Address / Work Performed:**

|  |  |
|--|--|
|  |  |
|  |  |

**Foreman:** \_\_\_\_\_ **Operator:** \_\_\_\_\_ **Driver 1:** \_\_\_\_\_

**Driver 2:** \_\_\_\_\_ **Driver 3:** \_\_\_\_\_ **Driver 4:** \_\_\_\_\_

**Driver 5:** \_\_\_\_\_ **Driver 6:** \_\_\_\_\_ **Driver 7:** \_\_\_\_\_

### Extra Help - Full Call Only

Name

Yes/No

Primary Phone

Alternate Phone

## Call Time

[illegible]

Date 1/0/1900

**Full call out at:** \_\_\_\_\_

[illegible]

## Winter Spot Sanding Report

|                              |
|------------------------------|
| Treated Salt Cost<br>\$73.40 |
|------------------------------|

Week Starting  
1/0/1900

Week Ending  
1/0/1900

|                               |
|-------------------------------|
| Average Labor Rate<br>\$26.00 |
|-------------------------------|

| Day       | Date | Buckets | Yards | Tons | # Men | # Hours | Labor \$ | Mat \$ | Total  |
|-----------|------|---------|-------|------|-------|---------|----------|--------|--------|
| Sunday    |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Monday    |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Tuesday   |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Wednesday |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Thursday  |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Friday    |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
| Saturday  |      |         | 0.00  | 0.00 |       |         | \$0.00   | \$0.00 | \$0.00 |
|           |      |         |       |      |       |         | \$0.00   | \$0.00 |        |

## Torrington Winter Storm Report

Event Number

Time Table

|            |        |
|------------|--------|
| Start Date | S-Time |
| End Date   | E-Time |
| Clear Date | C-Time |

Temperatures

|      |    |
|------|----|
| High | 33 |
| Low  | 28 |

Forecast

Precipitation

Report

Material Summary

| 73      | Tons | Cost |
|---------|------|------|
| Streets | 0    | 0    |
| Parks   | 0    | 0    |
| BOE     | 0    | 0    |
| WPCA    | 0    | 0    |
| THA     | 0    | 0    |
| CHH     | 0    | 0    |
| Other   | 0    | 0    |

0

Labor Summary

|         |      |
|---------|------|
| Streets | 0.00 |
| Parks   | 0.00 |
| Mech    | 0.00 |
| WPCA    | 0.00 |
| Eng     | 0.00 |
|         |      |
|         |      |

0.00

Event Cost Summary

|          |        |
|----------|--------|
| Material | \$0.00 |
| Labor    | \$0.00 |
| Equip    |        |
| Sub      |        |
|          |        |
|          |        |
| Total    | \$0.00 |

## Treated Salt

Streets

Early Start

Buckets

Lane

|   | Route Name & #                 |  | Miles  | Yards | Tons |
|---|--------------------------------|--|--------|-------|------|
| 0 | Burville - Lower 8             |  | 16.07  | 0     | 0    |
| 0 | Lincoln Ave, Park Ave, Oak A 9 |  | 13.91  | 0     | 0    |
| 0 | Burville - Upper 10            |  | 16.63  | 0     | 0    |
| 0 | Hospital Hill 11               |  | 17.26  | 0     | 0    |
| 0 | Torrington East 12             |  | 15.78  | 0     | 0    |
| 0 | Red Mountain, East Main St 15  |  | 16.79  | 0     | 0    |
| 0 | Windtree 16                    |  | 19.08  | 0     | 0    |
| 0 | Mountain Road 17               |  | 21.13  | 0     | 0    |
| 0 | Brandy Hill 19                 |  | 19.43  | 0     | 0    |
| 0 | Newfield Road 22               |  | 24.83  | 0     | 0    |
| 0 | Highland Ave 23                |  | 22.52  | 0     | 0    |
| 0 | Riverside Ave, Washington A 24 |  | 16.9   | 0     | 0    |
| 0 | North End 25                   |  | 14.42  | 0     | 0    |
| 0 | Downtown 26                    |  | 14.59  | 0     | 0    |
| 0 | Nutmeg Village 28              |  | 14.52  | 0     | 0    |
| 0 | Clearview Ave 32               |  | 16.35  | 0     | 0    |
| 0 | Laurel Hill 34                 |  | 16.79  | 0     | 0    |
| 0 | Winthrop St 36                 |  | 16.5   | 0     | 0    |
| 0 | Newbury Corner 37              |  | 14.77  | 0     | 0    |
| 0 | Truck 38                       |  |        | 0     | 0    |
| 0 | Truck 39                       |  |        | 0     | 0    |
|   |                                |  | 328.27 | 0     | 0    |

