

Windham Public Works  
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**Department Monthly Report**

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

**August 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 -100% of all drainage work is done in preparation for paving on these roads.
- Gravel Roads treated for dust control (spring –early summer 100%)
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing - 80 hours (8 days) 32.68 miles mowed .40 per hour
- Business district weekly sweeping 0% ( pavement preparation priority)
- Cold Patch throughout the town on a continuous basis 100 %
- Paint catch basin locator marks 100%

**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 July 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 Arlington Cemetery, Smith 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

Mowed the following Municipal grounds once during the month of

- Public Safety, SS Building, Library, community garden

Mowed the following Municipal grounds twice during the month of

- Public Works, Town Hall

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

Highway Activities:

- Shoulder work on Montgomery Road, 70 Highland Cliff Road, 210 Albion Road, Gambo Road, School Road (both sides)
- Installed new no parking signs at the Town Office
- Installed trail crossing signs at the Mountain Division Trail
- Replaced street light sign on Windham Center Road
- Graded town dirt roads
- Road Sweeping – North Windham Corridor
- Stenciling Logos for Stormwater - Completed
- Shoulder Work on Gambo Road, 85 River Road, Montgomery Road, Whites Bridge Road, School Road, 4 Otter Drive, 85 Main Street, Route 202 just past Fall Ridge Road, Chute Road, Webb Road,

Fleet Activities:

- Completed fabricating new hot box and painted

Building & Grounds Activities:

- Loamed/filled in sunken graves at Smith, Chase, Mayberry and Dolly Cemeteries
- Replaced Public Works compressor motor
- Removed old workstations at Public Safety Building, added "new" electrical lines to conform to the new workstations arriving Aug 2<sup>nd</sup>
- Found that cemetery Lot#512 in Arlington was sold twice, originally in May 2013 which was not on records and then again on Aug 2016. Contacted both parties and was able to relocate the original purchaser to Lot#440
- Located 3 graves 2 in Arlington and 1 in Mayberry Cemeteries
- Located 2 locations for grave markers 1 in Arlington and 1 in Mayberry Cemeteries
- Painted old dispatch area
- Picked up miscellaneous medical items that was dropped off at SS Building to be brought to the Medical Loan Closet (twice)
- Picked up for 10 times at Hannaford
- Met with Aaron from Coastal Road Repair about redoing the lower walkway at Library due to done late last year when temps was too cold.
- Found East Windham Fire electrical panel arching causing the Solar Panel System to trip, retightened each breaker in panel.
- Removed old desk from Parks and Recreation to the basement
- Delivered 3 cases of copy paper to Code

- Performed quarterly sprinkler inspection at Community Center, East Windham Fire, Library and Public Safety Building
- Hung shelving at PD
- Delivered toilet paper, rolled towels and Tissue paper to North Windham Fire, East Windham Fire, South Windham Fire
- Purchased new anti-fatigue mats for Registration
- Performed Annual fire extinguisher inspection
- Re-loamed and Seeded Public Safety Building
- Painted cemetery sign posts
- Installed new fence at Mugford Cemetery