



Town of Shutesbury: Highway Department

Date: August 20, 2026

Subject: Annual Inspection of Private Roads for Winter Snow and Ice Maintenance

Dear Resident / Property Owner,

Pursuant to the Town of Shutesbury's *Private Roads to be Plowed Policy (Policy #010925)* and M.G.L. c.40, §6C, the Town conducts annual inspections of private roads to determine eligibility for town-funded or contracted snow and ice removal.

Following a recent inspection, several safety and operational concerns were identified regarding certain roads previously serviced by the Town:

1. **Public Access Criteria:** Under M.G.L. c.40, §6C and Town Policy Criteria #3, a private road must remain open to the public to qualify for town plowing.
2. **Equipment Safety & Turnaround Hazards:** In accordance with Criteria #5, roads must be capable of being safely plowed without causing damage to town equipment or endangering personnel. Several roads currently lack adequate turnaround space, requiring large plow trucks to back in or out. This poses a significant safety hazard and liability for the Town.
3. **Funding & Maintenance Guidelines:** In recent years, the actual cost of snow and ice management has routinely exceeded initial budget projections. The Selectboard retains authority under M.G.L. c.40, §6D to determine funding, and the Town reserves the right to withhold plowing services for roads in disrepair.

Required Action:

Attached is a list of specific roads requiring maintenance or physical adjustments. To ensure uninterrupted service for the upcoming winter season under Town policy, necessary repairs must be completed—or actively scheduled—prior to October 1st.

If your road association or contractor requires additional time due to utility delays or scheduling, please contact the Highway Department as soon as possible to request an extension.

Sincerely,

David Grenier

Highway Superintendent, Town of Shutesbury

Private Road Inspection Findings & Required Repairs

The following private roads listed under Policy #010925 have been inspected. To ensure continued snow and ice removal by the Town or its contractors, the items listed below must be corrected prior to the final pre-winter inspection:

- **Beechwood Lane**

- Trim low-hanging tree branches (anything below 14 feet and the edge of the road).
- Fill potholes and perform road grading.
- Widen road to allow safe passage for plow equipment (turnaround at least 30 feet).

- **Birch Drive**

- Properly grade road surface.
- Construct a suitable vehicle turnaround at the first knoll/telephone poll (turnaround at least 30 feet).

- **Briggs Road**

- Trim all low-hanging branches to prevent equipment damage (anything below 14 feet and the edge of the road).
- Fill all potholes.
- Construct a suitable turnaround for large trucks at the end of the road (turnaround 30 feet).

- **Carver Road East**

- Trim overhanging branches entering the roadway (anything below 14 feet and the edge of the road).
- Grade road and fill potholes.
- Widen road to accommodate large town trucks and two-way vehicle passing (20 feet).
- Improve water runoff/drainage to prevent erosion and winter ice formation.

- **Cove Road**

- Trim all low-hanging tree branches (anything below 14 feet and the edge of the road).

- Fill potholes and grade the road surface.
- Regrade overly deep roadside ditches.
- **Gass Lite Lane**
 - Trim low-hanging trees (anything below 14 feet and the edge of the road).
 - Fill potholes.
- **Great Pines Drive**
 - Trim low branches (anything below 14 feet and the edge of the road).
 - Widen narrow sections to allow vehicles to pass safely (20 feet).
 - Lower water bars at the entrance near Oak Knoll Road.
 - *Note for House #25:* Contact utility provider to address low-hanging wires across the roadway.
- **Great Pines Drive Extension**
 - Trim trees for truck clearance (anything below 14 feet and the edge of the road).
 - Repair potholes.
 - Construct a suitable vehicle turnaround at the end of the road (turnaround at least 30 feet).
- **Haskins Way**
 - Repair eroded sections, grade road, and fill potholes caused by water runoff.
 - Trim trees near House #10.
 - Construct a suitable turnaround at the end of the road for large trucks (turnaround at least 30 feet).
- **Lake Drive**
 - Trim overhanging tree branches along the road (anything below 14 feet and the edge of the road).
 - Fill potholes and repair road washout near House #12.
 - Cut back or remove the hemlock tree near House #70 (anything below 14 feet and the edge of the road).
 - Widen roadway to allow passage for two vehicles (20 feet).
- **Merrill Drive**

- Remove leaning tree in front of House #32 (anything below 14 feet and the edge of the road).
 - Fill potholes and grade the road surface.
- **North Laurel Drive**
 - Grade road surface and trim trees along the hill section (anything below 14 feet and the edge of the road).
 - Regrade or fill overly deep ditches on both sides of the road.
 - Construct a suitable turnaround at the end of the road (turnaround at least 30 feet).
 - *Note for House #38:* Contact utility provider to raise low power lines.
- **North Laurel Drive Extension**
 - Lower the water bar at the corner to prevent large plow trucks from tipping or losing control (road needs to more level).
- **Oak Knoll**
 - Widen narrow sections of the road for truck access.
 - Trim tree branches surrounding utility/cable lines on the east side of the road.
- **Pine Drive**
 - Widen narrow sections of the roadway.
 - Regrade or set back deep roadside ditches on both sides (20 feet).
 - Construct a suitable turnaround at the end of the road (turnaround at least 30 feet).
- **Shore Drive**
 - Fill potholes and grade the road surface.
 - Trim trees back near House #85 to clear the roadway.
 - Widen narrow sections to allow two vehicles to pass safely (20 feet).
- **South Laurel Drive**
 - Lower water bars on the hill section to prevent trucks from sliding off the road during winter operations (too high for sanders at the spinner).
 - Trim trees, clean up road edges, and widen narrow sections (20 feet).