

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

Department Activity Report

April 2014

Public Works

Our mission at Public Works is to maintain and improve the town's public infrastructure – its roads, sidewalks, drainage systems, buildings, grounds, cemeteries, vehicles, and equipment with the exception of fire and rescue. The department is responsible for contracted services such as paving, traffic signs & signals, road striping, solid waste, catch basin cleaning, tree work, HVAC systems, and contract snow plowing. Public Works provides the following and more:

- Summer and/or winter maintenance services on 128+ miles of public ways and public easements, with another 24 miles of contracted roads for winter maintenance. Cleaning and maintenance of 837 catch basins, man holes, culverts, and drainage ways, 4.5 miles of sidewalk clearing in the winter and 14.8 total miles of sidewalks maintained.
- Maintenance and repair of 9 municipal buildings and grounds, and 26 cemeteries.
- Maintenance of more than 50 vehicles and pieces of heavy equipment and numerous other pieces of mobile and small power equipment.
- Performing special tasks such as providing pick-up and delivery of food for the food pantry, moving furniture and equipment, preparing for parades, voting and other events, as assisting in response and recovery in the event of a disaster or any other duties as needed.

To accomplish its mission the department is organized into four main parts, the administrative offices and three divisions – Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance.

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.

There are many tasks performed to achieve these goals.

Measurement – Public works has tracked tasks and completion estimates. Sweeping should be completed by July 1st. 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.

Street Sweeping

- Started Street Sweeping - 20% completed

Miscellaneous:

- Strip Plows & Gear from trucks
- Prep Trucks & equipment for summer
- Gray Road – Replaced culverts , ditched approximately 800'
- Cold Patch – throughout the town
- Graded all Town owned gravel roads
- Administration answered 357 telephone calls

- The department issued 8 Streets/Driveway permits

Sign Work:

- Repaired, straightened, installed signs throughout the town
- Removed Heavy Load Limit signs

Training:

- Maine Local Roads – Drainage – Drainage – Drainage Training
- Maine Local Roads- Video Library: The dangers of Texting & Driving

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.

Equipment Repair & Maintenance

- Equipment Repairs for April – Complete
- Equipment Services for April - Complete

Truck Repair & Maintenance:

- Truck services for April – Complete
- Truck repairs for April - Complete

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for April - Complete

Cruiser Miscellaneous Repairs:

- Repairs for April - Complete

Training:

- Napa Seminar - Brake Systems

Building & Grounds Division:

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.

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:

- State mandated inspections - Complete
- Painting as necessary
- Floor maintenance – Strip & Wax 50 %
- Installed new door - South Windham Fire
- Electrical upgrade new GFI's - East Windham Fire
- Repaired garage door - Central Fire
- Repaired electrical outlet - Public Safety
- Repaired phone lines - East Windham Fire
- Repaired flag pole - Public Safety
- Installed new bulletin board - Planning
- Patched wall and painted - Library
- Had corrections crew paint the interior - East Windham Fire
- Repaired Plymovent system - Central
- Marked out safety lines around all electrical panels

Cemeteries:

- Spring cleanup & mowing has begun
- Marked out lots for burials
- Marked out lots for headstones
- Sold cemetery lots
- Answered approximately 30 questions about cemeteries

Grounds:

- Spring cleanup & mowing has begun
- Set up equipment and trucks for summer work
- Serviced all mowers
- Picked up food nine times for a total of 28 man hours