Parks

|   |        |  |  |  |   |
|---|--------|--|--|--|---|
| 0 | Holder |  |  |  | 0 |
| 0 | F2 SD  |  |  |  | 0 |
| 0 | F4 SD  |  |  |  | 0 |
| 0 | F5 PU  |  |  |  | 0 |
| 0 |        |  |  |  |   |

|   |       |  |  |  |   |
|---|-------|--|--|--|---|
| 0 | BOE   |  |  |  | 0 |
| 0 | WPCA  |  |  |  | 0 |
| 0 | THA   |  |  |  | 0 |
| 0 | CHH   |  |  |  | 0 |
| 0 | Other |  |  |  | 0 |
|   |       |  |  |  | 0 |

Total CY Treated Salt

0

Total Tons of Treated Salt

0

| Streets | Rate |
|---------|------|
|---------|------|

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|               |  |         |          |           |        |            |        |        |            |        |       |
|---------------|--|---------|----------|-----------|--------|------------|--------|--------|------------|--------|-------|
|               |  |         |          |           |        |            |        |        |            |        |       |
| OCTOBER 2018  |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
| TOTALS        |  | 0       | 0        | 0         | 0      | 0          | 0      | 0      | 0          | \$0.00 |       |
| NOVEMBER 2018 |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
| TOTALS        |  | 0       | 0.00     | 0.00      | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| DECEMBER 2018 |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
| TOTALS        |  | 0       | 0.00     | 0.00      | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| JANUARY 2019  |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
| TOTALS        |  | 0       | 0        | 0         | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| FEBRUARY 2019 |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
| TOTALS        |  | 0       | 0.00     | 0.00      | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| MARCH 2019    |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
| TOTALS        |  | 0       | 0.00     | 0.00      | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| APRIL 2019    |  |         |          |           |        |            |        |        |            |        |       |
|               |  | Storm # | In (Low) | In (High) | O.T.   | Trt'd Salt | Salt   | Sand   | Ice B-Gone | Total  | Notes |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            | \$0.00 |       |
|               |  |         |          |           |        |            |        |        |            |        |       |
| TOTALS        |  | 0       | 0.00     | 0.00      | \$0.00 | \$0.00     | \$0.00 | \$0.00 | \$0.00     | \$0.00 |       |
| GRAND TOTAL:  |  | 0       | 0.00     | 0.00      | \$0    | \$0        | \$0    | \$0    | \$0        | \$0    | 105   |



| Calibration Chart     |           |                                   |                         |                            |               |               |               |               |               |               |               |               |
|-----------------------|-----------|-----------------------------------|-------------------------|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Date:                 |           |                                   |                         | Truck #:                   |               |               |               | Performed by: |               |               |               |               |
| Gate Opening (inches) |           |                                   |                         | Pounds Discharged Per Mile |               |               |               |               |               |               |               |               |
| Control setting       | Shaft RPM | Discharge per revolution (pounds) | Discharge rate (lb/min) | 5 mph x 12.00              | 10 mph x 6.00 | 15 mph x 4.00 | 20 mph x 3.00 | 25 mph x 2.40 | 30 mph x 2.00 | 35 mph x 1.71 | 40 mph x 1.50 | 45 mph x 1.33 |
| 1                     |           |                                   | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 2                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 3                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 4                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 5                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 6                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| 7                     |           | 0                                 | 0                       | 0                          | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| Inputs                | Notes:    |                                   |                         |                            |               |               |               |               |               |               |               |               |

Pre-Season Route Inspection

Date \_\_\_\_\_

Route \_\_\_\_\_

Driver \_\_\_\_\_

| Address | Tree Trim | High Struc | Deleniator | ISSUE      |
|---------|-----------|------------|------------|------------|
|         |           |            |            | Misc Issue |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |
|         |           |            |            |            |



