

Windham Public Works
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Department Activity Reports

January 2019

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 5 storm events, 24" of snow, and 3 snow to sleet/freezing events
- 2 multi-day storms – 1/8-1/9, 1/20-1/21, 1/29-1/30
- Salted roads were 100% bare post storm events
- All catch basins and guard rails open for melt water
- Windham Center Road sidewalks cleared after each storm – 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 January 100 % complete.

- Requested maintenance for January 98% complete. (Remainder will be completed in February)

Vehicle Repair & Maintenance:

- Scheduled maintenance for January 100% complete.
- Requested maintenance for January 95% complete. (Remaining work orders will be completed in February)

Winter Storm Repairs:

- There were 48 work orders from winter storm damage or emergency repairs during the 8 storm events we had in January. 2 of the 48 work orders are not yet completed. Both repairs will be made in the next week.

BUILDING & GROUNDS MAINTENANCE DIVISION:

Winter Mission – Our winter mission 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 5 storm events, 24" of snow, and 3 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:

Snowblowed sidewalks
Pushed back bankings and extra sanding
Cold Patching
Catch Basin cleaning
Graded Brand Rd and added gravel
Hauled winter sand
Sign work – replacements
Hauled snow from new shop
Changed cutting edges on plows
Cutting ice from roadways with loader/grader
Washed trucks at Gorham PW

Fleet Activities:

Continuing to enter parts inventory into Mitchell System
Set up and arranged new parts shelving in new building
Working on implementing new daily routines to help shop work more efficiently

Building & Grounds Activities:

Chipped ice and dug drainage ditch at Library main walkway keeps flooding due to landscape being higher on four sides, will be adding drainage in spring
Picked up food at Hannaford's 8x and Wayside 1x total man hours 14.5
Delivered copy paper to Public Works and Public Safety
Replaced old fluorescent light fixtures in Conference room #1&2 with LED fixtures that operate on motion sensors
Added a new emergency exit sign with lights on back stairwell in the library
Designed and installed locking thermostat covers on SWF bay heaters, heat being turned up to excessive and not returned back down.
Worked on budget