



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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***Charter for the  
2017/18 Public Works Study Committee***

**Purpose**

The Brookline Selectboard has established the 2017/18 Public Works Study Committee to evaluate alternatives for providing traditional “public works” services should its current approach of relying on an annually elected road agent come to an end. A report, including the results of its research and specific recommendations, is expected for the March 2018 annual town meeting. The committee’s charter shall end at the conclusion of the 2018 town meeting.

Meetings will be noticed and minutes taken consistent with RSA 91-A.

**Organization**

The Public Works Study Committee will consist of five members appointed by the Selectboard and include the following:

- Selectboard representative
- Road Agent
- Finance Committee representative
- Town Administrator
- At-large resident

**Scope**

The committee will focus on the following tasks:

- Elect a Chair and Secretary
- Review the Charter; seek approval for any material changes from the Selectboard
- Gain insights from the current road agent on:
  - Overview of current duties
  - How the position has changed in recent years
  - Current and expected challenges of the position
  - Sustainability of road agent position as the town grows
  - Alternatives for meeting Brookline’s needs

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- Review the work of the 2007 Public Works Study Committee
- Identify other towns that have transitioned away from the traditional road agent role
  - Factors contributing to the needed transition
  - Steps they took
  - Costs they incurred
  - What was successful; what would they do differently
- Research costs/develop a plan for initiating a traditional Public Works Department
  - Equipment acquisition plan (over 1-5 years)
  - Estimate headcount and roles (over 1-5 years)
  - Estimate other related costs
  - Identify activities that are done “in house” versus “subcontracted”
- Consider alternative arrangements for initiating own department
  - Maintaining road agent position (perhaps with some modifications)
  - Hiring one full-time employee to manage outsourcing of all activities
  - Partnering with Mason/other town
  - Other
- Consider if a capital reserve fund is warranted to prepare for future expenses
- Pursue other considerations as may arise during the committee’s work

Committee charter adopted on May 22, 2017.

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John J. Carr

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Brendan Denehy

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Tom Humphreys

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Valerie Ogden

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Eddie Arnold