

**Town of Alna
Roads Committee Policy**

Adopted January 11, 2024

Section 1. Establishment.

A Roads Committee is hereby established for the Town of Alna, Maine.

Section 2. Composition, appointment, qualifications, terms, and vacancies.

The Committee shall consist of three to five members who shall be appointed by the municipal officers, and who shall be registered voters of the Town.

Members shall serve for terms of three year(s), except that they shall continue in office until their successors are appointed. For transition purposes, the initial terms shall be staggered so that, as nearly as possible, an equal number of terms shall expire annually. Vacancies shall be filled within forty-five days by appointment of the municipal officers for the unexpired term.

Section 3. Officers, meetings, quorum, and procedure.

The Committee shall annually elect a Chairperson ("Chair") and a Secretary from among its members. The Chair shall call meetings as necessary or when so requested by a majority of members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members.

The Chair shall preside at all meetings.

The Secretary shall maintain a record of all proceedings including all correspondence of the Committee.

All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

The Committee may adopt rules of procedure not inconsistent with this policy.

Section 4. Powers and duties, authority, recommendations, and official cooperation.

The Committee shall serve in an advisory capacity only, providing advice and recommendations to the Road Commissioner and Select Board, including the following:

1. To assess road, culvert, ditching, erosion, and brush conditions on all town roads on an annual basis.
2. To develop road maintenance plans for a 5-10 year period based on the assessment of road, culvert, ditching, erosion, and brush conditions on all town roads.
3. To review and make recommendations on RFPs, and contractors related to road work for the town.
4. To make recommendations to the Road Commissioner and Select Board no later than December 30 of each year on the annual operating budget for the forthcoming fiscal year.

5. To make recommendations to the Road Commissioner and Select Board no later than December 30 of each year on annual capital expenditures for the forthcoming fiscal year
6. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the municipal officers.
7. To make such other recommendations on fiscal matters as it may from time to time deem advisable.
8. Members shall complete one roads-related workshop during the first year of participation and one additional workshop every three years after that.

Any recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the municipal officers or required by law. The municipal officers shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its functions under this policy.