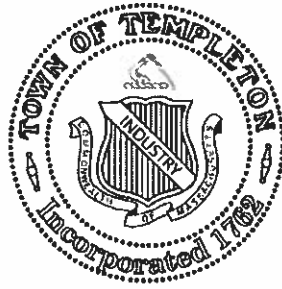


Building and Grounds Division of the DPW Department, Q3 FY2019 Report

January – Interviews for the cemetery foreman were done and so far, we have not settled on a candidate. Reviewed the maintenance requirements for all equipment used in all seasons. A good amount of time during the winter is spent on getting equipment in tip top shape to be used in the spring, summer and fall. We are currently working with the solid waste disposal company in properly identifying the desired containers at each town building location. Recycling is a key factor in keeping removal costs down. As part of the season the B & G crew is constantly checking walkways at public buildings to assure they are free of ice and snow.

February – The director attended a Playground safety class. There were 2 burials in Green Lawn cemetery. The search for a cemetery foreman continues. The back hoe used in the cemetery was repaired by JCB and is now running well.

March - The cutting edge was replaced on the cemetery department plow and plans are being made to repair the pistons. Trees shedding branches were the cause for much cutting and clean up in Pine Grove cemetery. With spring activities pending, snow was removed at Gilman/Waite field so the recreation department can begin to get ready. The new B & G foreman is in place and learning the ropes. The budget enabled us to bring in 4 seasonal workers. There is still an opening for a full-time person in B & G's. The 2 full time B & G workers will start on April 1st, and plans are being made for spring clean-up. A meeting is planned with the Veteran services representative to review the Memorial Day flag situation. There are plans for burials in the spring, no calendar dates have been filled yet.



Highway Department Division of the DPW Department, Q3 FY2019 Report

January FY2019 - Coordinated with the Postal service to arrive at an understanding for the new mail box requirements. One has been purchased for the DPW location and the item #/description has been shared with local hardware suppliers for stocking purposes.

We continued to assist at the new Police station and the installation of the propane tank is now considered complete. The bollards will be installed in the spring.

We have exercised the new catch basin truck and trained employees in its use.

Plans have been made to attend regular MPO and MRPC meetings for the Royalston Rd project.

February FY2019 - Time was spent on evaluating the Snow & Ice response in the Highway and Buildings and Grounds divisions. There was significantly more snowfall in February keeping the guys very busy. Changes have been made to various areas and the team has been very flexible in understanding the needed changes. The new time clock has been installed and kinks are being worked out. More research into providing attendance and OT/DT info to the admin. for tracking purposes as well. The budget process provided some insight as to specific areas where tracking is necessary and will enable us to be more streamline next year. The bridge on Main St. in Otterriver was reduced to one lane as we were advised by the state bridge inspection engineers

that there were concerns with some of the outside beams. Reducing the flow over the bridge allows us to keep it open as we plan for repairs, there is no weight restrictions.

March FY2019 – Pot holes are opening everywhere, and the team has been focused on getting them addressed. The seasonal weather takes the focus off filling potholes and back on treating roads. With daylight savings time we can hope for warmer days and the end of snow season. The new F550 is a welcome addition to our fleet. Some issues occurred and have been taken care of. Royalston road is a topic of discussion in the MJTC as it now moving to the next phase and will hopefully make it to the TIP list in the next few years. The opening for a laborer driver/laborer has been filled. There is still an opening for a mechanic. As of now there is no vehicles in need of repair. There are a few that do need preventive maintenance. The street sweeper has been thoroughly gone over and is in reasonable repair. Enough so that we can begin cleaning commons and main roads. The plan is to work through each precinct and follow the sweeping with the cleaning of catch basins.