

PRIVATE WAY MAINTENANCE DPW PROCEDURE

Town of Wilbraham

DPW Director/Town Engineer

Tonya Capparello, P.E.

PRIVATE WAYS

- Over 50 private ways
- Variety of challenges
- Temporary repairs are a necessity

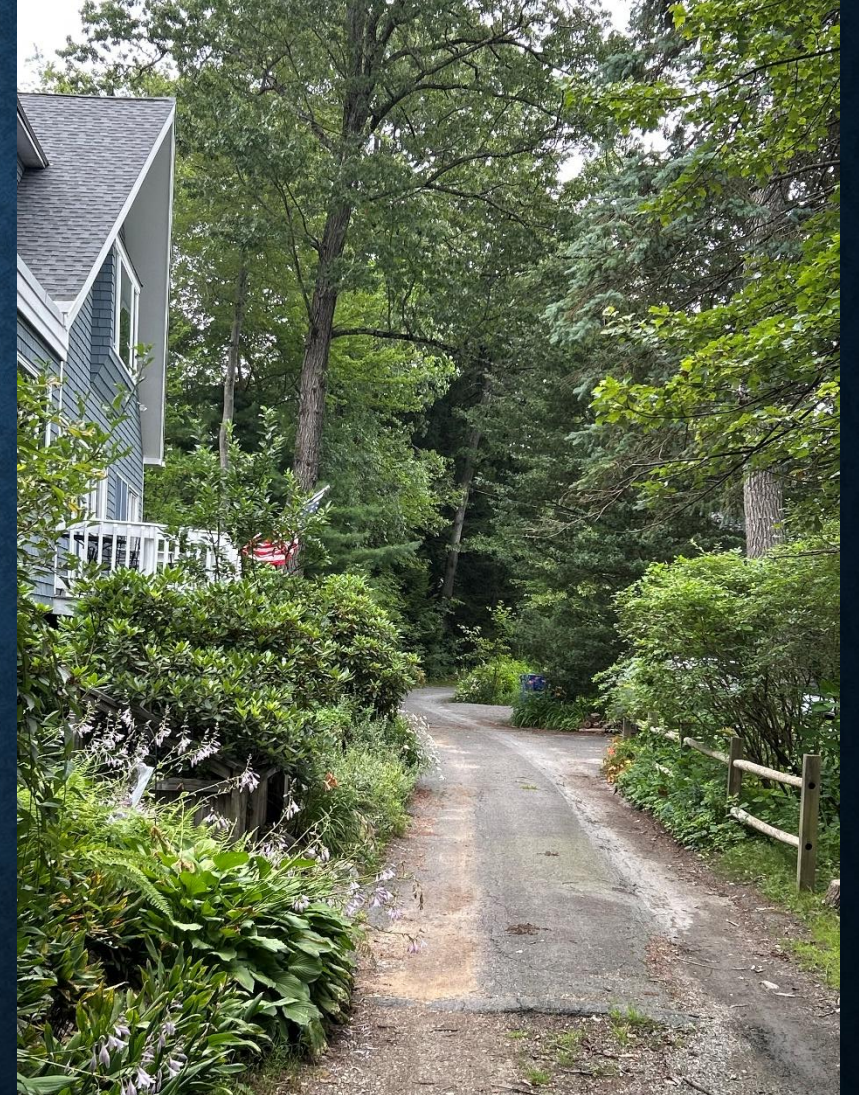


CHALLENGES

- Lack of drainage
- No crown or slope
- Too steep
- Low quality road base material



- Narrow
- Risk of property damage
- Vegetation overgrowth
- Water/Sewer maintenance



RECOMMENDATIONS

PRIVATE WAY MAINTENANCE

- Private Way By-Law (Required)
- Water/Sewer Regulations
- Select Board Communication
- Website
- Work Request Procedure
- **Neighborhood Representative**
- 51% Petition for Work
- Liability Waiver
- Special Revenue Expenditure Account
- Road Resurfacing and Related Work Contract Provisions

PRIVATE WAY WORK REQUEST PROCEDURE

- Choose a neighborhood representative to coordinate communications between the residents and DPW.
- 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. Establish DPW work vs contractor work
- DPW will respond and set up a meeting to provide a construction cost estimate and answer questions.
- 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.
- Submit a check to DPW for 100% of the construction estimate which will be deposited into a Town account. Pay contractor directly for permanent work.

LESSONS LEARNED

- Communicate final plans in writing
- Provide clear understanding of expectations and warranty of work
- Collect money and deposit in advance.