

**TOWN OF HAMPTON
NEW HAMPSHIRE**



Memorandum

Date: Feb 24, 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

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 – Bill Lowney has been promoted to the position of WWTP Assistant Operator.

Hires - A conditional offer is being prepared for the WWTP Operator in Training Position.

Vacancies - There are currently two (2) vacancies for Highway laborers and a part time vehicle mechanic. We ask that everyone please help spread the word.

Bids:

Current Open Bids - The department currently has one (1) Bid Opportunities Available. This is the Lafayette Road Improvements project. The bids are due on March 12, 2020 @ 2:00 pm.

Future Bids – Wastewater Treatment Facility Upgrades Bid to be advertised on March 6th, a pre-bid meeting on March 24th and then a bid opening on Tuesday April 7, 2020.

Current Major Projects:

LED Street Light Conversion – Warrant Article 2019-28 passed and the Town entered into a contract with Affinity LED Lighting to convert the street lights to LED. All installations have been completed. We look forward to presenting the energy efficiency rebate of \$121,350 to the Board.

Lafayette Road Drainage & Sidewalk Replacement – This project is out to bid. The final plans have been posted to the DPW Webpage on the Town's Website. The pre-bid meeting was held February 18, 2020. Bids are due March 12, 2020. We anticipate construction (which will be during the evening) to begin by the end of April.

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.

Park Avenue Culvert Replacements - Many will notice that the entrance has been widened into the Kid's Kingdom playground area and guardrail installed for safety. What may not be seen, is the complete reconstruction of the drainage systems under Park Avenue that are now complete. The area will be re-seeded in the spring and the Department will continue to work with the Recreation Department to complete any final cleanups necessary.

WWTP Facility Upgrades - This project is about to commence with the bid to be advertised on March 6th, a pre-bid meeting on March 24th and then a bid opening on Tuesday April 7, 2020. It is expected that final contracts can be signed and submitted to the State DES for approval by May 2020. The initial work will include ordering equipment that has long lead times, the relocation of the Sewer & Drainage Division offices (due to the work proposed) and selective demolition. Final schedules will be developed upon the award to the successful bidder.

Meadow Pond/Hampton Harbor Studies – Our consultants from UNH, Milone & Macbroom and Hoyle Tanner Associates are analyzing the data that was collected and are preparing their models of the water systems around Meadow Pond, the Estuary and Hampton Harbor. We were fortunate enough to be able to obtain additional Harbor data through additional collaboration. We are happy to report that we were selected by the National Fish and Wildlife Foundation on our Grant Application and can anticipate receiving +/-185,000 of additional funding to continue the development of recommendations and solutions to mitigate the increased flooding within our Town.

Elaine Street Improvements – Based on good weather, the Town is hoping to begin the sewer replacement project on Elaine Street this April. Jamco Excavators has been awarded the project and we expect construction will last 8 – 10 weeks. Upon completion of the pipe work, and along with other Town Paving, Elaine and Richards Streets will be repaved.

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.

Department Operations:

House Hold Hazardous Waste Day - This year's 2020 HHWD 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 41 Service Requests and 52 Work Orders entered from all our departments. In 2019, we had 406 Service Requests and 459 Work Orders. This of course is beyond our daily work. We continue to track all of the Departments Permits using our People GIS System. We are looking forward to potentially 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).

Annual Landfill Closure Reports - We have received our annual groundwater report from CMA Engineers and our Landfill Closure Annual Report was reviewed and signed last week. Both reports have been submitted to NHDES

Highway Operations:

Potholes & Pavement Repairs – Our Highway Department remains busy with daily operations including the recent set up for deliberative session and preparing for Town Meeting in March. We provided pick-up of Christmas trees in January and as the weather continues to improve, we will be making more repairs to the roadways and signage that occurred late last year and will be circling back around to those repairs that were only meant to be temporary.

Brox Paving will be completing the Town’s paving list from last year this spring. (This includes sections of Beach Plum Way, Mill Road, Timberswamp Road, Westridge Drive, Smith Road and other small areas in town.) In addition, the department will be preparing new bids for this year’s paving, line striping & pavement markings, and crack sealing to occur later this year.

We continue to stress the importance of needing to fix our infrastructure that is under the roadways before we pave them. The department is looking forward to the approval of Article 20 for Locke Road to allow us to not only fix the road but the infrastructure beneath it.

