

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