



New Policy: Winter Operations Plan

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Policy Committee, Board of Park Commissioners

Approved: 2/18/2026

The purpose of this plan is to establish clear procedures for snow and ice removal to ensure safe access to City of Bristol parks, recreational facilities, parking areas, sidewalks, and related infrastructure during winter weather events. This plan prioritizes public safety, employee safety, and efficient use of personnel and equipment.

1. Scope of Responsibility

Parks & Recreation winter operations include, but are not limited to:

- Park access roads
- Parking lots at parks and recreation facilities
- Pedestrian walkways and sidewalks
- Facility entrances and emergency access routes
- Park maintenance yards and storage areas

2. General Staffing Responsibilities

- **Superintendent:** Oversees winter operation planning and resource allocation through the annual budget process. Provides policy oversight to department snow operations.
- **Parks Division Supervisors:** Coordinates snow removal, ice control, equipment maintenance, schedules staff, maintains park facilities and supervises winter operations in accordance with this plan.
- **Aquatics Division Supervisors:** Coordinates snow removal of the DMAC sidewalk and hydrants and maintains aquatic facilities in accordance with this plan.
- **Programming Staff:** Ensure program adjustments and cancellations follow safety guidelines.
- **Community Engagement Coordinator:** Coordinate social media posts, website announcements and press releases as needed in consultation with the Superintendent/Deputy.
- **Parks Division Staff:** Implements winter operation procedures, follows safety procedures, and reports hazards as outlined below.

3. Weather Monitoring & Activation

Weather conditions are monitored continuously during winter months by the Parks, Grounds & Facilities Supervisor and the Athletic & Ballfields Supervisor. Activation decisions are based on forecasted accumulation, timing, temperature, and ice potential. Operations may begin pre-storm for anti-icing when conditions warrant.

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4. Facility Operations

a. Active Facilities:

- Maintain indoor temperatures at safe levels during extreme cold.
- Inspect heating systems weekly.
- Stockpile supplies: ice melt, sand, fuel.
- Coordinate and schedule sidewalk clean-up.

b. Inactive Facilities:

- Ensure facilities are properly winterized.

5. Equipment

a. Available Vehicles and Equipment

- P-7 Heavy truck, plow and spreader
- P-6 Light truck, plow and spreader
- P-15 Light truck, plow and spreader
- P-18 Light truck, plow
- L-1 Front end loader/ backhoe
- L-2 Sidewalk vehicle Bobcat skid steer, front bucket and snowblower
- L-3 Sidewalk vehicle Avant compact loader, front bucket and V-plow
- P-11 Sidewalk vehicle Kubota UTV, V-plow and spreader
- Walk behind snowblowers
- Shovels

b. Preparation

All snow equipment will be inspected prior to the winter season and before deployment. Pre-storm checks include fluids, lights, tires, plows, spreaders, hydraulics, and fuel levels.

- Remove bollards at Page Park
- Review the code for Peck Park gate in order to ensure access

6. Snow and Ice Operations

a. Staff Allocation and Call-In Levels

The following chart outlines anticipated staff allocation and call-in levels dependent on the level of storm event. Due to the ever-changing nature of storms, this list is meant to be a general guideline subject to modification at the discretion of the Parks Supervisor. The supervisor reserves the right to call in staff as needed at their sole discretion.

Precipitation Prediction Total (inches)	Conditions	Staffing Level Required	Call-In Decision
0 – 1"	Light Snow/Ice Event: Snow, Freezing Rain, Sleet, Icy Conditions, or Pre-treating	Level 1	(1) Heavy truck and (1) qualified driver
1.1 – 6"	Moderate Snow Event: Snow or prolonged/worsening conditions	Level 2	(1) Heavy truck and (1) qualified driver (2) Light trucks and (2) qualified drivers (2) Sidewalk vehicles and (2) qualified operators (1) Mechanic (1) Group leader
6.1+"	Major Snow Event: Snow, Blizzard Conditions, or Extended Duration of Storms	Level 3	(1) Heavy truck and (1) qualified driver (3) Light trucks and (3) qualified drivers (3) Sidewalk vehicles and (3) qualified operators (1) Mechanic (2) Group leader

b. Priority Levels

- i. Priority 1 – Critical Access: Facility entrances, main park access roads, emergency and service access routes.
- ii. Priority 2 – Public Use Areas: Parking lots, primary pedestrian walkways, high-use recreation areas.
- iii. Priority 3 – Secondary Areas: Secondary paths, low-use parking areas, seasonal or limited-access areas.

Priority Levels	Areas of Snow Removal
A: Top Priority	Veterans Memorial Boulevard Main Roads Main Park Roads (Rockwell, Page) Dennis Malone Aquatics Center parking lot (if opening) Parking lots associated with sledding (Page, Nelson’s Field)
B: Secondary Priority	Fire Hydrants Oil Fills (Page Pool, Perry Spinelli Pavilion, Mrs. Rockwell and RW Maintenance Building) All other parking lots Veterans Memorial Boulevard Sidewalks Quinlan Park sidewalks (bus stop) Main Park Sidewalks (Wilson’s) Stairs/Walkways (Page) Walking Trails
C: Low Priority	Rockwell Fitness Loop

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	Sidewalks to recreation amenities (playgrounds, tennis courts, basketball courts, etc.) Monuments on the boulevard
Not a Priority	Shoveling inside amenities (Dog Park, tennis, basketball courts, etc.)

c. Staff Responsibilities

The following section outlines general duties expected of staff during snow operations. This is not meant to be an all-inclusive list but rather a general understanding of roles and responsibilities.

i. Mechanic

A mechanic may be called in under the following conditions:

- Level 2 or Level 3 snow events
- Overnight or extended storm operations
- Multiple pieces of equipment operating simultaneously
- Known equipment issues prior to storm deployment

Mechanic Duties include:

- Perform emergency repairs and preventative maintenance during snow operations
- Conduct equipment inspections during shift changes
- Keep vehicles snow-free, fueled and ready for immediate use
- Clear snow and ice from maintenance building entrances, access points and parking areas
- Assist with snow removal operations by filling in for drivers during rest breaks, as qualified
- Coordinate with parts vendors to minimize equipment downtime

ii. Group Leader

A group leader may be called in under the following conditions:

- Level 2 or Level 3 snow events
- Overnight or extended storm operations

Group Leader Duties include:

