

Windham Public Works
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Department Activity Report
July 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:

- 59.5 hours of mowing for July – Nash Road, Haskell Road, Pine Drive, Lantern Lane, Dutton Hill Road, Keene Road, Pendleton Ash Way, Route 202 Falmouth Road to Dutton Hill Road – Approximately .3 miles per hour

Grading:

- Brand Road, Hall Road (both ends) , Peartree Lane, Keene Road, Gilman Drive, Old County Road, Town Farm Road, Brick Hill Road, Swett Road, Claman Drive, Dirt end of Highland Cliff Road

Catch Basin Cleaning:

- 10% Complete

Miscellaneous:

- Cold Patch – throughout the town
- The Department 425 telephone calls
- Albion Road – Continued ditching & culvert replacement in preparation for paving 55% Complete
- Whites Bridge Road – Ditching 90% Complete
- Newhall Road – Filled gravel driveway aprons 100% Complete
- Newhall Road – Contractor still has shoulder work to complete
- Storm -Cut tree that came down on Fox Run & Tandberg Trail
- Storm -Cut tree that come down on Dutton Hill Road
- Brush work at the intersection of Misty Drive & Shady Lane
- Started painting catch basin locator marks & stenciling for Stormwater (duck logo) 20% Complete
- Central Fire & Public Safety – Drainage and erosion repair

Sign Work:

- Repaired, straightened, installed signs throughout the town

FLEET MAINTENENACE 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.

Equipment Repair & Maintenance

- Equipment Repairs for July 100 % Complete
- Equipment Services for July 100% Complete

Truck Repair & Maintenance:

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

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for July – Complete at 100 %

Cruiser Miscellaneous Repairs:

- Repairs for July – 100% Complete

Training:

- Napa sponsored Brake Clinic

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- All Buildings
- Floor maintenance
- Completed purchase orders
- Serviced all heating equipment
- Quarterly service of all elevators
- Quarterly service of all sprinkler systems
- Annual Inspection of overhead crane completed
- Public Works: Installed hand rail as per MMA, repaired concrete pad around the fueling station
- Public Safety: Performed maintenance on AC system, worked on bids for sidewalk repair/replacement
- Loan Closet: Returned items
- Library: Completed specifications for contractor work
- East Windham Fire: Serviced over head doors, repaired exterior lighting, had the propane tank re-set, delivered supplies
- South Windham Fire: Repaired electrical issue, delivered supplies
- North Windham Fire: Completed specifications for contractor work, installed new dishwasher, delivered supplies
- Social Services: Completed specifications for contractor work, installed new windows in attic
- Town Office: Repaired waste pipe break

Cemeteries:

- Marked 4 graves for burial
- Marked location for 6 headstone placement
- Sales of cemetery lots
- Mowed the following cemeteries:
- Arlington Cemetery, Smith Cemetery, Morrill Cemetery, Chase Cemetery-twice, Mayberry Cemetery-twice, Anderson Cemetery, Friends Cemetery, Quaker Cemetery, Windham Hill Cemetery, Purinton Cemetery, Knight Cemetery, Dolly Cemetery, Stevens Cemetery, Macintosh Cemetery-twice, Austin Cemetery-twice, Hansen Cemetery, Knight Cemetery, Pope Road Cemetery, Brown Cemetery-twice, Hunnewell Cemetery, Mugford Cemetery

Grounds:

- Routine cleaning & mowing
- Mowed the following Municipal grounds: Town office-twice, Public Works, Social Services-twice, Police/Central Fire-twice, East Windham Fire-twice, North Windham Fire, Park on Pope, Town Signs, Community Garden-twice, River Road & Route 302 intersection, Library,
- Started major landscaping project at Public Safety/Central Fire to remove existing trees, shrubbery, repair drainage issues, and ditching
- Picked up food for Social Services 9 times = 33 man hours

Training:

- Safety Works Video Library – Ladder Safety
- Safety Works Video Library - Hearing Conservation