

Windham Public Works
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Department Activity Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

August 2014

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, 60% (continuation of drainage work on additional roads)
- Gravel Roads treated for dust control (Spring –early summer complete)
- Maintain Signage throughout the town on a continuous basis 100%
- Repair culvert failures throughout the town on a continuous basis 100%
- Roadside Mowing (52 hours, 14.07 miles) maintaining 0.2705 miles per hour
- Business district weekly sweeping 0% (pavement preparation priority)
- Cold Patch through out the town on a continuous basis 100%
- The Department took 250 telephone calls
- Albion Road – Continued ditching & culvert replacement in preparation for paving 70%
- Whites Bridge Road – 100%
- Newhall Road – 100%
- Paint catch basin locator marks & stenciling for Stormwater (duck logo) 80% 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 August 100 % Complete
- Scheduled equipment services for August 100% Complete

Truck Repair & Maintenance:

- Truck services for August 100% Complete
- Truck repairs for August 95% Complete

Police Cruiser Repair & Maintenance:

Cruiser services:

- Services for August – Complete at 100 %

Cruiser Miscellaneous Repairs:

- Repairs for August – 100% Complete

Training:

- HP Fairfield -

Buildings 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.

- All interior painting in all the buildings done on a rotating basis of once every five years. (25% should be 100%)
- All hard floors should be striped and refinished annually, all carpeted floors should be shampooed quarterly (50% should be 100%)
- State regulated inspections are done quarterly or annually as needed (100%)

- Heating and cooling systems maintained. (80% 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.

Buildings:

- Painting as necessary – 25%
- Floor maintenance – 50%
- Completed purchase orders 100%
- Inspections: - Fire extinguishers, Air tanks (All Buildings)
- Public Works: - poured concrete for drain, repaired floor on shed for tire storage
- Public Safety: - Bid packages for paving and sidewalk work
- Library – Bid package for insulation
- North Windham Fire – Bid package for insulation
- Social Services – Bid package for insulation

Grounds Division:

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. (60%)

Mowed the following cemeteries once during the month of August:

- Mayberry Cemetery , Friends Cemetery, Windham Hill Cemetery, Purinton Cemetery, Knight Cemetery, Dolly Cemetery, Stevens Cemetery, Austin Cemetery, Hansen Cemetery , Chute Cemetery, Hunnewell Cemetery, Loveitt Cemetery , Gould Cemetery

Mowed the following cemeteries twice during the month of August:

- Arlington Cemetery, Smith Cemetery, Morrill Cemetery, Chase Cemetery, Anderson Cemetery, Quaker Cemetery, Brown Cemetery

Mowed the following cemeteries three times during the month of August:

- Macintosh Cemetery

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

- Police/Central Fire, Town Signs, River Road & Route 302 intersection, Library,

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

- Town office, Public Works, Social Services, North Windham Fire, Park on Pope, South Windham Fire, Community Garden

Mowed the following Municipal grounds three times during the month of August:

- East Windham Fire
- Completed major landscaping project at Public Safety/Central Fire to remove existing trees, shrubbery, repair drainage issues, and ditching 100%
- Picked up food for Social Services 8 times = 41 man hours
- Marked 4 graves for burial