

**TOWN OF HAMPTON  
NEW HAMPSHIRE**



**Memorandum**

Date: September 14, 2020

To: Jamie Sullivan, 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 September 14, 2020**

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

**Staffing:**

Retirement – There is currently one (1) known retirement anticipated later this year. I have advised the finance director.

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

Hires – Since our last quarterly report we have hired Morris Hicks, Loubriel Rosario, Nick Hale and Ty Baugh.

Vacancies - There are currently no vacancies

**Bids:**

The 2020 two (2) ¾ Ton Heavy Duty Trucks Bid was due back on 9/10/20. No one submitted a bid. We have reached out to our recent vendor to ask why.

Current Open Bids

- Line Striping and Markings Due 9/17/20
- Master Electrician Services Due 9/17/20
- Chemical Bids (Sodium Bisulfite, Sodium Hypochlorite, Cationic Polymer) Due 11/19/20

## Future Bids

- Winter Salt
- WWTP Sludge and Grit Removal Services

## **Tree Warden:**

So far this year we have had contractors take down approximately 29 large trees. The Department has spent in excess of \$25,000 dollars and therefore this budget line is over spent by 600%.

Several people have asked about the trees that were taken down at the High St Cemetery. They were removed by the electrical utility's contractor at our request because they were considered a hazard to the electrical lines in that area. Several of the trees were rotten in the center.

## **Current Major Projects:**

Blacksmith Shop Renovation – No work was done earlier this year because the cost of the work exceeded the budgeted amount and due to our scaling back operations due to the Covid 19 response. The next phase of work would 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.

WWTP Facility Upgrades – Construction has begun! Safety railings have been installed with work commencing on the Primary Clarifier, Thickener and Grit System equipment. A seal leak was also repaired on the Secondary Clarifier. Weekly meeting are being held to focus on coordination and communication items needed between Penta and WWTP staff. In addition we will be holding separate meetings to discuss and coordinate the required IT and controls that are part of the Facility Upgrades.

Meadow Pond/Hampton Harbor Studies – The Towns Engineering Consultants Milone & Macbroom along with Hoyle Tanner & Associates will be presenting the modeling results and possible alternatives that have been developed for the Meadow Pond, Estuary and Hampton Harbor areas on Wednesday September 16, 2020 (Starting at 5:30 pm). Due to the need to maintain social distance this will be an online meeting using Microsoft Teams. Input will be requested and the final report developed after this meeting.

Elaine Street Improvements –Aquarion has completed their water replacement project on Elaine and Richards Streets. All the trenches have been temporarily paved and will remain like this through the winter to allow time for all the trenches to settle. In the Spring of 2021, structures will be raised, both roads reclaimed and repaved.

Locke Road Improvements Project – Aquarion has completed the water line replacement on Locke Road and the replacement of the sewer line and drainage improvements has begun. American Excavating is completing the work for the Town. We have also coordinated with Unitil, as they will be constructing approximately 475 feet of new gas main and 4 new services. Work is progressing well and on schedule.

Winnacunnet and High Street Survey/Investigations: – Our consultant Hoyle Tanner and Associates has teamed with Doucet Survey to complete the survey of the High Street and Winnacunnet Road Corridors. This survey will pick up existing conditions including the sewer and drainage infrastructure. This is large undertaking as there are many infield conditions and plan records that need to be reconciled. The engineers are now in the process of reviewing the survey and will be working with the CCTV contractor

to start the condition assessment of the infrastructure. Preliminary design recommendations will be made upon the completion of the assessment.

PB Reviews – The Department continues to review all Planning Board Site Plan Reviews, as well as those applying for Accessory Dwelling Units. The new condominium development off of Mary Batchelder Road and Timberswamp Road is now under construction as well as the subdivisions off of Mill Road, Winnacunnet Road, Woodland Road and Exeter Road. There are also multiple residential and commercial projects ongoing along Ocean Boulevard including the construction at the old Little Jack’s restaurant site. Other projects under review include the Aquarion Treatment Plant improvements, a development on High Street. We continue to review as-builts for completed projects and provide our approval for any request of Certificates of Occupancy.

**Department Operations:**

Household Hazardous Waste Event – The second Household Hazardous Waste Collection event for 2020 was hosted by the Town of Hampton on Saturday – August 29, 2020. Hampton DPW employees worked handling traffic control during the event. Environmental Projects, Inc. (EPI) was used as the vendor to handle & transport the hazardous waste. EPI was onsite at 6:45 am and was set up prior to the scheduled event opening time of 8:00 am. Overall, the event ran smoothly with no issues to report. Despite wet weather, the event was very well attended. (261) cars were processed. Making this event the 2<sup>nd</sup> most attended HHWC event in Town history. The spring event in 2020 holds the record for the highest attendance at 295.

Asset Management Software –From January 1, 2020 through the date of this report, there have been 473 Service Requests and 241 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. Although put on hold earlier this year, 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).

**2020 Summary of Permits Issued by DPW**

Month	Excavation Permits Approved	Sewer Connection Permits Approved	Sewer Disconnect Permits Approved	Driveway Permits Approved	TOTAL
January	3	4	0	0	7
February	2	4	1	2	9
March	3	3	1	1	8
April	10	13	1	4	28
May	4	5	0	8	17
June	15	8	1	5	29
July	5	7	2	12	26
August	4	7	1	7	19
<b>YTD</b>	<b>46</b>	<b>51</b>	<b>7</b>	<b>39</b>	<b>143</b>

### **Highway Operations:**

Activities – Our Highway Department remains busy with daily operations including assisting Parks and Rec and Cemeteries with special requests, the re-opening of Ocean Boulevard and setting up and taking down the polls for the recent primary elections.

