

Windham Public Works
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Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

JULY 2016
Public Works

HIGHWAY:

Summer Operations Mission – To maintain and improve the town's public infrastructure.

Success – To complete work required by regulations and to maintain the town's present infrastructure.

- Spring cleanup sweeping is completed annually
- Road preparation and drainage work is completed on all roads before paving
- Gravel Roads graded and treated for dust control
- Maintain signage on Town roads and upgrades per MUTCD
- Culvert failures are repaired
- Road side mowing (30%, should be 100%)
- Maintenance ditching (30%), cleaning and reestablishing ditches on approximately 5 miles of road per year out of an estimated 15 miles that should be done.
- Catch basin repair (30%) and replacement – with 835 basins and manholes and an average life span of 40 to 70 years depending on age and style the town should be repairing or replacing 15 basins annually.
- Business district weekly sweeping 10%

Measurement – Public works has tracked tasks and completion estimates. Mowing is done at approximately 200 hours per year. The goal is to maintain or increase this rate. Priority tasks must be done first, leaving other work that is less urgent not done; the goal of Public Works is to be more proactive than reactive.

- Annual Street Sweeping per NPDES permit – completed 100%
- Annual Pavement Program 1/5 roads completed - Dutton Hill Road – 100%, William Knight Road , Highland Cliff Road (from Pope Road to the Church), Evergreen Lane, Haven Road- 75% of all drainage work is done in preparation for paving on these roads.
- Gravel Roads treated for dust control (spring –early summer 100%)
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing - 5 days – 50 hours - .49 miles mowed per hour - 24.54 lane miles
- Business district weekly sweeping 0% (pavement preparation priority)
- Cold Patch throughout the town on a continuous basis 100 %
- Paint catch basin locator marks 100%
- Stenciling for Stormwater (Logo) 100%

FLEET MAINTENANCE DIVISION:

Summer Mission - Maintains all vehicles and equipment used by Public Works, Police Department, Recreation Department and the Town Office in safe and efficient operation

Success - One of the necessary components of keeping vehicles and heavy equipment safe and efficient is to keep up with preventative maintenance.

Measurement - Fleet Maintenance completes scheduled preventative maintenance 95% of the time. The goal is to maintain or improve that rate, though there are times when breakdowns interfere with a scheduled service. Annual maintenance and repair on all plowing and sanding equipment. Spring time annual maintenance and repair on all plowing and sanding equipment.

Equipment Repair & Maintenance

- Scheduled equipment repairs for July 100% Complete
- Scheduled equipment services for July 100% Complete

Truck Repair & Maintenance:

- Truck services for July 100% Complete
- Truck repairs for July 97% Complete

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for the month of July Complete at 100 %

BUILDINGS & GROUNDS MAINTENANCE DIVISION:

Buildings

Summer Mission - Our summer mission is to maintain and improve the town's nine municipal buildings and grounds which include the town's twenty-six cemeteries.

Success – To keep up with the maintenance of all municipal buildings and grounds to insure they are all in good repair and to not fall behind on cleaning, painting, mowing, trimming, etc., while also coordinating projects to do major repairs and improvements.

- All interior painting in all the buildings done on a rotating basis of once every five years. (35% should be 100%)
- All hard floors should be striped and refinished annually, all carpeted floors should be shampooed quarterly (65% should be 100%)
- State regulated inspections are done quarterly or annually as needed (100%)
- Heating and cooling systems maintained. (90% should be 100%)
- Non-scheduled repairs 100%
- Periodic building inspections for safety compliance and maintenance scheduling (25% should be 100%)
- Writing and issuing RFP's for contracted work (50%)

Measurements – Measurements are ongoing as improvements are made. Strip and wax vinyl and wood floors in all buildings once per year, shampoo carpeted floors quarterly, and paint where needed in a timely manner. Cemeteries and grounds will be mowed and trimmed 2" to 4" in height.

