

Town of West Bath
Road Committee Meeting Minutes
Monday, January 24, 2022

Road Committee:

Scott Andresen
Perry Estabrook - absent
Mike Hennessey
John Reno
Jeremie Whorff

Town Staff: Kristine Poland, Town Administrator

- I. Call to Order **at 6:00 pm.**
- II. Attendance and establishment of Quorum: **a quorum was determined.**
- III. Pledge of Allegiance: **recited.**
- IV. Approval of Minutes: **None.**
- V. Business Items:
 1. **Nomination of committee Chair and Vice Chair:**

A motion was made by Hennessey to nominate Whorff as Chair. The motion was seconded by Andresen and carried unanimously.

A motion was made by Whorff to nominate Reno as Vice Chair. The motion was seconded by Hennessey and carried unanimously.
 2. **Discussion of road-related concerns and priority items:**

Whorff distributed a list of topics of discussion to be addressed during the meeting. General discussion followed addressing those items and other committee member concerns.

The Town has a culvert inventory that was completed in 2009. While the condition of the culverts may have changed since that time, the location of the culverts will be helpful when the information is entered into the road program.

The committee intends to assist the Road Commissioner in creating a 5–10-year capital improvement plan for paving and reconstruction of Town roads. The committee stressed that the plan should be taken seriously by other Town officials so that safety problems could be addressed more expeditiously (e.g., Bull Rock Road icing).

Lack of effective communication and lack of consistent record keeping has been an ongoing concern. Moving forward, the Town will need to be diligent about documentation of road conditions and maintenance records. While the Town has some road records, they are not always readily accessible and roads were not always built where they should be (e.g., the width of Mountain Road is not clear). Recordkeeping and

capital planning inform the annual budget and are useful in applying for grants when they become available.

The committee would like to see designated funds for individual road projects rather than having one capital account for improvements. Road improvements could be addressed in sections. Reclaim from grinding could be utilized to build up roads that need reconstruction. With reconstruction, the Town will need to know where the road is, and borings should be taken to determine base. General discussion followed concerning rights of way and fee interest.

The Town would benefit from having an engineer or other third party inspect road work. A credible bid process and inspection procedure should hold contractors to account.

The Road Commissioner will be out of Town for the month of February. Poland plans to communicate with him via email to determine his priorities. Any information obtained through that process will be provided to the committee.

Whorff would like the committee to begin inspections in April or May and discuss problem areas with the Road Commissioner.

There was discussion concerning driveway entrance permits, which the Road Commissioner currently approves. Whorff suggested that the Town consider adopting a Driveway Ordinance to set definitive guidelines.

Snow removal was discussed and the committee generally agreed that the contractor should be allowed to determine how much salt is applied since they are responsible for the condition of the roads. The Town currently buys salt and sand for the contractor's use. The committee may recommend an amendment to the current contract or changes in the next contract to address concerns.

Committee members will take direction from the Chair for assignments. Hennessey expressed an interest in research rather than inspecting road conditions.

3. Next steps:

The committee plans to meet once a month on Mondays. The next meeting is scheduled for Monday February 21 at 6:00 pm at the Town Office.

VI. **Public Comment:** None.

VII. Adjournment: **motion to adjourn at 7:19 pm.**