



**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>

2018 Policy with Road Agent

The Town of Brookline has for many years elected a “Highway Agent”, also known as “Road Agent”, pursuant to RSA 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.

At the March 2018 town meeting, residents approved funds to hire a Public Works Director and discontinue the Road Agent position. Until the Public Works Director is hired, Jerry Farwell, will continue to serve as Road Agent.

It is herewith adopted as policy for the Town of Brookline with respect to the Road Agent that:

- 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 RSA 231:62, shall render biweekly statements pursuant to RSA 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 infrastructure 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 and Sanding/Salting – See Winter and Inclement Weather Policy (attached)

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. The resurfacing budget line item was reduced by \$50,000 for 2018 to provide for said funds to be allocated to the newly established Public Works Equipment Capital Reserve Fund.

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 selected 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 as needed.

Transitional Assistance for Public Works Director

The Road Agent will provide transitional assistance to the new Public Works Director. Such time will be billed to the Town at the current Foreman rate of \$80 per hour.

Policy on Road Agent terms acknowledged and agreed to by:

Brendan Denehy 3/26/18
Brendan Denehy Date

Gerald Farwell 3/28/18
Gerald Farwell Date

Tom Humphreys 3-26-2018
Tom Humphreys Date

Valerie Ogden 3/26/2018
Valerie Ogden Date

Eddie Arnold 3-26-18
Eddie Arnold Date

Ron Olsen Date

CL FARWELL CONSTRUCTION LLC

PRICE LIST

2018

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

PRICE LIST

THIS IS A PRICE LIST FOR THE FOLLOWING EQUIPMENT:

1	TEN WHEELER	\$80.00 per hr
2	SIX WHEELER	\$69.00 per hr
3	LABOR	\$50.00 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)	\$102.00 per hr
8	FOREMAN	\$80.00 per hr
9	NH 150 DOZER	\$100.00 per hr
10	GRADER W/WING	\$102.00 per hr
11	GRADER	\$95.00 per hr
12	BACK HOE	\$99.00 per hr
13	1/2 TON PICKUP W/PLOW	\$70.00 per hr
14	1 TON DUMP TRUCK	\$53.00 per hr
15	1 TON W/PLOW	\$78.00 per hr
16	3/4 TON W/PLOW	\$74.00 per hr
17	DUMP TRUCK W/PLOW	\$92.00 per hr
18	CHIPPER	\$50.00 per hr
19	SANDER (4 AVAILABLE)	\$92.00 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	\$85.00 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



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Winter and Inclement Weather Policy and Priorities

Pursuant to RSA 231:92-a, the Brookline Selectboard hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

Part A

Objective - The Town of Brookline seeks to provide timely, efficient and cost-effective winter maintenance, snow removal and ice control on the Town's public roads, bridges and sidewalks for the safety and benefit of the Town's residents and general motoring and pedestrian public.

Procedure – The above objective may best be achieved by implementation and execution of the procedures outlined in Part B of this policy. Due to the many variables inherent in New England weather, each storm or weather event may require different effort or emphasis on any number of maintenance tasks.

Level of Service – It is not reasonably possible to maintain snow- and ice-free roads during the winter. The Town intends to utilize its best efforts, within the means available, to provide practical, safe access to homes, businesses and municipal facilities during and after winter storms.

- 1.) As a general policy, the Town begins snow removal operations upon accumulation of two inches of snow on the roads. The Road agent may, at his discretion, based on the weather reports or prevailing conditions, elect to not remove snow until greater or lesser amounts have accumulated.
- 2.) Notwithstanding any other provision of this policy, snow removal or road treatment operations may be suspended at any time when continuing operations would pose a hazard to persons or property.
- 3.) Pre-treatment and ice control may be implemented prior to, during, or after a storm, as determined to be most effective, noting that salt has a significantly reduced effect on melting snow and ice at temperatures below 20 degrees Fahrenheit, and thus may not be applied.

Direction – The Brookline Road Agent, or the Road Agent's designee, shall direct all winter maintenance activities for the Town.

