

Windham Public Works  
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**Department Monthly Report**

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

**October 2016**

**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 100%
- Annual Pavement Program 1/5 Roads completed - Dutton Hill Road – 95%, William Knight Road, Highland Cliff Road (from Pope Road to the Church), Evergreen Lane, Haven Road
- Gravel Roads treated for dust control (spring – late summer 100%)
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing
- Business district weekly sweeping 0% (pavement preparation priority)
- Cold Patch throughout the town on a continuous basis 100 %
- Paint catch basin locator marks 100%
- Stenciling for Stormwater (Logo)

**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 equipment repairs for 100% Complete
- Scheduled equipment services for 100% Complete

#### Truck Repair & Maintenance:

- Truck services for 100% Complete
- Truck repairs for 97% Complete

#### Police Cruiser Repair & Maintenance:

##### Cruiser services:

- Services for the month of October Complete at 100 %

### **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

- Friends Cemetery, Windham Hill Cemetery, Purinton Cemetery, Knight Cemetery, Stevens Cemetery, Austin Cemetery, Loveitt Cemetery, , Morrill
- Cemetery, Chase Cemetery, Anderson Cemetery, Windham Hill Cemetery, Macintosh Cemetery, Knight Pope Rd. Cemetery,

Mowed the following cemeteries twice during the month of

- Quaker Cemetery, Brown Cemetery, Dolly Cemetery Arlington Cemetery Smith Cemetery

Mowed the following Municipal grounds once during the month of

- Public Safety, Town Hall, Library, Community Garden

Mowed the following Municipal grounds twice during the month of

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

Highway Activities:

- Chainsaw Safety Class
- Defensive Driving Class
- Mowed miscellaneous areas/intersections for site distance
- Cleaned Salt Shed for winter operations
- Barnes Road – Tree down – Cut & removed tree
- Extended Turn around at posted bridge on William Knight Road
- Hauled Winter Sand
- Cleaning, painting, & installing head gear and plow gear on dump trucks
- Swept North Windham, South Windham and Developments as time permitted

Fleet Activities:

- All major and minor truck services are complete for winter season.
- Programmed and performed drop tests on majority of the fleet.
- Maine State Inspections for October were completed.
- Assisted in the installation/testing of plow equipment – everything seems to be functioning normally at this time.

Building & Grounds Activities:

- Picked up food at Hannaford 8 times
- Brought 14 cases of copy paper to Public Safety Building
- Pressure washed East Windham Fire & Library
- Replaced panic button wireless receiver by Parks and Rec
- Cleaned inside of Library 4 times
- Removed furniture from Elisa's office, repaired walls & painted office while out on leave
- Removed furniture from Conference room#3 to Conference room#2
- Repaired walls & repainted Conference room#3 so to have a new office for "Town Engineer"
- Public Safety Building had no heat, worked with Pine State to get to know the system. System is up and running but needs to be fine-tuned.
- Set up voting booths at Registration for early voting
- Picked up new grounds trailer in Warren
- Marked 5 graves sites for burial at various Cemeteries
- Marked out 3 stone placements at various Cemeteries
- Sold 2 lots in Mayberry Cemetery
- Repaired door heading to truck bays at East Windham Fire
- Bought 7 portable voting booths to School for mock election
- Performed quarterly sprinkler inspections

- Had library walkway re-surfaced twice due to puddling
- Installed many new toilet paper dispensers though out Town buildings from house roll to the larger 12" roll to help productivity
- Met with Scott Norton to get quote on replacing header at Public Works salt shed
- Repaired window screen at library
- Delivered wheel chairs to Medical Loan Closet
- Electrician repaired parking lot lights at East Windham Fire "warranty work"