Roadways – We are eagerly awaiting the re-bid results for the town wide line striping and pavement markings. (The project was originally bid earlier in the summer but due to an error on the bid form was put back out to bid). We realize there are many crosswalks, stop bars, white lines and centerlines that absolutely need to be repainted and we expect to be back before the board at their next meeting with approval to proceed. We hope to have the work completed by the end of fall.

The Department continues to provide street sweeping and fill potholes as they are reported. As we move into fall, work will focus on finalizing and paving that is needed (removal of temporary patches), provide limb removal and roadside brush clearing for safety and replace the numerous signs that have been reported missing, have been requested or are no longer visible. It is also on the Departments list to do, to replace the welcome to Hampton sign that was damaged (and since removed) at the corner of Post Road and Rt. 1. We appreciate everyone's patience as our department is often pulled away from daily tasks to address priorities and needs.

Fall Leaf Pick Up – The Department will provide notice of this year's Fall Leaf Pick Up as we move into the fall season. Typically this week is later in the season when the majority of the leaves have fallen. As a reminder, the Transfer Station is open for resident to dispose of the leaves and brush free of charge.

### **Vehicle Maintenance Operations:**

We continue to make repairs as necessary and continue with routine maintenance for all of our fleet. As we moved into September the Department conducted most all inspections that were required for the DPW fleet, the Police Department Vehicles and other Town Departments. The remaining inspections will be completed this month.

Unit 46 and 47 have been having issues burning oil. After working with CAT to diagnose the cause it has been determined that the issue is probably fuel injectors. The cost per engine is approximately \$6,800 dollars and we have 3 trucks with the same engine. You may recall in our last report that we were thinking that the engines needed to be replaced but based upon our continued investigation of the issue we are no longer pursuing the engine replacement grant.

Vehicles Received - In August we finally received our new One-Ton Truck and Plow that approved in the 2019 Town Meeting. It is currently being registered and getting ready to be put on the Road.

Transfer Station Loader – We were authorized to place the order for the new Loader that was approved with the passing of Warrant Article 22. It is expected to be delivered within the next three weeks.

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

The Sewer and Drain Division has been busy with a variety of tasks. They assisted the Park and Recs Department to remove large bushes at the Locke Road Park, assisted the Conservation Commission with removing bike jumps at Whites Lane; replaced a 12" x 40 CMP pipe that failed on Mace Road near the Four corners intersection; continue to monitor the Sewer and drainage replacement project on Locke

Road; mowed the 38,000 sf drainage detention are on Munsey Drive; and completed root removal operations on various sewer lines in Town using the Jet Truck and the new CCTV inspection system.

As part of their daily activities, this quarter they completed 51 catch basin inspections, cleared/jetted 1,955 ft of closed drainage system pipe, cleaned/jetted 3,944 feet of sewer line, provided 514 underground utility locations and completed 20 construction inspections.

**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)	642	939.39	1,017	925	848
Percentage of prior year	58%	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)	1,918	2,998	2,995	2,996	3,142
Percentage of prior year	64%	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)	1,277,000	1,901,600	1,905,000	2,093,000	1,556,000
Percentage of prior year	67%	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)	3,647	4,350	5,888

2020 value is average year to date.

**Transfer Station & Solid Waste Operations:**

Transfer Station Operations & Recycling

Brush and Stump removal – Our vendor (Dirt Doctors) has completed the grinding and removal of Brush and stumps that have collected at our facility since last year. As there is a significant cost to complete this work, the Department tries to have this work done yearly.

Food Scrap Waste – Our vendor (Fox Composting) continues to pick up food scrap waste dropped off at the facility. We currently are filling two 96 gallon containers. As a reminder to the Board and residents this is a free service to our residents and a way to reduce your waste that enters our landfills.

Residential Recycle Area - We are waiting for the new containers to arrive to install at the recently completed residential drop off area. This area will reduce the congestion at the building and allow for oversight to assure proper recycling and trash disposal. This is the area we are currently using it for metals collection, appliances and televisions.

State Trash Collection

The Department provided trash collection services beginning in May for the NH State Division of Parks and Recreation. Last weekend was the last shift. Many employees volunteered for these overtime shifts that were completed weekly on Friday, Saturday and Sunday nights. These services were paid for by the State of New Hampshire.

<b>Refuse:</b> As of the end of August 2020					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Refuse	4,924	6,988	7,054	6,586	6,529
Percentage	70%	99%	107%	101%	

<b>Recycling:</b> As of the end of August 2020					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Recycling	1,427	2,412	2,461	2,771	2,820
Percentage	59%	98%	88%	98%	

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. We are still waiting for these funds.

Important Dates and Reminders

As of the week of September 14, 2020 Trash and Recycling collection returns to the non-summer schedule (which begins at 6 am). This means that the residential beach areas will receive collection once a week and there will be no Town collection services provided over the weekend.

Moving into the fall and holiday seasons, a reminder that trash and recycling collection will be delayed by one day if there is a holiday during the week. The Transfer Station will also be closed. For the remainder of 2020 this includes Columbus Day, Thanksgiving Day and Christmas Day.