- Assist with snow removal operations
- Assist the Park Supervisors will coverage as on duty supervisor as needed
- Helps coordinate routes and general decision making

iii. Facility Maintenance Technician

A Facility Maintenance Technician should be called in under the following conditions:

- Level 1, 2, and 3 snow events

Facility Maintenance Technician Duties include:

- Pre-treating DMAC sidewalks
- Clear DMAC sidewalks, hydrants, and storm drains

iv. Heavy Truck Driver

A Heavy Truck Driver may be called in under the following conditions:

- Levels 1, 2 and 3 snow events

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Heavy Truck Driver Duties include:

- Assist with snow storm operations
- Primarily clearing road ways and salting

v. Light Truck Driver

A Light Truck Driver may be called in under the following conditions:

- Level 2 and 3 snow events

Light Truck Driver Duties include:

- Assist with snow storm operations
- Primarily clearing road ways and salting (main focus on parking lots)

vi. Light Equipment Operator

A Light Equipment Operator may be called in under the following conditions:

- Level 2 and 3 snow storm event

Light Equipment Operator Duties include:

- Assist with snow storm operations
- Clearing sidewalks

vii. Park Maintainer

A Park Maintainer may be called in under the following conditions:

- Level 3 snow storm event

Park Maintainer Duties include:

- Assist with snow storm operations
- Clearing sidewalks, crosswalks, doorways and assisting where needed
- Clear DMAC sidewalks as needed in event of no Facilities Maintenance Technician

d. Overtime

Scheduling a response to a known winter weather event shall begin 2 days prior to the event. By seniority, using the call-in decision chart, the crew responding shall be set. Each employee asked for availability will be expected to accept or decline the overtime work in a timely manner as determined by the supervisor. In the case of known storm events, the employees required to staff the applicable call-in level should be notified as soon as possible regarding their overtime schedule, ideally before the end of their previous shift.

e. Maintenance Standards

i. Pre-Treating

- Coordinate with DPW on access to facilities for pretreating materials
- Pre-treat, when possible, prior to every storm

ii. Plowing

- As much as is possible, plow in straight/square line
- In open areas plow from middle and plow in both directions
- Plow to curb; if the curb is a sidewalk edge, plow away from the walk
- Do not plow and pile snow into shrubbery
- When plowing parking lot entrances, take caution not to block sidewalks
- Plow should be angled and overlap last pass to keep snow from rolling out the back edge; let the plow and truck do the work

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- Watch for obstructions as manholes, curbs, and light poles may not be marked
 - Check the plow for proper operation hourly (shoes, hoses, etc.)
 - In some circumstances, it may be necessary to drop plow and pull snow away from doors
 - Plow snow to all edges, park walks, parking lots, etc.
- iii. Salting**
- Salt, sand, or treated materials will be applied based on surface conditions and temperatures. Anti-icing may be performed ahead of storms when conditions warrant.
 - Engage PTO on salt truck with shift lever in drive and truck stopped; auger speed should be set at 1-2; spinner speed set at 6-9 (depending on location); disengage PTO when finished salting an area; and adjust settings as needed.
 - When raising bed to move salt into auger, do not raise higher than where you can see bottom of bed in rear view mirror; backing and braking at this point will move salt into auger; and be aware of overhead obstacles, wires, etc.
 - Guard against spreading salt onto/into lawn areas and ornamental beds
 - Suggest to keep at least one (1) bucket load of salt in heavy truck
 - Do not travel with bed in raised position
 - Keep flat shovel with truck at all times
 - When emptying truck at salt pile, have extra person to assist in operation
- iv. Sidewalks**
- In accordance with City Ordinance 21.23, sidewalks and sidewalks with wheelchair ramps must be cleared of snow within twelve (12) hours after a storm which ends between the hours of 3:00 a.m. and 9:00 p.m. and within nine (9) hours after a storm which ends between 9:00 p.m. and 3:00 a.m.
 - Shovels and brooms for light accumulations (up to 1")
 - Snow blowers for use in accumulations of 1" or more
 - Ice melter spreaders should be used to distribute ice melter (except for steps); use 5-gallon buckets to spread material on steps and other inaccessible areas
 - Use ice melter around the main entrances
 - All priority "A" walks will be cleared to bare pavement; edge to edge; priority "B" and "C" cleared of snow; ice melter will not be used unless specified
 - Unloading ice melter spreader from vehicle should be a 2-person operation; do not allow spreaders to drop to pavement
 - When snowing hard and additional accumulation is expected, keep main entrances open where activities are in progress; remainder of priority walks can be cleared after snow subsides
- v. Other**
- All equipment is to be cleaned, checked, and stored in proper location at end of operation

- Before using equipment and leaving service area, be sure that all equipment is operating and functional
- Helping motorists: advise, radio for help; do not push or pull citizen vehicle with City vehicle Help police and fire if requested
- Fire hydrants are to be cleared within 24 hours of the end of a storm (See appendix B for Fire Hydrant Locations)

f. Safety Procedures

All operators and drivers must follow City safety policies, use seat belts and warning lights, and report hazards, equipment damage, or unsafe conditions immediately. Mandatory rest periods will be observed during extended operations in consultation with the supervisor on duty.

g. Communication & Documentation

Supervisors will maintain communication with staff throughout snow events. Equipment usage, material application, incidents, and injuries must be documented. A post-storm review may be conducted.

h. Post Event

All operators and drivers shall clean and inspect any vehicle they operated within 48 hours following the conclusion of the winter weather event, ensuring that all road salt is removed from the vehicle.

7. Program Adjustments

a. Indoor Programming

- Indoor programs may continue unless facility access is unsafe.
- In the case that a program is held at a school facility, Program Staff should contact the Superintendent of Streets within the Department of Public Works (DPW) prior to the storm in order to discuss the programming requirements and DPW's availability to plow the facility.
- Program cancellations should be made in accordance with the department's Program Cancellation Policy.

b. Outdoor Programs

- Outdoor programs should be postponed or canceled during hazardous conditions in accordance with the department's Program Cancellation Policy.

8. Plan Review

This plan will be reviewed annually prior to the winter season and updated as staffing, equipment, or City policies change.

Supplemental Materials – Plow Routes

Plow Routes are indicated in the below maps with a yellow line and sidewalk routes are indicated with a green line.

