

Windham Public Works  
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**Department Activity Reports**

**MARCH 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 determined by visual inspection.

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 March, except during successive storm events occurring within 24 hours. This success rate is determined by visual inspection.

Storms:

- Public Works responded to **4** storms, **36"** of snow, **0** snow to sleet/freezing rain events
- 2 Multi-day storms – March 14/15 and March 31-April 1
- Salted roads were 100% bare post storm events, except during successive storm events occurring within 24 hours
- All catch basins and guard rails open for melt water
- Windham Center Road sidewalks cleared after each storm, except during successive storm events occurring within 24 hours

**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 March 100% complete.
  - No scheduled maintenance for March.
- Requested maintenance for March 75% complete.
  - 4 critical requested maintenance work orders:
    - 3 completed
    - 1 not done – waiting on parts delivery.

#### **Vehicle Repair & Maintenance:**

- Scheduled maintenance for March 81% complete.
  - 5 critical scheduled maintenance work orders – All completed.
  - 16 minor schedule maintenance work orders – 12 completed; remaining 4 will be completed in April.
- Requested maintenance for March 69% complete.
  - 10 critical requested maintenance work orders – 8 completed; remaining 2 will be completed in April.
  - 3 minor requested maintenance work orders – 1 completed; remaining 2 will be completed in April.

#### **Additional Repair & Maintenance:**

- Storm repairs for March 61% complete.
  - Storm on 3/10/17 – No work orders.
  - Storm on 3/14/17 – 18 critical repair work orders – 11 completed; remaining 8 will be completed in April.
  - Storm on 3/24/17 – No work orders.
  - Storm on 3/31/17 – No work orders.

### **BUILDING & GROUNDS MAINTENANCE DIVISON:**

**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 4 snow events, 36” of snow, 0 snow to sleet/freezing rain events
- Achieved a success rate of 100% in keeping parking lots and walkways clean and free from ice and snow, except during successive storm events occurring within 24 hours. This success rate is determined by visual inspection.

#### **Additional Activities for Public Works**

Highway Activities

- Brush cutting & removing downed limbs town wide
- Started grading/filling in pot holes on dirt roads
- Cleared catch basins for drainage
- Snow removal on sidewalks
- Road Sweeping – DPW & North Windham
- Installed Heavy Load Limit Signs
- Sign Work throughout the town
- Cold Patching as needed throughout the town
- Cleaned equipment and trucks

Fleet Activities:

- Completed storm reports for Director of Public Works.

- Hotbox has been wired and is currently being utilized on the roads for road patching.
- Stock room project – in the process of identifying, labeling and organizing all boxed and loose parts in stock room.

#### Building & Grounds Activities:

- Removed three 2,000 lumens LED light fixtures from the Lab at Public Safety building and replaced with three 5,000 lumen LED light fixtures.
- Replaced all four old and broken emergency exit signs with new and added two with cages to prevent basketballs from breaking them.
- Replaced SS building main entrance door due to the wind damaging the hinge mortise beyond repair.
- Inspected the "New" SWF back flow preventers two for the first time since occupying the building
- Removed two non-ADA compliant door knobs at Public works with ADA lever style handles
- Delivered two wheel chairs to the medical loan closet
- Replaced fluorescent light fixtures with burnt out ballast outside of the Fire Chiefs office at PS with LED fixture
- Replaced nine fluorescent light fixtures in meeting room at Public Safety building with six LED fixtures that are now controlled by two light switches so that when using video screen the three front lights can be shut off to allow better visibility of screen
- Raised sally port motion sensor higher so when exiting booking area with prisoner the light will come on when door is opened making it safe to transfer prisoner.
- Replaced broken ceiling tiles at NWF
- Unclogged wash bay drains at PS and NWF
- Replaced electronic lock batteries at SWF
- Cut and removed fallen tree branches at NWF
- Picked up food at Hannaford eight times and wayside in Portland went from once every three months to monthly
- Cleaned the Library Tuesday thru Friday mornings to help with the custodians being one crew member short
- Moved snow banks back at Town Hall and Library after blizzard
- Cut and removed fallen tree branches at Arlington Cemetery
- Cut five loads of fallen tree branches at Friends Cemetery
- Delivered posters to several locations for 5K run
- Repaired broken floor grate at PW