

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

Department Activity Report

May 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.

Street Sweeping

- Street Sweeping - 85% completed

Miscellaneous:

- River Road – Replaced culverts, ditched 750' – laid down erosion control materials
- Cold Patch – throughout the town
- Calcium application to Towns dirt roads for dust control
- Albion Road – Paved in patches with hot top in the worst sections
- Roosevelt Trail – Paved in patches with hot top from Pope Road extension to the Rotary
- Gray Road – Paved in patches with hot top by Halls to the rotary

- Falmouth Road – Started ditching work
- Public Works answered 381 telephone calls
- Public Works issued 5 Driveway permits and 7 Street Opening permits

Sign Work:

- Repaired, straightened, installed signs throughout the town

Training:

- Jordan Equipment- Laser Level, Grades & Transit
- Industrial Hearing Testing – Mobile onsite Hearing Preservation
- Fuel Master Systems Webinar

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.

Equipment Repair & Maintenance

- Equipment Repairs for May 80 % complete
- Equipment Services for May at 100% Complete

Truck Repair & Maintenance:

- Truck services for May 100% complete
- Truck repairs for May 95% Complete

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for May – Complete At 100 %

Cruiser Miscellaneous Repair's:

- Repairs for May – Complete AT 100%

Training:

- Industrial Hearing Testing –Mobile Onsite Hearing Preservation

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
- Floor maintenance
- Repaired outside stair at Social services
- Repaired shower at Public Safety
- Repaired roof at Town office
- Repaired roof at South Windham Fire
- Replaced lighting at Library
- Repaired telephones at East Windham Fire
- Completed monthly air compressor checks
- Repaired window at Town office
- Serviced air conditioners at Library
- Serviced air conditioners at Public Safety.
- Worked on MMA action plan
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Cemeteries:

- Marking graves - marked out 9 graves for burial
- Selling lots - sold 4 lots
- Marking graves for memorials - marked out 12 lots for memorials
- Mowed the following cemeteries: Arlington - twice, Smith - twice, Morrill - twice, Chase - twice, Mayberry - twice, Anderson - twice, Friends, Quaker, Windham Hill - twice, Purinton - twice, Knight Brand - twice, Dolly, Stevens, Macintosh - twice, Austin, Hansen, Knight Pope, Chute, Brown - twice, Hunnewell, Loveitt, Mugford, Gould
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Grounds:

- Mowed the following: Town office- twice, Social Services- twice, Public Safety - twice, East Windham Fire, the Park on Pope Road, Community Garden, Library,
- Picked up food for the food pantry 19.5 man hours

Training:

- Industrial Hearing Testing – Mobile onsite Hearing Preservation

