

Windham Public Works
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Department Activity Reports
January 2017
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 100% for returning arterials and collector roads to bare conditions and clearing the Windham Center sidewalks through the month of December. This success rate is determined by visual inspection.

Storms:

- Public Works responded to 5 storms - 2 snow events & 3 freezing rain events
- Roads were 100% bare post storm events
- All catch basins and guard rails open for melt water after each storm
- Windham Center Road sidewalks cleared after each storm

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 January 100% complete.
- Requested maintenance for January 99% complete.
- Vehicle Repair & Maintenance:
- Scheduled maintenance for January 100% complete.
- Requested maintenance for January 98% complete.

BUILDING & GROUNDS MAINTENANCE DIVISION:

Winter Mission – Our winter missions 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 5 snow, ice, rain events
- Achieved a success rate of 100% in keeping parking lots and walkways clean and free from ice and snow which is determined by a visual inspection.

Additional Activities for Public Works

Highway Activities

- Cut Brush
- Cleared Drainage
- Continued to replace – repair signs
- Cold Patched
- Cleaned Equipment & Trucks at Gorham Public Works Facility
- Pushed up deliveries of winter salt & sand
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Fleet Activities:

- Storm repairs to trucks & equipment as necessary
- Assisted with snow plowing

Building & Grounds Activities:

- Opened SWF
- Installed (3) new TV's (1) 43 inch TV in kitchen (1) 43 inch TV in bunk room (1) 75 inch TV in meeting room
- Installed new electric combination lock at "new" SWF bunk room entrance door.
- Received quote for adding (3) new electric combination door locks at "new: SWF
- Replaced weather stripping around (2) of the existing exterior doors at the "new" SWF
- Removed old PVC from the old electrical panel at "new" SWF
- Installed (3) new door stops at "new" SWF
- Tried to locate a Henry Clay Oatley in all our cemeteries for Historical society
- Completed monthly safety inspections for all Town Facilities
- Replaced seven ceiling tiles at Town Hall
- Replaced door stop on back stair landing by Planning office
- Cut the downed tree limbs in the cemeteries that could be reach, will remove brush pile in spring
- Picked up food at Hannaford's seven times.
- Picked up food at Shaw's made four trips due to confusion of what food Windham Food Pantry was to receive.

- Meet Tecta American New England at the “new” SWF for a quote on installing snow guards due to snow falling from roof outside meeting room “Emergency Exit”