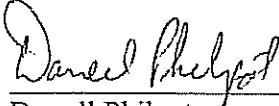
Implementation – This policy, including the standard operating procedures set forth in Part B, is intended to serve as the normal procedure for winter maintenance, snow removal and ice control for the Town of Brookline. One or more of the following events or circumstances, which may delay or prevent the implementation of the policy, may affect all or any part of normal operating procedures:

- 1.) Equipment breakdown
- 2.) Snow accumulation in excess of one-inch per hour
- 3.) Freezing rain or other icing conditions
- 4.) Traffic congestion
- 5.) Emergencies
- 6.) Personnel illness
- 7.) Other events beyond the reasonable control of the Town


Notice – This policy may be posted in appropriate places as determined by the Selectboard to advise residents. All residents are encouraged to familiarize themselves with the contents hereof as it describes the conditions one might expect to encounter before, during or after a winter storm event.

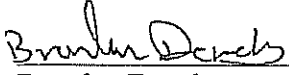
Adoption – This policy and accompanying Part B, encompassing standard operating procedures, have been adopted by the Brookline Selectboard on April 11, 2016.

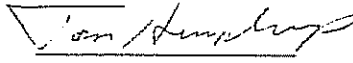
Approved by:


Darrell Philpot


Karl Dowling


John Carr


Brendan Denehy


Tom Humphreys

Part B

Town of Brookline Winter Operations Standard Snow Removal and Ice Control Procedures

Equipment and Personnel – The assets available for snow removal and ice control are under the direction of the Road Agent. In formulating the budget for snow removal and ice control, the Town seeks to allocate sufficient funds for this purpose, but variable weather conditions may make budget projections inaccurate. A five-year history of expenses for snow removal and ice control is used as a budgetary guide. The Town of Brookline does not have any Town employees employed for snow removal or ice control; contractors and sub-contractors are used for this purpose. Generally, sufficient equipment will be used to allow for all town roads to be plowed in approximately four hours and all town roads to be sanded/salted in 3-5 hours.

Routes – With approximately 50 miles of Town roads (both paved and dirt), the Town is divided into plowing and/or treatment routes. Available equipment is assigned to a route as determined by the Road Agent. Crews generally begin at the center of town and move outward along their assigned routes.

Plow routes may be altered from time to time for more efficient snow removal or cost efficiencies at the discretion of the Road Agent.

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.

Materials – The Town bases its annual budget for snow removal materials in part of past usage. Sand is used as an abrasive and is applied to the road to improve traction for motor vehicles. Salt is used as a de-icing and anti-icing agent. Road salt is used on an as needed basis, at the discretion of the road agent. Any use of road salt is done in a manner that minimizes the amount used while having the desired impact of improving driving conditions. The salt, in conjunction with traffic, creates and spreads a solution intended to assist in melting snow and ice and resisting snow and ice pack on the roadway. The effectiveness of salt is limited at temperatures under about 20 degrees and therefore may not be used at times. The sand is stored at the Road Agent's place of business and the road salt is stored at the Town transfer station.

Post Storm Clean-up - Sidewalks are cleared once the snow stops and may be salted and/or sanded as conditions, available personnel and weather forecasts warrant. Fire holes are generally cleared the day after the storm.

Emergency Calls - A text message is sent from dispatch to the Road Agent for any calls for emergency services during a storm. To the extent possible, the Road Agent may direct a snowplow or sander to aid in the response of emergency vehicles.

Damage to Private Property – The Town of Brookline assumes no responsibility for damage to private property that is located within the public right-of-way as such property is deemed an encumbrance that is not permitted to be located in the right-of-way. The right-of-way for our town roads is generally 32-, 48- or 50-feet wide. As a result, in some cases the Town's right of way may extend 10 or more feet beyond the edge of pavement or graveled surface of the road. Homeowners sometimes may extend lawns, plant trees or shrubbery, place mailboxes, or erect fences or other features in these areas, which may be intended to improve appearance, but which may obstruct or interfere with maintenance being conducted on the roadway, including during the winter.

Placement of Snow in Right-of-Way – No snow is to be shoveled, blown, plowed or placed, by any means, onto Town streets or sidewalks or across roadways to the opposite side snow banks.

Roadway Obstructions – If any vehicle, either moving or parked, interferes with snow removal operations, personnel will seek the cooperation of the driver or owner of such vehicle to remove it immediately. If the owner cannot be readily located or refuses to cooperate, the individual or Road Agent will contact the Brookline Police Department for assistance. The Town shall not be responsible for damage to vehicles arising out of winter maintenance operations or as a result of towing.