



June 11<sup>th</sup>, 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>
<b>Town employees</b>	111	\$65	Parts only
<b>Outside vendors</b>	6	\$739	Parts & labor

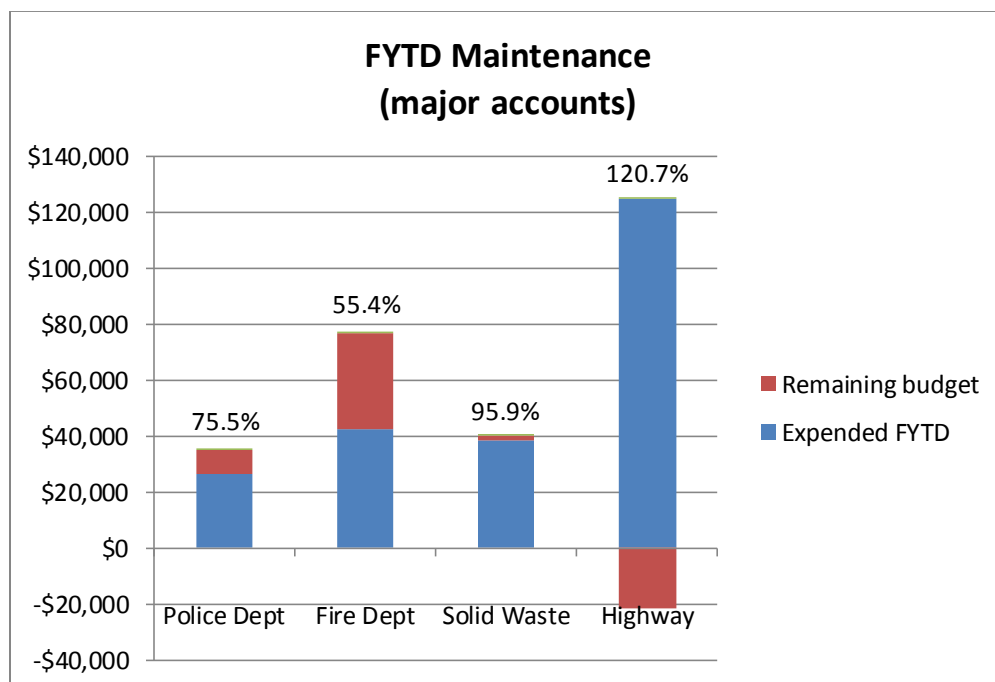
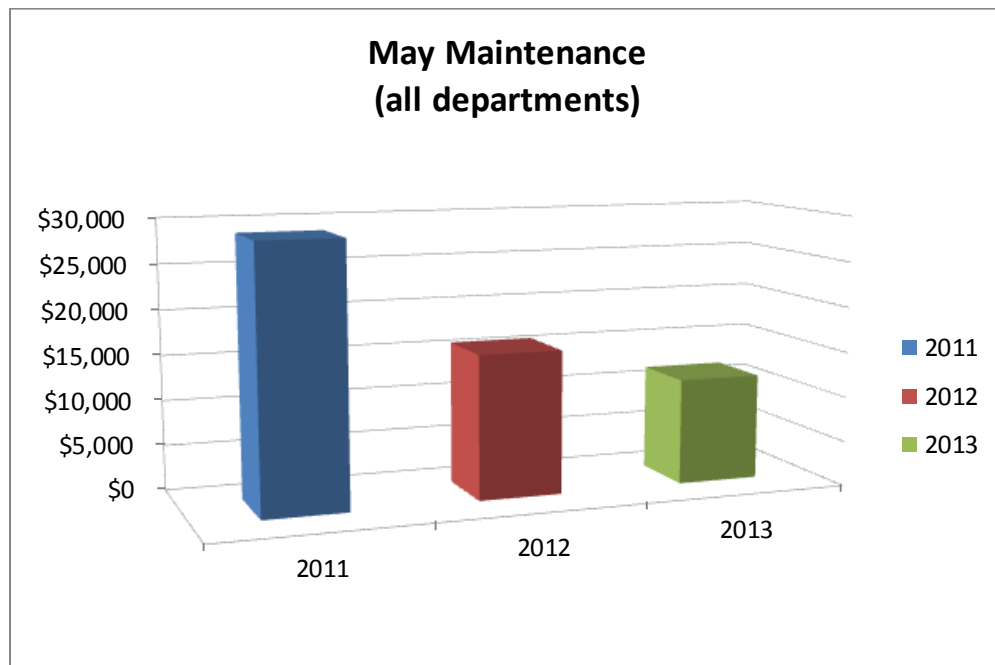
Monthly report  
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**Equipment Maintenance Division, cont.**

