



# Town of Blue River Memorandum

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TO: Mayor Babich & Members of the Board of Trustees

FROM: Town Manager Michelle Eddy

DATE: July 19, 2023

SUBJECT: **Road Maintenance Request Policy**

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## **Background**

Over the last several years there have informal request accommodated for individuals surrounding road maintenance. These requests have historically been directly to the contractor and while they are out performing work. This has created several issues throughout Town including lack of sufficient maintenance (road base, sealing) and a disconnect with administration and oversight of road needs.

For Discussion and Consideration of Adoption  
Road Maintenance Requests and Policy

- Process
  - The Road Contractor and Town Manager will meet in the late summer/early fall to evaluate the needs and areas of concern identified by the road contractor.
  - A budget with priorities outlined for the year will be developed and presented to the Trustees.
- Policy
  - Any special request for additional or modified work will be submitted in writing to the Town Manager for review and consideration.
  - Consideration of any request will be reviewed by the Road Contractor. Road standards and best practices will be applied.
  - Requests should be proximate to the requestor home or property.