



July 11, 2014

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

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

**Equipment Maintenance Division**

- Completed 68 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Installed light bars on Code Enforcement and Fire Department vehicles
  - Replaced winch for Highway shoulder gravel conveyor
- Performed 89 preventive maintenance repair orders, including:
  - Mounted summer tires on several Police Department vehicles
- Issued 9 repair orders to outside entities, including:
  - Repaired leaking injectors for Fire Department engine E-2
  - Replaced battery charger for Fire Department vehicle C-1
  - Replaced several tires for Solid Waste tractor trailers
  - Repaired transmission shifting problem for Highway dump truck H-30

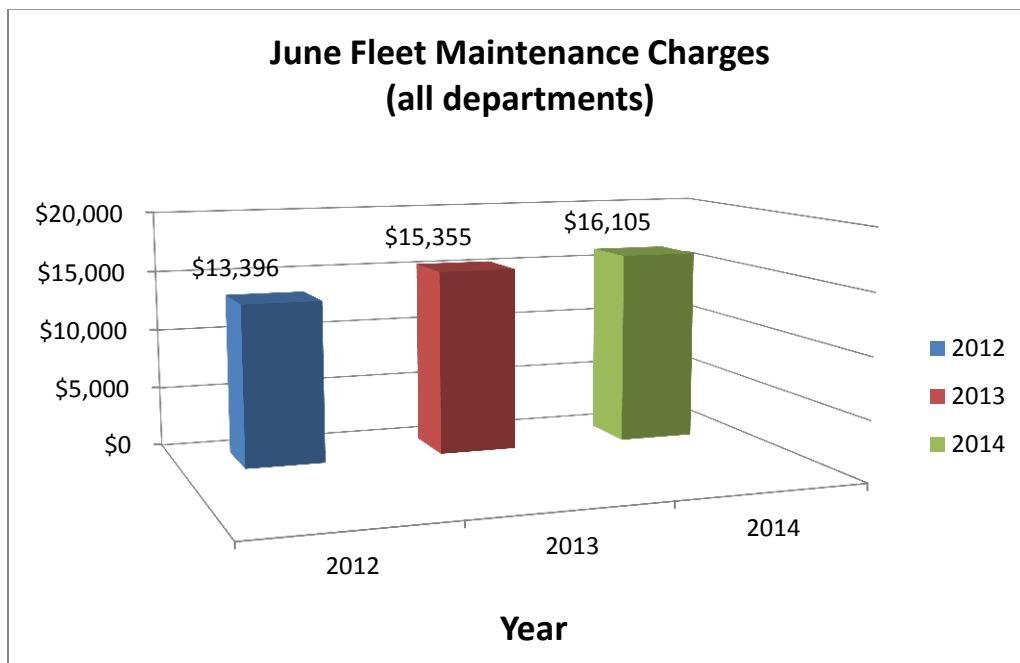
<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	157	\$63	Parts only
<b>Outside vendors</b>	9	\$695	Parts & labor



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**Equipment Maintenance Division, cont.**

- Managed \$16,105 in equipment maintenance town-wide

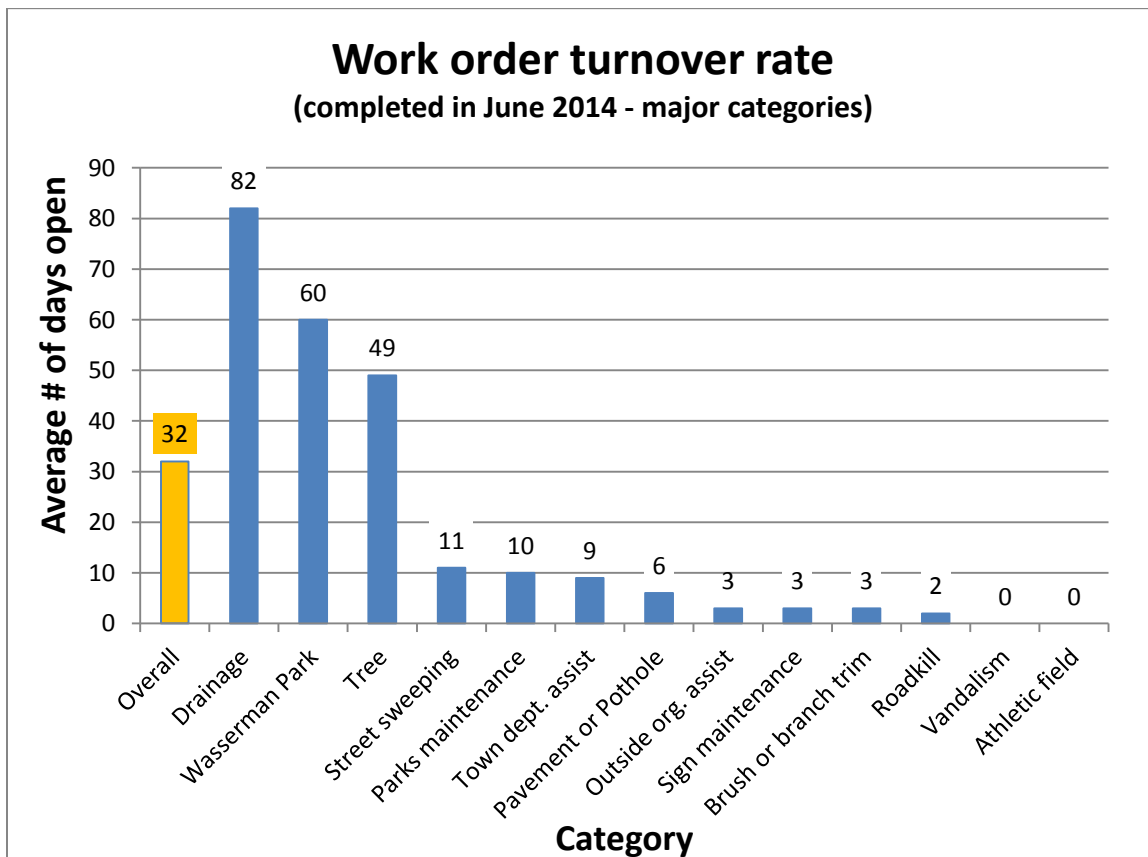




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### Highway and Parks Maintenance Division

- Received or managed 131 work orders and service requests
  - Closed 94 work orders
    - 78% were open for less than 30 days
  - 50% of pothole requests were closed less than 72 hours from first report



- Commenced annual roadside and landfill mowing program
- Continued annual pavement marking program, to include installation of new high-visibility marking tape at various town center and school crosswalk areas
- Continued annual catch basin cleaning program in compliance with MS4 permit
- Completed annual street sweeping program in compliance with MS4 permit
- Continued seasonal gravel road maintenance
- Received annual road salt delivery
- Placed shoulder gravel support alongside newly paved roads
- Resurfaced sections of the skateboard park on O'Gara Drive
- Prepared Bise field for annual little league tournament
- Transplanted several donated trees at Watson Park

Monthly report  
Equipment Maintenance & Highway Divisions



July 11, 2014

- Assisted Buildings & Grounds staff with shrub removal
- Removed dangerous trees from Old Kings Road hiking path
- Began invasive Japanese Knotweed mitigation project at Seaverns Bridge
- Assisted with traffic control preparations for Ribfest
- Attended Reeds Ferry School family fun night to promote composting program
- Training attended or presented by staff:
  - NH Emergency Preparedness annual conference
  - New England Sports Turf Managers Association annual field day

