

To: Town Manager and Town Council
From: J. Foote, Director of Public Works
Date: March 17, 2023
Dept.: Public Works
Period: February 2023

Roads Program

- **2023 Roads Program.** Review of known issues, estimating costs and selection of roads for 2023 paving program. Close out of completed roads from 2022 and review of outstanding work remaining.
- **Polly Peabody Road.** Finish pavement and final driveway tie-ins scheduled for 2023.
- **South Hills Drive.** Finish pavement and final driveway tie-ins scheduled for 2023. Work to be done in combination with work on South Hills Terrace and Regency Drive.
- **Spartan Drive and Ellison Drive.** Finish pavement and final driveway tie-ins scheduled for 2023. During rainstorms on December 23, office was notified that the road was experiencing erosion near 16 Spartan. Upon investigation, swale was overtopped and eroding towards roadway. Highway Department mobilized, re-routed flow of water and backfilled adjacent to roadway.
- **Library Parking Lot Expansion.** Work is substantially complete. Finish pavement and final striping scheduled for spring 2023.
- **55 Constitution Drive Parking Lot Expansion.** Work is substantially complete.
- **Intersection of County Road and Back River Road.** Work is substantially complete.
- **Beals Road Bridge** replacement over Baboosic Brook. The town is scheduled to receive 100% reimbursement for the construction of a new bridge and 80% reimbursement for ROW acquisitions and engineering. The NHDOT is now trying to convince the Town of Merrimack to fund their 20% of their engineering and permitting likely not to exceed \$20,000.
- The Department has verbal agreements for highway easements with all five property owners on **Hastings Road**, this project is schedule for 2023.
- For the month of February, the Department's road projects website had 178 visitors. Oversight and maintenance of the website is now controlled by DPW who will be responsible for its content and design moving forward. The GIS Coordinator has merged the existing website with GIS elements. Continuous improvements are being made.
- Roads Program Utility Meeting was held on February 28th via zoom. Comcast, Eversource, Manchester Water Works, Pennichuck Water Works, Consolidated Communication, and Liberty Utilities all attended the meeting.

Stormwater/IDDE/MS4

- Attended monthly Stormwater Coalition meeting.
- Working with the Roads Coordinator to update the Salt Reduction Plan.

Special Projects

- **APWA Accreditation** process. Continually reviewing practices to ensure they reflect current procedures.
- Developed Solar PSA video for Director of Public Works.

Mapping/GIS/Asset Management

- Submitted Asset Management grant application.

- Provided NHDOT with sewer data for a South River Road area project.
- Developed and implemented new Vehicle Work order system. Built it off the call log and Facilities' system format but with additional automation that can be used to improve older systems and guide new system development.
- Contacted Near Map regarding upgrading imagery for use on public facing applications.
- Reorganized the BPW folder on the Hoover Drive.
- Provided Town Manager with Storm reports for 12/11/2022-12/12/2022.
- Provided Finance Department with updated pictures of Town bridges for insurance purposes.
- Provided aerial map of Swenson Field for the Parks and Recreation Department.
- Provided Fire Department with liberty gas maps.
- Added instructions to Planning Department's abutters app.
- Provided Planning Department consultant with updated data for conservation atlas.
- Began development of new Pulpit Rock Trail Map for the Planning Department.
- Set up email automation for Hiking Trail Management application. Provided tech support for hiking trail volunteers.
- Provided maps for Planning Department for new Chubbuck Road Committee.
- Provided resident with research on New Merrimack Road ROW.

Administration

- The department has three vacant truck driver and two equipment operator positions and an Assistant Director of Public Works/Town Engineer position open. One additional employee has been on workers compensation since September 2022 and is not expected to return until April 2023.
- **Ongoing Projects:**
 - US Department of Energy Grant Application Package
 - DPW Quarterly Newsletter
 - PermitLink Management
 - Bi-Weekly Payroll Processing
 - DPW Website Management
 - Transfer Station Expense and Revenue Tracking
 - NHDES Landfill Modification Permit

Purchase Orders Issued	5
Bid Waivers Processed	0
Budget Transfers Processed	0
BIDS/RFP's Published	0
BIDS/RFP's Opened	2
A/P Invoices Processed	194
Documents Scanned to DocStar	273

