

Unanticipated Work

Regardless of how comprehensive the budget and planning process may be, there will always be work efforts necessitated by changing seasons or unanticipated circumstances. These requirements may come to the attention of the Public Works Director in a number of ways, i.e., through personal observation, citizen complaint, Town Administrator or Selectmen observation, other department heads, changes in State or Federal regulations, or other sources.

The Director will maintain an ongoing list of unanticipated work assignments addressing projects as efficiently and effectively as resources and work force allow. The Public Works Director or his designee will review these unanticipated work requirements with the Town Administrator on a monthly basis for information and input. Generally, those of a non-emergency nature will fall into one of four categories:

- Future work – Future work is to be included in a future budget. Future work is an activity that is usually expensive or requires a system solution and presents no threat to public health and safety.
- Incidental work – Incidental work is to be accomplished as time and resources are available and are to be done within existing budget accounts. The Director of Public Works, using the resources of his supervisory staff, will attempt to group these activities in work assignments such that work force and materials are allocated efficiently and effectively.
- Essential work – Essential work requires reallocation of existing resources and due to specific circumstances, warrants attention within the existing budget cycle. The Director of Public Works or his designee will provide the Town Administrator and/or Board of Selectmen with his/her report and recommendation on any unanticipated essential work. Together they recommend where resources might be diverted to accomplish the necessary work.
- Emergency work – Emergency work efforts, addressed in section 4:1 herein, will be determined as appropriate on a case-by-case basis by the Director of Public Works. The Director will consult with the Amherst Road Commission, Town Administrator, and his/her Selectman liaison (who will apprise the Board of Selectmen), and other local and state officials as appropriate. In cases where immediate action is required, the Public Works Director will formulate a plan of action within seventy-two hours, act as warranted by the emergency, and inform town officials named above as soon as circumstances allow.

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