

Windham Public Works
Doug Fortier, Director
Telephone: (207) 892-1909 Fax: (207) 892-0542

Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

September 2017

Public Works

HIGHWAY:

Annual (summer) Department Objectives

- Spring cleanup sweeping of approximately 52 miles is completed annually – 100%
- Gravel roads treated for dust control and graded, 7 roads totaling 3.35 miles – 100%
- Road preparation and drainage work completed on all roads to be paved – 100%
- Roadside mowing throughout entire town, approximately 180 miles – 100%
- Maintain signage throughout entire town, per MUTCD – 100%
- Culvert failures are repaired – 100%
- Maintaining, cleaning, and reestablishing ditches throughout the town. Every year, approximately 15 miles needs to be completed to stay on a 12 year cycle – 100%
- All esplanades and cul-de-sac should be loamed and reseeded as needed as a result of winter damage – 100%
- Catch basin repair and replacement. 15 basins should be repaired or replaced annually, out of 835 basins in the town.
- Patching all potholes town wide as needed – 100%
- Meet all Federal Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 100%

Projected Summer Goals (Success)

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 100%
- Roadside mowing – 30%
- Maintaining signage town wide – 100%
- Culvert repairs – 100%
- Ditch work throughout the town – 33%, 5 miles
- Esplanade and cul-de-sac work – 0%
- Catch basin repair and replacement when fails – 10%
- Patching potholes – 100%
- Meeting Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 100%

Percentage Achieved of Summer Goals for September (Measurement)

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 100%
- Roadside mowing – 0%
- Maintaining signage town wide – 100%

- Culvert repairs – 100%
- Ditch work throughout the town – 4%
- Esplanade and cul-de-sac work – 0%
- Catch basin repair and replacement when fails – 10%
- Patching potholes – 100%
- Meeting Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 100%

FLEET MAINTENANCE DIVISION:

Annual (summer) Department Objectives

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 100%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Projected Summer Goals (Success)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 75%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Percentage Achieved of Summer Goals for September (Measurement)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 75%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 75%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

BUILDINGS & GROUNDS MAINTENANCE DIVISION:

Buildings

Annual (summer) Department Objectives

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs
- Non-Scheduled repairs 100%
- Building improvement projects 100%
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Projected Summer Goals (Success)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 80%
- Non-Scheduled repairs 100%
- Building improvement projects 50%

Percentage Achieved of Summer Goals for September (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 75%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 40%
- Non-Scheduled repairs 100%
- Building improvement projects 0%

Grounds

Annual (summer) Department Objectives

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 100%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Projected Summer Goals (Success)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 50%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Percentage Achieved of Summer Goals for August (Measurement)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 70%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Additional Activities for Public Works

Highway Activities:

- Ditching/Culvert work at 526 Roosevelt Trail
- Graveled driveway aprons after paving on Highland Cliff Rd, Smith Rd, Covered Bridge Rd, and William Knight Rd
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Building & Grounds Activities:

- Installed addition drainage at SS building to draw water away from foundation
- Removed items out of Smith Cemetery garage to prepare for demolition
- Painted Conference room 2
- Changed three florescent lights in gym kitchen to LED fixtures
- Replaced two old emergency exit signs at SS building
- Replace two US Flags at Town Hall and Public Works
- Replaced flag pole ropes at all Town Buildings
- Installed new people counter at Library
- Added TV to conference room 1
- Stripped and re-finished floor in PD sub-station at NWF
- Weeded Max's garden at PD and place new bark mulch
- Replace broken light switch in meeting at Library
- Replace faucet in small restroom downstairs of PD
- Painted exterior doors at EWF
- Picked up food seven times at Hannaford's
- Interviewed for Custodian position
- Cleaned coils to Community Center RTU's