

**Town of Wascott
Douglas County, Wisconsin**

**INFRASTRUCTURE COMMITTEE
(Buildings, Grounds, Roads and Bridges)**

CO-CHAIRPERSONS: Douglas Hanson, Mike Stupak

CLERK: Selected by committee

REPORTS TO: Town Board

PURPOSE OF COMMITTEE: This citizen advisory committee is responsible for oversight of town buildings and grounds (town hall, fire hall, and ballpark), town roads and bridges (public works). One of the co-chairs of this committee is designated the transfer station representative for Wascott. The co-chairs identify short-term and long-range needs, develop operations and maintenance plans and budgets, make recommendations to the Town Board and assure the efficient and economical use of the resources of all infrastructure activities, including budgeted funds, grant moneys, personnel, facilities and time, to accomplish short-term and long-range objectives.

DUTIES:

1. Monitor performance results of town employees in conformance with plans, schedules, and budgets. Identify training needs for job procedures, vehicle and equipment operation, etc.
 2. Inventory and prepare a preventive maintenance schedule for all town buildings and grounds, (with the exception of the cemetery and schoolhouse).
 3. Inventory and rank town roads for road maintenance and capital improvements. Prepare cost estimates for road projects.
 4. Identify maintenance needs, obtain cost estimates, and present recommendations to the Town Board.
 5. Prepare specifications for public construction projects, the purchase of vehicles and other equipment, as requested by the Town Board. Recommend procedures to assure compliance with public contract laws and prevailing wage requirements.
 6. Obtain and evaluate competitive quotes/bids for those purchases and/or projects. Make recommendations to the Town Board.
 7. Prepare a capital plan for replacement of equipment and fixed assets.
 8. Direct the completion of fixed asset inventory records in accordance with Town Board policies. Direct the preparation of vehicle maintenance logs and a capital plan for replacement of equipment and fixed assets.
 9. Verify fixed asset schedules for insurance purposes.
 10. Prepare requests for next year's budget for roads (Public Works) and Buildings and Grounds activities.
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August 17, 2011

11. Review safety standards in the workplace and report identified needs to the Town Board.
12. Review existing and proposed town ordinances relating to town buildings, grounds, roads and bridges and report findings and/or make recommendations to the Town Board. In the case of town roads and bridges, this includes but is not limited to seasonal or permanent weight limits, damage to roads or bridges, driveway permits and road/driveway standards.
13. Evaluate transfer station operations and make recommendations to the Town Board.
Investigate cost effective ways to meet solid waste collection and recycling needs.
14. Evaluate proposals from professional consultants for engineering, design, project management and other related services and make recommendation to the Town Board.
15. Identify training requirements associated with various job categories.
16. Respond to public inquiries, investigate and resolve complaints, or refer to the Town Board for resolution.
17. Report to the Town Board on all issues referred to the committee by the Town Board or Town Chair.
18. Committee members shall faithfully discharge their duties as public officials to the best of their abilities. Applicable laws include: public records, ethics for local government officials, open meetings, misconduct in office, and private interests in public contracts.