Vehicle Maintenance Operations:

DPW’s fleet of vehicles have been registered for 2020 as new permanent plates. We continue to make repairs as necessary and continue with routine maintenance for all of our fleet.

Vehicles Received- In December the Department received our new Mack truck, and on February 11th we received the two (2) three quarter ton Chevy pick-up trucks. The vehicles they replaced have been traded in. We are still waiting for the 1-ton truck replacement, which is expected to be here in March. These vehicles were funded in warrant article 2019-23.

Currently, and since late last year, our Transfer Station Loader has been benched due to costly repairs. We are hopeful that with the passing of Warrant Article 22 we will be able to replace this much needed piece of equipment.

Sewer and Drain Operations:

The Sewer and Drain Division ended 2019 with 332 catch basins cleaned, 662 feet of drain line inspected and cleaned, 5 structures repaired, replaced 452 feet of drainage pipe and installed 66 feet of new pipe and 2 new structures. In addition, they completed 98 sewer inspections, cleaned 14,435 feet of sewer line, responded to 4 sewer backups, repaired 79 structures, and approved 25 new connections. There

was 10,252 feet of sewer line replaced throughout town. (The majority replaced on Ann’s Lane and as the Church Street Force Main Replacement Project).

In January they have cleared a 51,000 sf drainage detention area, made updates to the GIS system, raised and made repairs to sewer and drainage structures on High Street and North Shore Road and provided 64 underground utility locations and completed 12 construction inspections

Wastewater Treatment Plant Operations:

The total flow into the plant for the year was down by 77.86 million gallons.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Plant Flow (mg)	939.39	1,017	925	848
Percentage of prior year	92.3%	110%	109%	97%

The total amount of sludge generated also increased when compared to last year for the same period by 3 tons.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Sludge Disposal (tons)	2,998	2,995	2,996	3,142
Percentage of prior year	100.1%	100%	95%	96%

The total amount of septage received decreased when compared to last year for the same period by 3,400 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)	1,901,600	1,905,000	2,093,000	1,556,000
Percentage of prior year	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>2019</u>	<u>2018</u>
Biological Oxygen Demand (BOD)	4,350	5,888
Percentage of prior year	74%	

2007 Permit Renewal- In 2012, the Town through its engineers applied for a permit renewal to operate the plant. Since that time we have been working with the EPA staff to complete the process. On Wednesday February 19, 2020 we had a conference call with the EPA staff. The result of this meeting was that they requested additional operational test results and set up a plant inspection in March. All parties expect that the new permit will be issued in the next few months.

Finestkind Brewing, LLC – The Department has entered into a new permit for the operation of the brewery as required by both State and Town regulations. We are happy to report that the installation of

2 digesters to pre-treat their waste prior to releasing it into the Town’s collection system and plant is operational and providing acceptable results. The permit issued is valid until August 2016.

Transfer Station & Solid Waste Operations:

Transfer Station Operations & Recycling – The Transfer Station remains a constant area for material disposal accepting everything from light ballasts, televisions, refrigerators, construction material to yard waste and more. By the end of 2019, the successful bidder had grinded, chipped and removed the massive pipe of brush and material removed. The Department continues to monitor the leaf piles to turn them for compost processing.

In addition, the transfer station will now accept up to 5 gallons of food scraps and other compostable materials for composting through Mr. Fox. This service is being provided to help the Town reduce the quantity of trash produced and the costs associated with its disposal. We also help reduce the impact on our environment!

Refuse: As of the end of December 2019, we are down 66 tons compared to last year.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Refuse	6,988	7,054	6,586	6,529
Percentage	99%	107%	101%	
Costs	\$740,232	\$513,287	\$509,663	\$501,095

Recycling: As of the end of December 2019, we are down 49 tons compared to last year.

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

Waste Collection Trailer - The new 100 cubic yard transfer trailer we ordered back in May 2019 is expected to be delivered in March 2020. (There was an unavoidable delay due to a fire at a manufacturing facility) This purchase was funded in warrant article 2019-26.

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 Department issued bids to cover trash and recycle disposal/processing, hauling, and construction and demolition disposal services at the end of 2019. These contracts are set to expire at the end of May 2020. Warrant Article 19 has been set on the Town warrant to cover the additional costs related to these contracts and the rising costs associated with solid waste.