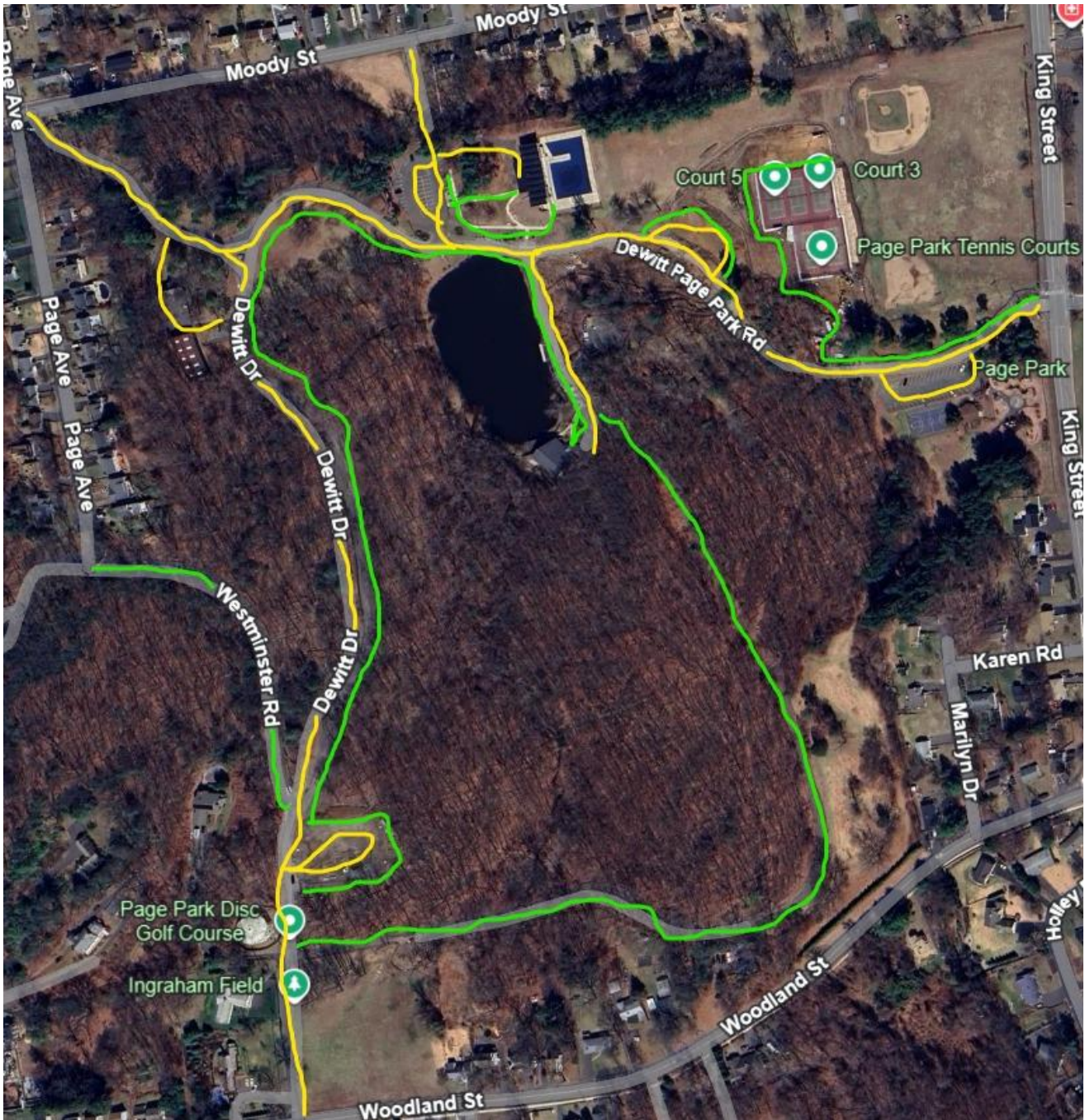
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Rockwell Park



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Page Park



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Casey Field and Stocks Playground



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Memorial Boulevard



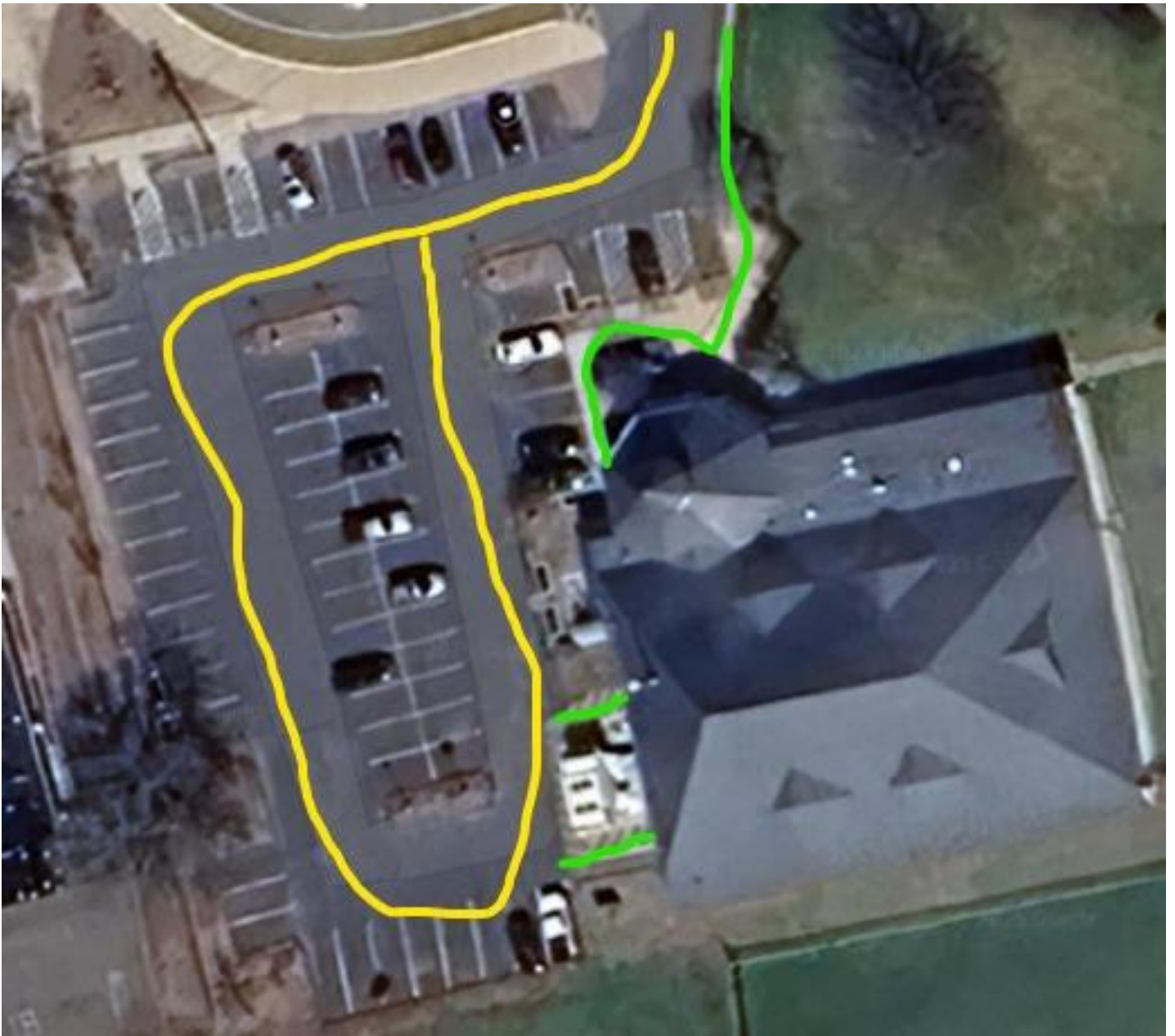
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Brackett Park



