

Windham Public Works  
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**Department Monthly Report**

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

**May 2017**

**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 65%
- Annual Pavement Program – 7,000ft of Highland Cliff Rd – reclaimed and base paved
- Gravel Roads treated for dust control – scheduled for June
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing - not started yet
- Business district weekly sweeping – not started yet
- Cold Patch throughout the town on a continuous basis 100%
- Paint catch basin locator marks – not started yet
- Stenciling for Stormwater (Logo) – not started yet

**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 maintenance for May 100% Complete
  - 2 minor scheduled maintenance work orders – both completed.
- Requested maintenance for May 100% Complete
  - 3 critical requested maintenance work orders – all completed.

#### **Truck Repair & Maintenance:**

- Scheduled maintenance for May 30% Complete
  - 10 minor scheduled maintenance work orders – 3 completed.
    - Trucks are being brought in one by one for full check overs and repairs.
- Requested maintenance for May 71% Complete
  - 5 critical requested maintenance work orders:
    - 4 completed.
    - 1 active work order – will be completed when there is a bay available.
  - 2 minor requested maintenance work orders:
    - 1 completed.
    - 1 active work order – will be completed Friday when vendor comes to repair radio issue.

#### **Police Cruiser Repair & Maintenance:**

- Scheduled maintenance for the month of May 100% Complete
  - 3 critical scheduled maintenance work orders – all completed.
  - 4 minor scheduled maintenance work orders – all completed.
- Requested maintenance for the month of May 100% Complete
  - 3 critical requested maintenance work orders – all completed.
  - 2 minor requested maintenance work orders – all completed.

### **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 (May)

- Friends Cemetery, Windham Hill Cemetery, Puritan Cemetery, Knight on Brand Cemetery, Stevens Cemetery, Austin Cemetery, Loveitt Cemetery Morril Cemetery, Anderson Cemetery, Windham Hill Cemetery, Macintosh Cemetery, Knight Pope Rd. Cemetery, Hunneywell Cemetery

Mowed the following cemeteries twice during the month of ( )

- Arlington Cemetery, Smith Cemetery, Mayberry Cemetery, Chase Cemetery

Mowed the following Municipal grounds once during the month of (May)

- Public Library

Mowed the following Municipal grounds twice during the month of (May)

- Town Hall, Public Safety

#### **Additional Activities for Public Works**

Highway Activities:

- Road Sweeping: East and South sides secondary and developments complete, Correctional Center parking lots done
- Grading Dirt Roads
- Sign repairs as needed town wide
- Cold patching throughout town as needed
- Shoulder work on Pope Rd, Mallison Falls, Falmouth Rd, Briarwood, Cottage Rd, Landing Rd, Windham Center Rd
- Gravel driveway aprons on Highland Cliff Rd – 12 driveways
- Started ditch work on Land of Nod Rd
- Finished brush/debris removal from winter on New Hall Rd, Gambo Rd, Chute Rd, Percy Hawkes Rd, Nash Rd, Haven Rd, Gilman Rd, Old County Rd, Pope Rd, Tate Lane, Southside Rd, and Johnson Rd

Fleet Activities:

- Putting plans together for possible fall/winter fabrication projects.
- Continue to improve vehicle cost analysis graphs to include more detail.

Building & Grounds Activities:

**Marked out graves for burial in:**

- Arlington Cemetery (2)
- Chase Cemetery (2)
- Dolley Cemetery (1)
- Mayberry Cemetery (4)
- Smith Cemetery (3)

**Marked locations for Stone/markers in**

- Arlington Cemetery (4)
- Chase Cemetery (1)
- Mayberry Cemetery(2)
- McIntosh Cemetery (1)
- Picked up food nine times at Hannaford's
- Picked up food twice at Wayside
- Serviced A/C at Public Safety and Public Library
- Delivered cleaning supplies to North Fire Station and South Fire Station
- Replaced three old florescent light fixtures to three LED fixtures
- Changed nineteen CFL light bulbs to LED at Public Library
- Installed occupancy light sensors in restrooms at:  
Town Hall "Annex", Public Library and East Fire Station
- Repaired water line that feeds the Community Garden
- Replace florescent light fixture in lobby of the Library
- Painted bridge at Public Library to remove graffiti
- Replace three fluorescent light fixtures at Public Safety lobby with three LED fixtures
- Replace blown light fixture at EWF captains office with LED fixture
- Replaced broken electrical conduit and GFI outside of salt shed at Public Works
- Delivered bark mulch to the Public Library
- Replaced older roof of old entrance behind Town Hall with a metal roof, ice fell from the winter putting a 2' x1' hole in the roof which allowed water to enter the basement
- Kids from Windham High School cleaned Arlington and Smith Cemeteries of trash for Power Server Community Service Day
- Kids from Windham High School weeded, add flowers and add bark mulch to Max's Garden at the Public Safety Building trash for Power Server Community Service Day
- Measured out new parking area for Fire Chief at Central Fire, will be adding reclaim at a later date