

ROAD PLAN COMMITTEE ORDINANCE

of the Town of Chebeague Island
MAINE

Adopted by the Board of Selectmen:
Effective: November 16, 2016

Attest:


Town Clerk

Seal:



SECTION 101. TITLE

This Ordinance shall be known as and may be cited as the “Road Plan Committee ordinance in the Town of Chebeague Island, Maine,” and shall be referred to herein as “this Ordinance” or “this chapter”.

SECTION 102. PURPOSE AND AUTHORITY

The purpose of this Ordinance is to establish a standing committee in the Town of Chebeague Island, Maine to be known as the Road Plan Committee and shall be referred to herein as “the Committee”. This Ordinance is adopted pursuant to 30-A M.R.S.A. § 3001.

SECTION 103. ORGANIZATION AND ADMINISTRATION

- a) **Membership.** The Committee shall consist of three to five members who shall be appointed by the municipal officers. No technical experience is required but members must commit to understanding MDOT guidance.
- b) **Appointment.** The Committee shall be appointed by the Board of Selectmen and serve at the Board’s pleasure.
- c) **Term.** Members shall serve for staggered terms of 3 years.
- d) **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this Ordinance, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings.
- e) **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
- f) **Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice. The committee may also convene in a vehicle for the purpose of conducting a road survey as prescribed in this Ordinance. Road survey tasks do not require notice but the dates, participants and collected data must be documented in the Road Plan.
- g) **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members. Road survey tasks require full committee participation.
- h) The **municipal officers and town staff** shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties under this Ordinance. The town staff shall also provide assistance updating electronic records as necessary.
- i) All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

SECTION 104. DUTIES OF THE COMMITTEE

- a) Evaluate the Town’s Road system and submit an updated Road Plan to the Board of Selectmen by the first regular Selectmen’s meeting in December of each year.

Town of Chebeague Island Code of Ordinances
Chapter 21 – Roads & Paths
Article II – Road Plan Committee Ordinance

- b) The Road Commissioner shall review and submit the plan to the Board of Selectmen at the first scheduled budget meeting for capital planning with a recommendation that takes the plan into consideration.

SECTION 105. ROAD PLAN

- a) The primary purpose of the Road Plan is to establish a network wide maintenance plan to perpetually maintain all town roads in the most cost effective use of capital and operational resources. The plan should assist the Town in the following:
 - 1. Inventory all Town ways,
 - 2. Survey the road system using Maine DOT methodologies,
 - 3. Keep all road surfaces in good repair to minimize maintenance costs,
 - 4. Recommend work for town to undertake in the next construction season,
 - 5. Identify drainage problems and potential solutions for the recommended work areas,
 - 6. Recommend financing to support the recommendations.

SECTION 106. AUTHORITY OF THE COMMITTEE

The Committee's authority shall be advisory only. The Board of Selectmen may use any or all parts of the Road Plan at their discretion.

SECTION 107. AMENDMENTS

This Ordinance may be amended by the municipal officers or Town Meeting at any properly noticed meeting.

SECTION 108. SEVERABILITY

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.