## **CITY OF TORRINGTON DRIVER'S ACCIDENT REPORT**

Any accident involving damage to a City of Torrington vehicle or piece of equipment, any property of the City of Torrington, or any other person, vehicle or private property must be reported to the immediate supervisor. Report the accident to the Police Department for their investigation:

- 1) When the accident involves another vehicle;
- 2) When the accident involves an injury to an employee or member of the public;
- 3) When the accident involves damage to private property;
- 4) When the accident involves damage of one thousand (\$1,000.00) dollars or more to City property, a City vehicle, or a piece of City equipment.

Employees should not admit to fault in an accident. This is decided by Police reports and/or insurance investigation.

### What to do in case of an accident:

1. Stop at once and investigate.
2. Care for any injured people by first calling 911.
3. Protect personnel and property from further injury or damage.
4. Report the accident at once to your supervisor. Report the accident to the Police Department, if appropriate, and in accordance with the provisions as outlined above.  
  
Employees must cooperate fully with the Police Department.
5. List all possible witnesses and obtain information of names, addresses, and phone numbers whenever possible.
6. Complete the Preliminary Accident Report at the scene of an accident. Give the report to your immediate supervisor.

**IMPORTANT: Do not give information concerning the events of the accident except to police or your insurance company representative. You may exchange basic information including insurance carrier, driver license number, etc, with the other party to the accident.**

**CITY OF TORRINGTON  
EMPLOYEE'S PRELIMINARY ACCIDENT REPORT**

Name of Driver: \_\_\_\_\_ Dept: \_\_\_\_\_  
Driver License #: \_\_\_\_\_  
Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ a.m. p.m.  
Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**DAMAGE TO CITY PROPERTY**

Vehicle Involved: \_\_\_\_\_ Vehicle #: \_\_\_\_\_  
Describe Damage to City Vehicle or Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DAMAGE TO PROPERTY OF OTHER PARTY**

Make of Vehicle: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_  
Insurance Carrier: \_\_\_\_\_ Insurance Policy #: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of Driver: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of Damage to Vehicle or Property of Other Party: \_\_\_\_\_  
\_\_\_\_\_

**Injured:**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Witnesses:**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Was a police report made?    Y    N

Were any arrests made?       Y    N

Persons arrested: \_\_\_\_\_  
\_\_\_\_\_

**BRIEF DESCRIPTION OF ACCIDENT**

Where were you going? \_\_\_\_\_  
\_\_\_\_\_

What were you carrying? \_\_\_\_\_  
\_\_\_\_\_

What speed were you going? \_\_\_\_\_

Estimate of speed of other vehicle(s)? \_\_\_\_\_

How did the accident occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Draw a diagram of the accident on the back of this accident report.*

**Driver sign here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF TORRINGTON  
SUPERVISOR'S REPORT OF ACCIDENT**

NAME OF SUPERVISOR: \_\_\_\_\_

In your opinion, how did this accident occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did the driver involved immediately report the accident to you? Y N

In your opinion, what are the total costs of the damages to property, a City vehicle, and/or to City equipment?

\_\_\_\_\_  
\_\_\_\_\_

Did you report this accident to the Torrington Police Department or the appropriate Police authority? Y N

Did the Torrington Police Department investigate the accident? Y N

Did the Police Department issue any citations? Y N

If yes, to whom and for what reason? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What action have you taken to avoid this from happening in the future? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What action did you take to date with the employee involved in this accident? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor sign here: \_\_\_\_\_ Date: \_\_\_\_\_

*The supervisor must submit this entire report to the Fleet Manager within three (3) business days of the accident.*

**City of Torrington CT**  
**Public Works Department**  
**Streets & Parks Department**

**After Hours Emergency Service Policy 3/2019**

**Purpose**

The purpose of this document is to set out the policy and procedural framework for ensuring that the City of Torrington Streets & Parks Department provides consistent delivery of after-hours emergency services throughout the Municipality's road network in an effective and efficient manner.

