

## **Guidance for Landscaping and Maintenance Task Requests**

Town maintenance and landscaping in FY23 has been handled using a contractor as follows:

### *Routine and seasonal landscaping tasks.*

- These are in our contract (the Contract) with RJ Landscapers (RJL).
- The RJL contract is part of the Town Budget and runs April to December 2022. No tasks are scheduled January – March.
- Supervision of tasks in the Contract is provided by the Councilor with maintenance responsibility (Darrell Anderson in FY23), or by the mayor.

### *Other groundskeeping and maintenance tasks (not included in the Contract).*

- These will be identified from time to time during the year and will either have been pre-budgeted or make use of contingency budget funds.
- Generally, these tasks will be contracted separately with RJL or with another vendor as appropriate to the job. All such tasks must be approved by the mayor and Treasurer (and/or Town Council) before work is performed.
- Supervision is provided by either the responsible Committee Chair, the Councilor with maintenance responsibility, or the mayor.

## **Requesting Landscaping and Maintenance Tasks**

1. *Requests for maintenance tasks enumerated in the Contract.* Requests for work from residents and others should go to the Councilor with maintenance responsibility or to the mayor, who will contact RJL. It is important for the Committees and Commissions to know what is included in the Contract, which should have been distributed to all Chairs.
2. *Requests for performing tasks included in the approved budgets of Committees and Commissions (submitted during the budgeting process).* Most of the budgeted tasks are not covered in the Contract and as in the past must be separately contracted and supervised. One or more vendors, including RJL, may be contacted directly by a Committee chair or other responsible person for a job proposal and estimate of cost. Vendor proposals will be submitted to the mayor and Treasurer for approval to proceed. The Town Council may be asked for review and approval, as appropriate.
3. *Requests for performing unbudgeted tasks.* Contingency funds approved in the FY23 Budget are available for unbudgeted tasks. Because the RFP was not totally decided

during the FY23 budget process, it is understandable things will come up that were not clearly identified during the budget process. We want to be able to do many of these, while keeping an eye on the overall maintenance budget. This has meant delaying some requested tasks that are not emergencies until FY24. In line with this policy, Chairs or anyone proposing such tasks should discuss this policy with members of the appropriate committee and/or the responsible Town Councilor or the mayor.

An example is refurbishing of the tennis shed which should have been included in the budgeting process. This category of non-emergency tasks requested by Committees and residents. Maintenance tasks not included in their FY23 budgets, except for emergencies, will need to be evaluated and the list of these tasks will be prioritized by the mayor and council.

4. *Requests for emergency work.* Examples of unpredictable situations requiring rapid attention include unexpected events such as the appearance of sink holes like the ones previously on Chestnut Road and Chestnut Avenue, downed trees or electric wires, and water main breaks. Emergency work may be requested from utilities by Town officials, or may be handled by Committee Chairs or other responsible persons. Time permitting, the mayor or responsible Town Councilor should be consulted in advance.

### **Guidance to Committees and Commissions for the Remainder of FY23**

- The current Contract with listed tasks will be sent to Committee and Commission Chairs. And will also be posted on the Town website.
- Any desired work that is included in the current Contract should not be requested directly, but by contacting the Councilor with maintenance responsibility.
- Any desired work that is outside the Contract and costing less than \$5000 requires a cost estimate and approval to proceed.
  - *For budgeted tasks*, those specifically included in your budget, you may directly contact our Contract vendor and/or other vendors, at your discretion. The cost estimate proposal(s) should be submitted to the mayor and to the Treasurer for approval.
  - *For unbudgeted tasks*, the first step is to contact the Councilor with maintenance responsibility and/or the mayor to discuss approval to use contingency funds from the Town budget. If approved or authorized, then the foregoing process to obtain and submit cost estimates will be followed.
- Any desired work costing more than \$5,000 will likely require issuing a Request for Proposal, which must be approved by the Town Council.

## **Maintenance and Groundskeeping Guidance for All Residents: Who to Contact?**

### **Emergencies** (e.g., downed trees, water main breaks, downed electric wires)

- Issues that involve utility companies like a water main break or downed wires require contacting the utility company.
- For other emergency issues contact:
  1. The Town Office.
  2. Committee/Commission having responsibility.
  3. The responsible Town Counselor (listed on the Town website).

### **Non-emergency Maintenance Issues**

- For general landscaping issues (e.g., missed mowing areas or signs blocked by foliage) contact the Town Office.
- For other non-emergency maintenance issues not including mowing or landscaping, notify the appropriate Committee or Councilor in charge of that area. (See website for listings). For example, if it involves a tree, notify Forestry and Beautification. If it involves a guardrail or roadway, the Councilor in charge of roadways would be contacted.
- For projects that require price estimates, consult the appropriate Committee Chair or the responsible Town Councilor.
- Although we cannot cover every issue, residents can always contact the Town office.

## **Budget Process for Spring FY23 and FY24**

- The Landscaping and Maintenance contract should be awarded by April 2023, and will likely run through June 2024.
- A meeting will be scheduled in January to clarify for the Chairs the budgeting process for FY24. Because we no longer have maintenance employees to call upon, we need to anticipate as many expenses as possible to include in the annual Town Budget.