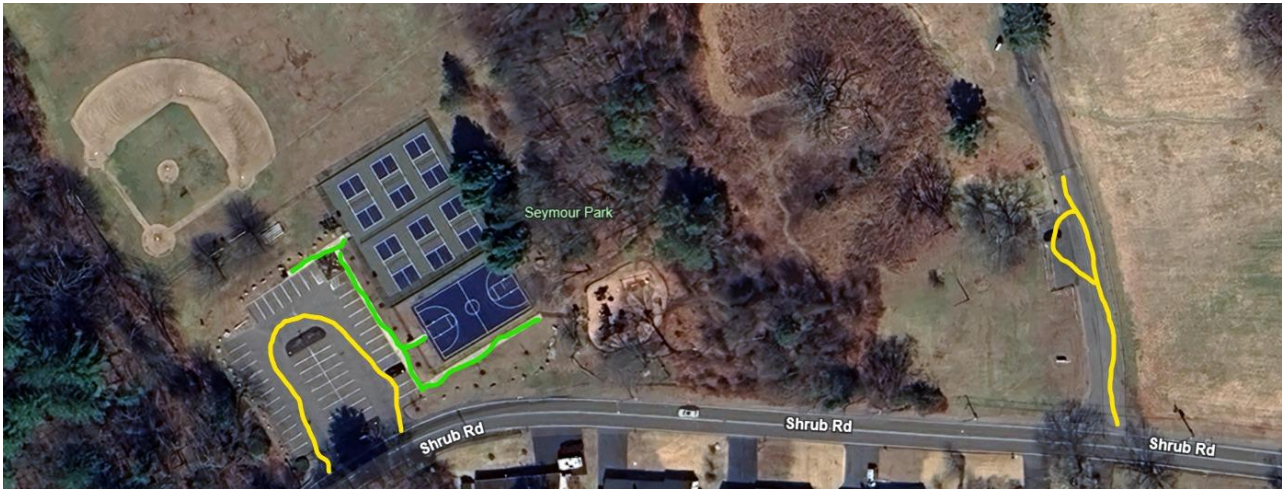
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Dennis N Malone Aquatics Center



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Seymour Park and Pigeon Hill Preserve

