

Windham Public Works  
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**Department Activity Reports**  
**March 2018**  
**Public Works**

**HIGHWAY MAINTENANCE DIVISION:**

**Winter Operations Mission** – To maintain the roads during winter weather events as safe as possible for the traveling public.

**Success** – Our Definition of success at winter maintenance, snow removal in particular, include clearing roads and sidewalks of snow and ice within a reasonable time after the storm. (Not including times when there are back to back storms or extreme temperatures.)

**Measurement** – Return Arterials and Collector roads to black pavement (i.e. free of snow and ice within the travel way) within one day after a storm ends within the current level of effort staffing, equipment, materials, resources, and practice 95% of the time.

Clear sidewalks on Windham Center Road and Route 202 adjacent to the school campus within one normal working day (Monday thru Friday) after a storm (as long as there aren't back to back storms) 95% of the time. Windham Center sidewalks are a priority due to the number of school kids walking in this area. North and South Windham sidewalks will continue to be best effort after the roads are cleared (snow banks pushed back, shelved, and drainage open for rain or snow melt). This is one area where additional manpower would help by allowing sidewalks to be cleared in a timelier manner.

Public works achieves a success rate of at least 95% for returning arterials and collector roads to bare conditions, and clearing the Windham Center sidewalks through the month of December, unless successive storms occur within 24 hours. This success rate is determined by visual inspection.

**Storms:**

- Public Works responded to 2 storm events, 31" of snow, and 0 snow to sleet/freezing events
- 2 multi-day storms
- Salted roads were 100% bare post storm events
- All catch basins and guard rails open for melt water
- Windham Center Road sidewalks cleared after each storm – 100%

**FLEET MAINTENENACE DIVISION:**

**Winter Mission-** Maintains all vehicles and heavy equipment to ensure the Fleet is ready for storm events.

**Success-** One of the necessary components of keeping vehicles and heavy equipment safe and efficient is to keep up with preventative maintenance

**Measurement-** Completion of scheduled preventive maintenance on time (at stated mileage or hours) is one indicator of success. Our goal is to complete this 95% of the time ( winter weather events can interfere with scheduled services) Keep trucks and equipment repaired and on the road for winter weather events 100% of the time unless a vehicle is at a vendor for repairs or parts availability.

**Equipment Repair & Maintenance:**

- Scheduled maintenance for March 100% complete.

- Requested maintenance for March 100% complete.

**Vehicle Repair & Maintenance:**

- Scheduled maintenance for March 90% complete.
- Requested maintenance for March 87% complete.

**Winter Storm Repairs:**

- There were 11 work orders from winter storm damage or emergency repairs. All repairs were completed. 100%

**BUILDING & GROUNDS MAINTENANCE DIVISION:**

**Winter Mission** – Our winter mission is to maintain and keep all municipal parking lots and walkways as safe as possible along with maintaining all municipal buildings.

**Success** - Return parking lots and walkways to bare pavement within 24 hours of a storm event.

**Measurements** – 100% of the time to have parking lots and walks free of snow and ice within 24 hours

**Winter storm events**

- Responded to 2 storm events, 31” of snow, and 0 snow to sleet/freezing events
- Achieved a success rate of 100% in keeping parking lots and walkways clean and free from ice and snow, unless successive storms occur within 24 hours, which is determined by a visual inspection

**Additional Activities for Public Works**

Set up of new Service Writer/Parts Inventory system

**Highway Activities:**

Cold patching as needed throughout town  
 Snow-blow sidewalks in South Windham  
 Install and replace signs from winter damage  
 Check and clear catch basins  
 Clean trucks and equipment at Gorham Public Works  
 Graded Hall Rd and Brand Rd  
 Dismantled and cleaned up storage tent from DPW Yard in preparation of site work  
 Started street sweeping in North Windham

**Building & Grounds Activities:**

Traced & marked breaker location of all electrical outlets in Town Hall, SS Building, EWF and NWF  
 Installed new LED light fixtures in bunk room at EWF after needing to replace ceiling after water pipe break in Dec.  
 Removed half of the kitchen cabinets at EWF so to update  
 Removed shower closest to kitchen and meeting room so to add a public restroom.  
 Fixed frame to Town of Windham sign at Town Hall  
 Pushed back snowbanks at EWF, NWF, SWF and Library 2x  
 Painted half of second floor at Library so to match the renovation paint  
 Started creating building spec/ shut off locations and emergency contacts book with Servpro. “Town Hall and Public Safety buildings”  
 Storm Compliance meeting with Gretchen  
 Contacted Maine trailer leasing to relocate storage trailer due to landing gear sinking into tar.  
 Conducted a structural inspection with Allied engineering of SS Building to ensure floor can handle weight since there is more food being donated.  
 Meet with Mr. O’Brian  
 Meet at OLD SWF with Tom Bartel

Meet with Aasokv plumbing about installing a pump toilet at EWF

Meet with Steve from True North Generator to discuss the possibility of upgrading the generator at EWF from manual start to automatic

Meet with Linda Brooks about the kitchen in Gym "Russ Kelly is doing some upgrading"