



September 12, 2013

TO: Rick Seymour, Public Works Director
FROM: Adam Jacobs, Operations Manager
RE: EQUIPMENT MAINTENANCE AND HIGHWAY MONTHLY REPORT FOR AUGUST 2013

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

Equipment Maintenance Division

- Completed 63 corrective maintenance repair orders and road service calls on Town vehicles, including:
 - Refurbished utility box and gear for maintenance truck M-1 to prepare for replacement due to accident (total)
 - Replaced all batteries for Fire Department Rescue #1
 - Began replacement of rusted body sections in Highway vehicle H-1
 - Replaced gear pump and assembly for Highway roadside boom mower attachment
 - Replaced oil pan in Highway dump truck H-35
- Performed 34 preventive maintenance repair orders

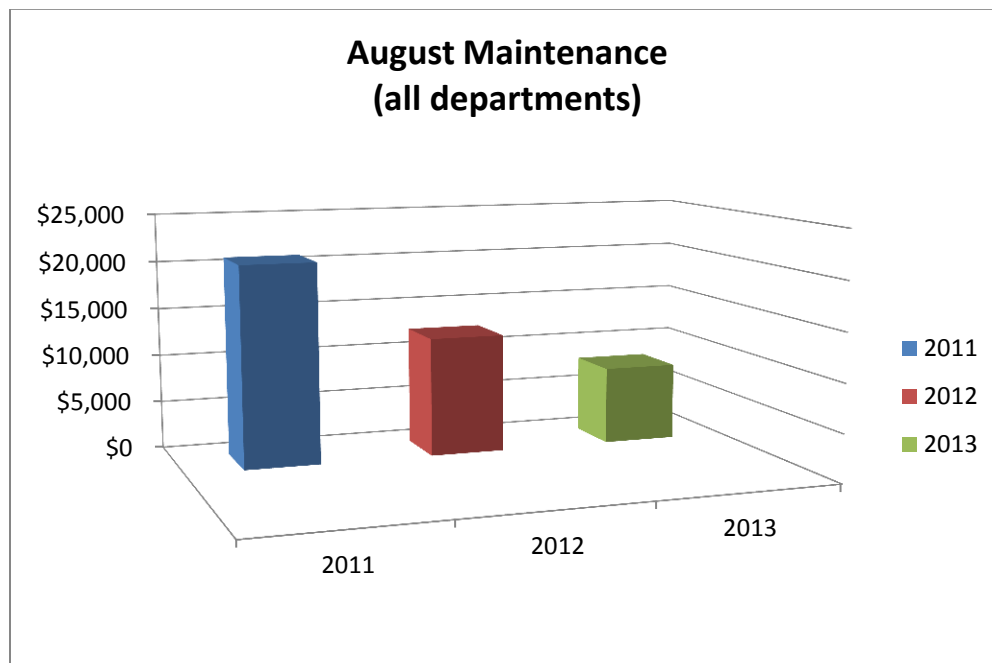
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
Town employees	97	\$80	Parts only
Outside vendors	1	\$357	Parts & labor



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Equipment Maintenance Division, cont.

- Managed \$8,079 in equipment maintenance Town-wide



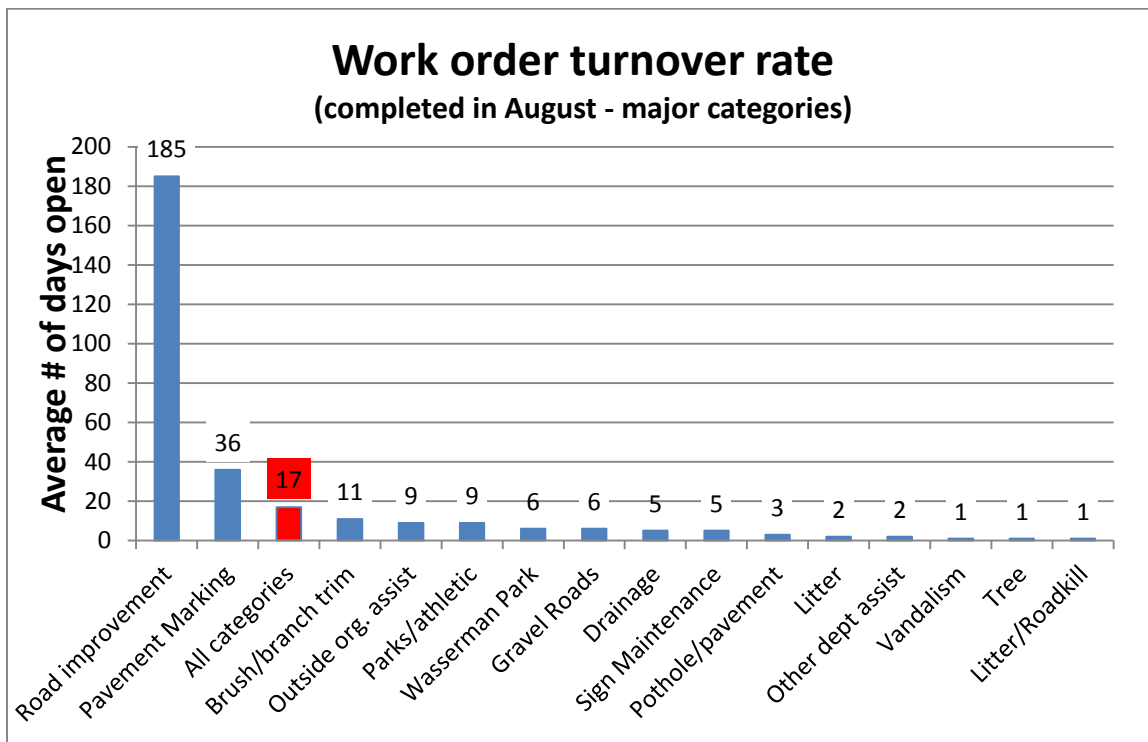


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Highway and Parks Maintenance Division

August highlights:

- Received and managed 121 work orders and service requests
 - Closed 79 work orders in August
 - 91% were open for less than 30 days
 - 67% of pothole requests were closed in less than 72 hours



- Cleared under and behind guardrail to promote drainage in several areas
- Commenced installation of retro-reflective backplates to town-owned traffic signals in accordance with FHWA safety improvement program
- Placed shoulder gravel at all newly paved locations
- Graded all gravel roads
- Continued pavement marking program to include Town Center municipal lots and school area crosswalks
- Performed drainage maintenance or repairs at the following locations:
 - Amherst Road (Drainage Master Plan)
 - Baboosic Lake Road
 - Bedford Road
 - Beech Street (Drainage Master Plan)
 - Carter Road
 - Country Club Lane



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- Ichabod Drive
- Kittridge Lane
- Lamson Drive
- Merrimack Library
- Mountain View Drive
- Parkhurst Road
- Peaslee Road
- Wasserman Park
- Installed goal posts, marked the field, and corrected facility discrepancies prior to football season commencement
- Prepared softball and soccer fields for MYA Fall season
- Coordinated and installed Heritage Commission boulder and plaque at Seaverns Bridge
- Provided setup assistance for farmer's market each Wednesday
- Developed plan and prepared easement for Drainage Master Plan work at #161 Bedford Road
- Interviewed engineering firms for Daniel Webster Highway intersection project
- Interviewed candidates for vacant Equipment Operator and Maintainer positions
- Held two meetings of Highway Garage Committee

