

Windham Public Works
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Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

May 2018

Public Works

HIGHWAY:

Annual (summer) Department Objectives

- Spring cleanup sweeping of approximately 52 miles is completed annually – 100%
- Gravel roads treated for dust control and graded, 7 roads totaling 3.35 miles – 100%
- Road preparation and drainage work completed on all roads to be paved – 100%
- Roadside mowing throughout entire town, approximately 180 miles – 100%
- Maintain signage throughout entire town, per MUTCD – 100%
- Culvert failures are repaired – 100%
- Maintaining, cleaning, and reestablishing ditches throughout the town. Every year, approximately 15 miles needs to be completed to stay on a 12 year cycle – 100%
- All esplanades and cul-de-sac should be loamed and reseeded as needed as a result of winter damage – 100%
- Catch basin repair and replacement. 15 basins should be repaired or replaced annually, out of 835 basins in the town.
- Patching all potholes town wide as needed – 100%
- Meet all Federal Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 100%

Projected Summer Goals (Success)

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 100%
- Roadside mowing – 30%
- Maintaining signage town wide – 100%
- Culvert repairs – 100%
- Ditch work throughout the town – 33%, 5 miles
- Esplanade and cul-de-sac work – 0%
- Catch basin repair and replacement when fails – 10%
- Patching potholes – 100%
- Meeting Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 100%

Percentage Achieved of Summer Goals for April (Measurement)

- Spring cleanup sweeping – 67.3%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 0%
- Roadside mowing – 0%
- Maintaining signage town wide – 100%

- Culvert repairs – 0%
- Ditch work throughout the town – 0%
- Esplanade and cul-de-sac work – 0%
- Catch basin repair and replacement when fails – 0%
- Patching potholes – 100%
- Meeting Stormwater regulations – 100%
- Business District sweeping as needed – 100%
- Catch basin checks and cleaning – 0%

FLEET MAINTENANCE DIVISION:

Annual (summer) Department Objectives

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 100%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Projected Summer Goals (Success)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 75%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Percentage Achieved of Summer Goals for April (Measurement)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 85%
 - **Waiting on parts for repair.**
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 90%
 - **Currently on a temporary spending freeze for normally stocked parts due to budget being low. Will re-stock inventory once the new budget time arrives.**

- Meet all Federal Stormwater regulations 100%

BUILDINGS & GROUNDS MAINTENANCE DIVISION:

Buildings

Annual (summer) Department Objectives

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs
- Non-Scheduled repairs 100%
- Building improvement projects 100%
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Projected Summer Goals (Success)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 80%
- Non-Scheduled repairs 100%
- Building improvement projects 50%

Percentage Achieved of Summer Goals for May (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 75%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 60%
- Non-Scheduled repairs 100%
- Building improvement projects 40%

Grounds

Annual (summer) Department Objectives

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 100%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Projected Summer Goals (Success)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 45%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Percentage Achieved of Summer Goals for May (Measurement)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 40%

- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Additional Activities for Public Works

Highway Activities:

- Moved equipment and trucks in prep for construction
- Moved resident sand back to salt shed to clear for construction
- Sign repairs and replacement
- Patching pot holes throughout town
- Graded all dirt roads and treated as necessary

Vehicle Maintenance:

- Assisted in the movement of all equipment, tires & miscellaneous items that needed to be moved for construction of the new building.

Building & Grounds Activities:

- Installed new exterior LED light fixtures on the upper level entrance of Library.
- Placed Public Works window a/c's (4)
- Placed SS building window a/c's (3) on capital list for installing mini-split system 2018- 2019
- Rearranged code officers office to accommodate a third officer and Mabel
- Continue to work on new bathroom and kitchen at EWF, cabinets should arrive in mid-June
- Removed trash from medical loan closet (2)
- SS purchased new commercial cooler which needed to be put in place once delivered***all five employees
- Added cork board to column at Library for children to hang pictures from
- Placed ant traps in PS Building
- Delivered copy paper to Code and Town Managers office
- Moved (4) fire proof filing cabinets from basement to assessing so they could transfer files to be stored, then placed back in basement
- Disassembled and discarded Jason Andrew's old desk as he purchased new
- Picked up food at Hannaford's (8) for SS building
- Picked up food at Wayside in Portland (2) for SS building
- Matt Thomes still out due to accident, kept Matt Millett with grounds crew until Memorial weekend so to have all cemeteries presentable for public
- Hired seasonal grounds helper and for short term hired Russ Kelley to help