



November 13, 2013

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

**RE: EQUIPMENT MAINTENANCE AND HIGHWAY MONTHLY REPORT FOR OCTOBER 2013**

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

**Equipment Maintenance Division**

- Completed 72 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Replaced radiator at Central Fire Station emergency generator
  - Replaced front and rear shocks, Fire Department ladder truck L-1
  - Replaced axle and bearing set, Highway utility tractor H-43
  - Replaced wooden decking for Highway heavy equipment trailer
- Performed 65 preventive maintenance repair orders, including:
  - Mounted winter tires on several Police Department cruisers
- Issued 9 repair orders from outside entities, including:
  - Repaired the emissions regeneration system, Fire Department engine E-1
  - Installed 6 new tires, Fire Department ambulance A-1
  - Replaced swing controller, Fire Department ladder truck L-1
  - Repaired drive axle spindle, Highway utility tractor H-43
  - Replaced front tires, Transfer Station tractor L-6

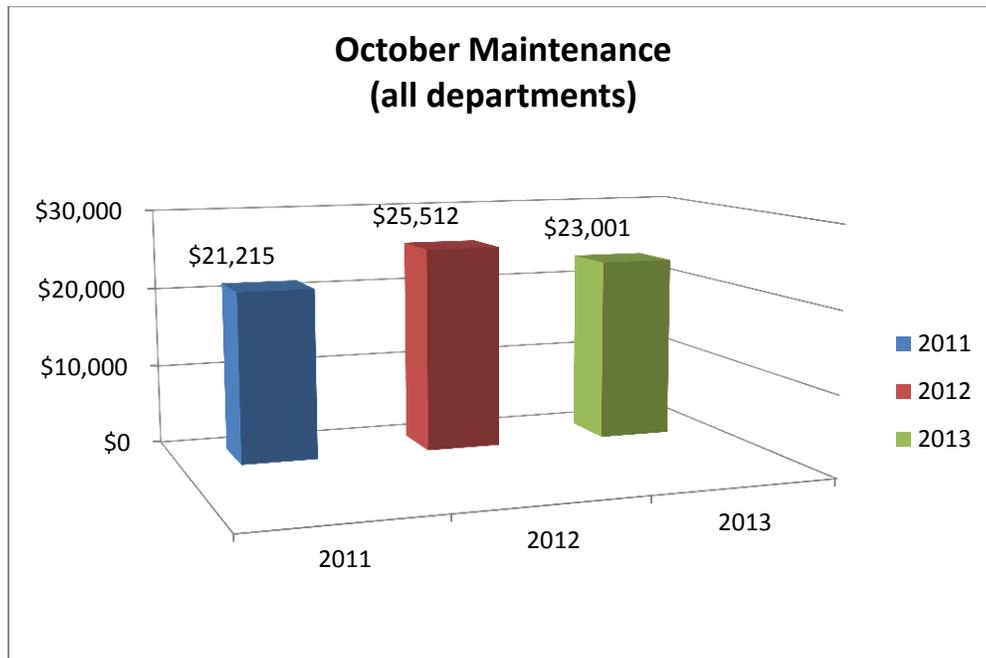
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	137	\$91	Parts only
<b>Outside vendors</b>	9	\$1176	Parts & labor



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**Equipment Maintenance Division, cont.**

- Managed \$23,001 in equipment maintenance town-wide



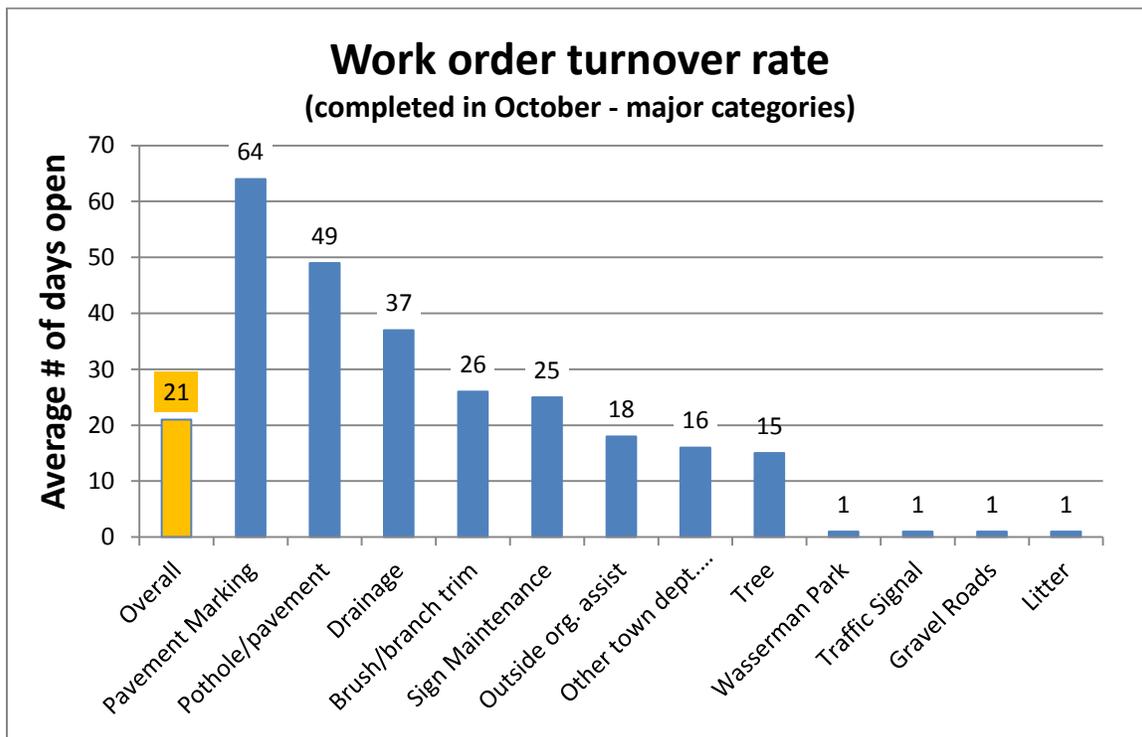


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## Highway and Parks Maintenance Division

### October highlights:

- Received and managed 98 work orders and service requests
  - Closed 79 work orders in October
    - 73% were open for less than 30 days
  - 0% of pothole requests were closed in less than 72 hours



- Completed installation of retro-reflective backplates to town-owned traffic signals in accordance with FHWA safety improvement program
- Completed pavement marking program to include traffic signal intersections, municipal lots, and school area crosswalks
- Performed drainage maintenance or repairs at the following locations:
  - Back River Road
  - Bedford Road (Drainage Master Plan-Completed)
  - Beech Street (Drainage Master Plan-Completed)
  - Patten Road
  - Sandhill Drive
  - Surrey Lane
  - Wilson Hill Road
- Assisted Wastewater Division installing gates to Conservation Commission property



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- Placed shoulder gravel at all newly paved locations
- Graded all gravel roads
- Provided setup assistance for final farmer's market of the year
- Aerated and seeded all athletic fields, rototilled baseball infields
- Removed cul-de-sac obstructions at Kelley Way and Maryann Lane
- Performed landscaping at town-owned lot at 26 Cabot Rd prior to auction
- Provided traffic control and debris cleanup for contract hazard tree removal at multiple locations
- Completed intersection improvements at Patten Road and Baboosic Lake Road
- Completed decking and ramp construction for swap shop at Transfer Station
- Held two meetings of Highway Garage Committee
- Training attended:
  - Bucket truck operation and safety
  - Primex chainsaw operation
  - APWA fall session
  - MPO active shooter scenario

