

## **APPENDIX A**

### **ADMINISTRATIVE CODE FOR THE CREATION OF A DEPARTMENT OF PUBLIC WORKS**

In accordance with Article 5, Section 5-1 (b) of the Town Charter, a Department of Public Works is hereby created this 17th day of October, 1988.

#### **Background**

Section 5-4 of the Town Charter mandates the creation of a department of public works, headed by a director appointed by the Town Administrator. The Department of Public Works shall assume all functions previously undertaken by the Tree Warden, Highway Department, Recreation Commission and Board of Health relating only to refuse collection and disposal.

#### **Structure**

The Department of Public Works shall consist of the Highway and Sanitation Divisions each with the following responsibilities:

##### **HIGHWAY**

- Street, road, sidewalk construction and maintenance
- Storm drainage construction and maintenance
- Snow and ice control
- Park construction and maintenance
- Tree removal and other activities associated with the Tree Warden.
- All other functions relating to public works construction and maintenance not under the jurisdiction of the sewer, Cemetery or Engineering Departments

##### **SANITATION**

- Refuse collection and disposal
- Maintenance and/or operation of the sanitary landfill

#### **Director of Public Works**

The Town Administrator shall be the director of public works responsible for the over-sight and administration of the department.

The superintendent of streets shall be responsible for the day to day operational aspects of the highway division as set forth in that position's job description.

The Board of Health will retain all its powers and responsibilities inherent with that body not in conflict with this code.

The Recreation Commission will retain all its powers held previously dealing with programs operated by that body. Only the construction and repair or recreational facilities will become the responsibility of the department of public works.

The Board of Selectmen, acting through the Town Administrator, shall be responsible for the overall supervision of the department of public works and for the establishment of policies and other guidelines to govern the operation of the department.

### **Public Works Advisory Committee**

There shall be a public works advisory committee as set forth in Section 5-5 of the Town Charter. This body will be responsible as part of its duties to advise the Town Administrator and Board of Selectmen on matters dealing with the department of public works.

### **Departments not Affected**

The Cemetery, Sewer, Building Inspector, Building Maintenance and Engineering Departments are not affected by this action and will remain separate and distinct departments of the Town.