

## Town of Sangerville Administrative Policy for Road Projects

The Select Board of the Town of Sangerville has adopted the following policy to clarify and facilitate the efficient delivery of road maintenance for the Town.

**The Road Commissioner.** The Road Commissioner will be in charge of the repair of all highways and bridges within the Town under the direction of a majority of the Selectmen (23 MRSA 2701). The ROAD COMMISSIONER has the authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges with the approval of the Town Manager. The ROAD COMMISSIONER must plan ahead and discuss repair, maintenance, and other projects with the Selectmen. This includes developing a work schedule detailing the work to be done, an estimate for the work and the location of the work projects. The ROAD COMMISSIONER will present a written report at the last Select Board meeting of each month outlining the intended work schedule for the next month. It is expected that the work schedule will be adhered to as much as may be reasonable given weather, emergencies, and unforeseen circumstances. In case of sudden injury to ways or bridges the ROAD COMMISSIONER must, without delay, repair them. In these emergency cases prior approval from the Select Board is not required. However the ROAD COMMISSIONER must file a detailed report within a reasonable period after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property (23 MRSA 3201). The ROAD COMMISSIONER will inspect town ways in the fall each year and report to the Selectmen the status of the town ways and needed repairs. The ROAD COMMISSIONER will be responsible to the Selectmen for the expenditure of money and shall keep accurate accounts, showing in detail all monies paid out, to whom and for what purpose (23 MRSA 2703). All purchases, except routine maintenance supplies over the amount of \$100 are to be done with the Town's purchase orders. The ROAD COMMISSIONER will forward all highway accounts to the Town Manager. A detailed report of these accounts will appear in the annual report (23 MRSA 2703). The ROAD COMMISSIONER will participate in the budget process for determining appropriations for the coming year. The ROAD COMMISSIONER will maintain a complete and detailed maintenance log on all town vehicles and equipment and make these available to the Selectmen for inspection upon request. The ROAD COMMISSIONER and all employees in his department will maintain and sign weekly time cards for all hours worked for the town. The ROAD COMMISSIONER will work only those hours necessary to maintain town ways and equipment as required by these guidelines. When the budgeted amount for road repairs is not sufficient to address a needed repair, the ROAD COMMISSIONER may, with the written consent of the Selectmen, hire the necessary work performed, but not to exceed by more than 15% the amount appropriated in the budget (23 MRSA 2705). If a majority of the Selectmen determine that a condition exists which creates a motor vehicle or personnel hazard and renders a way unsafe, or if they determine that an environmental hazard exists, they will give the ROAD COMMISSIONER written notice of the condition and order the ROAD COMMISSIONER to remedy the situation within 24 hours. If the ROAD COMMISSIONER fails to act as directed, a majority of the Select Board may take steps necessary to eliminate the safety hazard.

**The Road Committee.** The Sangerville Road Committee consists of volunteers who advise the Board of Selectmen and the Road Commissioners on a yearly basis. They will develop a five-year plan for road

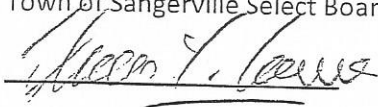
improvement projects on paved town roads and a separate five-year plan for road improvement projects on unpaved town roads. This committee is a "stand alone" committee with its own Chairman and by-laws but acts only in an advisory capacity. It is expected that the Road Committee will inspect town ways in September or October of each year and report to the Selectmen the status of the town ways and needed repairs. The committee may advise on what they think should be done, but the determination of when and how the work will be done is ultimately the responsibility of the Select Board after input from the Road Commissioner and/or Public Works Director.

**The Public Works Director.** If the Public Works Director is also the Road Commissioner, the duties of the Road Commissioner as stated above will govern his actions. Since it is understood that the position of Road Commissioner involves supervision of municipal road work, the Public Works Director will have additional duties to care for and maintain town buildings and recreational areas. In this capacity he will work under the supervision of the Town Manager. The Public Works Director and all employees in his department will maintain and sign weekly time cards for all hours worked for the town. The Public Works Director and employees will work only those hours necessary to maintain buildings and grounds as required by these guidelines. The P.W.D. will also perform other duties as assigned by the Town Manager. Additionally, the Public Works Director will be expected to meet the requirements outlined in his job description.

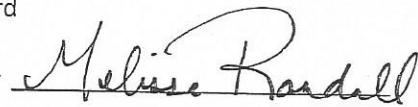
**The Town Manager** has the authority granted by the Select Board to approve the necessary personnel and equipment and purchase material for the repair of highways or bridges as proposed by the Road Commissioner. The Town Manager will approve all purchases done with the Town's purchase orders, excluding routine maintenance supplies. The Town Manager will update all accounts in detail monthly. Also, a detailed explanation of all accounts will be contained in the annual report (23 MRSA 2703). The Town Manager will document and approve all bills and specify to what project or equipment accounts these bills are charged. All road complaints will be referred to the Town Manager who will document them and bring them to the attention of the Public Works Director and/or Road Commissioner for action. The wishes of the Board of Selectmen regarding public buildings and parks shall be made known to the Town Manager who will be the only person having the power to directly order the Public Works Director to take the desired action.

Adopted \_\_\_ September 10, 2013 \_\_\_

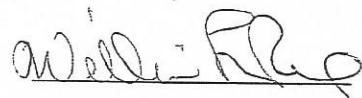
Town of Sangerville Select Board



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