



April 28, 2014

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

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

**Equipment Maintenance Division**

- Completed 57 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Replaced brakes and rotors for Ambulance A-1
  - Complete fabrication of tank and rack for Fire Department forestry truck F-3
  - Replaced brakes and rotors for Highway pickup truck H-2
  - Replaced plow extension cylinder for Highway dump truck H-29
  - Replaced exhaust system for Highway dump truck H-21
  - Replaced air tank and valve system for Highway bucket truck H-18
  - Replaced starter for Highway dump truck H-20
  - Replaced conveyor chain for Highway dump truck H-24 spreader
  - Replaced gear box for Highway dump truck H-35 spreader
- Performed 63 preventive maintenance repair orders
- Performed 43 state inspections
- Issued 14 repair orders to outside entities, including:
  - Repaired generator for Fire Department Engine E-1
  - Replaced rear spring assemblies for Highway dump trucks H-22 and H-20
  - Replaced four tires for Solid Waste tractor L-6
  - Replaced rocker arms and repaired electrical system for Solid Waste tractor

<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	120	\$109	Parts only
<b>Outside vendors</b>	14	\$618	Parts & labor

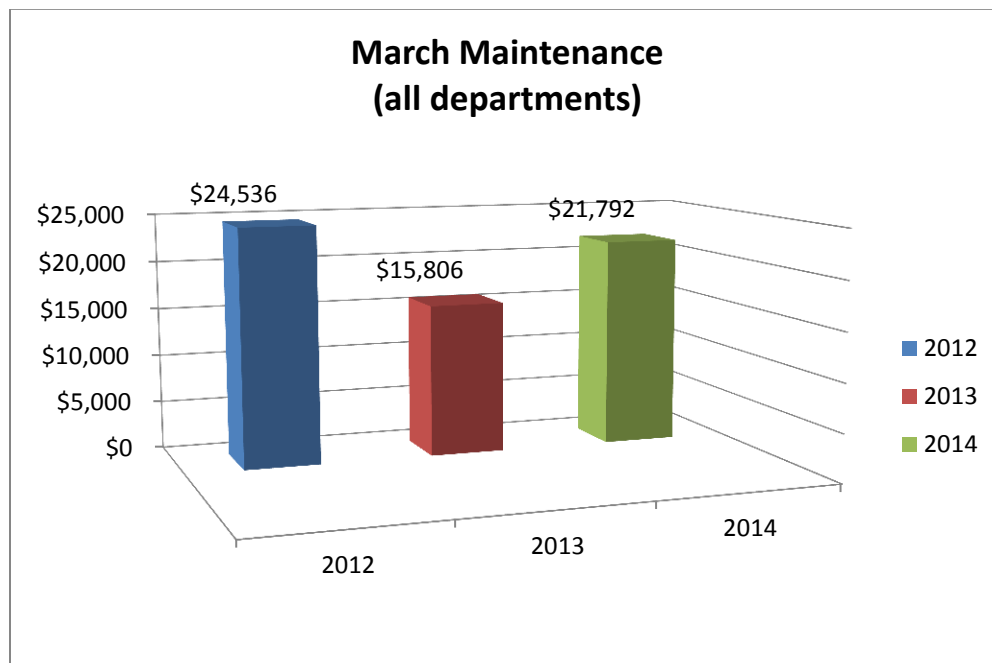
Monthly report  
Equipment Maintenance & Highway Divisions



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**Equipment Maintenance Division, cont.**

- Managed \$21,792 in equipment maintenance town-wide

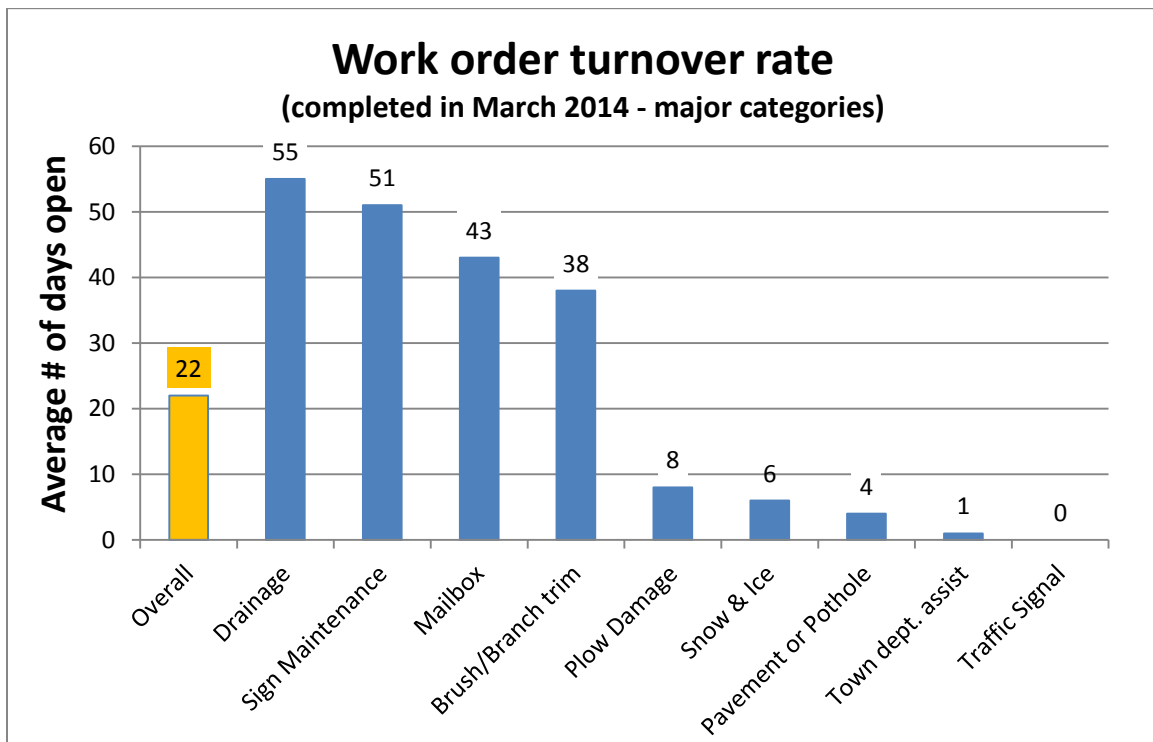




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### Highway and Parks Maintenance Division

- Received or managed 101 work orders and service requests
  - Closed 78 work orders
    - 71% were open for less than 30 days
  - 75% of pothole requests were closed in less than 72 hours



- Responded to 3 minor winter events
- Total winter maintenance budget expenditures:
  - 08-8105 Supervisory Overtime = 209%
  - 08-8111 Staff overtime = 155%
  - Sand/salt = 28%
- Removed snow from cul-de-sacs and intersection corners for access and sight distance
- Performed post-storm cleanup of public parking lots, sidewalks, walkways, emergency exit doors, and pedestrian pushbutton locations town-wide
- Commenced annual catch basin cleaning program
- Replaced components of the fuel control system at the Highway Garage
- Trimmed low-hanging trees and branches in several locations
- Performed cold patch and hot mix asphalt repairs as needed to various locations
- Repaired picnic tables from parks and fields
- Hosted Highway Garage open house for Warrant Article

Monthly report  
Equipment Maintenance & Highway Divisions



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- Met with Rotary 4<sup>th</sup> of July planning committee
- Training attended:
  - Primex – Customer Service

