

### ***Project Recordkeeping***

The Director of Public Works, with the assistance of the supervisors and Executive Assistant under his/her control, shall maintain project activity records for each project undertaken by public works. The project activity record will contain ongoing records of work activities, including names of employees engaged, outside contractors (where used), specific dates of work, unusual problems or conditions encountered, remedial action taken (if any), equipment and materials utilized, and date of completion.

If a proposed municipally managed construction project disturbs an area larger than an acre, the Director or his designee must prepare a written Stormwater Pollution Prevention Plan (SWPPP) plan for approval, two months prior to construction. Employees of the town and private contractors employed by the Department of Public Works should be familiar with the SWPPP. Copies of the SWPPP should be present on the job site for inspection. The Director or his designee files a Notice of Intent (NOI) with the Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services (NHDES).

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