

**TOWN OF HAMPTON
NEW HAMPSHIRE**



Memorandum

Date: May 28, 2020

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 for June 1, 2020

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

Staffing:

Retirement – There are currently no known retirements scheduled.

Promotions/Transfers – There are none to report at this time.

Hires - A conditional offer is being prepared for a laborer in Highway. Conditional offers have also been made to two (2) seasonal employees to assist the HWY/Beach Crew and Transfer Station.

Vacancies - There is currently one (1) vacancies for a Highway Laborer, one (1) vacancies for a Sewer and Drain Laborer and another position for a part time vehicle mechanic. **Also, as the summer season is upon us the Department is in serious need of seasonal employees for the Beach Crew (Must be 16 years old or older) and for our Trash & Recycling collection/ Highway Department. We ask that everyone please help spread the word.**

Bids:

Current Open Bids - The department currently has no Bid Opportunities Available.

Tree Warden:

So far this year we have had contracts take down approximately 19 large trees. Of specific note were 8 large white pines on Academy, three (3) large maples on Anns Lane and three (3) large pines on George and Emery. This work was followed by grinding 29 stumps around town over three (3) days.

We await approval for additional funding for trees at 21 Carlson Rd, 16 Hobbs Rd, 50 Hobbs Rd, 24 Towle Ave, 215 High St and several smaller trees around Town.

Current Major Projects:

LED Street Light Conversion – All installations have been completed. We did identify two (2) lights on the northeast side of Town that are supplied by Eversource and these were also changed out. We have asked Eversource for a bill adjustment because they now use less electricity. Several private parties has also expressed interest in getting their lights converted. In all cases we have directed them to Affinity.

Blacksmith Shop Renovation - The next phase of work is 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. We did recently receive a quote for this work but the scope of work has to be reduced to match the budget or additional funds need to be appropriated.

Lafayette Road Drainage & Sidewalk Replacement/ Paving – This project bids for this project were received, and unfortunately were outside the project budget limits. In addition, it was determined that due to the effect of the Covid-19 on our local business, this was not the time to place an additional burden of construction. The roadway surface has since been milled and paved. Roadway markings still need to be completed, however, the paving work is complete.

Park Avenue Culvert Replacements/Paving – The remaining work to re-seed the lawn areas and clean up the areas that were disturbed due to construction, have been completed. The portion of Park Avenue, Cuss Lane and Landing Road in this area have also been repaved. The only remaining work is to re-rake the shoulder areas that were disturbed as a result of the roadway paving and to complete the markings on the roadway.

WWTP Facility Upgrades – Bids have been received, and the Board of Selectman awarded this project to Penta Corporation. The Department is currently working with our Engineers Wright Pierce and the contractor to develop a deductive pricing proposal to be executed by the Town Manager to reduce the Base Bid to fit within the Town's current approved total project budget. Schedules will be developed after the award and change proposal are executed.

Meadow Pond/Hampton Harbor Studies – The town has been supplied base maps for review and verification to assist the consultants in the confirmation of the hydrological models that have been developed for the Meadow Pond, Estuary and Hampton Harbor areas. These models, once confirmed, will be used as the basis to propose solutions and determine the effect of such proposals. Progress is slow, however, the work is thorough. We are looking forward to the first phase recommendations soon. The Town has executed the National Fish and Wildlife Foundation (NFWF) Grant Award and we are awaiting the NFWF execution at the time of this report. We have had a kick off meeting with NHDES, UNH, Milone & Macbrook and Hoyle Tanner for this next phase.

Elaine Street Improvements – All the sewer improvements have been completed. Temporary trench patch has been placed. Aquarion will begin their water replacement project on Elaine and Richards

Streets upon the completion of their water improvement project on Mill Road. Our goal is to mill and base pave these two roads before winter, allowing time for all the trenches to settle. In the Spring of 2021, structures will be raised and the final top coat placed.

Route 101 Paving – We have been advised that the State has contracted with Brox Paving and they will be resurfacing Rte 101 from the Landing Road intersection to the Brown Ave intersection. We will be notified by email when the exact date is but we expect it will occur this spring. The road will not be shut down but traffic will be delayed.

Locke Road Improvements Project – The design work is almost complete for the sewer, drainage and roadway improvements associated with Locke Road Improvements Project as approved by Town Meeting in March. The Bid Package is expected to be released in the next few weeks, with construction to begin late this summer. After much discussion, it was determined by the Board of Selectman to leave the intersection of Locke Road and Winnacunnet Road as is, with minor improvements for safety – instead of any proposed Alignment changes.

PB Reviews – The Department continues to review all Planning Board Site Plan Reviews, as well as those applying for Accessory Dwelling Units. The projects include but are not limited to subdivisions, condominium projects, and new commercial/industrial developments. We also review as-builts and provide our approval for any request of Certificates of Occupancy.

Department Operations:

Household Hazardous Waste Events – In 2020, HHW events are scheduled for June 6th and August 29th.

Asset Management Software – From January 1, 2020 through the date of this report, there have been 129 Service Requests and 162 Work Orders entered from all our departments. This, of course, is beyond our typical daily work responsibilities. We continue to track all of the Departments Permits using our PeopleGIS Asset Management System. Improvements were made this spring to the grease trap inspection form. These improvements streamline the documentation process and improve the overall level of service provided by DPW. We are looking forward to expanding the benefits of our asset management software with the passing of Warrant Article 13 for the continued collection of additional data and tracking of our wastewater treatment plant vertical assets (such as our pump stations and associated components).

