

Procedure for Road Conversion

1. Property owners on a road(s) submit a petition article to the Board of Selectmen requesting the preparation of plans for the taking of the road(s) as a public way. A minimum of 50% of the owners must sign the petition. The petition article must include an appropriation of funds for completion of the necessary engineering. **The Selectmen's Office will provide the language for the petition.**
2. The petition article will be placed on the agenda for next Annual Town Meeting.
3. If the article is approved, the Department of Public Works (DPW) hires an engineer/surveyor to prepare the necessary plans for the taking of the road(s).
4. The DPW prepares an estimate of the cost to improve the road(s) to the Town's standards. These improvements may include drainage, signage, and repaving.
5. The Selectmen's Office notifies the property owners of the "not to exceed" cost and holds a public hearing. The "not to exceed" cost includes the cost of the engineering and any required improvements as well as the cost associated with borrowing the necessary funds. This total cost is divided equally among the property owners and would be assessed at the completion of construction to each property owner through a 20-year betterment.
6. Fifty percent (50%) of the property owners must repetition the Board of Selectmen, accepting the cost and requesting that the Town approve the conversion. **The Selectmen's Office will provide the language for the petition.**
7. The petition article will be placed on the agenda for the next Annual Town Meeting. The article will seek approval of the conversion and authorize borrowing of the funds (to be repaid through the betterment).
8. If approved, the taking plans are signed and recorded at the Barnstable County Registry of Deeds and the DPW schedules completion of the required road improvements (depending on the extent of the improvements, completion may extend into two construction seasons).
9. Upon completion of construction, the DPW submits the actual cost of the road improvements to the Board of Selectmen.
10. The final borrowing for this cost is completed. The Treasurer's Office and Assessors' Office calculate the betterment and notify the property owners.
11. Payment of the betterment begins with the next tax bill.