

ROAD COMMITTEE ORDINANCE - Town of Acton, Maine
ADOPTED JUNE 18, 2019

Article I: INTRODUCTION

Section 1: Title

This ordinance should be known and cited as the Town of Acton, Maine Road Committee Ordinance, and hereafter will be referred as "This Ordinance".

Section 2: Authority

This ordinance is adopted pursuant to the provisions of Title 30-A MRSA, section 3001 (Home Rule) and hereby replaces any and all prior versions.

Section 3: Purpose

The Road Committee is an advisory Board only. The Committee members will work with the Road Commissioners and Board of Selectmen to perform the duties listed below. The Committee will provide non-binding recommendations to the Road Commissioners and Board of Selectmen.

Article II: GENERAL PROVISIONS

Section 1: Organization, Structure, Meetings

The Committee will be formed of seven people, all of whom will be voting members. Five members will be elected at an Annual Town Meeting, for terms of three years each. In order to stagger member's terms, the two members with unexpired terms, at the time of this adoption, shall complete their original terms. The other three members will be elected at the Annual Town Meeting following this adoption.

At the first Committee meeting, to be held within 30 days after the Town meeting, the members shall elect from their ranks a Committee Chairman, Vice Chairman and Secretary; with these roles revocable by the same means at any Committee meeting. Either the Chairman or the Vice Chairman must be present at each meeting. The Committee meetings shall be called by the Chairman or majority of the Board of Selectmen.

Notice of meetings shall be posted to the public at least seven days prior to the Meeting.

There shall be at least four voting members present at a Committee Meeting to constitute a quorum.

Each year, a Selectman shall be assigned by the Board of Selectmen to regularly attend Committee Meetings and to liaise with the Committee. Said liaison shall not be a voting member of the Committee.

Section 2: Duties

- A) Turnaround Easements - obtain signature(s) from landowners where a snowplow turnaround easement is needed, after Road Commissioner confirmation.
- B) Bridges - Coordinate with appropriate abutting Town(s) (if any) in the planning of Bridge repairs/reconstruction. Make recommendations to the Board of Selectmen based on those communications.
- C) M.R.S.A. 3106 - After deliverance from the Board of Selectmen, review any applications from Road Associations, regarding Article 43 of the June 16, 2018 Town Meeting. Make recommendations to the Board of Selectmen.

- D) RSMS - complete any gathering of data to keep the RSMS system up to date. Work with the Town Administrator as needed to maintain records.
- E) Research and report on any grants related to Roads, Bridges and Culverts in conjunction with the Board of Selectmen.
- F) Bring forward recommendations of outside workshops or trainings, to the Board of Selectmen for prior approval.
- G) Any other duties to be performed by this Committee, shall be voted on and approved, in advance by the majority this Committee.

Section 3: Regulations

- A) The Committee has no purchasing authority without approval of the majority of the Board of Selectmen and approval of the Town Meeting.
- B) The Committee shall not communicate on behalf of the Town of Acton. Communications with any outside agencies, shall be as an advisory Committee and only after a majority approval vote at a Road Committee Meeting.
- C) All correspondence among Road Committee members and to any outside agencies shall include the Town Administrator.

Section 4: Responsibilities of the Chairman

- A) Call and Conduct Meetings.
- B) Inform the Town Administrator of the date, time and location of Meeting.
- C) Consult with Secretary for preparing the Meeting agenda.
- D) Unless otherwise delegated, be the spokesperson for the Committee.
- E) Confirm all actions as voted by the Committee are carried through.

Section 5: Responsibilities of the Vice Chairman

- A) In the absence of the Chairman, see above.

Section 6: Responsibilities of the Secretary

- A) Prepare the Meeting agenda.
- B) Prepare the Minutes of the Meeting and file approved minutes with the Town Administrator.
- C) Prepare any and all correspondence as directed by majority vote of the Committee, and obtain Board of Selectmen majority approval prior to the release.

Section 7: Vacancies

The opening of a Committee position due to member resignation, or any reason other than term expiration, shall be filled in the following manner:

- A) A member of the public, shall be appointed by the Board of Selectmen to serve the remainder of original term.

Article III: LEGAL STATUS

Section 1: Effective Date

This ordinance shall take effect upon approval by secret ballot on June 18, 2019 and shall supersede any and all previously adopted documents regarding the Road Committee. Any additional changes must be presented to the Town Body at an Annual Town Meeting.

Section 2: 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.

Section 3: Interpretation

Interpretation of words, phrases or specific provisions of this ordinance shall be the responsibility of the Selectmen.