



January 7, 2015

TO: Rick Seymour, Public Works Director
FROM: Adam Jacobs, Operations Manager
RE: EQUIPMENT MAINTENANCE AND HIGHWAY DIVISION MONTHLY REPORTS FOR DECEMBER 2014

The following is an overview of the activities performed by Equipment Maintenance and Highway Divisions of the Merrimack Public Works Department:

Equipment Maintenance Division

- Completed 54 corrective maintenance repair orders and road service calls on Town vehicles, including:
 - Installed firefighting foam pump kit on Fire Department engine E-4
 - Repaired plow pump motor and cylinder on Highway truck H-2
 - Replaced turbocharger for Highway truck H-28
- Performed 59 preventive maintenance repair orders
- Issued 6 repair orders to outside entities, including:
 - Repaired clutch fan for Fire Department engine E-1
 - Replaced head and gaskets for Solid Waste forklift L-11

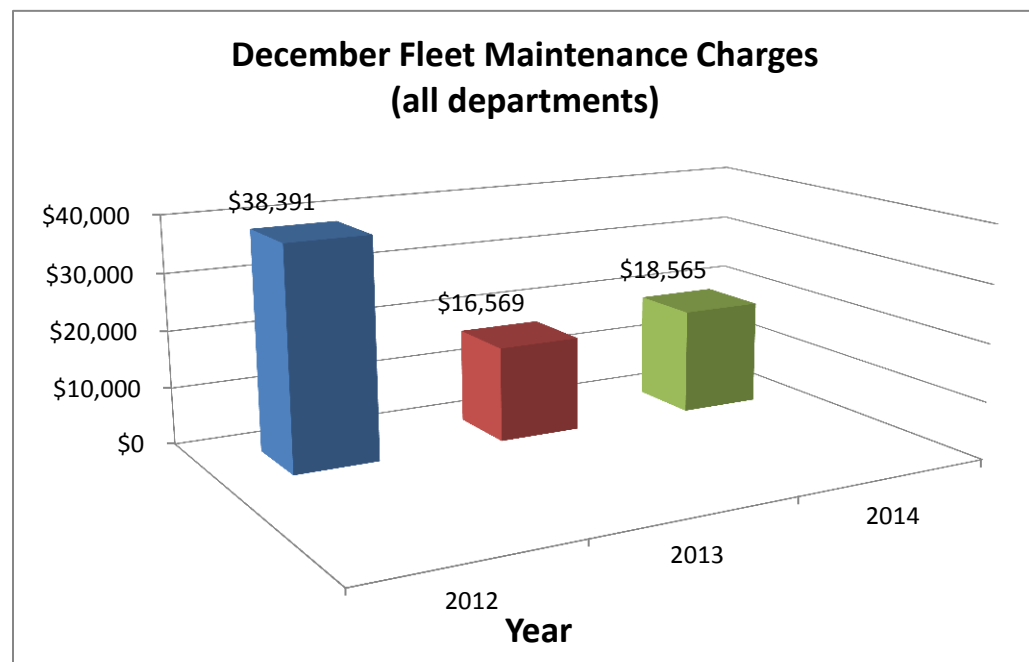
<i>Accomplished by</i>	<i># of WO</i>	<i>Fully loaded cost per WO</i>
Town employees	113	\$486
Outside vendors	6	\$1,137

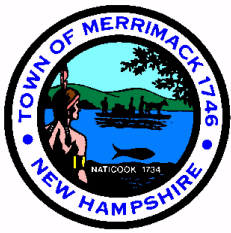


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Equipment Maintenance Division, cont.

