



**TOWN OF NORWELL  
HIGHWAY DEPARTMENT  
MAINTENANCE REQUEST FORM**

Glenn Ferguson, Director  
Town of Norwell  
345 Main Street  
Norwell, MA 02061  
(781) 659-8042  
FAX (781) 659-0473

DATE & TIME OF RETURNED CALL \_\_\_\_\_

RESIDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
WORK# \_\_\_\_\_  
CELL# \_\_\_\_\_

REPORT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ REC'D BY \_\_\_\_\_

Type of complaint or request:

- |  |   |   |  |
|--|---|---|--|
| A <input type="checkbox"/> Pothole Repair/<br>Patching       | D <input type="checkbox"/> Sign Repair                | G <input type="checkbox"/> Icing Concerns | J <input type="checkbox"/> Berm Repair |
| B <input type="checkbox"/> Catch Basin<br>Cleaning           | E <input type="checkbox"/> Sunken CB'S                | H <input type="checkbox"/> Water Run off  | K <input type="checkbox"/> Sod Repair  |
| C <input type="checkbox"/> Roadside Swale<br>Trench Cleaning | F <input type="checkbox"/> Roadway<br>Shoulder Repair | I <input type="checkbox"/> Water Service  | L <input type="checkbox"/> Other       |

M  Street Light Out  
Pole Number \_\_\_\_\_ Closest Street Address \_\_\_\_\_  
(or Report Directly to National Grid by calling 800-322-3223)

DETAILS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office use only:

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

ASSIGNED TO \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_