Highway Division

Driveway Permits Issued and Inspected	3
Street Opening Permits Issued	1
Resident Inquiries	23
Mailbox or Post Repairs	7

- **Tree Removal / Brush Removal: (200 yards)**
 - Chipped and removed trees on plow route number 6, 8, 10, 12, and 17.
- **Pot Hole Repairs: (4.75)**
 - Greenfield Parkway, County Road, Meetinghouse Road, Hardy Road, White Ave, Old Bedford Road, Ruth Street, and BCTV parking lot.
- **Ditching/Excavator:**
 - Removed beaver dam in Swenson Field area.
 - Opened Swale at Transfer Station by scale house.
- **Responded calls from Police Department:**
 - Traffic lights on South River Road and Palomino Lane.
 - Removed turkey out of road on Back River Road. It was not Scott Wiggin.
 - Downed traffic light on Kilton Road from heavy wind.
 - Deployed barricades for down trees on Back River Road and Wallace Road.
- **Miscellaneous Jobs:**
 - Installed all plow equipment and replaced cutting edges on trucks.
 - Assisted Mechanics with repairing plow equipment.
 - Cleaned drains on plow routes for rain events and flood areas.
 - Removed trash on Wallace Road - 1 bag picked up.
- **Treatment and Plowing:**
 - Performed daily inspections of Wallace Road, Rockwood Court, Meetinghouse Road, Back River Road, Smith Road, Perry Road, and North Amherst Road for treatment and removal of ice.
 - Plowed and treated all plow routes:
 - 2/3/23 – Snow event - Squall 1" with temps in teens.
 - 2/7/23 – Called in by Police Department for icy roads.
 - 2/22/23 – Snow event - .5" light snow.
 - 2/22/23-2/24/23 – Snow event - 4.5" with sleet and freezing rain.
 - 2/25/23 – Snow event .5" with temps in the teens.
 - 2/26/23-2/27/23 – Snow event 1" with temps in the teens.
 - 2/28/23 – Snow event 3.5".

Fleet Division

- **DPW: (7) Vehicles Serviced**

- T-2 – Road Call: Towed and replaced blown hydraulic hose.
 - T-14 – Replaced transmission lines.
 - T-18 – Replaced fuse.
 - T-22 – Replaced plow hose and adjusted plow.
 - T-32 – Repaired license plate.
 - T-35 – Replaced exhaust clamp.
 - T-37 – Replaced fuel filter and fixed antenna. Preventive maintenance, and replaced oil pan, bolts, crank sensor, and aftertreatment valve assembly.
- **Transfer Station:** (2) Vehicles Serviced
 - L-1 – Replaced strobe light and headlight.
 - Yard Truck – Replaced batteries and rear light.
- **Parks Department:** (1) Vehicle Serviced
 - PR-1 – Replaced front and rear brakes and front left brake caliper.
- **Fire Department:** (2) Vehicles Serviced
 - C-3 – Preventive maintenance.
 - Engine-4 – Replaced rear brake chambers, drums, and brake shoes.
- **Police Department:** (7) Vehicles Serviced
 - B-5 - Preventive maintenance.
 - B-6 – Preventive maintenance.
 - B-10 – Replaced headlight bulb.
 - B-10 – Preventive maintenance.
 - B-12 – Road Call: Jump start.
 - B-26 – Preventive maintenance and replaced front brakes.
 - B-26 – Road Call: Jump start.

Sign Department

Signs Inspected	21
Sign Repair/Replace	24

- Repaired sign at Back River Road and Smith Road, Campbell Road and Rosewell Road, Tolford Hill Road, and Chesterfield Place.
- Replaced sign on Gage Girls Road and Amber Lane.
- Replaced and upgraded all signage at Joppa Hill Road and North Amherst Road.
- Installed sign for Fire Department at Safety complex.
- Installed new signs on Donald Street, Birchwood Circle, South Hills Drive, and Westview Road.
- Installed new signage at Ledgewood Road and Jenkins Road.
- Straightened post at West Drive.
- Fixed speed sign on Cambridge Road.

- Checked battery on flashing lights at Joppa Hill Road.
- Flagging for Chipper Crew.
- Assisted Mechanics with repairing sander chain on T-28.