The City of Torrington Streets & Parks Department is NOT staffed 24 hours per day 7 days a week. As such, it will require assistance from departments that do provide 24/7 services. This plan is meant to be dynamic, to allow the Municipality to evaluate and phase-in any changes or new approaches in a fiscally sound manner. It is not meant to address every possible emergency situation.

**Objective**

The City of Torrington Streets & Parks Department is committed to providing after hours emergency services in order to maintain safety throughout the Municipality's road network. The staff of the Department will strive, insofar as reasonably practicable, try to provide after-hours emergency service in a timely fashion within the confines of labor agreements as further detailed in this policy. In order for this plan to work, the Streets & Parks Department will require assistance from other departments that are staffed 24/7. It is important that other departments, City officials and the public understand that the men and women of the Streets & Parks Department must work overtime to cover after hours emergency requests. Consequently, these people can become quite tired during long consecutive winter events. As a group, we must be cognizant of this important and exhaustible resource and use it wisely.

Additionally, the Streets & Parks Department would like to begin to make claims to insurance companies for all damaged City infrastructure and deposit the proceeds into a guardrail or sign repair account. These proceeds will be used solely to make repairs to City Streets infrastructure.

**Quick Overview of the City of Torrington**

- 1) Estimated Population: 35,000
- 2) Total Area: 43 Square Miles
- 3) Lane Miles of Road: 329
- 4) Police Department Phone: [860-489-2000](tel:860-489-2000)
- 5) Streets Department Phone: 860-489-2332

**Normal Hours of Operation**

Regular business hours at the Street Department are Monday thru Friday excluding holidays.  
7:00 am to 3:00 PM

The Department is planning to provide a Winter Patrol person starting the first week of December through mid-March, Sunday 11:00 pm through Friday 11:00 pm. However, there will NOT be a Winter Patrolman on weekends and holidays.

The Streets Superintendent or Assistant Superintendent MAY assign personnel to patrol or stand by during weather events. Patrol or standby may be assigned on short notice in anticipation of events. When these services are in force, the Department personnel will call LCD and communicate that this service is available.

## Procedures & Level of Service

We have identified three types of emergency calls.

- Emergency Response Request
  - Verified - (A police officer or City official has observed the situation)
  - Unverified - (A call made directly to LCD or any situation that has NOT been observed by a police officer or City official)
- Notification Issue
- Building Alarm

Most after-hours emergencies are routed through the City Police Department and then through Litchfield County Dispatch (LCD). However, during normal business hours, the Streets Department can be called directly and the request will be processed.

The Police Department, after becoming aware of an issue on the City of Torrington road network, would normally route a police officer to visit the site of the emergency and verify the situation. This would not apply during times of heavy police activity. In the event that the police department is unable to respond due to heavy police activity, or there would be a considerable delay for an officer to respond, the police will contact LCD and advise of such and request that the Fire Department respond, if available to verify the issue and evaluate. If neither the Police nor Fire Department are available to verify, an Un-verified Emergency Request should be requested from the Street Department.

Once an emergency has been verified, the Police Officer (Or fire personnel in the absence of a police officer) should determine if the situation requires an Emergency Response or is a Notification Issue.

- Emergency Response is a request for Street Department personnel to respond to an issue immediately during off hours. These would typically be safety issues such as ice on roadway or a tree in roadway. Please provide the following information.
  - Address of the emergency
  - The nature of the emergency (12" tree across road or icy spot)
  - The severity of the issue (safety concern, road closed, road obstructed)
  - Recommendations from the officer on site. We do not expect police officers to be experts in evaluating infrastructure or damage assessment, but their opinion would be appreciated.
- Notification Issue is for issues that can be repaired during regular business hours such as, guardrails pushed over, or a sign that needs repair. Please leave this information on the Streets Department voice mail at 860-489-2332 or email the information to: [tim\\_cote@torringtonct.org](mailto:tim_cote@torringtonct.org) The Street Department office will follow up with the Police Department for Accident Reports related to insurance claims.
- Building Alarms are Notification Issues for the Streets Department and do not involve LCD.

The Street Department will advise LCD which of up to 4 call in lists is being use by the Street Department. These lists will be named for the first person on the rotating call list.

