



November 24, 2014

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

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

Equipment Maintenance Division

- Completed 57 corrective maintenance repair orders and road service calls on Town vehicles, including:
 - Installed light bars on Code Enforcement vehicles
 - Replaced brakes for Fire Department engine E-4
 - Installed new slip-in asphalt hot box for Highway dump truck H-31
 - Replaced tires for Parks & Recreation truck PR-1
 - Replaced front brakes for Police Department SUV MK9
- Performed 85 preventive maintenance repair orders
- Issued 10 repair orders to outside entities, including:
 - Adjusted cabling for Fire Department ladder L-1
 - Replaced rear tires for Highway dump truck H-33
 - Replaced or repaired tires for several Solid Waste trailers
 - Replaced transmission for Police Department cruiser 7

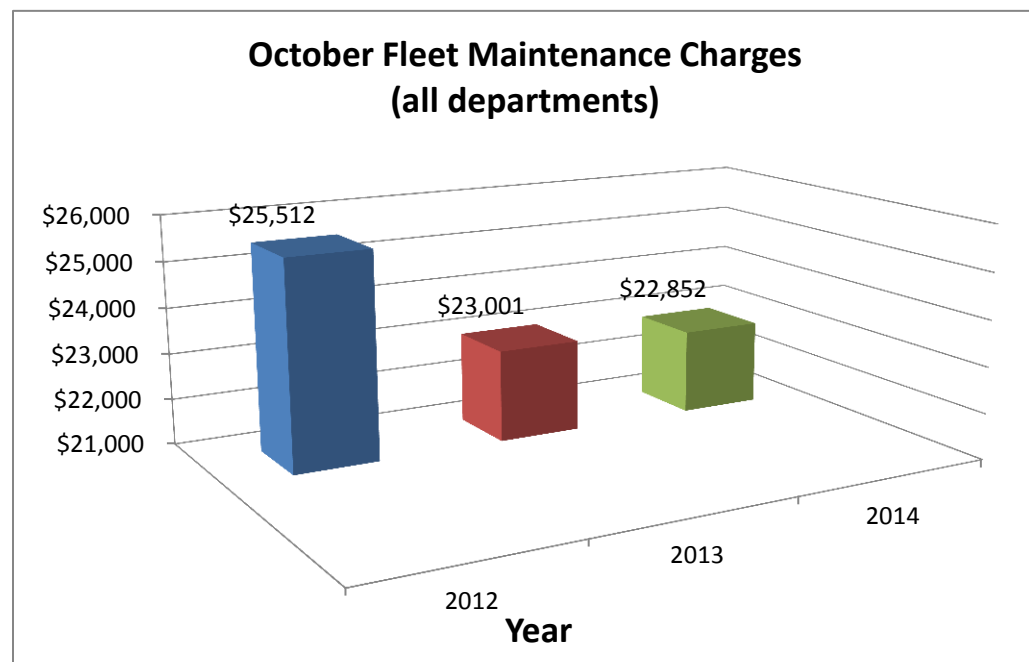
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
Town employees	142	\$108	Parts only
Outside vendors	10	\$757	Parts & labor



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Equipment Maintenance Division, cont.

