

Windham Public Works
Doug Fortier, Director
Telephone: (207) 892-1909 Fax: (207) 892-0542

Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

October 2017

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 October (Measurement)

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

- Culvert repairs – 100%
- Ditch work throughout the town – 10%
- 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%

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 October (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 75%
- 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%

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%
-

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 October (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 85%
- 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 40%
- Non-Scheduled repairs 100%
- Building improvement projects 20%

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 50%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Percentage Achieved of Summer Goals for October (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 75%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Additional Activities for Public Works

Highway Activities:

- Pulled shoulders Town Farm Rd and Brand Rd

Building & Grounds Activities:

- Replaced water storage tank at SS building due do the bladder collapsed inside causing it to flood basement
- Called in four times due to the fire and/or security system being tripped or having trouble communicating to the monitoring company.
- Installed new drain and water line for new washer/dryer combo unit at Central Fire
- Built new cork board for SS building 12'x4'
- Conducted the preseason startups and preventive maintenance on all snow blowers
- Removed air conditioners from SS and Public Works buildings, cleaned and stored down stairs at Town Hall
- Put up new voting booth for absentee voting in the annex
- Replaced down spout at Library main entrance
- Replaced the old mini split air conditioner in the meeting room of the Library with a Fujitsu 15R heat pump which has the capabilities to either heat or cool.
- Had Pine State Services perform the annual cleaning of the oil boilers at SS and Library as well as the mini split at EWF
- Lost power to all Town buildings in the early am on Oct 30th
- Installed portable generator at SS building to run freezer and refrigerators so not to lose food inside
- Performed fire watch during the power outages in all buildings since without power the fire alarm panels do not work.
- Installed new doorbell at SS building so they will know when a patron is at the door.
- Cut tree that fell during the storm at Arlington
- Started the overhang protection extension project at NWF from falling snow/ice
- Marked (dig safe) out where the chain link post will be placed at Arlington during the winter months while the cemetery is closed due to high activity during last winter creating damage to the cemetery.
- Took down Smith Cemetery old garage and will need to new water line in spring
- Received the old PD cruiser for Tony to use temporally as a building maintenance vehicle
- Picked up food at Hannaford's eight times and wayside twice