

Windham Public Works
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Department Activity Report

June 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.

Roadside Mowing:

- 76.5 hours of mowing for June – Falmouth Road, Albion Road, Phil Hunt Road, Vance Drive, Haven Road, Dalton Pines, Route 302, Southside Drive, Johnson Road, Roosevelt Trail from the Rotary to the Westbrook line, Long Nash Road, Nash Road

Street Sweeping

- Street Sweeping – Annual spring clean up - 100% completed

Miscellaneous:

- Cold Patch – throughout the town
- The Department answered 393 telephone calls
- Falmouth Road – Ditching and replaced culverts in preparation for paving
- Albion Road – Started ditching and replacing culverts in preparation for paving
- Whites Bridge Road – Started ditching
- Picked up dead deer on River Road, Roosevelt Trail, Falmouth Road and Webb Road
- Picked up dead porcupine on Chute Road
- Dust Control applied to Brand Road, Gilman Drive, Hall Road (both sides), Old County Road, Read Road, and Swett Road

Sign Work:

- Repaired, straightened, installed signs throughout the town

Training:

- Poison Ivy & Giant Hogweed – Training / Discussion
- Stormwater Training – South Portland

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.

Annual Equipment Repair & Maintenance

- Equipment Repairs & Preparation for winter 65 % complete
- Equipment Services 100 % Complete

Truck Repair & Maintenance:

- Truck services for June 100% Complete
- Truck repairs for June 95% Complete

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for June – Complete at 100 %

Cruiser Miscellaneous Repairs:

- Repairs for June – Complete AT 100%

Training:

- Emissions Control

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:

- Painting as necessary
- Floor maintenance
- Completed purchase orders
- Delivered paper and cleaning products to all buildings
- Completed evaluations
- Repaired toilet and bathroom fan light N. Windham fire
- Installed new bathroom fan, installed new fire alarms, cleaned & re-planted garden at East Windham Fire Station
- Set up booths & picked up for election
- Set up for Town meeting
- Helped with set up for Summer Fest
- A/C repair at Library
- Completed SDS inventory
- Installed new signs & patched shower at Public Safety building
- Assisted Loan closet in disposing of items
- Installed new faucet at Social Services
- Repaired flags at 302 and 202
- Repaired lock at Central Fire Station

Cemeteries:

- Marking graves and headstone placement
- Sales of cemetery lots – sold 5 lots
- Marked 4 graves for burial
- Marked location of 3 headstones
- Mowed the following cemeteries: Arlington Cemetery - twice, Smith Cemetery – twice, Morrill Cemetery – three times, Chase Cemetery - twice, Mayberry Cemetery - twice, Anderson Cemetery, Friends Cemetery, Quaker Cemetery - twice, Windham Hill Cemetery, Purinton Cemetery, Knight Cemetery, Dolly Cemetery, Stevens Cemetery, Macintosh Cemetery, Austin Cemetery, Hansen Cemetery, Knight Cemetery, Pope Road Cemetery, Chute Road Cemetery, Brown Cemetery, Hunnewell Cemetery, Loveitt Cemetery, Gould Cemetery

Grounds:

- Spring cleanup & mowing
- Mowed the following Municipal grounds: Public Works - twice, Social Services – twice, Public Safety, South Windham Fire, East Windham Fire, North Windham Fire, Park area on Pope Road – twice, Town signs, Community Garden, River Road & Roosevelt Trail Tri-angle - twice, Library - twice

- Clean up garden/ shrub area in front of Central Fire
- Picked up food for Social Services 8 times - 16.5 man hours

Training:

- Lockout / Tagout
- Exposure Control