Parks and Recreation Department

○ **Fields, Trails, and Courts**

- Emptied trash barrels at fields and parks.
- Checked trees that were leaning in woods behind Hawkins Field. They are secure and will have them taken down by contractor in spring.
- Tree reported down on the Van Loan Trail. Hiked trail and found the tree, cut it up, and removed it from trail.
- Met with Planning Department at Legacy Trails to look at culverts that need to be replaced or fixed.
- Had spare keys made for the sheds at Joppa Hill and Bedford Village Common.
- Called vendor to order chemical vapor cartridges for respirators.
- Used walk behind sickle bars to clear area by the 'Welcome to Bedford' sign at Route 101 and Meetinghouse Road.
- Ordered irrigation heads, bee spray, and got an estimate on grass seed.
- Called references for potential contractor for tennis court resurfacing. References had good things to say about their work ethic and quality.
- Checked heat at blockhouse and Parks Garage.
- Fueled up hot box and heating tank at Parks Garage.
- Ordered new flammable materials cabinet for the Parks Garage.
- Delivered 2 voting boxes to the school as requested.
- Picked up pipe for road project for Highway Division.
- Picked up tables from voting conex, chairs from Bedford Village Common shed, and brought to Highway Garage for cookout. Help set up and cook food.
- Plowed and treated roads during snow events.

○ **Equipment**

- Worked on old trackless at Parks Garage. Flipped the shoes for snow blower, fixed pin for discharge chute, fueled, greased, and sprayed anti-stick agent on inside of snow blower.
- Worked on T-14. Replaced both transmission lines from engine to underneath the truck and cutting edge on wing plow.
- Changed wing cutting edges on T-33 and T-29.
- Performed overview inspections on trucks before upcoming storm. Installed sanders and plows on 1-ton trucks.

○ **Pool**

- Picked up new paint for dinosaur slide.
- Brought dinosaur slide to Parks Garage. Sanded bottom and slide. Applied 2 coats of paint and wet sanded and applied 2 coats of clear to slide.

- Ordered heavy duty picnic tables for under awning outside pool building.
- **Education**
 - Signed up Parks Department for turf training at Polar Park with the New England Park Association.
 - UNH Road Scholar Class: Pavement Preservation- 1 hour (Brad Hatfield).
 - UNH Road Scholar Class: Bridge Preservation Guide- 1.5 hours (Brad Hatfield).
 - UNH Road Scholar Class: Maintenance Stormwater- 3 hours (Brad Hatfield).
 - UNH Road Scholar Class: Roadway Drainage- 1 hour (Brad Hatfield).
 - UNH Road Scholar Class: Selling Your Department's Budget to Elected Officials and the Public- 1 hour (Brad Hatfield).
 - UNH Road Scholar Class: Bridge Maintenance- 3.5 hours (Brad Hatfield).
 - UNH Road Scholar Class: Installation and Maintenance of Erosion and Sediment Control Devices- 3.5 hours (Brad Hatfield).
 - UNH Road Scholar Class: Condition Assessment of Gravel Roads- 3.5 hours (Brad Hatfield).
 - UNH Road Scholar Class: Fundamentals of Target Overlay Pavement Solutions- 3 hours (Brad Hatfield).
 - UNH Road Scholar Class: Roadside Vegetation Management- 1 hour (Brad Hatfield).
 - UNH Road Scholar Class: Scalable Road Weather Information Systems- 1 hour (Brad Hatfield).
 - UNH Road Scholar Class: Plan Reading Basics- 1 hour (Brad Hatfield).

