

## Memorandum

To: Road Plan Committee

From: Herb Maine (chair)

RE: Information for the Road Plan Committee Meeting on Tuesday, March 3rd, 2015

Date: 2/25/2015

At a Board of Selectmen's meeting on 2/11/2015 I was attending the Board asked if the Road Committee would make a recommendation for an individual to fill the Road Commissioner on an interim basis 'until a Town Administrator is hired'. After some discussion about what that would entail I believe the Board is looking for a volunteer to perform at the level described below.

### Interim Duties:

The Road Commissioner is a municipal official, like the Town Clerk, Tax Collector or Treasurer. For this reason the Official title of Road Commissioner should stay unfilled with the entire Board of Selectmen taking the necessary actions because they already have much of the same authority. The Board, However, needs somebody to be their 'eyes' and 'ears'.

The interim position should involve regular inspection of the roadway and immediate notification of road hazard, damage and obstructions to the Board (or their) designee. The actual direction to remove the condition will come from the Board or a Town employee they have authorized.

Fielding calls from the public (primarily mailbox damage and parking issues this time of year) will be handled by office staff during regular business hours. The nature of the calls should be reported to Board of Selectmen and the interim position.

The person appointed to this position will have no authority to:

- spend Town funds, hire employees or hire contractors,
- direct Town employees or
- use Town resources without permission of the Board of Selectmen.

To sum up the Interim position is primarily to observe and communicate to the Board of Selectmen.