Buildings

- Painting as necessary – 35%
- Floor maintenance – 65%

Grounds

Summer Mission – This division maintains twenty-six cemeteries and the grounds at all nine municipal buildings totaling approximately 28 acres. This includes spring and fall raking and cleaning, mowing, loaming and reseeding burial sites, and some contracted landscaping at the library and public safety buildings. Pick up donated or purchased food for Human Services.

Success – Keeping grass cut and neat around buildings and cemeteries (required for veterans' graves).

Measurement – Keep the grass mowed and trimmed at 2" to 4" in height in town cemeteries and grounds. This is the optimal height for lawns. (80%)

Mowed the following cemeteries once during the month of July

- Friends, Windham Hill, Puritan, Knight, Stevens, Austin , Loveitt, Morrell
- Anderson, Windham Hill, Macintosh, Knight Pope Rd.
- Quaker , Brown , Dolly , Honeywell,

Mowed the following cemeteries twice during the month of

- Arlington Cemetery, Smith Cemetery, Mayberry, Chase

Mowed the following Municipal grounds once during the month of

- SS Building, New South Fire, Public Works, Community Garden

Mowed the following Municipal grounds twice during the month of July

- Public Safety Building, Community Center, Library and East Windham Fire

Additional Activities for Public Works

Highway Activities:

- Repaired Washouts at Park & Pope Road, Windham Center Road, Running Brook Road, Swett Road
- Completed Catch Basin Cleaning
- Removed trees & debris from microburst that went through, Swett Road, Highland Cliff Road, Pope Road, Haven Road, Short end of Albion Road, Chute Road, Roosevelt Trail near Lee's Trailer
- Assisted Building & Grounds with trenching at Central Fire – for drainage
- Graded Brand Road, Swett Road (added gravel) , Burrill Farm Road & Hall Road
- Completed painting the "protect your water" signs on Basins
- Installed new 4-way stop signage at Windham Center Road intersection with Pope Road & Ward Road
- Hauled in materials to the Town's Pit for stock
- Cleaned up oil spill, sand and debris at Public Works parking lot and the Town office parking lot

Fleet Activities:

- Continued work on the pavement hot box
- Continued summer maintenance work on the trucks – prepping for winter season

Building & Grounds Activities:

- Picked up food at Hannaford seven times
- Picked up food at Wayside once on July 28th
- Discovered lots in Arlington Cemetery as being sold twice "not recorded" will be checking hard copies with Liz
- Modified Registrations counter workstations to install new keyboard trays
- Delivered copy paper to Library and Annex
- NWF truck ran into bay door and damaged lower two panels which was replaced as well as the overhead spring \$2,200 (Spent \$2,600 in Dec 2015 for the same thing with this door)

- Lower level at SS Building flooded twice. Found a drain pipe that went under the walkway had been covered over with loam and seed for lawn
- Delivered Toilet paper and paper towels to NWF, EWF & SWF
- Painted PD dispatch area & disassemble old workstations before new workstations arrive
- Reattached down spout gutter at Public Safety Building
- Painted Welcome to Windham Signs posts
- Installed exit signs at Medical Loan Closet
- Discarded business signs from behind gym at Community Center
- Removed old fencing at Mayberry and Windham Hill Cemeteries & added new fencing
- Trimmed tree branches at Smith Cemetery
- Filled in pot holes at Arlington, Anderson & Smith Cemeteries
- Installed drainage ditch at Public Safety Building with 1 ½" stone
- Custodian Crew short staff-Cleaned Library
- Picked up a cooler at SS Building & discarded it at Riverside Recycling
- Picked up Floor maintenance equipment from Community Center & delivered it to East Windham Fire Station
- Picked up Floor maintenance equipment from East Windham Fire Station & delivered it to "old" South Windham Fire Station
- Checked EWF Solar inverters to ensure they have not tripped due to AFIC twice weekly
- EWF fixed flusher
- Met with Coastal Road Repair to discuss options of the Library walkway that was done last October
The company will be replacing it at no cost to the town
- Brought 15 Recycle bins and 6 compost bins from garage to Registration
- Plymovent Service call for NWF
- No power at SWF in back bunk room-found breaker tripped
- Repaired A/C unit at library
- Wash carpeting at SS Building