- Managed \$22,852 in equipment maintenance town-wide

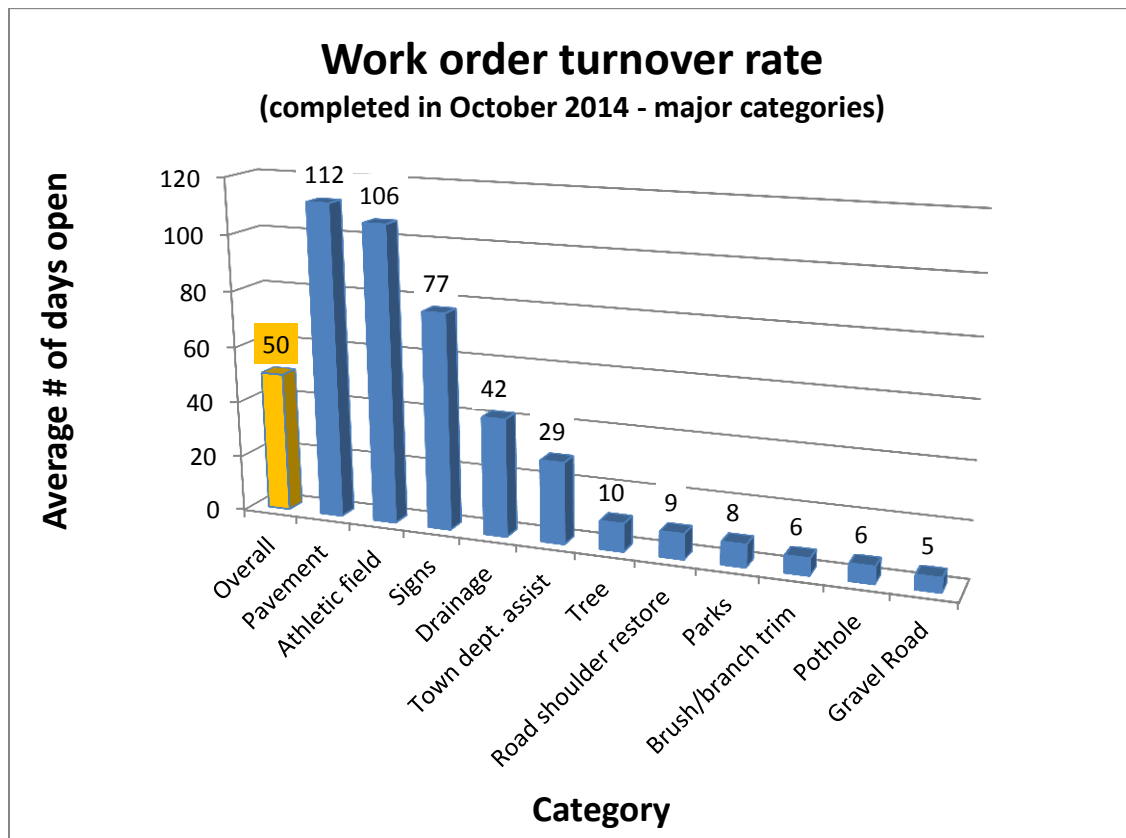




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Highway and Parks Maintenance Division

- Received or managed 115 work orders and service requests
 - Closed 100 work orders
 - 64% were open for less than 30 days
 - 30% of pothole requests were closed less than 72 hours from first report



- Repaired large section of pavement at library parking lot
- Conducted seasonal drawdown of Naticook Lake two weeks early due to flooding concerns
- Trimmed trees and removed debris in preparation for P&R Halloween party at Wasserman Park
- Cleaned off roofs and gutters from several camp buildings at Wasserman Park
- Responded to street flooding in several locations due to heavy rains and clogged catch basin inlets
- Commenced fall cleanups of parks and cemeteries
- Mounted plows and spreaders to select vehicles
- Prepared ice rink area and made improvements at O’Gara Drive complex for winter use
- Conducted final closeout of facility inspections with NH Department of Labor

Monthly report
Equipment Maintenance & Highway Divisions



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- Met with EPA regarding 5-year review of former NH Plating site
- Met with representative of Swamp, Inc. regarding invasive roadside plants
- Assisted Conservation Commission with town wide beaver management plan
- Completed annual roadside, drainage pond, and landfill mowing program
- Completed annual pavement marking program including town parking lots
- Completed annual catch basin cleaning program in compliance with MS4 permit
- Continued seasonal gravel road maintenance
- Attended training
 - UNH T2:
 - Flagger certification
 - Prevention of backing and rollover accidents
 - NH DES: Underground storage tank operator certification
 - PSNH: Energy Manager certification
 - Greater Nashua Infrastructure Resiliency Summit
 - Primex: Creating Organizational Alignment

