



June 11th, 2013

TO: Rick Seymour, Public Works Director
FROM: Adam Jacobs, Operations Manager

RE: EQUIPMENT MAINTENANCE AND HIGHWAY MONTHLY REPORT FOR MAY 2013

The following is an overview of the activities performed by Equipment Maintenance and Highway divisions in the Merrimack Public Works Department in May 2013:

Equipment Maintenance Division

- Completed 76 corrective maintenance repair orders and road service calls on Town vehicles, including:
 - Replaced landing gear for transfer station trailer
 - Replaced operator monitor for Highway loader H-16
 - Installed lighting package, radios, and accessories to replacement Highway trucks
 - Sent plow cylinder for H-32 to be refurbished
 - Annual inspection, new ABS wires and gages for Fire ladder truck L-1
 - Replaced temp sensor module and wiring harness for Fire engine truck E-1
- Performed 38 preventive maintenance repair orders
- Performed 3 state inspections

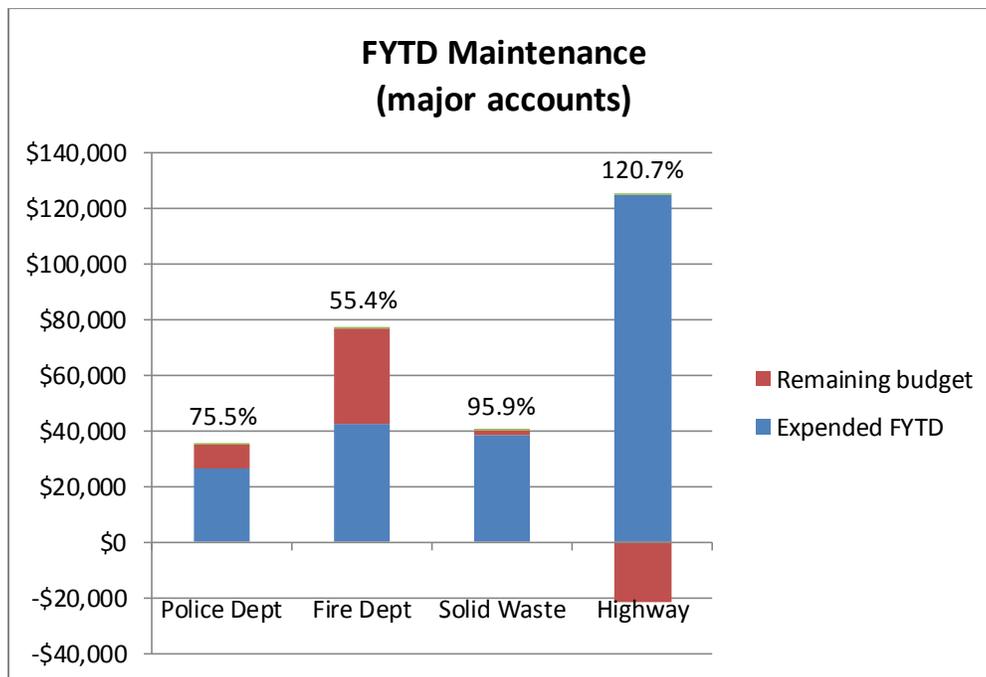
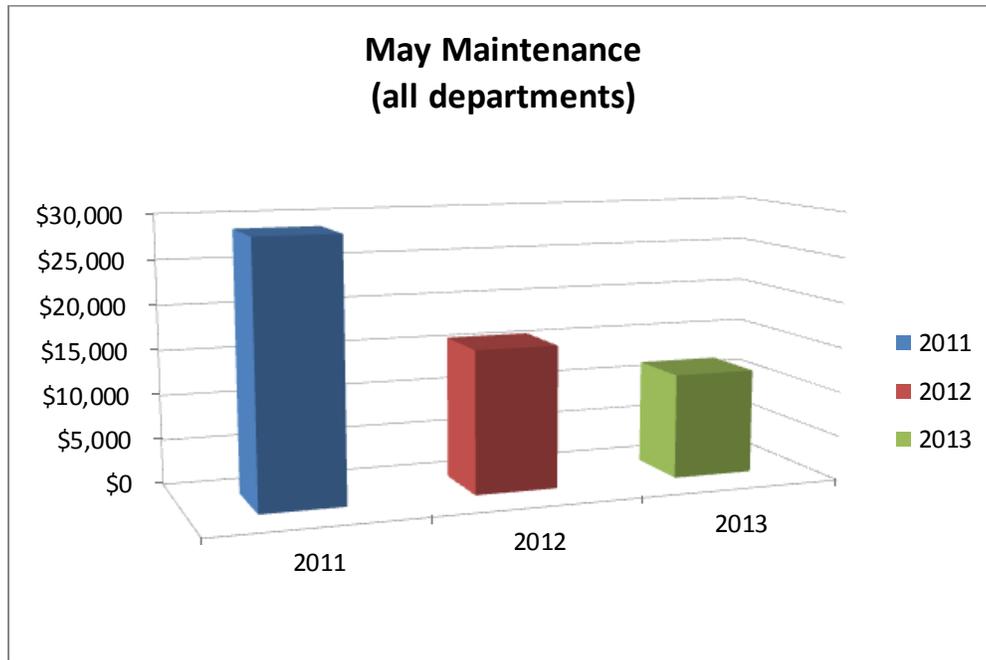
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
Town employees	111	\$65	Parts only
Outside vendors	6	\$739	Parts & labor



