

TOWN OF ANDOVER

STREET SWEEPING

STANDARD OPERATING PROCEDURE

PURPOSE & NEED FOR STANDARD OPERATING PROCEDURE (S.O.P)

The Town of Andover believes that it is in the best interest of the residents for the Town to assume basic responsibility of sweeping on Town streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, street maintenance, surface water quality and environmental concerns. The Town will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The Town will use Town employees and equipment and private contractors (if applicable) to provide this service. Completion dates are dependent on weather conditions, personnel and equipment availability. The Highway Superintendent or his/her designee will be responsible for scheduling of personnel and equipment

OPERATIONS

The Town of Andover owns two (2) street sweepers and utilizes Town employees to conduct the sweeping. Street sweeping will begin when streets are significantly clear of snow and ice, usually late March or early April, after the significant risk of later snowfall and freezing of the water from the sweepers has passed. Street sweeping will continue through fall into early December following the priorities as set forth in this S.O.P.

PRIORITIES

- **STORMWATER MANAGEMENT** - Priority will be given to areas draining into the higher priority water bodies as determined by the Town's Water Resources Management Plan. These areas will be swept on a priority basis throughout the year to comply with EPA National Pollutant Discharge Elimination System (NPDES) Phase II Storm Water Permit Program.
- **DOWNTOWN** - The core of the central downtown business district includes; Main Street, Chestnut Street, Punchard Avenue, Bartlet Street, Park Street, Barnard Street, Elm Street, Central Street and municipal parking lots inclusive in this area and is swept three (3) times per week. The peripheral downtown is defined by the urbanized areas bounded by School Street (west), Wheeler Street (south), Harding Street (north) and Whittier Street (east) and are swept once a week.
- **ARTERIAL STREETS** - The streets in the remainder of the town outside of the downtown district are swept once a year. This takes several months and concludes approximately at the end of July, beginning of August. Second sweeps are conducted if severe weather events require it or the Highway Superintendent or his/her designee determines it is necessary.
- **SCHOOL PARKING LOTS** - School parking lots are swept during the spring break in April and in the late summer prior to the start of the school year. This operation takes five (5) full days to complete.
- **CITIZENS REQUEST** - Citizens request for sweeping will be evaluated and the Highway Superintendent will determine the necessity and priority.
- **CONSTRUCTION DEBRIS** - Erosion/siltation dirt & debris cleanup from construction projects is the responsibility of the developer, contractor or property owner. Except in cases of emergency the streets shall be cleaned and swept within twenty-four (24) hours of notification. If the streets are not swept within the specified time allowed or in the case of an emergency then the Town may sweep the street and the responsible party will reimburse the Town for all associated costs.
- **SIDEWALKS** - The Town of Andover identifies sidewalks in the downtown and arterial streets requiring sweeping and sweeps once after the risk of snow has passed, and they are cleared of snow and ice or on an as-needed basis.

PROCEDURES

Sweeping is a slow process with average gutter line speeds for the first sweeping in spring that can be as slow as 2 to 3 miles per hour. The Town will sweep with its own equipment and manpower and private contractors (if applicable). Normally center lines are swept after gutter lines are cleaned. Equipment may include mechanical, vacuum or regenerative air sweepers.

The Town has classified Town streets based on the street function, traffic volume, impact on water quality and the environment, and the importance to the welfare of the Community. Accordingly, sweeping routes will be designed to provide the maximum possible benefit to higher volume and water quality sensitive areas.

Sweeping operations will be conducted when weather conditions permit. Factors that may delay sweeping operations include: temperatures below 32°, wind, rain, snow and frozen gutter lines.

Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping operations will normally be conducted Monday - Friday, from 7:00 a.m. to 3:00 p.m. Extended work days and shift changes may be utilized for spring cleanup or emergency sweeping to provide maximum efficiency. The downtown core business district will normally be swept between the hours of 5 and 7 am.

YARD WASTE

It is the responsibility of residents to keep their neighborhood streets free of excessive yard waste and other debris. The Town does not provide street sweeping of leaves left in the gutter. Residents are not to sweep their leaves to the gutter in the expectation of the sweepers collecting them. Leaving yard waste and other debris in the street can clog the storm water system during heavy rains and cause flooding problems and possibly damage homes in your neighborhood.

COMPLAINTS

Complaints regarding sweeping shall be taken during normal working hours and handled in accordance with the Town's normal operating procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. It should be understood that complaint responses are to ensure that the provisions of this S.O.P. have been fulfilled and that all residents of the Town have been treated fairly and uniformly. It is the Town's intention to log all complaints and upgrade this S.O.P. as necessary in consideration of the constraints of our resources. Any questions or complaints, please call the Highway Department at 978-623-8426.

EFFECTIVE DATE

This S.O.P is in effect as signed and dated by the DPW Director and Highway Superintendent.



Jack Petkus, PE Date 10/23/09
DPW Director



Christopher M. Cronin Date 10/23/09
Highway Superintendent