1. MacDonald
2. Woodward
3. Cote
- 4.

When receiving a call from LCD, the receiving Supervisor must reply to a text message from LCD or return a call to LCD to stop the call from escalating to the next caller. The four lists are included below. During the summer, the Streets Department Supervisor should contact the Assistant Superintendent or the Superintendent if more than 2 additional helpers are required. During the winter, the Streets Department Supervisor should contact the Assistant Superintendent or the Superintendent if more than 5 additional helpers are required.



Once contacted by LCD, the receiving supervisor will decide the next course of action.

- Direct Response is the coordination of manpower and equipment to the emergency based on the information communicated by the police officer through LCD
- Evaluated Response requires the supervisor to travel to the location of the emergency and determine what resources are required and coordinate the response team.

Below are estimated response timetables. Time is indicated in minutes.

The Streets & Parks Department will strive to respond as quickly as possible. These times are estimates and in accordance with the Collective Bargaining Agreement and therefore should be the normal expectation. The Streets & Parks Department office will maintain and update the call in list for the Streets Supervisor. This list will be posted at the Street Department.

Additionally, the call in list will be stored on a cloud-based medium that can be accessed by supervisors with a smart device. This will allow the Streets Supervisor to begin calling employees for emergency opportunities without the additional time delay need to travel to the Streets Department and verify the call in list order.

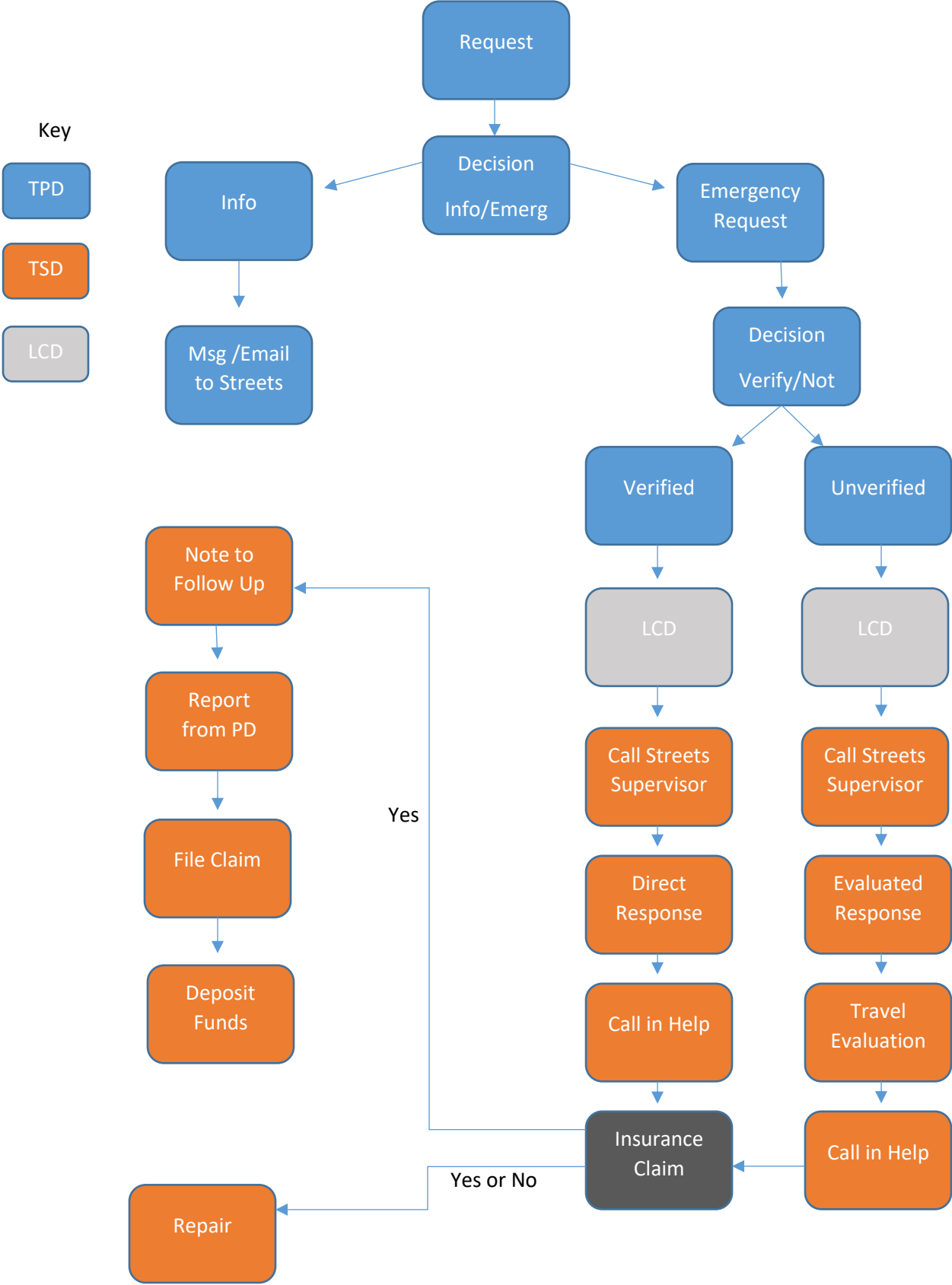
#### Response Times to Emergency after Hours Requests

