

MEMORANDUM

TO: Lavon Phillips, Business Administrator

FROM: Shawn Bolinsky: Assistant Supervisor of Public Works

DATE: 31JUL2025

RE: Monthly Report

Personnel

- **Streets and Roads:** 23 employees
- **Mechanics:** 6 employees
- **Buildings and Grounds:** 14 employees

Note: The department continues to be significantly short-staffed. At our current staffing level, we are unable to provide the full scope of services expected.

Budgetary

- Please refer to the attached budget printout from Edmunds for a detailed overview.

Events

- **Concerts in the Park:**
 - Staffed by 3 Buildings and Grounds personnel per event for stage and dance floor setup and breakdown.
 - **Event attendance has been very low throughout the summer**, with the highest turnout estimated at approximately 25 attendees.

Operations

- **Brush and Bulk Collection:**
 - Seasonal scheduled collection is now complete.
- **Fleet Maintenance:**
 - Mechanics are now focused on preparing all compactors for the upcoming leaf collection season.
 - Overall, the fleet performed well, with only one truck requiring major repairs.
 - With the arrival of two new trucks, the older vehicle will be repaired and reassigned to the Transfer Station for cardboard collection.
- **Facility Maintenance:**
 - Building and Grounds crews are still working to restore and reorganize the department building following the recent food pantry cleanup.

- Contractors are being brought in to provide quotes for expanding the breakroom and relocating HVAC equipment to better accommodate staff and improve building functionality.
- **Senior Center Support**
 - DPW is working closely with the Engineering Department and the Senior Center Program Administrator on current facility upgrades.
 - We are also helping with the design planning for the upcoming purchase of new Senior Center buses, making sure that infrastructure and accessibility features are properly accounted for.

Recreation Oversight

- Recreation program oversight is progressing well.
- Summer camp counselors are regularly reaching out for guidance and support, and issues are being addressed weekly.
- There has been an increase in disciplinary incidents, but camp leaders now have improved control and oversight of staff behavior and responsibilities.
- The Special Events Coordinator and Recreation Clerk are currently: Finalizing plans for Jackson Day and developing and organizing new fall and winter recreation programs.

Service Requests and Storm Impact

- **94** service requests were received during July.
- The department is actively addressing numerous storm-related issues, including sinkholes and localized flooding throughout town.
 - We are working closely with the Engineering Department daily to resolve these concerns
 - Our emergency contractor is currently performing multiple repairs throughout town to address infrastructure damage outside DPW's in-house repair capabilities.