



June 23, 2014

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

The following is an overview of the activities performed by Equipment Maintenance and Highway Divisions in the Merrimack Public Works Department in May 2014:

Equipment Maintenance Division

- Completed 57 corrective maintenance repair orders and road service calls on Town vehicles, including:
 - Exhaust repairs to Fire Department engine E-4
 - Replaced starter and alternator in Fire Department engine E-2
 - Recharged air conditioning system for Highway loader H-16
 - Replaced oil pan for Highway dump truck H-27
 - Replaced fuel tank for Solid Waste tractor L-6
- Performed 58 preventive maintenance repair orders
- Performed 4 state inspections
- Issued 4 repair orders to outside entities, including:
 - Replaced rear suspension and overhauled Hale pump for Fire Department engine E-1
 - Replaced rear spring assemblies for Highway dump truck H-30

<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
Town employees	119	\$129	Parts only
Outside vendors	4	\$3,057	Parts & labor

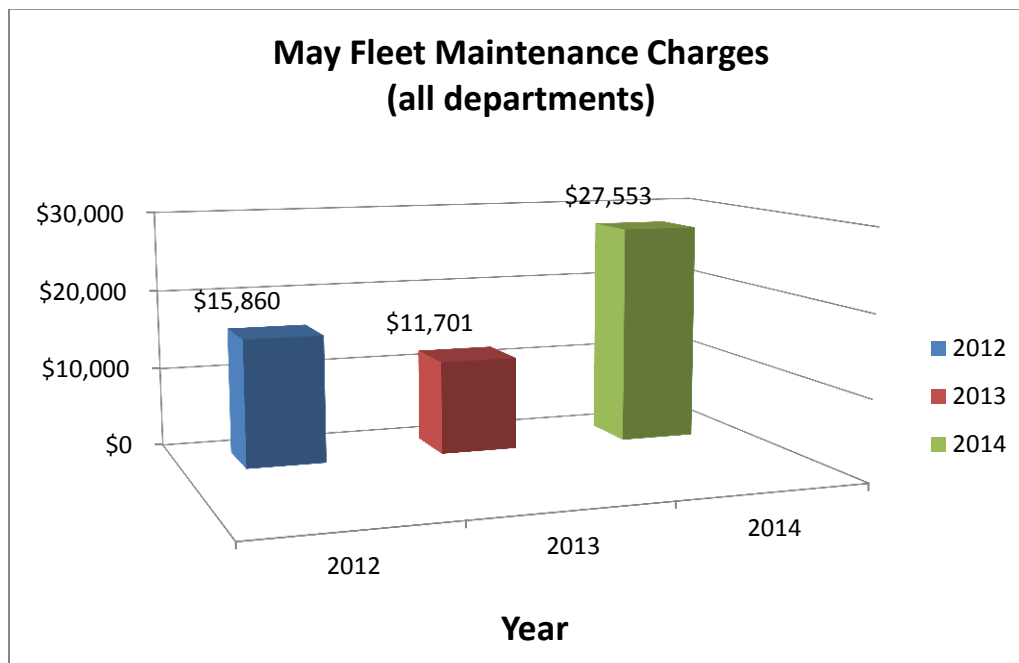
Monthly report
Equipment Maintenance & Highway Divisions



June 23, 2014

Equipment Maintenance Division, cont.

