

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

August 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 August (Measurement)

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 33%
- Roadside mowing – 9.17%
- Maintaining signage town wide – 100%

- Culvert repairs – 100%
- Ditch work throughout the town – 29.84%
- 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 August (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 95%
- 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 August (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 65%
- 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 35%
- 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%
-

Percentage Achieved of Summer Goals for August (Measurement)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 80%
- 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 August

- Knight Cemetery, Morrill Cemetery Anderson Cemetery, Macintosh Cemetery, Arlington Cemetery, Knight Cemetery on Brand, Chase Cemetery, Quaker Cemetery, Brown Cemetery, and Dolley Cemetery

Mowed the following cemeteries twice during the month of August

- Smith Cemetery and Mayberry Cemetery

Mowed the following Municipal grounds once during the month of August

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

Mowed the following Municipal grounds once during the month of August

- Public Safety, SS Building and Town Hall, and SWF

Additional Activities for Public Works

Highway Activities:

- Sign repairs and replacement
- Patching pot holes throughout town
- Graded all dirt roads and treated as necessary
- Storm erosion repairs on:
 - Evergreen Ln, #64
 - Brand Rd on the hill on Rte 202 end
 - River Rd near Duck Pond Variety
 - Brookhaven on hill near Sylvan Ave
 - Running Brook Rd near Collinwood Dr
- Painting storm drain lines
- Read Rd culvert repair (Webb Rd end)
- Graded and graveled Lippman Park road and parking lot
- Completed 1,530' of shoulder work on Basin Rd

Vehicle Maintenance:

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

Building & Grounds Activities:

- Mowed the following intersections twice: Anglers/RT302, River rd./RT302, Windham Center/ Pope and the farmers market
- Wayside food pantry (1) 1st Wednesday of each month as well as the 4th Thursday every other month.
- Hannaford's (9) every Monday & Wednesday
- Installed counter tops at EWF completing the project
- Installed (5) new LED light fixtures (3) in gym hall way (1) stairwell leading to Theater group (1) Theater group dressing room
- Hung two white eraser boards at Library
- Changed out printer stand legs to smaller set at Library
- Built shelving in voter storage room to allow the new voting booths to be stored safer and create move space with less chance of the sprinkler system of being blocked.
- Pressure washed and sealed gazebo at Library
- Rented aerial lift from 8/27 thru 8/31, Added new down spouts, Replaced (3) wall-pack light fixtures with LED at Public Safety, finished gutters at SS Building, Replaced the two exhaust fan belts and re-attached a section of siding at Public works salt shed, re-attached (2) sections of siding at Town Hall, Trimmed trees at Medical loan closet and above storage building at Lippman Park, Reattached siding at EWF and repaired rubber roof at "old SWF
- Installed chair rail in Council Chambers
- NWF repairs to bay 2&3
- Painted Council Chambers
- Installed new outlet for message board at Library
- Installed new LED light fixtures in both the men's and women's room in Code.
- NWF installed new drop cord for plugging in truck in bay 1