

Dear future Road Commissioner for the Town of Whitefield.....

The Whitefield Select Board, acting in good faith, has prepared the following job offer for the appointed Road Commissioner (RC) position. This offer is in return for performance of duties listed in the Road Commissioner Job Description (attached). This position becomes effective on the 18th of March 2023.

The Road Commissioner will be on the Town's payroll and have the Town's worker's compensation coverage and liability insurance under certain circumstances. Some examples of the type of work that falls under this category are attending meetings, performing inspections, manual labor, operating the Town owned grader, operating any equipment rented by the Town, or responding to a call dealing with a fallen tree, a blocked or flooded road, etc.

The RC will be working as an independent contractor when operating equipment not owned or rented by the Town. Falling into this category are tasks like culvert installations, gravel road reconstruction, ditching, and operating a truck or any heavy equipment used in a job. As an independent contractor, the RC must satisfy the worker's compensation requirements and must carry their own liability insurance.

The RC can hire an independent contractor to complete town work rather than doing it themselves. Any independent contractor hired by the RC for Town work must carry their own worker's compensation and liability insurance or be covered by the RC's insurance. A worker/laborer hired by the RC must be covered by the RC's worker's compensation and liability insurance.

This job offer is given under the following terms/conditions:

- The performance of duties as specified in the Job Description document
- This RC job offer is awarded for a three-year term. This term can be extended upon mutually agreeable terms for one-year increments.
- The RC position is subject to a 6-month probationary period
- The Select Board can terminate employment at any time for reasonable cause
- This position does not accrue any vacation or sick pay
- The Road Commissioner works within the budget appropriated at Town Meetings
- Any unexpected expenses must be approved by the Select Board

Compensation

This job offer includes a proposed monthly stipend intended to offset the cost of the RC’s workers compensation and liability insurance as well as the same coverage for any workers hired by the RC for Town work. It is also used for administrative tasks that would normally be accomplished at home. Attendance at meetings and performing any required inspections may be charged at an hourly rate.

When the RC performs work for the Town and uses his/her equipment, the RC will normally charge hourly rates agreed to with the Select Board. A current rate sheet is attached to and part of this contract. These rates may be revised periodically upon mutual agreement.

A subcontractor or independent contractor hired by the RC must receive Board approval for rates that are higher than the negotiated rate sheet.

Contracted Work

When the RC does not have the equipment, capability, or time to do a specific project, he/she will consult with the Select Board and the Roads Committee to determine if bidding documents need to be developed for that work. The Board may, after consultation with the RC, require that specific large or complex projects be put out to bid where it determines doing so is in the best interest of the Town.

Subcontracting

The RC may hire qualified persons, appropriate equipment, or an independent contractor to assist with or conduct work. The Town may maintain a list of qualified persons and equipment that could be called upon on an as-needed basis. Any contractor, or subcontractor, must demonstrate proof of insurance to the Administrative Assistant prior to commencing any work.

Purchasing

The RC will follow the Town Purchasing Policy when procuring any materials needed for a job.

Once this document is fully executed, it shall be considered a binding contract.

This Job Offer has been approved by the Whitefield Select Board

Chair	Lester Sheaffer	_____	Date _____
Vice Chair	Charlene Donahue	_____	Date _____
Board Member	William McKeen	_____	Date _____
Board Member	Seth Bolduc	_____	Date _____
Board Member	Keith Sanborn	_____	Date _____

By signing below, you signify that you agree to the terms set forth in this letter.

Road Commissioner _____

Date _____