

Windham Public Works
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Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

September 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 3/5 Roads completed - Dutton Hill Road – 100%, William Knight Road 85% done (surface pavement will be applied in the spring of 2017) Highland Cliff Road (from Pope Road to the Church- all drainage work is 100%) Evergreen Lane 100%, Haven Road 100%
- Gravel Roads treated for dust control (spring –early summer 100%)
- Gravel Roads treated for dust control (fall 100%)
- Maintain Signage throughout the town on a continuous basis 100%
- Roadside Mowing - 40 hours .256 miles mowed 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%
- 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 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

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

Mowed the following Municipal grounds once during the month of

- Town hall, Library, Public Safety, SS Building.

Mowed the following Municipal grounds twice during the month of

- Public Works

Additional Activities for Public Works

Highway Re-use of materials:

As public works crews are performing ditching and drainage work on miscellaneous roadways, we stockpile both old pavement and old loam which is taken to the Town's pit on Windham Center Road. Over the course of the past years this material has accumulated between 2000 to 3000 yards of each item.

Superior Crushing Inc. has contracted with the Town of Windham to screen the loam and to crush the pavement producing usable materials for future maintenance projects. The charge for this service is \$4.50 per yard for screening the loam and \$7.50 per yard for crushing the pavement.

If Public Works did not stockpile these materials, we must pay \$14.00 per yard for loam and \$15.50 to \$16.50 per yard for crushed pavement.

Highway Activities:

- Covered Bridge Road – Ditched & shouldered
- Pope Road Extension – Ditching & shoudering
- Chute Road # 150 – Lowered Drive way culvert & match ditches
- Southside Drive – Repaired shoulders & erosion damage
- Montgomery Road # 25 - Replaced collapsed culvert & clean ditch line
- Swett Road, Brand Road, Old County Road, Hall Road, Gilman Drive, - Graded & applied fall application of liquid calcium for dust control
- Skate Park – Assisted Parks & Recreation with removal of the ramps
- Enterprise Drive – Mowed the landfill
- William Knight Road – Filling driveway aprons gravel driveways

Fleet Activities:

- Performed and completed all of September and 90% of October services & Maine State inspections
- Created Annual Cost Analysis pie charts for each truck and piece of equipment based on records on hand
- Completed Hot box for

Building & Grounds Activities:

- Marked out 2 burials at Chase Cemetery
- Marked out 1 burial at Dolley Cemetery
- Marked out 1 burial at Arlington Cemetery
- Sold 2 graves in Mayberry Cemetery lot417 B and 471D

- Sold 1 grave in Arlington Cemetery Lot441A
- Spent a day with Tim Dolby and Dick Sanborn at Smith Cemetery attempting to locate Winfred and Barbara Strout so they can relocate to the new burial grounds behind Windham Hill Church
- Painted Public Works floor and purchased rug runners in hopes of saving wear and tear of new paint
- Installed new keyboard tray for Barbara at the Library
- Installed new people counter at main entrance at Library
- Brought more recycle bins to Registration
- Delivered paper supplies to North Windham Fire
- Overhead door to reconnect safety switch to bay door #2 at North Windham Fire
- AAA conducted its annual fire extinguisher inspection of all Town buildings.
- Performed Safety inspections at Town Hall, Public Safety, Social Services, & Public Works
- Removed 17 boxes of Records from Town Hall for Liz to be recycled
- Installed new fencing at Public Works entrance
- Installed new draw handles for Registration
- Replaced 2 batteries in emergency lights
- Picked up food 7 times at Hannaford and once at Wayside
- Grounds Crew cleaned the Library morning the week of Sept 12 thru Sept 16
- Cleared Dutton Hill Cemetery of fallen debris of previous winter
- Cleaned gutters at Library