

Windham Public Works
Doug Fortier, Director
Telephone: (207) 892-1909 Fax: (207) 892-0542

Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

September 2014

Public Works

HIGHWAY MAINTENANCE DIVISION:

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 4/5 roads completed (continuation of drainage work on additional roads) Albion Road – 100%, Whites Bridge Road – 100% , Newhall Road – 100% ,Falmouth Road – 100 %
- Gravel Roads treated for dust control (spring –early summer 100%)
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing - 130 hours (13 days) at .248 miles mowed per hour
- Business district weekly sweeping 0% (pavement preparation priority)
- Cold Patch through out the town on a continuous basis 100%
- Albion Road – 100%
- Whites Bridge Road – 100%
- Newhall Road – 100%
- Falmouth Road – 100 %
- Dutton Hill Road – Ditching 35%
- Paint catch basin locator marks & stenciling for Stormwater (duck logo) 100% Complete

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 September 100% Complete
- Scheduled equipment services for September 100% Complete

Truck Repair & Maintenance:

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

Police Cruiser Repair & Maintenance:

- Services for the month of September – 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 September:

- 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 September:

- Quaker Cemetery, Brown Cemetery, Dolley Cemetery,

Mowed the following Municipal grounds once during the month of September:

- Police/Central Fire, Town Signs, River Road & Route 302 intersection, Library, North Fire, Town Office, Social Services, East Fire, Park on Pope, Varneys, Garden, Library.

Mowed the following Municipal grounds twice during the month of September:

- Public Works

Additional Activities for Public Works

Highway Activities:

- 58 Ward Road – cleaned ditches, cleared culvert with Fire Dept. assist, rip rap
- Lotts Drive – removed and replaced cross culvert, paved cross trench
- 9 Bittersweet Way – cleaned ditches and outfall catch pond, rip rap
- 9 Brand Road – added section of culvert to left of driveway to get flow beyond the guardrails, cleaned around guardrails
- 49 Brand Road – Cleaned rip rap pool before culvert & ditch leading to culvert
- Brand Road – Cleaned ditches from Bridle Path Ln to Gray Rd, reshaped ditch and shaved shoulder
- Danielle Drive – Sink hole, removed & replaced collapsed culvert
- William Knight Road – cold patched washout
- 64 Evergreen Lane – filled 2x2 pot hole
- Installed new street signs, Kristine Dr, Garden Ln,
- Installed new stop signs, Pope Rd & Gray Rd, Albion Rd Timber Hill Rd, Goshen, Rd, Swett Rd

- Swept at the High School Memorial for funeral, swept from the rotary to Pope Road for paving prep
- Picked up a dead deer on Falmouth Rd
- Windham Public Works facility – re-created catch basin pool at parking lot outfall pipe, reshaped ditch
- Picked up illegally dumped materials from Land of Nod Rd
- Swept various locations – sweeper logged in 17.5 hours
- Continued training for MyGov software program

Fleet Activities:

- Fabricated items for street mower
- Fabricated plow parts – push arms & pins
- Continued training for Mygov software program

Building & Grounds Activities:

- Continued training for Mygov software program
- Completed new Boiler project at Social Services
- Installed new electrical panel at Social Services
- Picked up food 11 times 36 man hours
- Repaired the public's sand shed
- Repaired sign for East Windham Fire
- Repaired lighting at Public Safety
- Renew a railing at the Library
- Had North Windham Fire Shore ties all rewired
- Opened and awarded four capital projects
- Renew lighting in the Town office
- Installed new A/C system at the police annex North Windham Fire
- Installed new windows at Public Safety
- Repairs completed to Plymovent System North Fire
- Repairs to roof top A/C Town Office
- Assembled furniture at Library