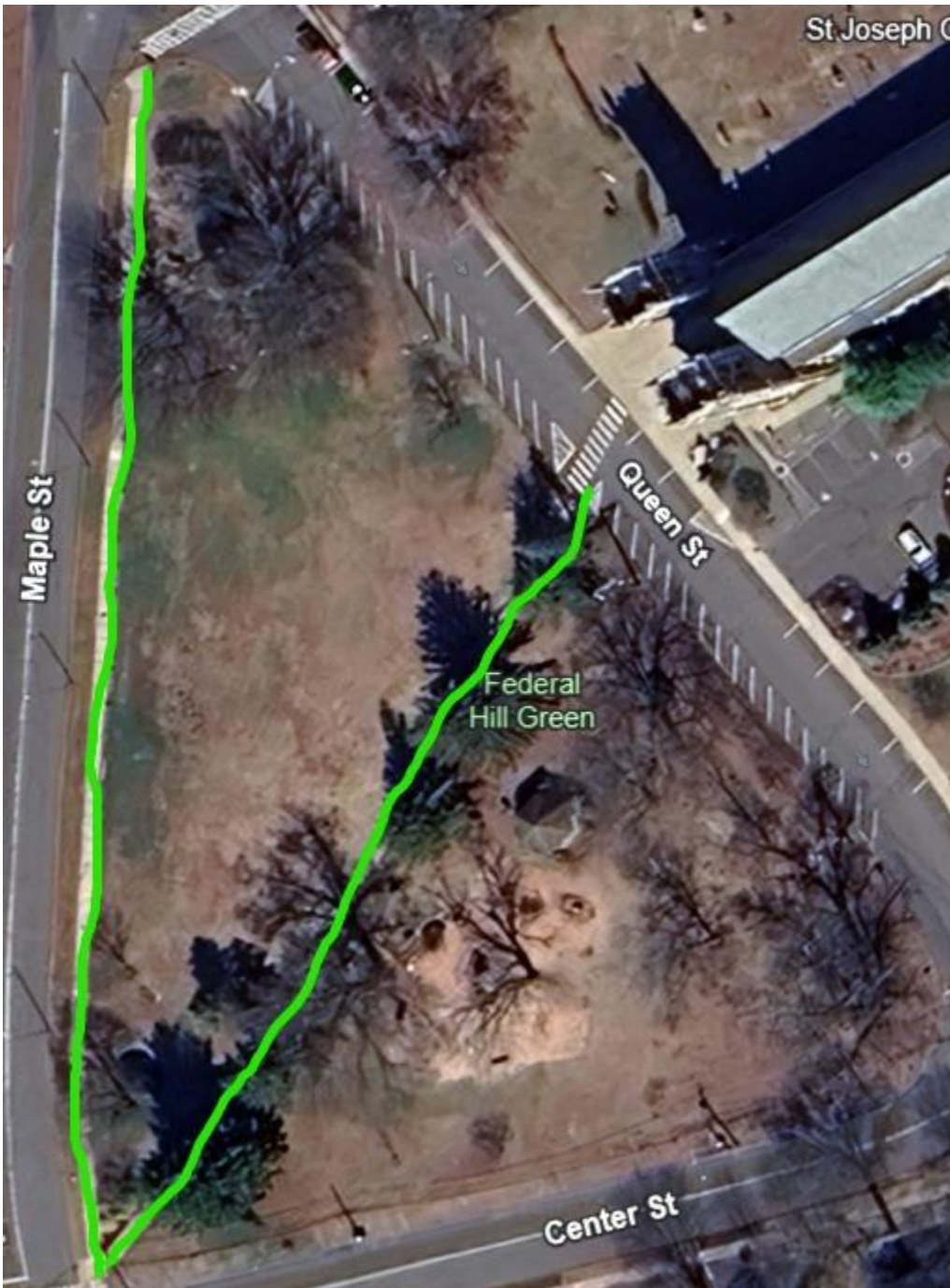


Hoppers and Birge Pond Nature Preserve



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Federal Hill Green



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Nelson Field Parking lot



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Peck Park



Pine Lake Adventure Park



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Pine Lake Park



Quinlan Park



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Roberts Property Dog Park



Wilson Field

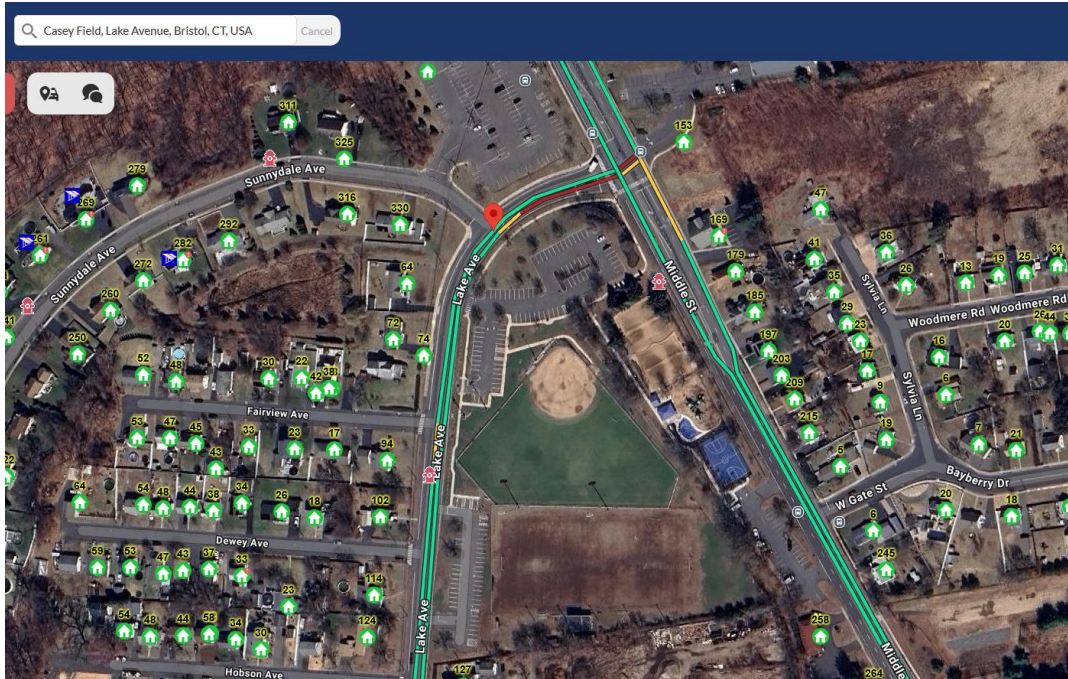


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Supplemental Materials – Fire Hydrant Maps

Hydrants are identified on the following maps with a red fire hydrant icon ().

