

Road Commissioner Policy Guide

The following policy guide outlines a series of joint, coordinated and position unique responsibilities to be achieved to ensure a continuous line of communications between the Road Commissioner, the Board of Selectmen and the Town Manager. Additional policies, such as the Tree Warden policy and Culvert policy are an integral part of this policy and will be included and made part of this policy. A diagram delineating the general organizational structure can be found at the end of this policy guide.

Road Commissioner:

Duties/Responsibilities of the Road Commissioner include:

1. Assure that the town ways and bridges within Wayne are maintained in a safe condition for travelers with motor vehicles (23 MRSA sect 3651 and 2701).
2. Conduct regular inspections of the roads within Wayne during April, May, June, August, September, October and November in each year (23 MRSA Sect 2702). Provide the Board of Selectment with recommendations.
3. Develop specifications for negotiated projects and sign off on the completion of the projects e.g., roadside grass cutting etc*.
4. Annually provide to the town a report of activities and associated costs (Annual Report)
5. Meet with Manager/Treasurer on a regular basis to keep track of budgetary status and road issues.
6. Issue new driveway culvert permits indicating sizing, placement and acceptance.
7. Emergency work will be done at the discretion of the RC.
8. Inspection/coordination for pole permits.
- * * 9. Office Hours - Availability to the public.
10. Frozen culverts will come under the responsibility of the RC.

*Local contractors will be used whenever possible for routine maintenance and emergency work that the Road Commissioner is unable to perform.

Board of Selectmen, Road Commissioner and Town Manager. Coordinated Projects:**

1. Develop culvert inspection/installation/replacement plan by mapping and documenting conditions planned and completed repairs.
2. Develop a five(5) year plan for the maintenance of Wayne's roads.

** These responsibilities will be shared among the Board, Road Commissioner and Town Manager.

The Board of Selectmen/Manager The Board of Selectmen and Town Manager will perform and coordinate the following activities with the Road Commissioner:

1. Prepare snow plow contracts and monitor winter roads.
2. Provide written bid/contract (public, competitive bid process) for annual sand/salt requirements. Explore group purchases of salt with other towns.
3. Ensure the storage area for sand/salt is maintained.
4. Coordinate procedures for the sale of sand to local contractors and make available sand to local residents.
5. Projects over \$5,000 will be coordinated through the Board of Selectmen who will evaluate the project to determine whether the project will be placed out to bid or negotiated. Projects estimated to cost more than \$15,000 will be put out to bid.
6. Prepare paving and other contracts deemed appropriate for the selectmen, oversee, and approve work as necessary.

Stephen Sander

Sally M. Jones

Rachel Strong

Mary Parham

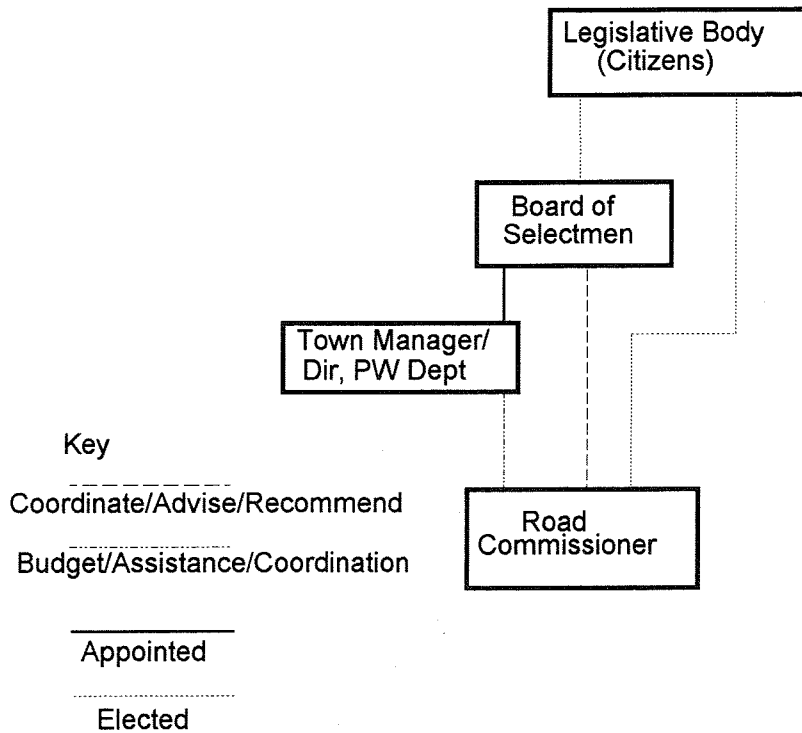
Wayne Board of Selectmen

Walter H. Dunt

Road Commissioner

7/6/98

Town of Wayne Roads Department



The purpose of this chart is to delineate the general organizational structure that supports the elected Road Commissioner.

The Board of Selectmen and Road Commissioner both have a coordination/advising and recommending role. This relationship is necessary in order to avoid duplication of effort, confusion, and to maintain an effective communications channel.

The role of the Town Manager/Dir. Public Works is to assist and provide the Road Commissioner with necessary support for him to accomplish his responsibilities efficiently and effectively as outlined in this policy.