

Windham Public Works  
Doug Fortier, Director  
Telephone: (207) 892-1909 Fax: (207) 892-0542  
**Department Activity Reports**  
**February 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 7 storm events, 20" of snow, and 3 snow to sleet/freezing events
- 3 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 MAINTENANCE 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 February 100 % complete.

- Requested maintenance for February 100% complete.

**Vehicle Repair & Maintenance:**

- Scheduled maintenance for February 90% complete. (Minor maintenance that will be completed in March)
- Requested maintenance for February 90% complete. (Remaining work orders will be completed in March)

**Winter Storm Repairs:**

- There were 16 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 7 storm events, 20" of snow, and 3 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**

**Highway Activities:**

Cold patching as needed throughout town  
 Snow-blow sidewalks in North and South Windham  
 Cleaned equipment and trucks in Gorham  
 Re-stocked/hailed winter sand  
 Pushed back salt deliveries  
 Yard clean up – hauled snow  
 Installed Heavy Load Signs

**Building & Grounds Activities:**

Added panic buttons to Council Chambers  
 Removed cabinets from EWF Kitchen "half"  
 Circuit traced electrical outlets to power panel and breaker # in all Town buildings except the Library (reno) and Public Safety.  
 Installed new GFIC outlet by bay door#2 and #3 at Public Works  
 Repaired Library mail box  
 Delivered copy paper to Library, Registration, Town Managers office and Code  
 Picked up food from Hannaford (6) times  
 Picked up food from Shaw's due to Naples did not  
 Picked up food from Wayside (2) first Wednesday and four Thursday of each month  
 Replaced light switch to Dave Poree office  
 IRC came back to the Gym and patched 31 holes that they found out was screws poking through due to the insulation being wet over several years when water freezes in drain pipes that lead to outside  
 Public Safety building: installed LED light fixture, motion sensor in Lobby restroom and LED light fixture in Meeting room kitchen  
 Patched holes from removing outer shelving on second floor of the Library