



## ***Town of Wilbraham***

### **DEPARTMENT OF PUBLIC WORKS**

240 Springfield Street

Wilbraham, Massachusetts 01095

(413) 596-2800 EXT 208

DPW@wilbraham-ma.gov

### **Procedure for Requesting Temporary Repairs on Private Ways**

1. Choose a neighborhood representative to coordinate communications between the residents and DPW.
2. Email the completed “Petition for Temporary Repairs to a Private Way”. The form is available on the DPW/Highway website. This form must be signed by 51% of the abutters. Email: [DPW@wilbraham-ma.gov](mailto:DPW@wilbraham-ma.gov).
3. DPW will respond and set up a meeting to provide a construction cost estimate and answer questions.
4. Neighborhood representative will email a copy of all the signed right of entry forms entitled “Grant of Right of Entry and Limit to the Town of Wilbraham’s Liability Pursuant to By-laws Section 631”. The form is available on the DPW/Highway website. 100% of the abutters must sign the form.
5. Submit a check to DPW for 100% of the construction estimate which will be deposited into a Town account.