

**TOWN OF HAMPTON  
NEW HAMPSHIRE**



**Memorandum**

Date: September 9, 2019

To: Fred Welch, Town Manager  
Board of Selectman

From: Chris Jacobs, Director of Public Works  
Jennifer Hale, Deputy Director of Public Works

**RE: Department of Public Works Update to Board of Selectman**

The information below summarizes the Departments Operations as being reported to the Board of Selectman.

**Staffing:**

Retirement – There are currently no known retirements scheduled.

Hires - A conditional offer was made on 9/9/19 to fill one of the vacant Sewer and Drain Laborer Position. The Department continues to have openings within the department specifically laborer positions within the sewer and drain, highway and transfer station divisions.

Vacancies and Transfers – Steve Vitale has been internally transferred from the Transfer Station to the Highway division at his request. There are currently multiple vacancies for laborers. We ask that everyone please help spread the word.

**Bids:**

Current Open Bids - The department currently has five Bid Opportunities Available. This includes the Request for Bid for Snow Plowing Services, Sidewalk Snow Removal Equipment, Landfill Monitoring Services, Compost Removal and Brush Grinding.

**Current Major Projects:**

LED Street Light Conversion – Warrant Article 2019-28 passed and the Town has signed a contract with Affinity LED Lighting to convert the street lights to LED. A GIS audit of the Town's street lights has been

completed. The lights were manufactured and deliveries have started. Installation is scheduled for this fall. Additionally, energy efficiency rebate paperwork has been submitted to Unitol.

Lafayette Road Drainage & Sidewalk Replacement – Our department continues to work with the engineers to fine tune the construction plans related to the drainage and roadway improvements. We have been coordinating with the utility companies and drawings will go out to bid this year. However, construction will not resume until the spring. Some business owners have reached out to us regarding the status and we will be looking to take the time this winter season to meet again with them.

Mill Pond Dam – Construction is complete. We have received signoff from NHDES Dam Bureau and the as-built survey has been received by the Department. Once it is reviewed we will submit it to the State and close out this project.

Grist Mill Renovation – Powell Builders has completed their work to preserve the mill. The funding was from a warrant article several years ago.

Blacksmith Shop Renovation - Powell Builders started their work on the shop in August. The first portion of the work is to remove the floor boards so that we can access the foundation from the inside. The first step will be to shore up the foundation and replace a sill beams. After the floor is level we will then move onto replacing the roof shingles and getting the brick fireplace repaired.

Church Street Force Main Relocation – This project is now complete. There are a few warranty items that we are working to have the contractor correct such as some seeding, paving and cleanup areas. We are happy to report that the project came in under budget.

Park Avenue Culvert Replacements- Construction has begun on the culvert replacement projects. The new headwall and piping has been installed across Park Avenue by the Tuck Field entrance. Ledge was encountered and did slow the schedule by about a week. Our Sewer and Drain Division has been reviewing the work daily. The contractors are hopeful to install the remaining structures this week and then move construction to the driveway and culvert replacement at Kids Kingdom. We will provide notice by the end of the week to let people know when the change in traffic patterns will begin. As a reminder Park Avenue will be closed to through traffic during these projects and will re-open at the end of each day and be open on the weekends. We are happy with the progress that is being made, and appreciate everyone's patience as we get this work done.

WWTP Facility Upgrades - We met with Wright Pierce last week and the plans are at the 60% level. The expectation is that the plans will be completed late fall, submitted to NHDES for approval and to bid the project out over the winter. With a winter bid we hope that the price will stay competitive as Contractor look to fill their 2020 calendar.

Meadow Pond/Hampton Harbor Studies – Monitoring sensors have been installed and data is being collected. Consultants will have recommendations for improvements in draft reports to be issued at the beginning of the year and our department will be submitting a warrant article for continued funding for design and construction. We have not heard back as to if we were selected by the NFWF on our previous grant application, but will continue to search for other ways to assist with funding this work.

#### **Department Operations:**

House Hold Hazardous Waste Day - This year's second HHWD event was busy as well as a success. There were a total of 233 participants. There was a morning rush to begin the event followed by a steady flow

of residents. We are planning on holding two (2) HHHW collections in 2020 based upon the good turnout that we experienced.

Asset Management Software – We continue to benefit from the use the asset management software for our Sewer and Drain, WWTP and Highway Departments. Since January, there have been 262 Service Requests and 335 Work Orders entered from all our departments. This of course is beyond our daily work. We now track all of the Departments Permits using our People GIS System.

