



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

Selectboard@brookline.nh.us

<http://www.brookline.nh.us>

2015-2016 Policy with Road Agent

The Town of Brookline has for many years elected a “Highway Agent”, also known as “Road Agent”, pursuant to R.S.A. 231:62. The historical practice of the Town has been that the Road Agent accepts and performs work for the Town including performing day to day maintenance functions for the Town using his own or his company’s equipment and labor, the most common example being the plowing and sanding of roads. Such a situation is common in many communities in New Hampshire when the Road Agent position is part time and/or unpaid. Such an arrangement benefits the Town in that it allows the service to be provided in the simplest and cheapest manner.

This historical practice should comply as much as practicable with concepts of avoiding appearances of conflict of interest. In order to do so, it is herewith adopted as policy for the Town of Brookline with respect to the Road Agent that:

- 1.) The Brookline Selectboard and the Road Agent shall annually enter into an agreement, following town meeting, as to:
 - a.) Any compensation due to the Road Agent for his position; and
 - b.) If day to day maintenance service is provided by the Road Agent either personally or through any entity of which he is employed or has any interest therein, the Road Agent shall submit to the Selectboard a schedule of charges for labor and equipment for the coming year subject to the approval of the Selectboard (see attached); and
 - c.) The Road Agent shall notify the Selectboard of any changes to the schedule of charges during the course of the year, prior to submitting any invoices reflecting the increases; and
 - d.) The Road Agent shall be required to submit invoices and all documents necessary to the Selectboard for any payment from the Road Agent budget; and
 - e.) The Road Agent may charge an overtime rate (1.5 times regular hourly rate) for snow related work that occurs other than between the hours of 7am and 3pm Monday through Friday. In addition, overtime may be charged between the hours of 7am and 3pm Monday through Friday if the Road Agent’s employee has exceeded 40 hours of work for the given week. The overtime rate shall be applied to labor charges only and not apply to equipment or sub-contractors; and

- f.) The Road Agent shall set up Town accounts with vendors for materials, said accounts to be billed directly to the Town with no mark up to the Road Agent and/or his company; and
- g.) The Road Agent shall be answerable to the Selectboard pursuant to R.S.A. 231:62, shall render biweekly statements pursuant to R.S.A. 231:66 and be subject to the oversight of the Selectboard as to the nature of work performed; and
- h.) For any special projects that are not in the nature of day to day maintenance of the roads or other infrastructures of the Town, and which come under the purview of the Road Agent, the Selectboard shall determine whether said project shall be performed by the Road Agent in a manner similar to the procedure above stated regarding day to day maintenance or whether said project shall be done by separate contract. If the special project is done by special contract, then in that event the Selectboard shall:
 - 1.) Obtain specifications for the special project; and
 - 2.) If the Road Agent or his company intends to submit a proposal or to bid, to obtain the specifications from a party wholly independent of the Road Agent or his company; and
 - 3.) Obtain either Requests for Proposals or Bids and receive the same under seal to be opened in public; and
 - 4.) Require from the party receiving the contract or awarded the bid for the specific project the posting of a performance bond or other adequate security; and
 - 5.) If the work awarded under the contract or bid is performed by the Road Agent or his company, the Selectboard shall oversee the satisfactory completion of the specific project either as a Board or by a third party consultant who is wholly independent of the Road Agent or his company.

Road Agent Operating Guidelines for Day to Day Maintenance (subject to budget constraints)

Snow Plowing

The timing (day versus night), duration, and severity of a storm impacts how snowplowing operations shall be carried out; some variation may exist from storm to storm. Generally, the Road Agent shall initiate snow plowing when two inches of snow has accumulated on the roads. Sufficient equipment will be used such that all town roads can be plowed in approximately four hours. Plowing crews begin at the center of town and move outward along their assigned routes. If snowing during business hours, town facilities (town hall, library, police station, safety complex and, if open, the transfer station) will be cleared during the storm, otherwise snow clearing will wait until the end of the storm. Sidewalks are cleared once the snow stops. Fire holes are generally cleared the day after the storm. A text message is sent from dispatch to the Road Agent for any calls for emergency services during a storm such that the Road Agent is able to proactively direct a snowplow or sander to aid in the response of emergency vehicles, if needed.

