

Windham Public Works
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Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

July 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 June (Measurement)

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 33%
- Roadside mowing – 24.15 %
- Maintaining signage town wide – 100%

- Culvert repairs – 100%
- Ditch work throughout the town – 24.3%
- 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 June (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) 100%
- 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%
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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 July (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 60%
- 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 50%

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%
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Percentage Achieved of Summer Goals for July (Measurement)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 75%
- Trim branches along fences, roadways and entrances in cemeteries 40%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Mowed the following cemeteries once during the month of July

- Puritan Cemetery, Morrill Cemetery Anderson Cemetery, Macintosh Cemetery, Arlington Cemetery, Smith Cemetery, Chase Cemetery and Dolley Cemetery
- Mowed the following cemeteries twice during the month of July

Mowed the following Municipal grounds once during the month of July

- Library, Public Works, NWF, EWF, SWF and Community garden

Mowed the following Municipal grounds once during the month of July

- Public Safety, SS Building and Town Hall

Additional Activities for Public Works

Highway Activities:

- Sign repairs and replacement
- Patching pot holes throughout town
- Graded all dirt roads and treated as necessary
- Met with OPUS
- Started culvert repair at Beveled Edge on Rt 302
- Painting storm drain lines
- Cut and chipped brush from thunderstorms
- Picked up seasonal rental excavator

Vehicle Maintenance:

- Continuing to enter all parts inventory into our new Mitchell 1 Service Writing Program.
- Met with OPUS

Building & Grounds Activities:

- Meet with OPUS
- Finished EWF remodel project
- Due to Staffing B&G crew needed to clean the Library and Town Hall
- Installed added drainage to SS building to keep away from foundation and will be installing gutters in August
- Removed graffiti from Library exterior wall facing School ball field
- Relocated Library bike rack x2
- Disposed of old/bad paint from past years to Aubuchon hardware
- Power washed and painted two parking spaces at Town Hall that was mistakenly paint with handicap logo
- Replaced fluorescent light fixtures in gym walking corridor with three new LED fixtures
- Installed new emergency exit sign w/lights in hall way by Council Chambers due to the new wall for IT
- Removed all 11 cartons 65 +/- old voting booths from storage room to B&G garage so to have room for new booths
- Picked up food at Hannaford's eight times
- Picked up food at Wayside in Portland twice
- Picked up recycling bins at Public Works for Registration
- Delivered copy paper to Code/Assessing, Registration, Town Managers office area and Public Safety Building
- Mowed the following intersections: Anglers/Rt302, Windham Center & Page rd,
- Mowed the farmers market
- Picked up remaining fence material to finish Knight on Brand road Cemetery and Installed fence
- Cut up and removed trees that had fallen during thunder storm at Anderson and Mayberry Cemetery

