

**TOWN OF HOPE  
ROAD COMMISSIONER POLICY**

1. The Road Commissioner shall be in charge of the repair of all town ways within the municipality under the direction of the Board of Selectmen.

2. The Road Commissioner shall give bond to the satisfaction of the Board of Selectmen and be responsible to it for the expenditure of money and discharge of his duties generally.

3. The Road Commissioner shall inspect town roads in the Town of Hope each year and report to the Board of Selectmen and the Town Administrator the status of the town ways and needed repairs.

4. The Road Commissioner must plan ahead and discuss all repair, maintenance and other projects with the Town Administrator and the Board of Selectmen. This includes developing a work schedule detailing the work to be done, a cost estimate for the work, and the location of the work projects. This schedule shall be adhered to except in emergency situations, such as snow storms or other unpredictable occurrences.

5. When any town ways are blocked or encumbered with snow, the Road Commissioner shall remove the snow in a manner directed by the Board of Selectmen. The Road Commissioner shall also direct removal of brush and loose obstructions from town ways that impede travel.

6. In case of sudden injury to town ways or bridges, the Road Commissioner must, without delay, repair them. In these emergency cases, prior approval from the Board of Selectmen is not required. However, the Road Commissioner must file an initial assessment of the emergency situation within 24 hours following the event to the appropriate Town officials (such as Town Administrator, Emergency Management Director, Fire Chief). The Road Commissioner will then file a detailed report within five business days with the Town Administrator after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property. In the event of a declared State Emergency, the Road Commissioner shall assist in the submission of documentation required to receive state and federal aid. The Emergency Road Repair Reserve shall serve as the location in the budget from which all emergency repairs will be attributed to, as defined within this section.

7. If the Town Administrator, on behalf of the Board of Selectmen, determines that a condition exists that creates a hazard and renders a town way unsafe for motor vehicle traffic, the Town Administrator shall 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, the Board of Selectmen may take steps necessary to eliminate the safety hazard.

8. All projects, including, but not limited to, winter sand, paving, road repairs and construction shall be done only after the Road Commissioner submits a detailed budget of the project to the Town Administrator and the Board of Selectmen. The Board of Selectmen shall approve or disapprove all projects.

9. The Road Commissioner shall be responsible to the Board of Selectmen for the expenditure of money, and shall keep accurate accounts, showing in detail all monies paid out, to whom, and for what purpose.

10. The Road Commissioner shall document and approve all invoices and specify to what project or equipment accounts these invoices are charged. The Road Commissioner will provide a detailed accounting of project costs and provide to the Town Bookkeeper the precise location of costs related to lines within the project budget. The Road Commissioner shall comply with any and all purchasing and financial management policies and ordinances as may be adopted from time to time by either Town Meeting or the Board of Selectmen.

11. Subject to the prior approval of the Board of Selectmen and subject to all purchasing and financial management policies and ordinances as may be adopted from time to time by either Town Meeting or the Board of Selectmen, the Road Commissioner has the authority to employ the necessary independent contractors and equipment and purchase material for the repair of public highways and bridges.

12. The Road Commissioner shall settle all highway accounts in detail annually on or before the 20th day of February. This shall be contained in the annual report. The Road Commissioner shall participate in the budget process for determining appropriations for the coming year by assisting the Town Administrator in drafting the road budget to be considered.

13. When the amount appropriated for road repairs is not sufficient, the Road Commissioner may, with the prior approval of the Board of Selectmen, employ an independent contractor to perform the necessary work to an amount not exceeding 15% of the amount so appropriated at the Annual Town Meeting.

14. When requested by the Board of Selectmen, the Road Commissioner will attend any meetings of the Board of Selectmen when items on the agenda pertain to road maintenance.