

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

Jul-17

OBJECTIVES (SUMMER)

MISSION SUCCESS MEASURE NOTES

Spring cleanup sweeping of approximately 52 miles	100%	100%	100%	Sweeping is 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 measurement, and are graded as needed after wet weather
Road prep and drainage for paving	100%	100%	86%	Still need to complete Albion Rd work. It is scheduled for August.
Roadside mowing of approximately 180 miles	100%	30%	3%	Started mowing on 7/24, mowed 28 intersections for sight distance
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%	7 culverts have been replaced in July
Ditch work throughout the town	100%	33%	17.70%	.884 miles have been ditched in July on Nash Rd
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%	Reswept at the end of July
Check and clean all catch bains	100%	100%	0.05%	July 31st was first day in July cleaning catch basins, cleaned/checked 44 basins in July

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%	0%	There were no minor breakdowns
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%	100%	
All VCT floors stripped and refinished annually	100%	100%	25%	due to vacations have been short handed and due to the amount of wax build up from years past each floor is very labor intensive
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%	25%	vacations and staffing
Non-Scheduled repairs	100%	100%	100%	
Building improvement projects	100%	50%	0%	need to discuss budget
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%	one cemetery remain to be trimmed
Mark out grave sites for burials	100%	100%	100%	
Mark out locations for Stone memorials	100%	100%	100%	