Casey Field and Stocks Playground

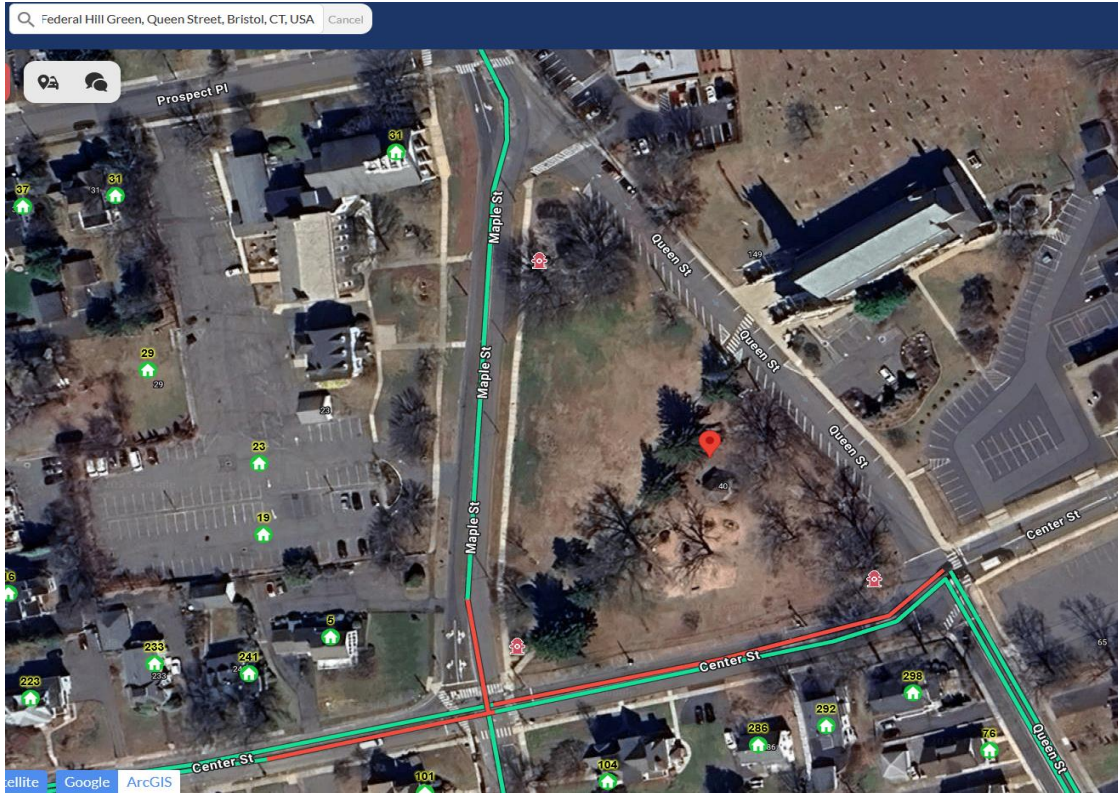


Dennis Malone Aquatics Center

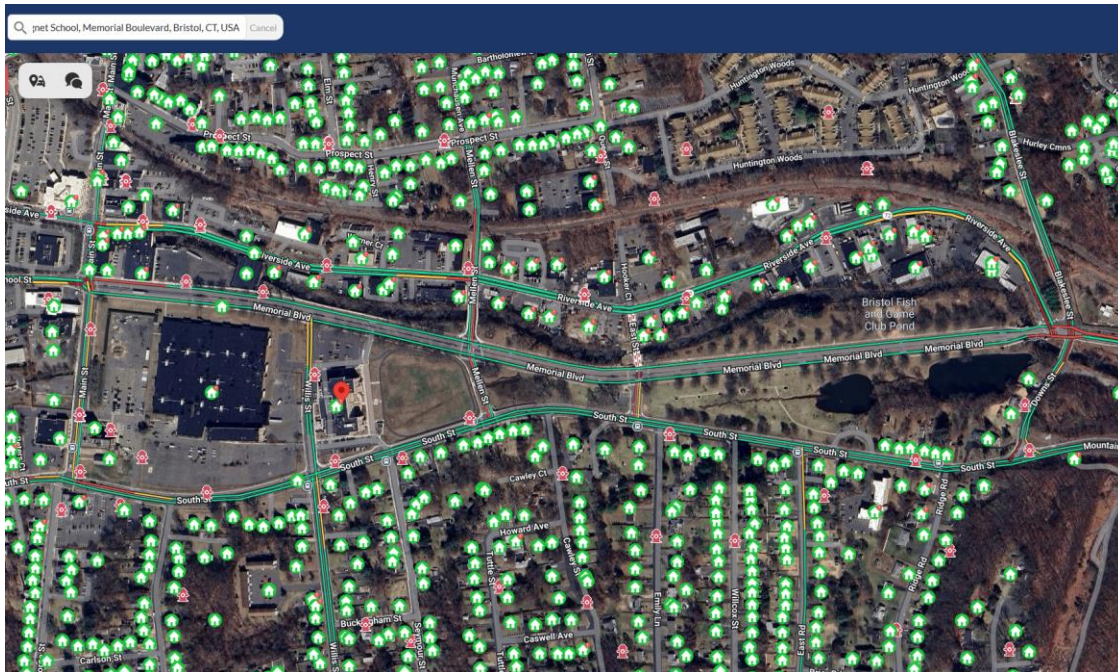


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Federal Hill Green