June 11th, 2013

Equipment Maintenance Division, cont.

- Managed \$11,701 in equipment maintenance Town-wide



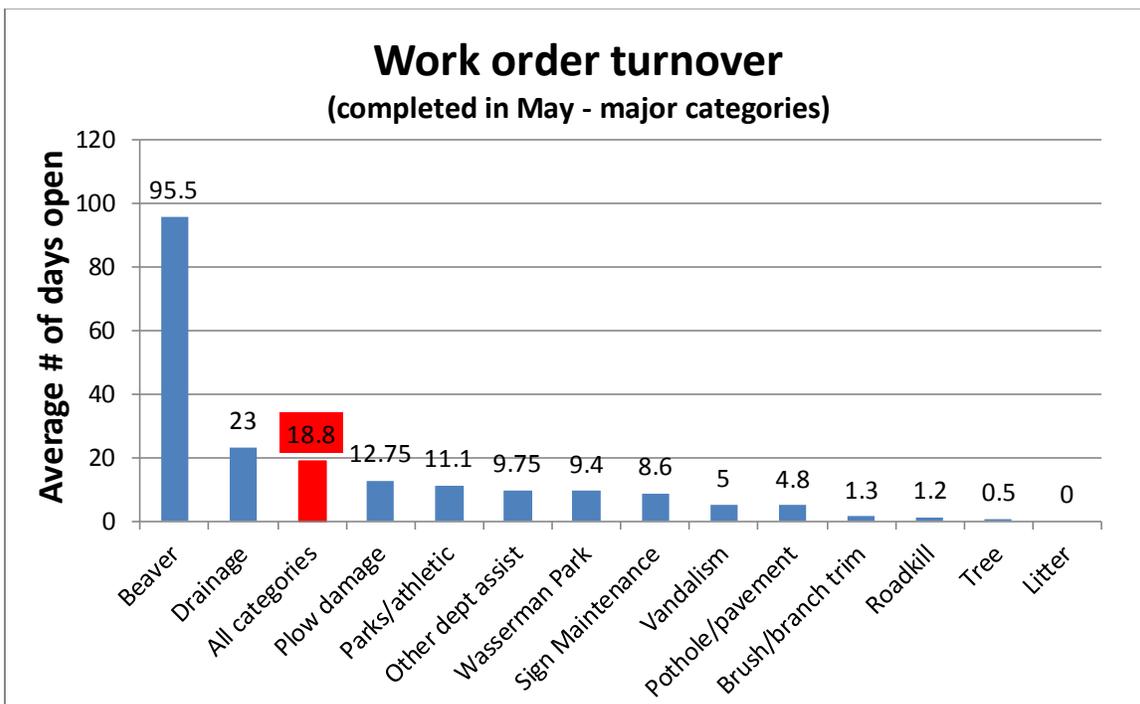


June 11th, 2013

Highway and Parks Maintenance Division

May highlights:

- Received and managed 115 work orders and service requests
 - Closed 85 work orders in May
 - 79% of WO opened in May were closed in May
 - 33% of pothole requests were closed within 72 hours



- Going green: Treated sand/salt spreader chains and gears with new eco-friendly lubricant & encapsulant
- Leveraging technology: Converted from mechanical to computerized system for time clock
- Performed drainage maintenance or repairs at the following locations:
 - DW Highway @ Connell's Plaza
 - Burt/Dover St
 - Carriage Ln
 - Drouin Way
 - Cassie Ln
 - Level St
 - Mallard Point Rd
 - Back River Rd
 - Dumpling Way
 - Woodbury St



