

PUBLIC WORKS DEPARTMENT	Jul-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	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 measurment, 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%		