

Windham Public Works
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Department Activity Report
March 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:

Winter Operations Mission – To maintain the roads and keep them as safe as possible.

Success – To return arterials and collector roads to bare pavement within 24 hours after the storm event has ended.

Measurement – Public works achieves a success rate of at least 95% for returning arterials and collector roads to bare conditions through the month of March 2014. This success rate is determined by visual inspection.

Storms:

- Public Works responded to 5 storm events
- Post Storm events: Cleared ice from basins and drainage areas throughout the town, Hauled snow from North Windham
- Wind storm, replaced signs blown down by heavy winds

Miscellaneous:

- The Administrative Office answered 250 telephone calls

Sign Work:

- Installed Postings for heavy load limits
- Installed bump signs where necessary
- Installed marking cones at severe frost heaves
- Cold Patched pot holes continuously

Training:

- Graincus / Legistar Training
- VDT Training
- MUST Training – Municipal Underground Safety Training (Highway Crew)
- Training for new Elgin Street Sweeper

FLEET MAINTENANCE DIVISION:

Winter Mission- Maintains all vehicles and heavy equipment to ensure the Fleet is ready for storm events.

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.

Equipment Repair & Maintenance:

- Repaired 2 Loaders : Replaced hydraulic hoses, adjusted belts, replaced headlamps, replaced wiper blades
- Set Up New Elgin Sweeper : Installed safety lights, radio, tool box

Truck Repair & Maintenance:

- Minor repairs performed to 6 trucks
- Truck #7 removed & replaced oil pan and gaskets
- Scheduled Truck Services for March is at 95 % due to trucks having to be on the road
- State Inspections to trucks - completed

Police Cruiser Repair & Maintenance:

Cruiser services:

- Serviced 5 Cruisers
- Performed 5 State Inspections

Cruiser Miscellaneous Repair's:

- Repaired 7 Cruisers

Recreation Department

- Serviced and Inspected vehicles

Training:

- VDT Training
- Training for new Elgin Street Sweeper

Building & Grounds Division:

Winter Mission - Maintains and keeps all municipal parking lots and walkways as safe as possible.

Success – Returned parking lots and walkways to pavement within 24 hours of a storm event. The success rate is 100% of the time.

Measurements – Buildings achieved a success rate of 100% in keeping parking lots and walkways clean and free from ice and snow which is determined by a visual inspection.

Buildings:

- Plowed, shoveled and sanded for 5 storm events 100%
- Installed two new interior doors East Windham Fire
- Walk through fire stations with Ann Schneider from MMA
- Lined up new contract for sprinkler inspections
- Generators serviced at Public Works and South Windham
- Ordered new door installation at South Windham Fire
- Removed dead tree in front of Library
- Went through conditions assessment report and submitted recommended funding for capital projects
- Worked on budget
- Developed RFP for new boiler at Social Services
- Developed RFP for insulation upgrades at North Windham Fire
- Shampooed carpeting at Library
- Installed pipe insulation as per condition assessment report at South Windham Fire
- Installed new door closer as per condition assessment report at South Windham Fire
- Replaced waste pipe covers as per condition assessment report at Library and East Windham Fire
- Installed new eye wash station and removed drench shower at Central Fire
- Installed new door at bathroom as per condition assessment report at South Windham Fire
- Installed new shower heads and re-grouted shower at Public Safety

Cemeteries:

- Received four informational requests at cemeteries

Grounds:

- Picked up food at Hannaford's 6 times (18 man hours)

Training:

- PPE