



Town of Wayne

P.O. Box 400; 14 Kents Hill Road
Wayne, ME 04284

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Infrastructure Committee Charge

The Infrastructure Committee is established by the Select Board as a standing technical advisory committee to advise and support the Town in the maintenance, improvement, and long-term planning of its essential infrastructure.

Purpose: The Committee shall assess, prioritize, and make recommendations regarding the condition, needs, and future of the Town's roads, bridges, dams, utilities, and related facilities. The Committee's work should balance fiscal responsibility, community needs, and long-term sustainability.

Duties and Responsibilities:

1. **Assessment:** Conduct regular assessments of the town's infrastructure and identify areas in need of repair or improvement and long-term needs in consultation with the Town Dam Keeper, Road Commissioner and other Town officials and appointees exercising responsibility for Town infrastructure.
2. **Planning:** Develop short-term and long-term plans for infrastructure maintenance and upgrades, incorporating community input and prioritizing projects based on need and budget. Recommend priorities for repair, replacement, or new investment, considering safety, cost, and community benefit.
3. **Budgeting:** Review and make recommendations to the Select Board and Budget Committee regarding annual budgets for infrastructure projects, including maintenance, repairs, and new construction, ensuring alignment with town financial policies and goals; Explore opportunities for grants, partnerships, and shared services to reduce costs and enhance capacity.

4. **Procurement.** Review and provide recommendations and/or revisions to any grant applications, proposed partnerships, interlocal agreements, and requests for bids or proposals and contracts.
5. **Sustainability:** Explore and promote sustainable practices in construction and maintenance, including the use of environmentally friendly materials and techniques.
6. **Public Engagement:** Facilitate community engagement and feedback on projects and issues, ensuring transparency and responsiveness to residents' concerns.
7. **Reporting:** Provide written recommendations and updates to the Select Board at least quarterly, or as requested.

Membership: The Committee shall consist of five (5) members appointed by the Select Board, with consideration given to individuals with experience in construction, engineering, public works, planning, finance, or related fields, as well as residents interested in contributing to the Town's well-being. One Select Board Member and the Town Road Commissioner shall serve as ex-officio non-voting members, to liaise and facilitate the Committee with reporting and updating the Select Board. All members will review, sign, and comply with the Town of Wayne Ethics Policy.

Meetings: The Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion. Meeting minutes will be recorded and made available to the public. A committee of five requires three members for a quorum and three yes votes to approve any action. At the start of each fiscal year, the Committee will hold an organizational meeting to elect a Chair, review policies, and update contact information. Important information regarding items placed on the agenda will be emailed out by the Chair at least two days before each meeting for membership to review.

Reporting: The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed

with the Town Manager after approval by the committee. The Committee shall provide regular updates and recommendations to the Select Board, as required, and submit an annual report summarizing activities, findings, and recommendations.

Term: Members shall serve a staggered term of three(3) years, as determined by the Select Board, with the possibility of reappointment by the Select Board.

Authority: The Committee serves in an advisory capacity only. Final decisions on funding and implementation rest with the Select Board and Town Meeting.

Adopted by the Town of Wayne Select Board on this date: November 4th, 2025



Henry Steck



Lloyd Irland



Marianne Butak



Tom Moran



Hazel Stevenson