

## October-December 2024

### **BUILDING/GROUNDS:**

- Weekly food pantry runs
- Trash/bulky waste loan closet
- Sediment pond repair Public Works
- Install dryer vent and machines North Windham Fire
- Tool organization
- Regular equipment maintenance
- Leaf blowing all buildings
- Leaf blowing/fall clean up cemeteries
- Mowing main cemeteries
- Place and remove NO PARKING signage Public Safety
- Weekly trash collection all main cem
- Town Hall remove basketball hoops
- Sort and organize holiday lights/décor
- Mayberry, remove fence, relocate entrance post
- Holiday light set up
- Voting set up and take down
- Leaf and brush removal Town Hall playground
- Plow training
- Prep equipment for winter
- Install new basketball hoops
- General building maintenance throughout all town buildings
- Re-seal concrete heated pads
- Relocate and set up Mary's office at Public Works

### **HIGHWAY:**

- Ditch work: Montgomery Rd, Pope Rd, Varney Mill Rd, Short Nash Rd,
- Paving: Short Nash, Short Varney Mill, Anderson Rd, Pope Rd
- Various road/pothole patching
- Basin painting throughout town
- Roadside mowing
- Haven Rd replaced culvert, ditching
- Weekly trash toter maintenance
- Sign replacements and installation
- Police Department install dirt parking lot

Public Works  
Quarterly Report

- Old County/Gilman/Swett/Read/Claman grading
- Various sweeping throughout town
- Prep trucks for winter plowing/sanding
- Install no parking signage
- Cold storage organization
- Brush removal from the pit to the brush dump
- Began construction on a new road to the pit
- Lamp post repair
- Regular washing of equipment/trucks
- Chipping brush
- Washout repairs
- Plowing/sanding/salting as needed
- Hauled winter sand
- Guardrail repair Quinn Rd

**VEHICLE MAINTENANCE:**

- Performed 14 Maine State Inspections on all town vehicles due during quarter.
- Performed 23 routine maintenance services & tire changes on all town vehicles & equipment due during quarter.
- Performed 46 repairs on all town vehicles.
- Hired professional welder/fabricator to replace front crossbeam on Truck # 2 dump body.
- Performed multiple welding repairs on truck # 2 dump body to allow truck to be stickered, as well as, multiple other repairs.
- Maintained all normally stocked parts.
- Completed all repairs needed that were found during fall services.
- Responded to road calls to Highway crew for equipment failures.
- Paid all parts and outside labor invoices that were received during quarter.
- Continued on-the-job training with our new tech.
- Attended meeting for capital budget.
- Inquired about “budget pricing” for 2026 capital budget requests.
- Put up shelving in welding bay & removed sander chain stock from cold storage and organized on new shelving in welding bay.
- Moved cutting edge rack to garage bay for easier access and better organization.