

Monthly Planning and Scheduling

For the department of public works to perform in an orderly, efficient, and effective manner, the director of public works shall endeavor to plan and schedule all non-emergency activities in advance. Generally, projects shall be analyzed during the budget preparation process, with planning and scheduling to occur following March voting. Implementation will occur after July 1, and may be adjusted from time to time based on available budget funds.

A. January – March

- On going winter road maintenance
- Town building construction maintenance as time allows
- March vehicle inspection month for highway, fire, police, and any other municipal department vehicles wishing to participate in this program
- Prepare State Wetland Permitting
- Prepare documents required for EPA Stormwater II permitting and operational permitting
- Schedule county workers for year schedule
- Limited pothole patching
- Limited tree trimming (limited only by the presence of snow and ice)

B. April

- Start street sweeping program for all town roads and sidewalks
- Conservative early spring grading of dirt roads
- Pick up limited, no salt, and frost heave signs
- Pothole patching
- On or before April 15th, home heating oil, propane, diesel fuel, and gasoline will be released to the public for bidding.
- Place trash barrels and start weekly monitoring program
- Spring oil changes on all public works vehicles

C. May

- Spring mowing and cleaning of commons and cemeteries
- Bark mulch commons and buildings
- Pothole patching
- Roadside sweeping
- On or before May 15, bid packages for paving, crush gravel, road line striping, crack sealing, will be released to the public for bidding.
- Repair broken stones in cemetery
- Arrange meeting with Memorial Day Chairperson
- Set up (with Recreation) for Soccer Tournament
- Assemble reviewing stand on common for Memorial Day (flags and bunting)
- Put out geraniums in cemeteries
- Test, fertilize, and feed commons and cemeteries as needed

- Evaluate where the department stands in the budget process and recommend budget adjustments to the Town Administrator.

D. June

- Clean catch basins (within budget limitations)
- Road projects (within budget limitations)
- Bidding for leaf and brush shredding at transfer station (bidding policy)
- Arrange meeting with July 4th celebration chair
- Set up (with Recreation) for Lacrosse Tournament
- Clean windows of all town buildings with available funds and/or finish in new budget cycle.

E. July

- Barricades, extra trash barrels, bunting, extra chairs, tables, rope, and flags for July 4th
- On going road construction
- Schedule pumping of septic tanks of all 8 town buildings under Department of Public Works jurisdiction
- On or before July 15th, bid packages for winter sand will be released to the public for bidding
- Mow and trim all areas
- Paint cannons on common
- Remove reviewing stand after fourth

F. August

- On going road construction in preparation for asphalt paving
- Road line striping prior to school opening
- Crack sealing

G. September

- Road paving
- Vehicle inspections
- Send contract and notice to all hired winter contractors to renew their intentions.

H. October

- Pre-winter preparation meetings
- Order salt under State guidelines
- Check sander operations

I. November - December

- Winter projects
- On going winter road maintenance
- Town building construction maintenance as time allows

From the Town of Amherst's Policy and Procedure Manual, 2009.