Highway Operations:

Potholes & Pavement Repairs – Our Highway Department remains busy with daily operations including the recent activities associated with the need for social distancing and protection as a result of Covid- 19. We were fortunate to have Brox Paving complete the Town's Spring Paving. This included sections of Beach Plum Way, Timberswamp Road, Westridge Drive, Smith Road, Holman Lane, Park Avenue, Cuss Road, Landing Road, and Lafayette Road. Due to the impending revenue concerns, the Department has been requested to put on hold town wide line striping, pavement markings, and crack sealing. We hope to be released to do this work later this year.

Elaine Street, Richard Street and Mill Road are planned to be base paved later this year (budget pending). This would allow the trenches time to settle over the winter, prior to placement of top coat. This is similar to how Ann's Lane was completed last year.

The Department has begun street sweeping and will be gearing up for sand clean up at the beach and minor road repairs. We continue to balance staffing and the Department's priorities as well of other Departments in Town.

Spring Clean Up - We conducted a "leaf pickup" this spring on the Friday's in May, as many have been home with the extra time to complete yard cleanup. The Department does not normally provide a Spring cleanup and will assess the circumstances next year to determine the best way to proceed. The "once a week" method was challenging for the Department.

Vehicle Maintenance Operations:

We continue to make repairs as necessary and continue with routine maintenance for all of our fleet.

Engine Replacement Grant opportunity – Unit 46 and 47 are 2007 Chevy Kodiak 6 wheel dump trucks. Unit 46 has been benched because it burns several quarts of oil per day. Unit 47 is right behind it with the same condition but it does not burn as much oil. Unit 61 the Town Vacuum Truck has the same engine as the others and has also started to burn oil. Therefore we are trying to get funds to replace all three (3) engines so that we can get 5 more years out of each truck. This grant, if successful, would grant 40% of the cost. Each replacement engine is \$35,000 dollars.

Vehicles Received- In May we received our new Transfer Station Trailer. This trailer allows us the additional capacity that we need to collect/store trash and recycling during peak busy seasons. We are still waiting for the 1-ton truck replacement, due to Covid-19 there has been a delay in its' delivery.

Transfer Station Loader has been benched due to costly repairs and are grateful for the passing of Warrant Article 22 which will allow us to replace it. Due to the impending revenue concerns, the Department has been requested to put on hold on this purchase at this time.

Sewer and Drain Operations:

The Sewer and Drain Division has been busy with a variety of tasks. These tasks have included verifying as-built information on Lafayette Road, Fairfield Drive and Ruth Lane; Clearing an 850 ft sewer main easement between Falcone Circle and Stowcroft Drive; Completing inspections of a series of sewer manholes for structural issues and have developing a scope of work and plan for rehabilitation; Clearing brush from various drainage areas on Hardardt's Way, North Shore Road and Huckleberry Lane and providing clean-up for the Park Avenue Drainage Project. They also replaced 40 ft of 10" HDPE on Park Avenue.

As part of their daily activities, they completed 119 catch basin inspections, cleared/jetted 92 ft of closed drainage system pipe, cleaned 732 feet of sewer line, removed roots from a blocked cross country drainage line between Cogger St. and Mill Road, provided 471 underground utility locations and completed 26 construction inspections.

The Sewer and Drain Division has received the new inspection camera. The staff has received training, and have put the camera into service. This is a great asset for the Town. They have also received the new Bypass Pump. It is currently waiting for new plates and once it is "Road Official" will be put in use.

Wastewater Treatment Plant Operations:

The total flow into the plant for this year so far.					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Plant Flow (mg)	322	939.39	1,017	925	848
Percentage of prior year	34%	92.3%	110%	109%	97%

The total amount of sludge generated so far this year.					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Sludge Disposal (tons)	862	2,998	2,995	2,996	3,142
Percentage of prior year	29%	100.1%	100%	95%	96%

The total amount of septage received so far this year.					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Septage Received (gal)	629,500	1,901,600	1,905,000	2,093,000	1,556,000
Percentage of prior year	33%	99.8%	91%	135%	93%

The overall Biological Oxygen Demand (BOD) of the effluent received at the plant decreased when compared to the prior year. This means that strength of the effluent received was lower requiring less oxygen and therefore less cost to treat.					
	<u>2020</u>	<u>2019</u>	<u>2018</u>		
Biological Oxygen Demand (BOD)	3,133	4,350	5,888		
2020 value is average year to date; last year it was 4,790 during the same period					

Transfer Station & Solid Waste Operations:

Transfer Station Operations & Recycling –

Leaf & Grass Compost – our vendor (Seacoast Farms) has completed removing all of the compost from last season. In turn they have brought back approximately 100 cyds of finished compost for the residents to use. We are expecting another 80 cyds in the coming weeks.

Food Scrap Waste – our vendor (Fox Composting) continues to pick up food scrap waste dropped off at the facility. We started with one 96 gallon container in the winter and as of last week we are filling two 96 gallon containers.

The new residential drop off area was completed last week. We are currently using it for metals collection, appliances and televisions. We are pricing out new 40 cubic yard (cyd) containers to make the area fully operational.

Refuse: As of the end of April 2020					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Refuse	1,896	6,988	7,054	6,586	6,529
Percentage	27%	99%	107%	101%	

For the first quarter trash is up by 68 tons.

Recycling: As of the end of April 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Recycling	649	2,412	2,461	2,771	2,820
Percentage	27%	98%	88%	98%	

For the first quarter recycling is up by 28 tons.

NHDES Oil Recycle Grant – The Town has been awarded the \$2,500 Grant to purchase the Filter Crusher for the transfer station to be able to extract “homeowner” oils for reuse.

Solid Waste Contracts – The Town has completed out contracts for solid waste, recycling and transportation for the next 3 and one-half years. The vendors are as follows;

- Solid Waste Refuse – Waste Management of NH located in Rochester, NH
- Recycling Materials Processing – Green Works, LLC located in Peabody, Mass
- Transportation to both locations provided by Commonwealth Transportation, Mass.