#### **Highway Operations:**

Potholes & Pavement Repairs – We continue to make temporary repairs as potholes are called in and/or noted. We are working with different companies to explore using a different crack seal material based on comments that we have received. We met with Brox Paving last week to review this falls paving work. The majority of paving companies are behind as they lost a month to a rainy spring. They are working to fit us in this year. We intend on making repairs/paving along sections of Beach Plum Way, Mill Road, Timberswamp Road, Westridge Drive, Smtih Road and other small areas in town.

We continue to stress the importance of needing to fix our infrastructure that is under the roadways before we pave them. The department has put forth a proposed warrant article for Locke Road to allow us to not only fix the road but the infrastructure beneath them.

#### **Vehicle Maintenance Operations:**

The end of September is the deadline for the inspection of the DPW and PD’s fleet of vehicles. Vehicle repairs have been made and new Rolling Stock Reports have been provided.

Currently there are 3 vehicles benched as we await our new vehicles. This has required the Director’s and Deputy director’s vehicles to be used in the field. Due to the shortage of vehicles.

The new 6 wheel truck is expected to be delivered in November and the two ¾- Ton and one 1-Ton are expected to be delivered in February.

#### **Sewer and Drain Operations:**

The second quarter for the Sewer and Drain division has been busy. The division has restored drainage outfalls from Oak Road, made updates to the GIS system, raised and made repairs to sewer and drainage structures and completed the cleaning of approximately 240 ft of drains, 9,470 of sewer mains and 197 catch basins. They have provided 383 underground utility locations and completed over 35 construction inspections

#### **Wastewater Treatment Plant Operations:**

The monthly summary is attached to this report.

The total flow into the plant is down by 24 million gallons through Julyl due to the milder winter and early spring.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Plant Flow (mg)	561.62	1,017	925	848
Percentage	55%	110%	109%	97%

The total amount of sludge generated also fell increased when compared to to last year for the same period by 18.5 tons.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Sludge Disposal (tons)	1,783	2,995	2,996	3,142
Percentage	60%	100%	95%	96%

The total amount of septage received increased when compared to last year for the same period by 75,000 gallons. This means that more money was taken in through tipping fees in comparison to last year.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Septage Received (gal)	966,500	1,905,000	2,093,000	1,556,000
Percentage	51%	91%	135%	93%

Finestkind Brewing, LLC – We have met with the operators of the brewery back on April 26th and they are proceeding with the installation of 2 digesters to pre-treat their waste prior to releasing it into the Town’s collection system and plant. They digesters have been installed and they are processing some of their waste. This runup to full operation is expected to reduce their BOD load to our plant. In November the permit is up for renewal and it will be based on the reduced BOD value that are realized.

**Transfer Station & Solid Waste Operations:**

Transfer Station Operations & Recycling – As the summer winds down and the Solid Waste Committee continues to review and recommend options for the future of the trash collection and recycling services, the transfer stations remains very active. Last years compost materials have been removed, and we are currently working the existing piles into compost rows for next year. Our brush and branch collection has taken over the rear yard and in an effort to save on the grinding and chipping we recently tried to do a controlled burn. Unfortunately, this did not work due to the ever changing wind patterns at the facility and the proximity to the residential areas. As was mentioned earlier a bid opportunity has been release to grind and chip this pile and have the material removed.

New blocks have been ordered to create areas within the facility for sorting of materials. Due to the fluctuations in the recycling market, we want to be able to have the ability to sort materials that are brought to the transfer station.

As of the end of August 2019, we are up 146 tons compared to the same time last year.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Refuse	4,775	7,054	6,586	6,529
Percentage	67%	107%	101%	
Costs	\$336,008	\$513,287	\$509,663	\$501,095

As of the end of August 2019, we are down 160 tons compared to the same time last year.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Recycling	1,688	2,461	2,771	2,820
Percentage	69%	88%	98%	
Costs	\$50,660			

Waste Collection Trucks - The two (2) new, Mack brand, side-arm refuse collection trucks are working well. We also leased another truck for the summer and will be returning it soon to the lease company. This worked out well because it allowed us to collect the summer peak load without have to purchase a third side-arm truck. We plan on requesting the funds to lease another truck for next summer.

Solid Waste Committee - The Solid Waste Committee has met multiple times over the last few months. During this time, discussions have been held as to the equity, cost and expectations of trash and recycling collection services. It is our understanding that the Committee will be looking to start making recommendations to the board on how service is continued in the future. The existing agreement for hauling and disposal is set to expire at the end of May 2020. A new bid will be created and we expect to see warrant articles asking the Town's input and approval on the March 2020 Town Warrant.

The committee is also looking to establish a recycling committee to continue education and marketing of the recycling program. We believe a committee is needed to continue this important work.