



December 19, 2013

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

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

**Equipment Maintenance Division**

- Completed 55 corrective maintenance repair orders and road service calls on Town vehicles, including:
  - Replaced emergency lights and performed troubleshooting to Fire Department ambulance A-1
  - Repaired exhaust and turbocharger for Highway backhoe H-13
  - Fabricated side racks for Highway flatbed 1-ton truck H-11
  - Replaced hydraulic system components for Highway dump truck H-26
  - Performed upfit of new Transfer Station loader L-4
- Performed 58 preventive maintenance repair orders, including:
  - Mounted winter tires on several Police Department cruisers
  - Applied protectant sealer to underbodies of Highway vehicles
- Issued 3 repair orders from outside entities, including:
  - Replaced rear tires for Highway backhoe H-13
  - Replaced tires for Highway catch basin cleaning truck H-19
  - Replaced tires and wheel for Highway dump truck H-22

<i>Accomplished by</i>	<i># of WO</i>	<i>Average price per WO</i>	<i>Components</i>
<b>Town employees</b>	113	\$82	Parts only
<b>Outside vendors</b>	3	\$1697	Parts & labor

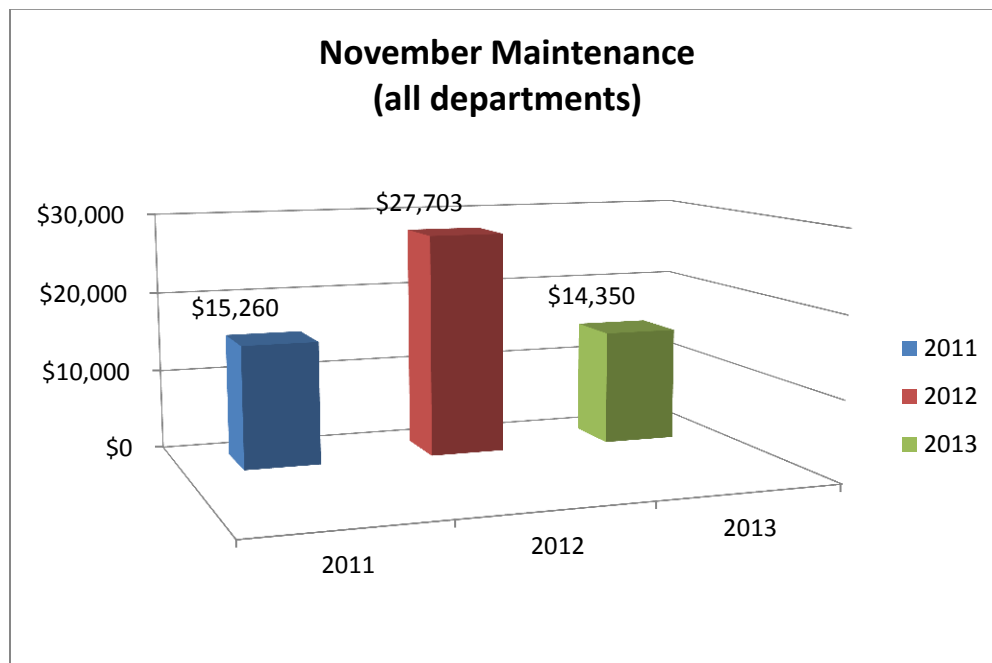
Monthly report  
Equipment Maintenance & Highway Divisions

