Department Responsibilities

Barnstead currently has 91 miles of road, 40 miles are paved and 51 miles are gravel. There are a number of miles that are unmaintained, but still are monitored by the Road Agent.

The Barnstead Highway Department is under the direction of the Road Agent who manages the fulltime crew of four. All Crew Staff is required to maintain a CDL Driver’s License and have experience with various types of heavy equipment. Support staff consists of a part-time Administrative Assistant. All positions are dependent on the budget.

I. Roads
   a. Seasonal Issues
      i. Winter:
         1. Snow & Ice Removal: Road Priority
            a. School in-session
               i. School bus routes
               ii. Main Roads
               iii. Secondary Roads
         b. School Cancelled
            i. Main Roads
            ii. Secondary Roads
      ii. Spring:
         1. Road Stability - Road Posting
      iii. Summer & Fall:
         1. Paving Projects
         2. Gravel Road Project
         3. Maintenance of all Roads
   b. Gravel Roads:
      i. Estimate gravel needed to be added to maintain integrity of road.
      ii. Maintenance Activities
         1. Grade
         2. Rake
         3. Roll
         4. Ditch
         5. Dust Control
   c. Paved Roads:
      i. Evaluation of road structure
      ii. Maintenance Activities
         1. Ditching
         2. Crack Sealing
         3. Asphalt Rubberized Chip Seal
         4. Mill & Fill
         5. Pavement - Shim & Overlay
d. Inventory of Roads:
   i. Length
   ii. Width,
   iii. Road Base (ledge, soft or wet areas, washouts)
   iv. Condition

   e. Problem Areas: Data based on history of work done on road and public input

II. Bridges- Estimated Count 16
   a. Inventory
      i. Locations
      ii. Types
      iii. Inspections
      iv. Maintenance

III. Driveways
   a. New Driveways
      i. Review Application/Site Plans
      ii. Inspections
      iii. Approval
   b. Driveway Improvements
      i. Review Applications/Site Plans
      ii. Culvert Installations/Replacements
      iii. Changes – to insure result won’t damage road infrastructure

IV. Culverts – Estimated Count (550+)
    i. Inventory
    ii. Locations
    iii. Types
    iv. Inspections
    v. Maintenance Date & Information
    vi. Date of Replacement

V. Catch Basins
   a. Locations
   b. Types
   c. Inspections
   d. Maintenance/Replacement

VI. Erosion Control
    a. Locations
    b. Cause
    c. Solutions

VII. Sidewalks
    a. Maintenance & Repair (Maple St)
VIII. **Pavement Marking**
   a. Coordination with other Departments for:
      i. Crosswalks
         1. Varney Rd (2)
         2. Maple St (1)
      ii. Parking Lots
         1. Town Offices
         2. Fire Dept
         3. Police Dept
         4. Library

IX. **Signs**
   a. Street Name
   b. Work Zone
   c. Traffic Control

X. **Emergency Response**
   a. Natural Disasters (Tornado, Hurricane, Flooding, Fire, Terrorism)
   b. Public Works Mutual Aid – To Other Towns
   c. FEMA related incidents
      i. Detail tracking of employee time, equipment’s time, mileage/hours &
         materials used, photos and narratives of damage.

XI. **Highway Facility**
    a. Safety, efficiency, repairs & maintenance
       i. Garage
       ii. Fuel Pump
       iii. Salt Shed
       iv. Storage Units

XII. **Equipment**
    a. Highway Heavy Equipment
       i. Dump Trucks (7)
       ii. Sanders (10)
       iii. Grader
       iv. Backhoe
       v. Loader
       vi. Excavator
       vii. Chipper
       viii. Mower
       ix. Screener
    b. Monthly Inspections of Equipment
    c. Monitoring for maintenance
    d. Tracking Repairs
    e. Purchase vs. Rental of Equipment
XIII. **Community Service**
   a. Town-wide Cleanup – Road Agent's Discretion
   b. Traffic Control for events – In conjunction with the Police Department

XIV. **Managerial**
   a. Analysis of road condition
      i. Most efficient process to maintain/improve
      ii. Most cost effective material to be utilized
   b. Analysis of heavy equipment
      i. Purchase Price
      ii. Amount invested
      iii. Equipment's performance
   c. Grant Applications
      i. Roads
      ii. Equipment
   d. Out sourcing work vs. in-house cost analysis
   e. Maintaining & Tracking Road Issues – From Town Residents
   f. Maintain Road Records of work done
   g. Ordering material/supplies for roads & equipment
   h. Monitoring fuel & road material usage
   i. Maintain Catch Basin & Culvert Inventory
   j. Employee Development