

PUBLIC WORKS DEPARTMENT

May-18

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

May-18

OBJECTIVES (SUMMER)	MISSION	SUCCESS	MEASURE	NOTES
Spring cleanup sweeping of approximately 52 miles	100%	100%	67%	Approximately 35 miles 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
Road prep and drainage for paving	100%	100%	0%	Haven't started yet
Roadside mowing of approximately 180 miles	100%	30%	0%	Haven's started yet
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%	0%	Haven't started yet
Ditch work throughout the town	100%	33%	0%	Haven't started yet
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%	Completed in April
Check and clean all catch bains	100%	100%	0%	Not contracted yet
Vehicle Maintenance Division				
Routine/preventative maint. is completed twice a year on all dump trucks	100%	100%	100%	
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%	85%	Waiting on parts for repair.
Repair all major breakdowns as soon as possible	100%	100%	100%	
Maintain consistent stock of frequently used parts	100%	100%	90%	Currently on a temporary spending freeze for normally stocked parts due to budget being low. Will restock normal inventory when new budget
Meet all Federal Stormwater regulations	100%	100%	100%	time arrives.
Buildings & Grounds Maintenance Divisions				
Buildings:				
State regulated inspections/certificates	100%	100%	100%	Elevators, vertical lifts and sprinklers completed
All VCT floors stripped and refinished annually	100%	100%	75%	
Preventative maintenance on HVAC units	100%	100%	100%	
Monthly Health and Safety inspections of municipal buildings	100%	100%	100%	
Painting of common areas of municipal buildings on a rotation of once every 7yrs	100%	50%	60%	
Non-Scheduled repairs	100%	100%	100%	
Building improvement projects	100%	50%	40%	staffing
Grounds:				
Grass cut to a height between two to four inches for all town buildings and cemeteries	100%	100%	100%	
Trim branches along fences, roadways and entrances in cemeteries	100%	50%	40%	staffing
Mark out grave sites for burials	100%	100%	100%	
Mark out locations for Stone memorials	100%	100%	100%	