

Windham Public Works
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Department Activity Reports
December 2018
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 95% for returning arterials and collector roads to bare conditions, and clearing the Windham Center sidewalks through the month of December, unless successive storms occur within 24 hours. This success rate is determined by visual inspection.

Storms:

- Public Works responded to 4 storm events, 14" of snow, 2 snow to sleet/freezing events
- Any concurrent storms? None
- Any multi-day storms? 12/31-1/1
- 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, unless successive storms occur within 24 hours-100%

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 December 95% complete. (Winter storm repairs took priority)
- Requested maintenance for December 95% complete. (Winter storm repairs took priority)

Vehicle Repair & Maintenance: (includes town office vehicles)

- Scheduled maintenance for December 100% complete.
- Requested maintenance for December 100% complete.
- Scheduled maintenance for December for PD 100% complete.
- Requested maintenance for December for PD 81% complete. (Winter storm repairs took priority)

Winter Storm Repairs:

- Winter storm repairs for December 75% 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 4 storm events, 14" of snow, 2 snow to sleet/freezing events
- Achieved a success rate of 100% in keeping parking lots and walkways clean and free from ice and snow, unless successive storms occur within 24 hours, which is determined by a visual inspection

Additional Activities for Public Works

Highway Activities

- Cold patching pot holes as needed
- Shoulder work - Anderson Rd, Land of Nod, and Falmouth Rd
- Hauled winter sand
- Route (plowing) training for new hires
- Ditching – Mallison Falls Rd and Haven Rd
- Gravel work - Brand Rd and Claman Dr
- Sign Work/Repairs

Fleet Activities:

- Continuing with entering in our physical parts inventory into the Mitchell Service Writing program.

Building & Grounds Activities:

- 52 maintenance request during the month of December
- Painted, installed new LED lighting and prepped office area for the "New Safety Compliance Officer"
- Repaired pulled out drop cords at NWF (2) due to being pulled out when truck left the station
- Replaced SWF crash bar on east side exterior door
- Installed heat tape for the pipes at EWF so to prevent them from freezing "Should have them relocated in the summer to below the ceiling"
- EWF bay door #3 broke a spring and was replaced by Overhead Door
- Relocated four filing cabinets "full" from Assessing to basement
- Central Fire-Ambulance drop cord pulled out and need new ends

- Several hours each week dealing with Christmas decoration and lighting
- Repair PW extension cords for block heaters in trucks
- Picked up food at Wayside “ 2 hrs “
- Picked up food at Hannafor (7 trips) total 10.5 hrs