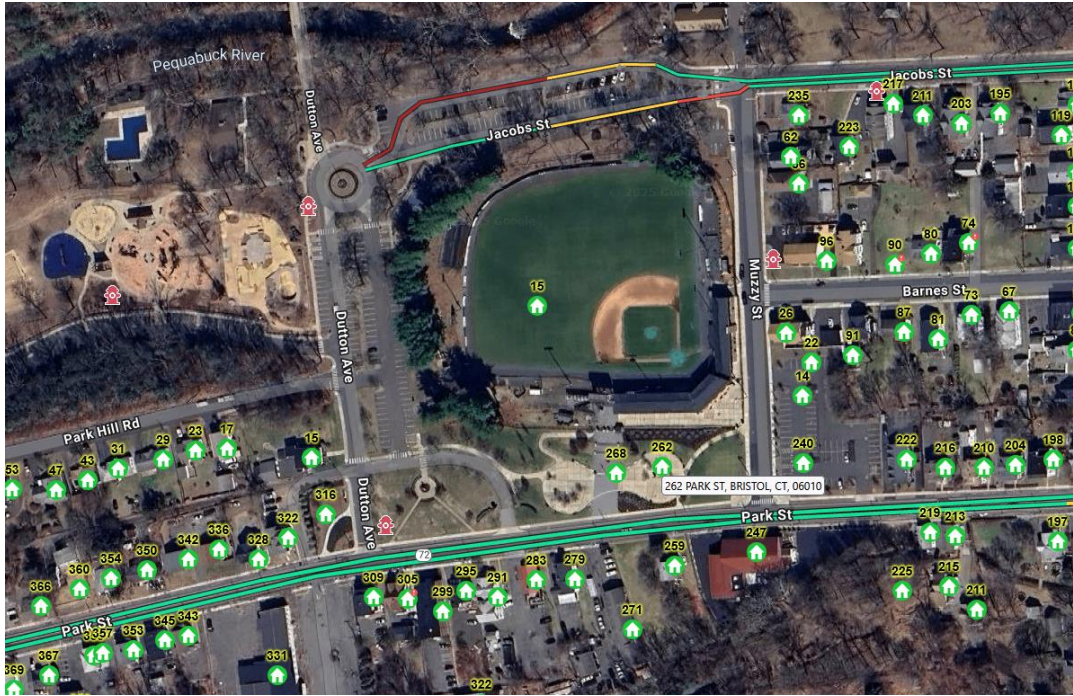


Memorial Boulevard

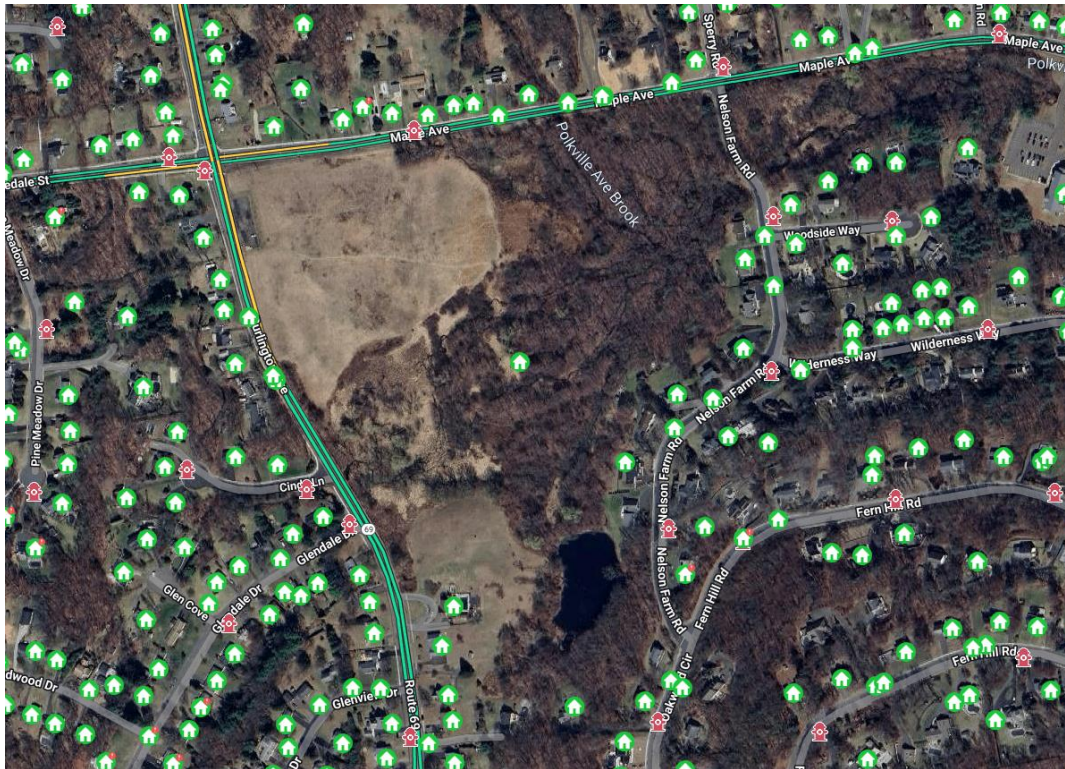


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Muzzy Field

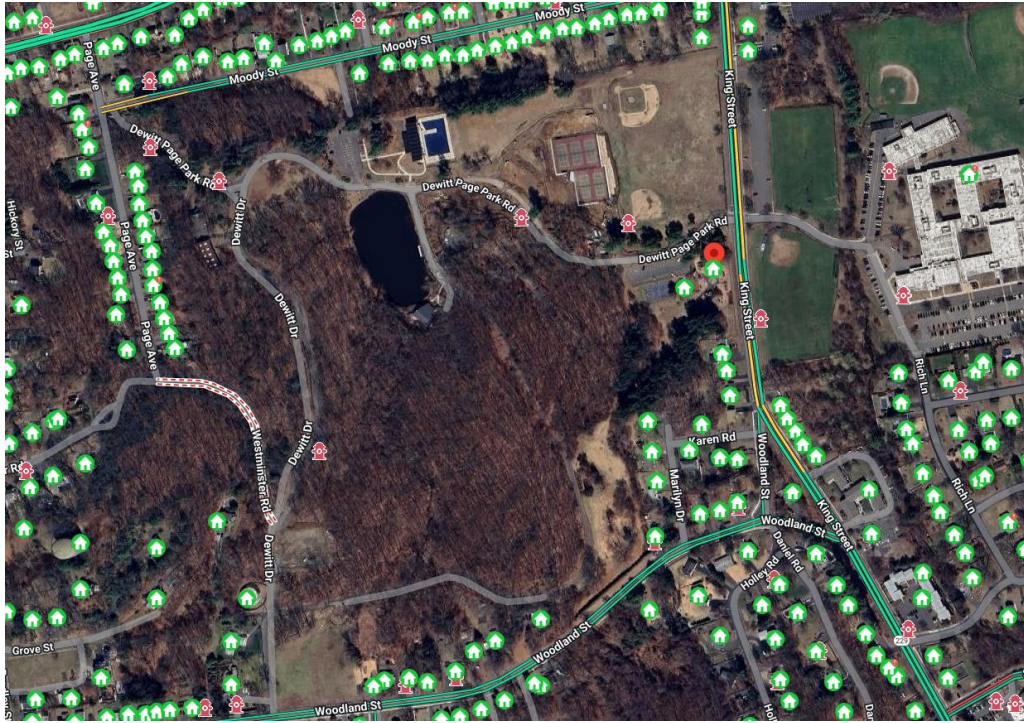


Nelson Field