- Managed \$27,553 in equipment maintenance town-wide

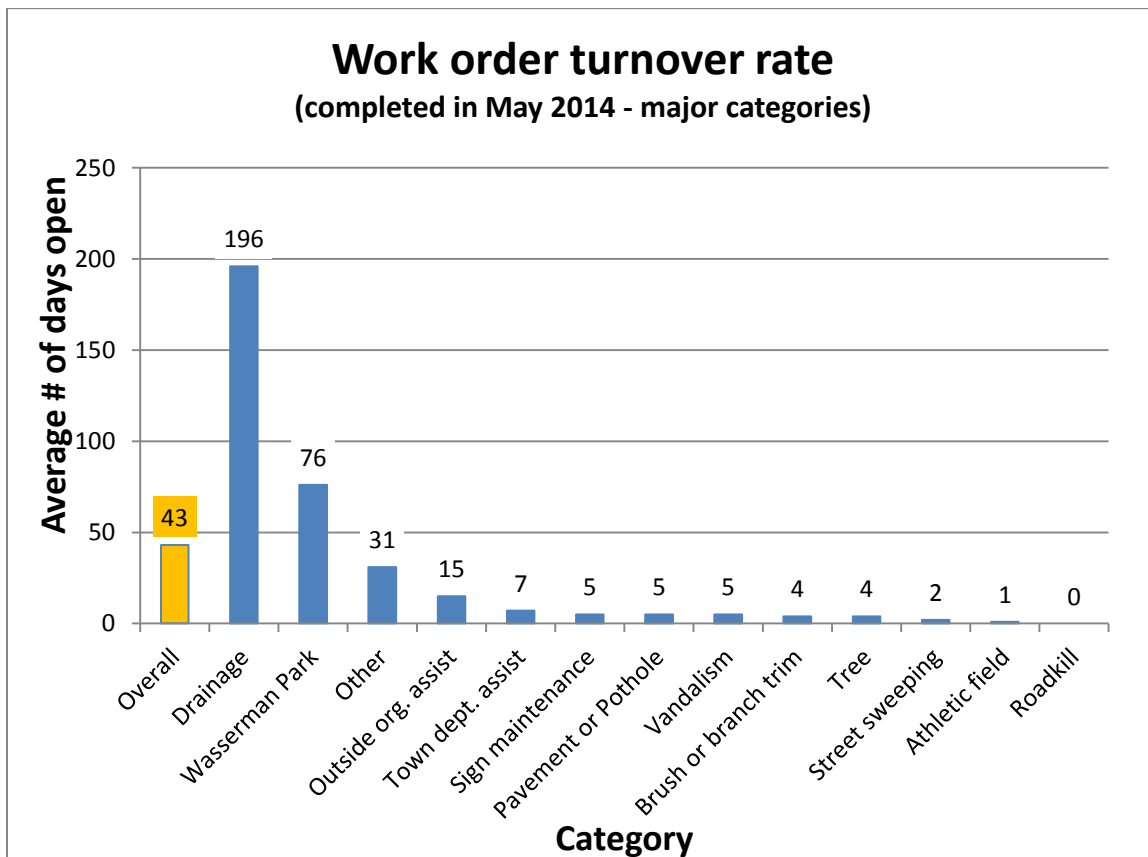




June 23, 2014

Highway and Parks Maintenance Division

- Received or managed 116 work orders and service requests
 - Closed 78 work orders
 - 78% were open for less than 30 days
 - 75% of pothole requests were closed less than 72 hours from first report



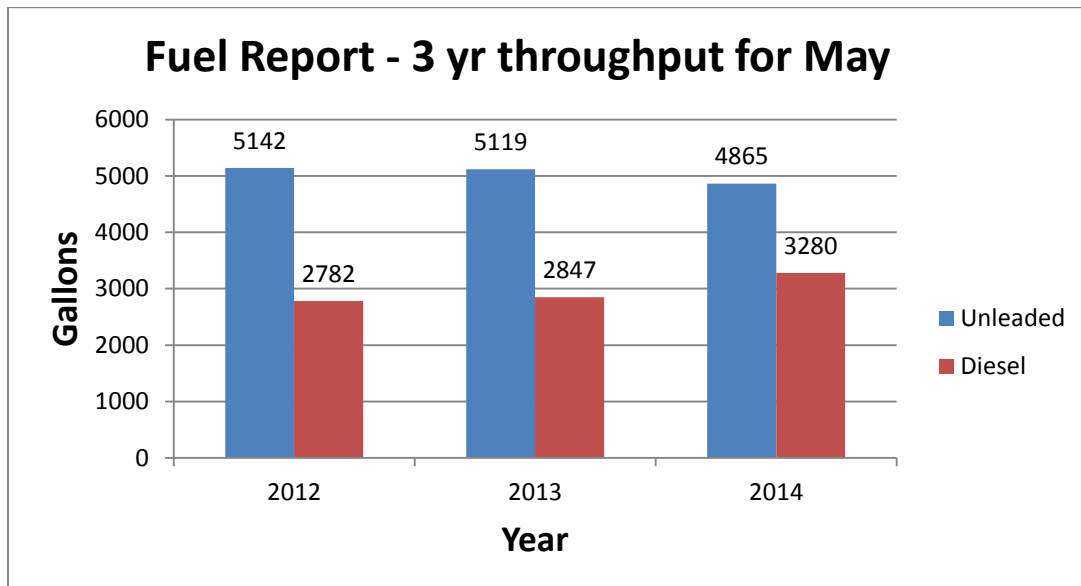
- Commenced annual pavement marking program, to include installation of new high-visibility marking tape at various town center and school crosswalk areas
- Continued annual catch basin cleaning program in compliance with MS4 permit
- Continued annual street sweeping program in compliance with MS4 permit
- Continued seasonal gravel road maintenance
- Placed shoulder gravel support alongside newly paved roads
- Installed American flags on utility poles in town center in observance of Memorial Day
- Added material and graded previously unpassable emergency access road to Griffin Street boat ramp on the Merrimack River
- Transplanted several donated trees at Watson Park
- Hauled wood chips to West Road for ATV park

Monthly report
Equipment Maintenance & Highway Divisions



June 23, 2014

- Removed dangerous trees from old town pump house on Depot Street
- Wasserman Park
 - Replaced failing retaining wall at main office
 - Installed security gates at both ends of lower park driveway
 - Repaired water lines damaged during dining hall demolition
- Completed laying out and marking athletic fields
- Responded to beaver activity in several areas
- Moved docks that had broken free in November to Wasserman Park beach, with the assistance of Fire Department
- Public Works Week
 - Met with various representatives of the SAU regarding outreach efforts for grades K-12
 - Held coloring contest for all K-2nd students at Merrimack public schools
 - Held annual employee appreciation luncheon at Wasserman Park
- Attended stream bank restoration planning session on McCabe property with Souhegan River Watershed, NH DES, USDA NRCS, and Hillsborough County Conservation District representatives
- Training attended or presented by staff:
 - Presented at UNH T²/FHWA traffic safety countermeasures peer exchange
 - Presented at Primex Annual Conference
 - Presented Introduction to Public Works/Environmental Issues to 5th and 6th grades at James Mastricola Upper Elementary School for Public Works Week
 - UNH T²: Chainsaw Operation and Maintenance
 - NH Road Agents Association Mountain of Demonstrations trade show
 - NH Healthy Eating and Active Living bicycle/pedestrian safety workshop



Monthly report
Equipment Maintenance & Highway Divisions