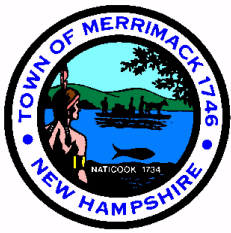


December 19, 2013

**Equipment Maintenance Division, cont.**

- Managed \$14,350 in equipment maintenance town-wide



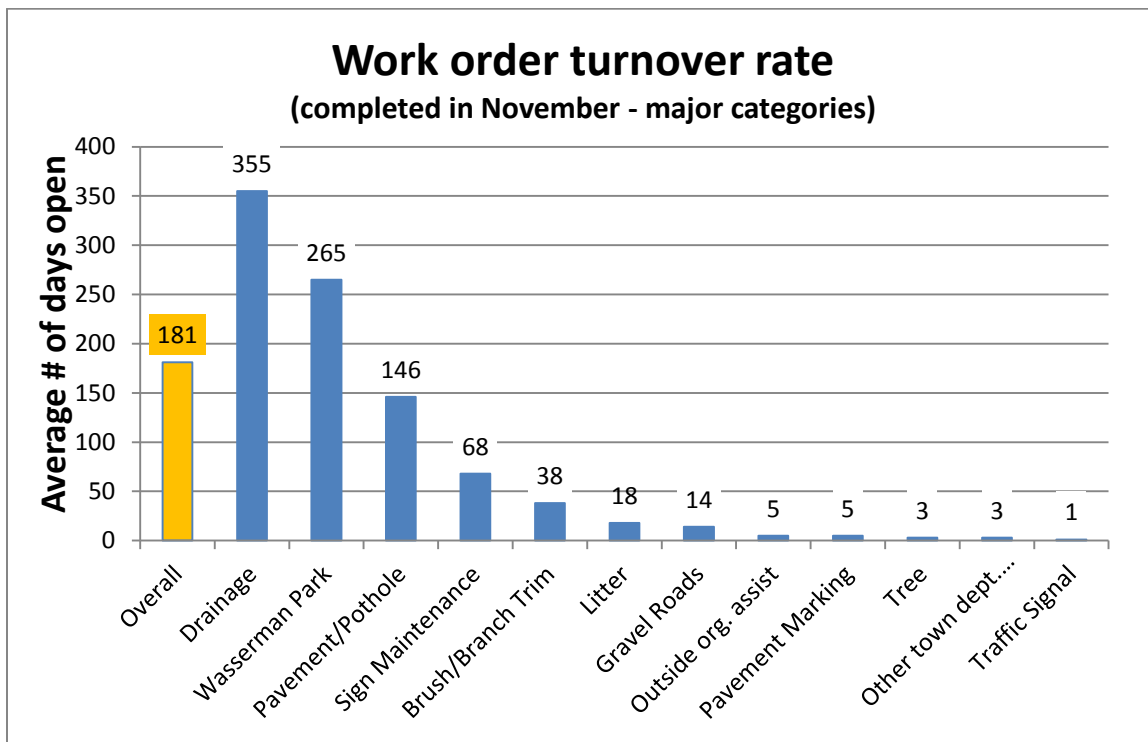


December 19, 2013

## Highway and Parks Maintenance Division

### November highlights:

- Received and managed 109 work orders and service requests
  - Closed 84 work orders in November
    - 51% were open for less than 30 days
  - 50% of pothole requests were closed in less than 72 hours



- Secured water service to all Wasserman Park buildings as part of annual winterization
- Marked and placed signs for “do not block intersection” at the intersection of Baboosic Lake Road and Church Street
- Performed drainage maintenance or repairs at the following locations:
  - Amherst Road
  - Baboosic Lake Road
  - Bramber Lane
  - Davidson Avenue
  - Den Avenue
  - McElwain Street
  - Profile Drive
- Removed boiler and oil tank from town-owned property at Bishop Street
- Completed annual catch basin cleaning program



December 19, 2013

- Completed equipment and inventory preparations for winter operations
- Removed several trees and branches to improve sight distance on Baboosic Lake Road eastbound before O’Gara Drive
- Completed winterization of baseball infields, football field, and all irrigated areas
- Winterized the skate park and prepared area for installation of ice skating rink at O’Gara Drive complex
- Installed protective fence and hay bales at Weston Park and Wasserman Park sledding hills
- Prepared town cemeteries for Veterans Day
- Attended Manchester Street bridge project preconstruction meeting
- Donated 814 pounds of food to local pantries as part of the “Badges vs. Hardhats Holiday Food Drive”
- Training attended:
  - NHDES Erosion Control Inspection Workshop
  - Merrimack Highway Division Winter Kickoff Training

