

PUBLIC WORKS DEPARTMENT

Aug-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

Aug-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
				Brand Rd, Keene Rd, and Burrill Farm Rd were graded in August.
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%	0.05%	3 miles of roadside mowing completed. Only 4 days of mowing in August - mower is down with 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%	2 culverts were replaced in August
Ditch work throughout the town	100%	33%	15%	0.749 miles of road ditched in August. This was for erosion repair, not maintenance ditching. Famouth Rd, Albion Rd, Nash Rd, and Webb 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%	
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%	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%	65%	Major breakdowns have taken priority over minor breakdowns. Minor breakdowns will be taken care of in the next few weeks.
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%	66%	Scheduling/vacations
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%	30%	scheduling/personal
Non-Scheduled repairs	100%	100%	100%	
Building improvement projects	100%	50%	0%	Capital Improvement budget concerns
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%	75%	vacations
Mark out grave sites for burials	100%	100%	100%	

Mark out locations for Stone memorials	100%	100%	100%	
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