

PUBLIC WORKS DEPARTMENT

Sep-17

OBJECTIVE - what we should be doing
MISSION - how much we should be doing annually
SUCCESS - how much we plan to do within the approved budget, staffing, equipment, etc.
MEASUREMENT - how much has been accomplished year-to-date

Highway Maintenance Division

Sep-17

OBJECTIVES (SUMMER)	MISSION	SUCCESS	MEASURE	NOTES
Spring cleanup sweeping of approximately 52 miles	100%	100%	100%	Sweeping has been completed.
Gravel roads graded and treated for dust control	100%	100%	100%	With dry weather, dirt roads do not deteriorate. Visual inspection after rain is the measurment, and are graded as needed after wet weather
				Swett Rd was graded in September
Road prep and drainage for paving	100%	100%	100%	All road prep and draining for paving 2017/2018 completed in August
Roadside mowing of approximately 180 miles	100%	30%	0.00%	Mower had been down all of September due to mechaincal and electrical issues
Maintain signs per MUTCD	100%	100%	100%	All damaged/stolen signs are replaced as soon as ordered MUTCD compliant signs are delivered
Culvert Repairs	100%	100%	100%	50' replaced on Cartland Rd, 4 culverts removed on Pheasant Ridge, 1 replaced on Chute Rd, and 2 replaced on Walter Partridge
Ditch work throughout the town	100%	33%	4%	.202 miles of ditch work done on Pheasant Ridge Rd, Chute Rd, and Walter Partridge
Esplanade and cul-de-sac work	100%	0%	0%	We do not have the manpower or budget to work on these at the current time
Patching potholes	100%	100%	100%	Continual patching as needed. Reported holes are filled within 24 hours.
Meeting stormwater regulations	100%	100%	100%	
Business District sweeping	100%	100%	100%	
Check and clean all catch bains	100%	100%	100%	Catch basin cleaning completed in August - 620 basins checked/cleaned in August
Vehicle Maintenance Division				
Routine/preventative maint. is completed twice a year on all dump trucks	100%	100%	75%	Currently in process of doing fall services. Have about 3/4 of the trucks done. Remaining trucks will be completed in October.
Routine/preventative maint. is completed for passenger cars, pickup trucks and equip.	100%	100%	100%	
Maine State Inspections are performed on all necessary vehicles required by State Law	100%	100%	100%	
Repair all minor breakdowns within 24 hours (normal business working hours)	100%	75%	75%	
Repair all major breakdowns as soon as possible	100%	100%	100%	
Maintain consistent stock of frequently used parts	100%	100%	100%	
Meet all Federal Stormwater regulations	100%	100%	100%	
Buildings & Grounds Maintenance Divisions				
Buildings:				
State regulated inspections/certificates	100%	100%		
All VCT floors stripped and refinished annually	100%	75%		80% of Community Center floors have been completed and waiting on Library remodel to complete restroom floors
Preventative maintenance on HVAC units	100%	100%		
Monthly Health and Safety inspections of municipal buildings	100%	100%		
Painting of common areas of municipal buildings on a rotation of once every 7yrs	100%	40%		Painting of hallways and conference rooms when scheduling allows
Non-Scheduled repairs	100%	100%		
Building improvement projects	100%	0%		Restructuring the Capital and Building improvement budget
Grounds:				
Grass cut to a height between two to four inches for all town buildings and cemeteries	100%	100%		
Trim branches along fences, roadways and entrances in cemeteries	100%	70%		Have Chase, Knight and Dolley left
Mark out grave sites for burials	100%	100%		

Mark out locations for Stone memorials	100%	100%		
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