

## PUBLIC WORKS QUARTERLY REPORT

July-September 2025

Windham Public Works has implemented a new ticket reporting system. The new system, called BI Spiceworks, keeps track of the status of all reported tickets.

The new reporting system will be utilized by the Buildings and Grounds Department to track all building and grounds maintenance requests from town employees. It is also being utilized by the Highway Department to track resident requested services for road maintenance, drainage issues, washouts, pot holes etc. This will enable Public Works to better track the start and completion of projects, mark projects priority, and stay on track with upcoming projects.

### BUILDING/GROUNDS:

- Responded to 201 Building Maintenance Tickets

Category	tickets
misc	28
minor repair	23
HVAC	18
Maintenance	16
	15
Cemetery grave marking	13
supplies	13
Cemetery Other	11
Fobs/security	11
Copy Paper	10
Safety	9
Cemetery Stone location marking	7
Electrical	6
Equipment repair	5
Lighting	4
Tv/White Board/Cork Board install	4
Plumbing	3
Trash run	2
Building Grounds Maintenance	1
Cemetery Lot Selling/transfer	1
Furniture move	1
<b>Total</b>	<b>201</b>

- Bi-weekly food pantry collection
- Regular maintenance of all town cemeteries
  - Mowing
  - Weed whacking
  - Limb and brush removal
  - Weekly trash collection at all main cemeteries
  - Removal of storm debris
  - Mayberry fence repair
- Regular equipment maintenance
- Mow/weed whack Community Garden
- Maintain flower beds/containers Town Hall
- Picked up/delivered new freezer Social Services
- Departmental hearing test
- Painted fence posts Public Works
- Installed new fence at Mayberry Cemetery
- Garage clean out Town Hall
- Built a new tank platform for the calcium tank
- Testing out a new HVAC company

#### HIGHWAY:

- Responded to 123 Highway Maintenance Tickets

Category	tickets
	22
Tree Trimming	21
Deer Pick up	16
Signs	13
misc	10
Wash out	8
Ditching & Shoulder Maintenance	6
Parks	5
Paving	5
Trash/toters	5
Pot Holes	4
Roadside trash	2
Storm Clean up	2
Basin Inspection/Pumping	1
Culvert Replacement	1
Dirt road maintenance	1
Other	1
<b>Total</b>	<b>123</b>

- Roadside mowing throughout town
- Solar field mowing X 2
- Shoulder repair and ditch work (2 crews)
  - Webb Rd
  - Falmouth Rd
  - Curtis Dr (1 driveway culvert)
  - Land of Nod
  - Hawthorne Dr (1 cross culvert to Basin)
  - Briarwood
  - Nash Rd (4 driveway culverts, 4 cross culverts)
  - Paved Swett Rd (4 driveway culverts, 3 cross culverts)
- Removed damaged pavement from Mountain Division Trail, repaved over the repaired areas.

#### **VEHICLE MAINTENANCE:**

- Performed 12 Maine State Inspections on all town vehicles due during quarter.
- Performed 26 routine maintenance services & tire changes on all town vehicles & equipment due during quarter.
- Performed 48 repairs on all town vehicles.
- 5 public works vehicles/equipment were sent out for repair due to lack of staffing to complete in-house and/or warranty repairs were performed by the dealer.
- Responded to numerous service calls for highway crew.
- Hired professional welder/fabricator to perform welding repairs on Truck #9's dump body.
- Prepped Truck #17 for professional welder/fabricator to perform welding repair on the front crossmember of dump body.
- Completed multiple welding repairs on truck # 2 dump body to allow truck to be stickered, as well as multiple other repairs.
- Maintained all normally stocked parts.
- Continued with scheduled fall maintenance and repairs on highway department trucks and equipment.
- Paid all parts and outside labor invoices that were received during quarter.
- Attended bid meetings for Public Works new wheeler and non-cdl trucks.
- Ordered all normally stocked parts for winter operations.