- Billed \$18,565 in repairs to town departments

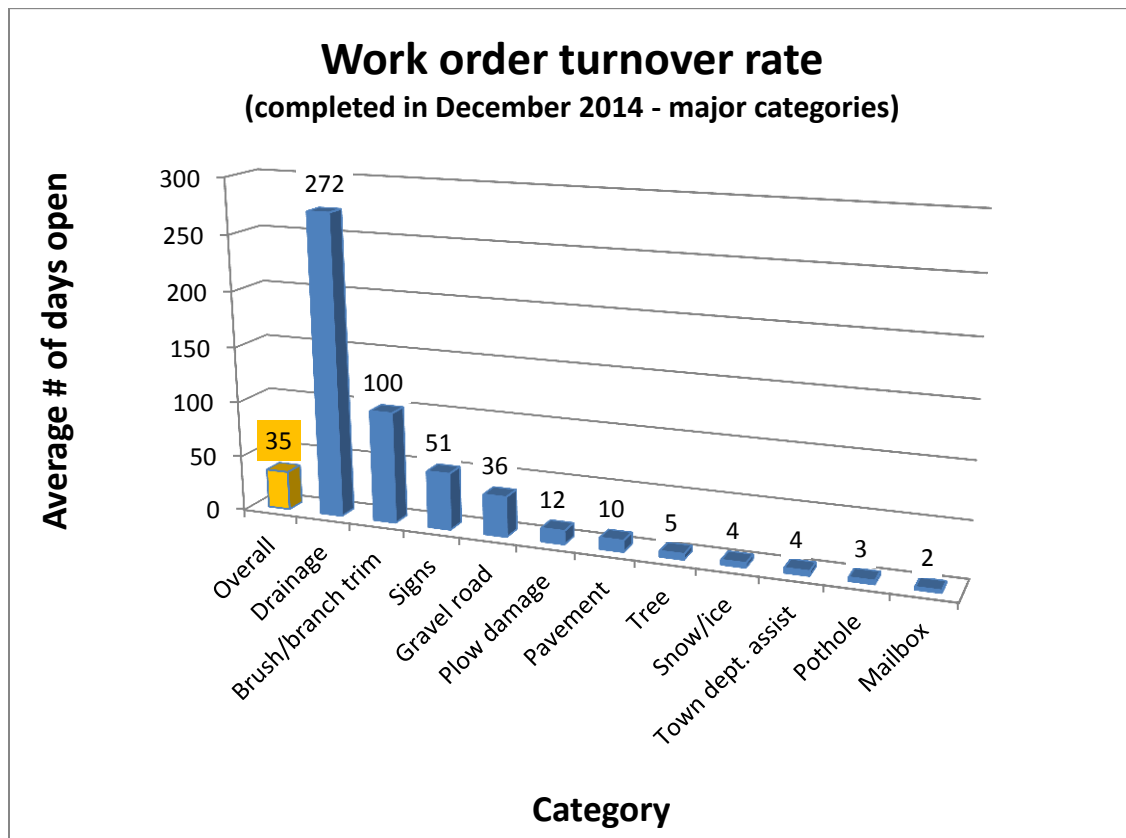




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Highway and Parks Maintenance Division

- Managed 144 work orders and service requests
 - Closed 110 work orders
 - 87% were open for less than 30 days
 - 69% of pothole requests were closed less than 72 hours from first report



- Responded to 4 winter storm events:
 - 2nd (Treated roads)
 - 5th (8 hour plow and treatment event)
 - 9th (Freezing rain treatment event)
 - 12th (Treated roads)
 - Total material distributed:
 - 12 truckloads of salt
 - 35.5 truckloads of sand/salt mix
 - 22.5 truckloads of sand
- Trimmed trees, chipped brush, and removed branches from aftermath of Thanksgiving snow/ice storm
- Removed snow from pedestrian ways and parks

Monthly report
Equipment Maintenance & Highway Divisions



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- Added gravel and made repairs to gravel roads
- Performed asphalt and pothole repairs in several locations
- Repaired damaged sections of skating rink due to unauthorized use before opening
- Participated in active shooter planning workshop at police department
- Interviewed candidates for vacant Maintainer position
- Continued Badges vs. Hardhats Holiday Food Drive:
 - Police = 1,778 lbs
 - Public Works = 875 lbs
- Attended training
 - Primex: Snow plow operator safety (hosted)

