

Equipment and Facilities Maintenance

Prior to beginning the budget development process described in Section 2:1 herein, the Director of Public Works will conduct an inspection of all equipment and facilities under the jurisdiction of public works. He/she will make necessary adjustments to the Capital Improvement Plan and report findings to the Town Administrator recommending replacement or major repairs necessary for both rolling stock and facilities. The recommendations will also include cost estimates solicited from qualified vendors. The Director will be responsible to forecast and budget for normal routine maintenance of equipment and facilities, ensure that routine maintenance takes place, and maintain accurate records of such maintenance.

Vehicles and equipment belong to the taxpayers of the Town of Amherst and are not for the personal use of town employees unless authorized by (or directly contradicts with other policies set by) the Board of Selectmen or Town Administrator.

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