

Roadway Maintenance Programs

The Public Works Lead Foreman, with the support of other supervisory personnel and the assistance of the Director of Public Works will conduct a minimum of semi-annual inspections of all town roadways. One inspection shall be conducted in late winter to estimate a spring/summer maintenance budget. The other inspection shall take place in late summer in preparation for a fall/winter maintenance effort. The Lead Foreman will report his findings to the Director of Public Works who will formulate work schedules. Specific examples of annual work programs are as listed below:

- Roadway surface - The roadway surface shall be identified by individual roadway name, segment, proposed treatment, period, method of implementation, force account or contractor, and type of bid specification.
- Roadside brush/tree cutting –Roadside brush/tree-cutting must include location, type of work, timeframe, and force account and/or contractor (or combination).
 - i. No trimming will take place on scenic roads without prior approval of the most senior member of the management’s staff. Failure to respect this may result in disciplinary action.
- Ditch line cleaning – To identify a ditch-line cleaning, the staff must include individual roadway name(s), approximate locations, timeframe, and force account and/or contractor.
 - i. It is management’s responsibility, to use every means possible to notify abutting property owners affected by roadside ditch cleaning. Depending on the scope and location of work, this may require a public hearing.
 - ii. When signage and flaggers are used, they are required to meet the requirements set forth by the Manual on Uniform Traffic Control standards. If an employee is unfamiliar with acceptable standards, it is his/her responsibility to bring this to management’s attention.
- Drainage system – A drainage system is identified by location, type of work (underground pipe or catch basins), timeframe, and force account and/or contractor.
 - i. When signage and flaggers are used, they are required to meet the requirements set forth by the Manual on Uniform Traffic Control standards. If an employee is unfamiliar with acceptable standards, it is his/her responsibility to bring this to management’s attention.
- Traffic paint – Traffic paint is identified in a bid document by individual roadway name or location segment, timeframe, and contractor. Any employee assigned to this night work assignment shall wear full reflective clothing, which will be assigned to them by the town.
- Sign replacement/repair – Sign replacement/repair must be identified by specific roadway (intersection) name and sign type.

- Guardrail replacement/repair - Guardrail replacement/repair must be identified by specific roadway name, location, description of work to be done, timeframe, and force account or contractor.
- Priorities - Once the Director of Public Works and Foremen agree on the priorities of implementation for the maintenance program, the Lead Foreman will prepare work orders and assignment plans. These are to be performed by force account as per Section 2-II, A herein, or specifications for competitive bid, as per Section 1-IV herein.

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