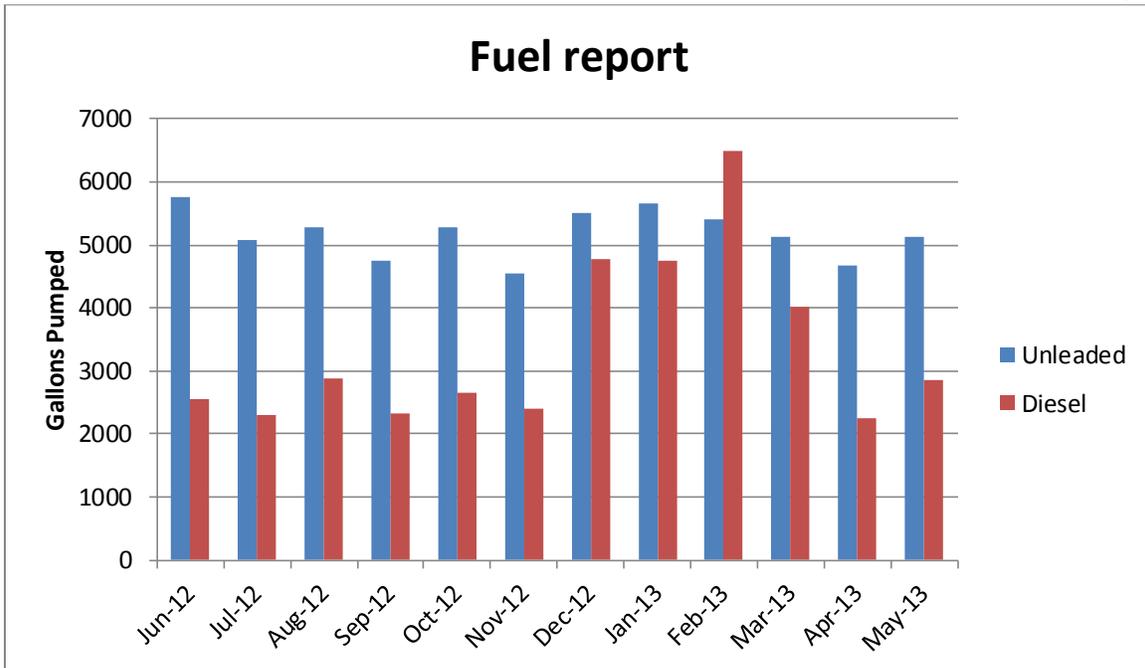
June 11th, 2013

- Corrected joint loss inspection items at Bise field house (Twin Bridge Park)
- Commenced annual road salt delivery (2600 tons total)
- Replaced several hundred feet of temporary athletic field fencing at Reeds Ferry soccer fields
- Troubleshooting beaver activity in several locations
 - Participated in Conservation Commission public hearing for Meadow wood pond dam
- Coordinated and supervised Rotary Club volunteers with construction of trail markers posts for Twin Bridge Park
- Held annual Public Works Week luncheon at Wasserman Park
- Transferred several dozen large logs from roadside tree work to Milford processing plant
- Commenced annual street sweeping contract and sidewalk sweeping by Highway staff
- Hired 3 summer maintainers (Evan Gaudette and Louis Watt returning, Mitchell Blais)
- Continued fabrication of integrated drainage maintenance trailer
- Provided pre-planning and traffic control as part of coordinated disaster evacuation drill at Thorntons Ferry elementary school
- Provided cones and barricades for annual Boy Scout yard sale
- Assisted P&R staff at Wasserman Park
 - Annual camp building opening, Girl Scout Camporee
 - Annual water service restoration
 - Fire inspection corrective actions
- Assisted setup for PD open house
- Assisted WWTF with gravel for cross-country access maintenance on Front St
- Placed American flags on utility poles on Baboosic Lake Road and DW Highway in observance of Memorial Day
- Commenced annual mowing of landfill
- Demolished Chamber of Commerce information booth that was severely damaged by traffic accident (public safety concern)
- Cleared downed trees at several parks/conservation areas (Mitchell St, Wildcat Falls, Wasserman Park)
- Received John Deere and Caterpillar backhoes as short term demo units from Nortrax and Milton Cat in preparation for 2012/13 CRF purchase
- Training attendance cross-section:
 - Primex annual conference
 - NH Road Agents Association Mt of Demonstrations

Monthly report
Equipment Maintenance & Highway Divisions



June 11th, 2013



- **Recurring items:**

- Performed daily maintenance on Highway equipment
- Maintained traffic control devices and signs, transitioning to new MUTCD standard for street name signs
- Performed roadside tree and limb removals along public ways
- Performed hot mix asphalt repairs to roadways at various locations
 - Placed 17 tons (by hand) in May
- Performed trash removal from select parks and Highway Garage
- Removed road kill and roadside litter at multiple locations