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



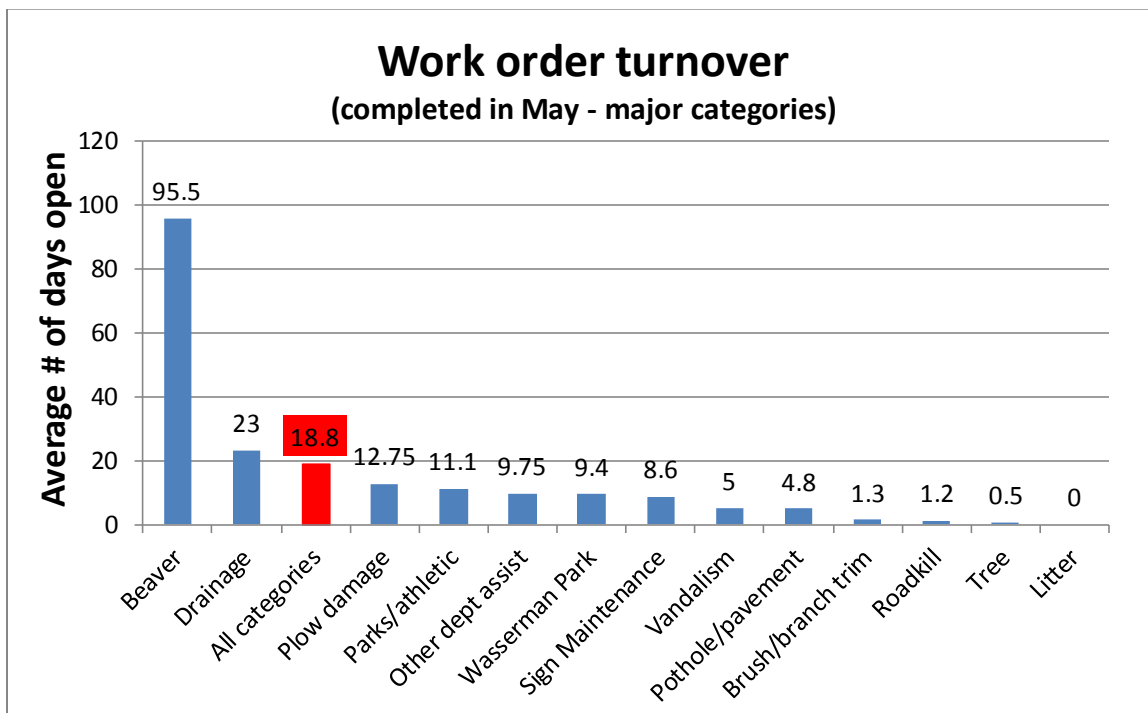


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## Highway and Parks Maintenance Division

### 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



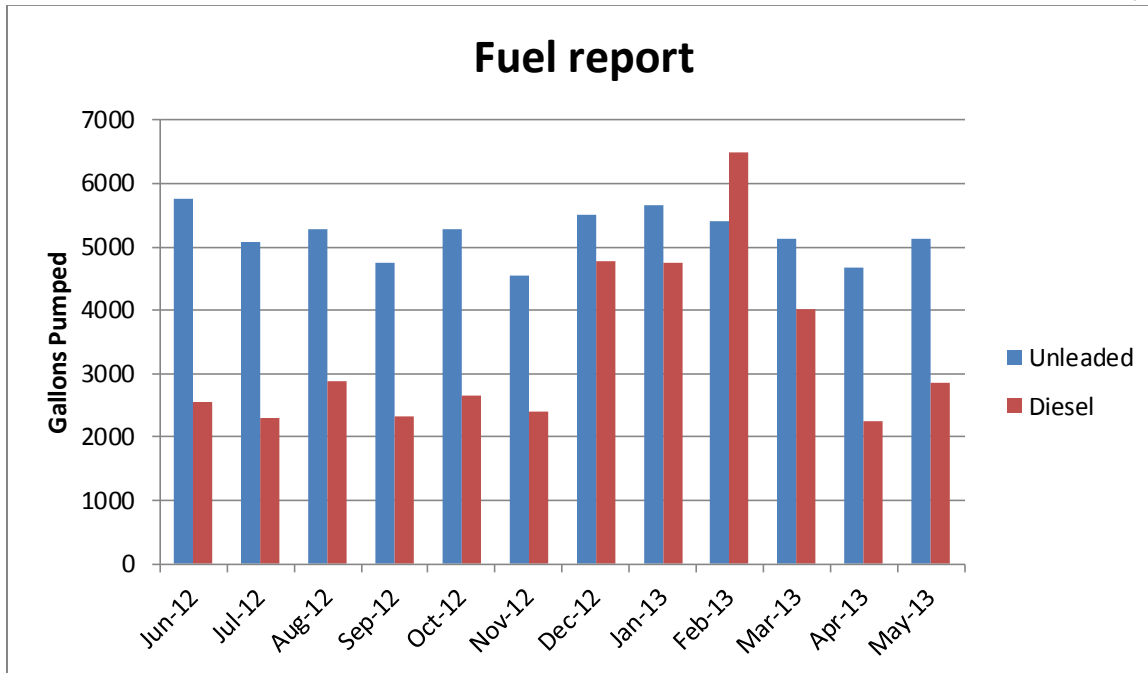
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- Corrected joint loss inspection items at Bise field house (Twin Bridge Park)
- Commenced annual road salt delivery (2600 tons total)
- Replaced several hundred feet of temporary athletic field fencing at Reeds Ferry soccer fields
- Troubleshooting 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

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- **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