



October 27, 2014

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

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

**Equipment Maintenance Division**

- Completed 25 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Repaired air tank for Fire Department engine E-4
  - Repaired ladder and replaced lighting for Fire Department ladder truck L-1
  - Replaced fuel pump and repaired wiring for Highway roadside mower H-43
  - Installed winch for Fire Department gator
  - Replaced front brakes for Fire Department ambulance A-1
- Performed 78 preventive maintenance repair orders
- Issued 13 repair orders to outside entities, including:
  - Replaced rear springs for Fire Department engine E-4
  - Repaired front springs and replaced turbocharger for Highway dump truck H-34
  - Replaced two tires for Solid Waste trailer

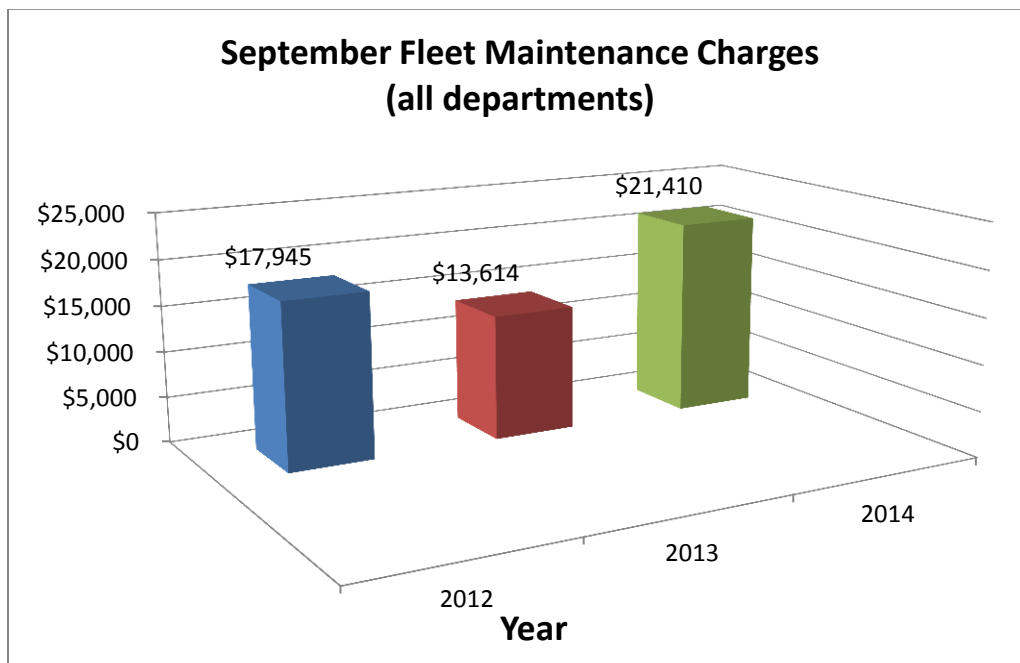
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	103	\$105	Parts only
<b>Outside vendors</b>	13	\$815	Parts & labor

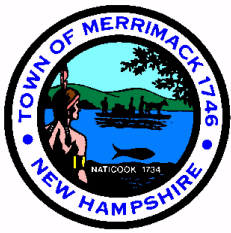


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**Equipment Maintenance Division, cont.**

- Managed \$21,410 in equipment maintenance town-wide

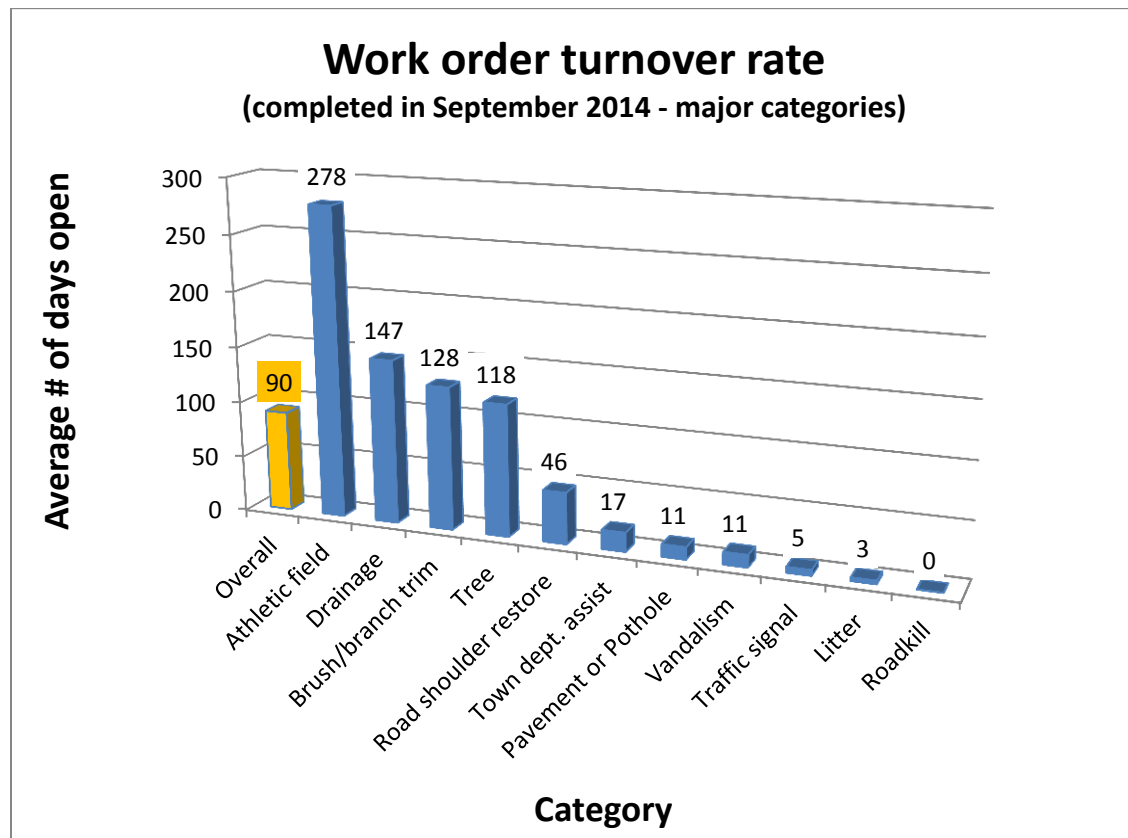




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### Highway and Parks Maintenance Division

- Received or managed 155 work orders and service requests
  - Closed 129 work orders
    - 69% were open for less than 30 days
  - 40% of pothole requests were closed less than 72 hours from first report



- Repaired large section of pavement at library parking lot
- Conducted review of inspection corrections with NH Department of Labor staff
- Hauled fill and resident sand to the transfer station
- Assisted with primary elections
- Setup and breakdown for Fall Business Expo and Merrimack Rocks events
- Completed drainage master plan work at Berkley Street
- Coordinated with MVD and library to remove water valve from sidewalk on D.W. Highway
- Toured town of Hopkinton NH public works facility
- Attended Baboosic Lake watershed quality meeting at NRPC
- Assisted Conservation Commission with town wide beaver management study
- Continued annual roadside, drainage pond, and landfill mowing program

Monthly report  
Equipment Maintenance & Highway Divisions



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- Continued annual pavement marking program including town parking lots
- Continued annual catch basin cleaning program in compliance with MS4 permit
- Continued seasonal gravel road maintenance
- Attended training
  - APWA/NH Road Agents snow plow rally
  - Green SnowPro salt reduction

