

**Policy: DC-07-01**

**Policy Title: Infrastructure Maintenance, Improvement or Replacement Policy**

**Policy Purpose: Ensure Town's Infrastructure maintenance, improvements and replacements is planned and documented**

**Implementation Date: 07/10/2007**

**Revision Date: N/A**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT**

**INFRASTRUCTURE MAINTENANCE, IMPROVEMENT OR  
REPLACEMENT POLICY**

This policy is being created with the intention to ensure the Towns infrastructure maintenance, improvements and replacement is properly planned and documented.

Water and Wastewater Division shall have in place a maintenance schedule for the year. This plan shall be broken down monthly for the current year. Completed maintenance shall be documented in the monthly performance measures for review. Include but not less than for each Division:

**Wastewater:**

1. Sanitary Main Cleaned
2. Sanitary Main Televised
3. Storm Main Cleaned
4. Storm Main Televised
5. Lift Stations Cleaned
6. Manholes Located and Raised
7. Manholes Inspected
8. Manholes Rehabilitated
9. Air Relief Structures

**Water:**

1. Fire Hydrants Painted
2. Fire Hydrant Flushing
3. Water Valves Turned
4. Water Meter Replace

Improvements and replacement of infrastructure shall be addressed at the beginning of the year from the prior year inspections and maintenance schedule. This plan shall be addressed on a monthly schedule and be documented in the monthly performance measures for review.

Expansion of infrastructure shall follow the most current Infrastructure Master Plan that is in placed. The Development Construction, Water, Wastewater, and Engineering Divisions shall meet periodically to review plans to ensure infrastructure can be maintained and operated efficiently.

During periods of maintenance, expansion, improvement, or replacement of any infrastructure a complete plan shall be in place to ensure that service is sustained during the process. If services are not sustained then effected customers shall be notified prior to commencement of work.

A handwritten signature in black ink, appearing to read 'B. Hauk', with a stylized flourish at the end.

Bruce A. Hauk, Director  
Westfield Public Works Department



