

TOWN OF MARYSTOWN

POTHOLE REPAIR POLICY

1. **Introduction**

The Town of Marystown believes it is in the best interest of the residents for the Town to do the maintenance of its town streets. An important part of street maintenance is the repair of potholes. The Town will repair potholes in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The Town will use Town employees, equipment and/or private contractors to provide this service. Pothole repair is part of the Town's overall pavement management program.

2. **Application**

This policy applies to Town streets. It does not apply to other government's roads that go through the town unless there is a specific agreement between the Town and that other government.

3. **When will the Town repair potholes?**

The Operations Director will decide when to conduct pothole repairs but repairs will consist of two elements.

Crew repair

A crew will be assigned an area to inspect. It will repair any potholes it finds in that area. Each street will be inspected at a minimum of once a year depending on available resources and factors such as weather and other street work that needs to be done. The timing for the repairs will also be based upon those factors.

Response to complaint or accident

A crew will be sent out to inspect any street when the Town receives a complaint or notice of an accident or damage involving a pothole.

4. **Criteria for pothole repair**

Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair. The general criteria for repair will be a pothole that is 2 inches or more deep and over 5 inches in diameter. The Operations Director or his/her designated employee will have discretion to decide if a condition is a pothole in need of repair.

5. **How will potholes be repaired?**

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair.

6. **Priorities and schedule for which streets where potholes will be repaired**

The Town has classified town streets based on the street function, traffic volume, and importance to the welfare of the community. The Town will repair those streets first that are high volume and high-speed routes that connect major sections of the town and provide access for emergency fire, police, and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and town parking lots.

7. **Weather conditions**

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work would not endanger the safety of Town employees and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

8. **Documentation**

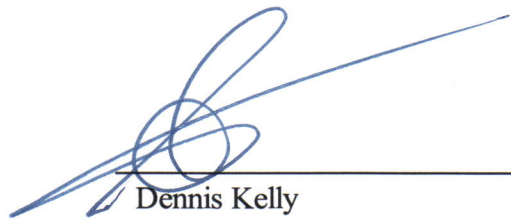
Workers will document all street repairs to potholes that are made under this policy. Records will not necessarily identify each individual pothole, but may show the general street location where repairs were made.

9. **Warning signs or devices**

If the Town knows of a pothole in a street and it is not able to repair it, it will consider whether it should use warning signs or devices. Factors that will be examined will be the location of the pothole, how dangerous it is, and whether a warning sign or device would be effective.



Sam Synard
Mayor



Dennis Kelly
Town Clerk/Manager