Sanding/Salting

Generally, sanding is not initiated until the storm is over. If a storm is occurring between the hours of 3pm-5pm on a weekday, the Road Agent may initiate sanding/salting operations to assist drivers in returning to their homes. The Road Agent shall utilize three trucks for sanding, which will cover all town roads over a period of 3-5 hours. Road salt will be used on an as needed basis, at the discretion of the road agent. Any use of road salt will be done in a manner that minimizes the amount used while having the desired impact of improving driving conditions.

Resurfacing Town Roads

The Road Agent shall continue to resurface approximately three miles of town road per year such that over the course of a 15-year period all of the Town's 45 miles of paved roads are resurfaced. During 2015, the Road Agent and Selectboard will prepare a Road Repaving Inventory and Plan.

Catch Basins

Every year each of the Town's approximately 70 catch basins will be examined and those needing cleaning will be cleaned out. It is estimated that typically about 50 catch basins will be cleaned out each year.

Drainage/Ditching

Every year the Road Agent will complete 6-8 miles of drainage/ditching.

Graveling/Grading

All town gravel roads will be graded each year between two and ten times, based on road conditions and weather.

Dust Control

Dust control will generally be applied when the town's gravel roads are graded. Additional dust control will be applied on an as needed basis.

Brush Cutting

Every year both sides of all town roads will be mowed, except in areas deemed unnecessary by the Road Agent. More substantial brush cutting will occur at intersections on an as needed basis.

Street Sweeping

Between mid-March and mid-April, weather permitting, all town roads are cleaned by a street sweeper, except in areas deemed unnecessary by the Road Agent.

Maintenance of Town Properties

The Road Agent shall oversee mowing, trimming, mulching and other miscellaneous maintenance at town properties (town hall, library, annex, transfer station and sidewalks) on an as needed basis.

Miscellaneous

The Road Agent shall maintain road signage on town roads, street name signs, paint crosswalks, and annually apply striping paint on Oak Hill Road, Townsend Hill Road, and at the town hall and safety complex parking lots.

Policy on Road Agent terms acknowledged and agreed to by:

Darrell Philpot 4/13/2015
Darrell Philpot Date

Gerald Farwell 4/15/15
Gerald Farwell Date

Susan Adams Date

John Cary Date

Karl Dowling Date

Brendan Denehy 4/13/15
Brendan Denehy Date

CL FARWELL CONSTRUCTION LLC

PRICE LIST

2015

PHONE: (603) 673-4786 FAX: (603) 673-6238

PRICE LIST

THIS IS A PRICE LIST FOR THE FOLLOWING EQUIPMENT:

1	TEN WHEELER	\$72.00 per hr
2	SIX WHEELER	\$69.00 per hr
3	LABOR	\$44.00 per hr
4	300 EXCAVATOR	\$173.25 per hr
5	170 EXCAVATOR	\$140.00 per hr
6	160 EXCAVATOR	\$100.00 per hr
7	LOADER (3 YD)	\$96.00 per hr
8	FOREMAN	\$75.00 per hr
9	NH 150 DOZER	\$100.00 per hr
10	GRADER W/WING	\$95.50 per hr
11	GRADER	\$88.00 per hr
12	BACK HOE	\$93.00 per hr
13	1/2 TON PICKUP W/PLOW	\$64.00 per hr
14	1 TON DUMP TRUCK	\$53.00 per hr
15	1 TON W/PLOW	\$72.00 per hr
16	3/4 TON W/PLOW	\$68.00 per hr
17	DUMP TRUCK W/PLOW	\$85.50 per hr
18	CHIPPER	\$44.00 per hr
19	SANDER (4 AVAILABLE)	\$85.50 per hr
20	PICK UP W/YORK RAKE	\$55.00 per hr
21	SNOWBLOWER	\$250.00 per hr
22	BUCKET TRUCK	\$60.00 per hr
23	JOHN DEERE DOZER	\$75.00 per hr
24	ROLLER	\$99.00 per hr
25	TEREX ROCK TRUCK	\$90.00 per hr
26	TRIAXLE	\$80.00 per hr
27	WATER TRUCK	\$52.00 per hr
28	PC 160 WITH HAMMER	\$175.00 per hr
29	CRUSHER	\$6,700.00 per wk

*Prices subject to change