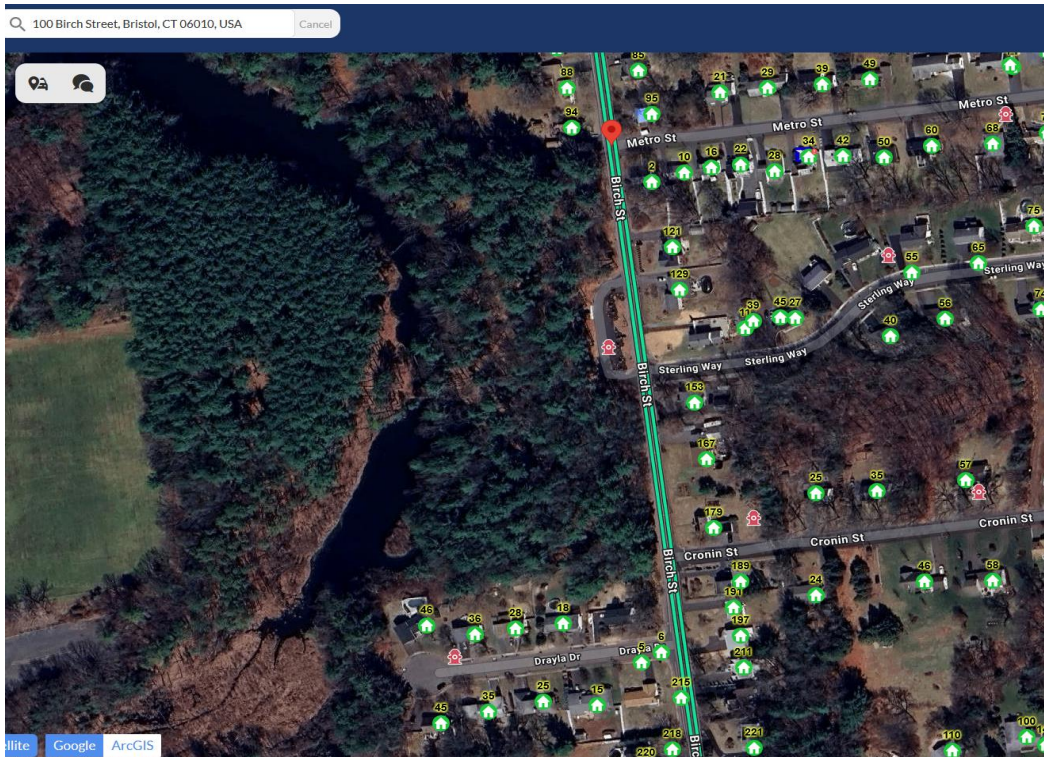


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Page Park

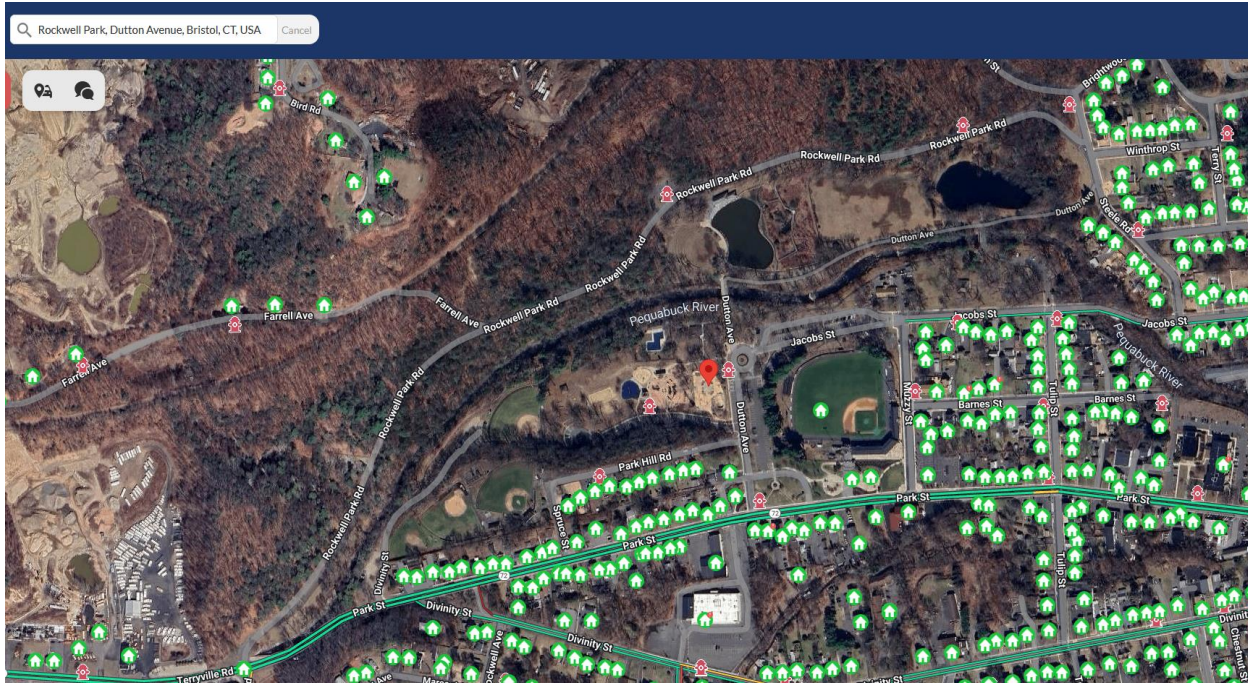


Pine Lake

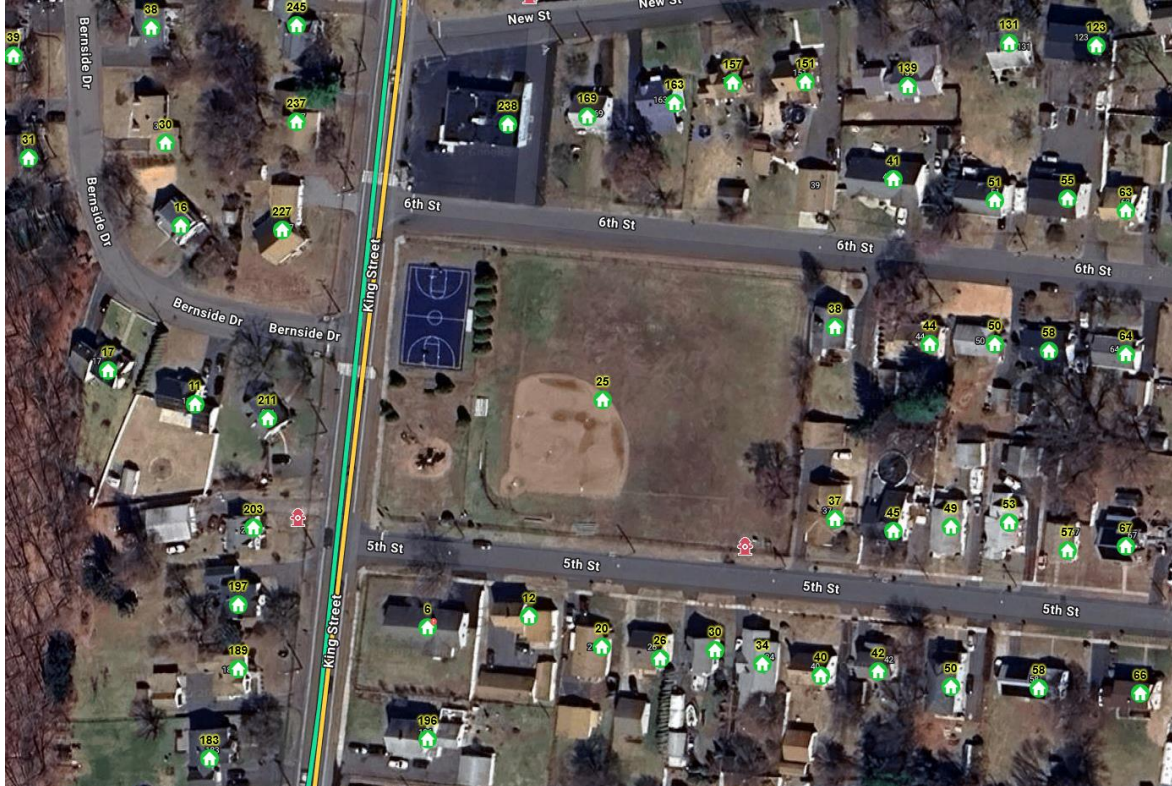


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