Table 1 Direct Response:

| Step #  | Action  | Time          |
|---|---|---------------|
| 1   | LCD contacts Streets Supervisor with notice of an emergency                                       | 00:15         |
| 2   | Supervisor calls to offer emergency opportunity to employees per Union agreement                  | 00:30         |
| 3   | Employees who accept the emergency opportunity report to the Streets Department                   | 60:00         |
| 4   | Employees who accept the emergency opportunity prepare equipment and travel to the emergency site | 00:15         |
| Total Estimated Response Time for Direct Response |   | <b>120:00</b> |

Table 2 Evaluated Response:

| Step #   | Action  | Time          |
|--|---|---------------|
| 1  | LCD contacts Streets Supervisor with notice of an emergency                                       | 00:15         |
| 2  | Supervisor travels Reports to the Street Department   | 60:00         |
| 3  | Supervisor travels to the emergency location  | 00:15         |
| 4  | Supervisor evaluates the emergency  | 00:10         |
| 5  | Supervisor calls to offer emergency opportunity to employees per Union agreement                  | 00:30         |
| 6  | Employees who accept the emergency opportunity report to the Streets Department                   | 60:00         |
| 7  | Employees who accept the emergency opportunity prepare equipment and travel to the emergency site | 00:15         |
| Total Estimated Response Time for Evaluated Response |   | <b>205:00</b> |



## After Hours Call Lists

### MacDonald

|   |                         |  |                              |
|---|-------------------------|--|------------------------------|
| 1   | Torrington Street Dept. |  | New Patrol Person Cell Phone |
| If no answer, immediately call. Patrol person must press any phone key to stop the call escalation. |                         |  |                              |
| 2   |                         |  |                              |
| Wait 7 minutes, if no response call   |                         |  |                              |
| 3   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 4   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 5   |                         |  |                              |

### Woodward

|   |                         |  |                              |
|---|-------------------------|--|------------------------------|
| 1   | Torrington Street Dept. |  | New Patrol Person Cell Phone |
| If no answer, immediately call. Patrol person must press any phone key to stop the call escalation. |                         |  |                              |
| 2   |                         |  |                              |
| Wait 7 minutes, if no response call   |                         |  |                              |
| 3   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 4   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 5   |                         |  |                              |

### Cote

|   |                         |  |                              |
|---|-------------------------|--|------------------------------|
| 1   | Torrington Street Dept. |  | New Patrol Person Cell Phone |
| If no answer, immediately call. Patrol person must press any phone key to stop the call escalation. |                         |  |                              |
| 2   |                         |  |                              |
| Wait 7 minutes, if no response call   |                         |  |                              |
| 3   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 4   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 5   |                         |  |                              |

|   |                         |  |                              |
|---|-------------------------|--|------------------------------|
| 1   | Torrington Street Dept. |  | New Patrol Person Cell Phone |
| If no answer, immediately call. Patrol person must press any phone key to stop the call escalation. |                         |  |                              |
| 2   |                         |  |                              |
| Wait 7 minutes, if no response call   |                         |  |                              |
| 3   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 4   |                         |  |                              |
| Wait 5 minutes, if no response call   |                         |  |                              |
| 5   |                         |  |                              |