

## **Road Committee Description – as provided to Select Board in January 2011**

### **Committee Purpose / Mission Statement:**

Provide the Town of Readfield with an annual repair and maintenance plan and long range capital improvement plan for the road network.

### **Responsibilities to Select Board:**

1. Recommend annual road maintenance priorities and budget.
2. Recommend annual road repair priorities and budget.
3. Develop and maintain long range road infrastructure capital repair plan and running estimate for same.
4. Provide subject matter expertise on municipal road maintenance, repair and construction, including contract / proposal review as necessary.
5. Review plans for proposed subdivision roads as requested by the Planning Board, if such roads anticipate becoming town roads.

### **Chair:**

1. Schedules and chairs Road Committee meetings, propose meeting agendas, communicates and coordinates activities with Municipal Officials and the Select Board.

### **Vice Chair:**

1. Would assume the duties of the Chair if the Chair is absent.
2. Perform duties delegated by the Chair.

### **Committee members:**

1. Attend meetings, review proposals or items brought before the committee.
2. Provide technical advice and counsel to the Chair.
3. Review proposals, problems, etc. brought before the committee and use their expertise to provide comments, suggestions and solutions to the appropriate board or Public Works Dept. when necessary.
4. Vote on agenda items when called for.