Sewer Division

- **Projects:**
 - Continued working on adding labels on private property tie in ARCGIS to help develop an asset management system for the Town's wastewater collection system.
 - Waiting on new sewer grinder teeth and scheduling a time for the contractor to complete motor overhaul in a timely manner for the Constitution Sewer Pump Station and siphon station.
 - Met with Wright-Pierce to discuss free flow monitoring on the Town's gravity sewer interceptor. Wright-Pierce has new technicians they wanted to train on installing flow monitoring devices and asked if the Town would like to assist. We decided the best location to install the flow monitor was in the southern sewer interceptor in sewer manhole S2.
 - GIS Coordinator and Environmental Coordinator completed the pre-application and the application for the Clean Water State Revolving Fund (CWSRF) Grant and submitted before the March 1st deadline. The CWSRF Grant is providing funding for the development of an Asset Management Plan. The Town is preapproved for \$60,000.00.
 - Completed and submitted the Town's annual Facilities Report and Small Food Waste Composting Facility Report for the Transfer Station to NHDES. Both are due by March 31st.
 - Scheduled AAA pump to clean and inspect pump stations. Completed cleanings at Nashua Road and County Road sewer pump stations. Cleaning the pump stations consist of pumping down the wet wells and cleaning the sludge from the bottom of wet wells with a septage truck.
- **Maintenance:**
 - Performed four onsite inspections at all sewer pump station and siphon station.
 - Shoveled and plowed out stations after the storms.

- Power Up Generator Services changed electronic solenoid and fuel pump on the emergency backup generator at the Nashua Road sewer pump station. Had issues with electronic solenoid last month and also noticed fuel pump leaking out of the weep hole.
- **Emergency Calls:**
 - Had a High-Water alarm at Nashua Road pump station, found rags wrapped around floats. Removed rags, then put back into service.

Facilities/Building Maintenance Division

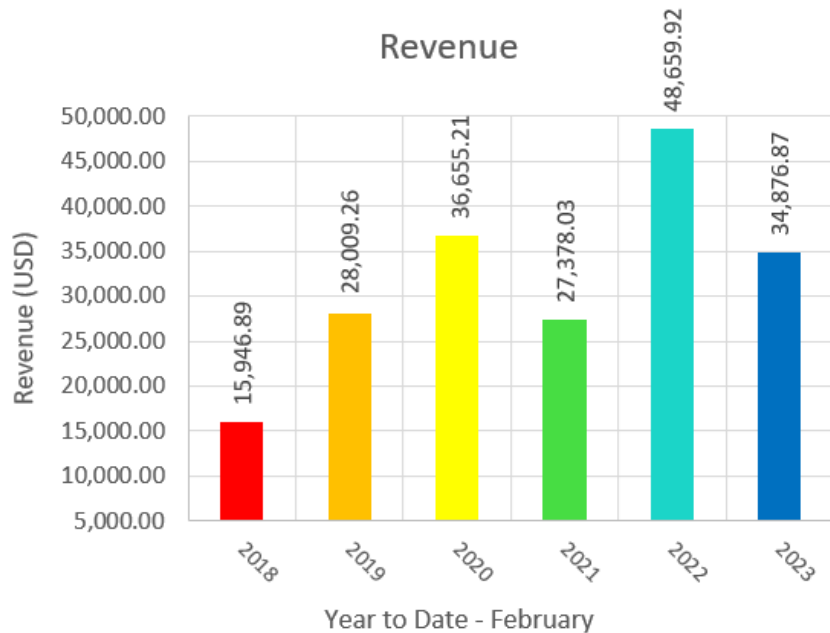
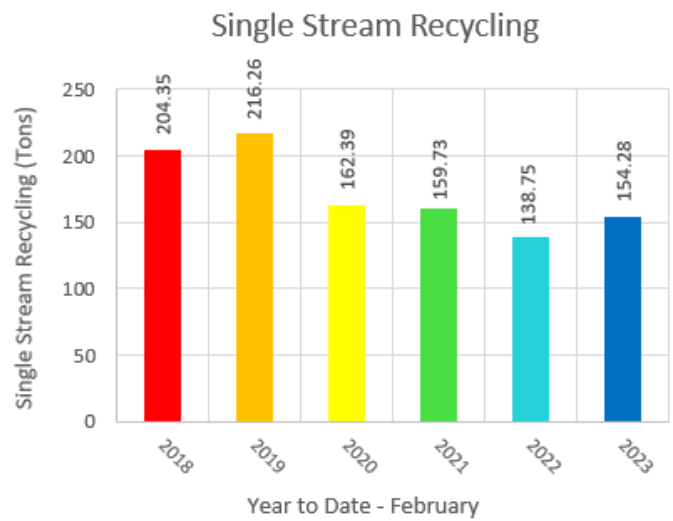
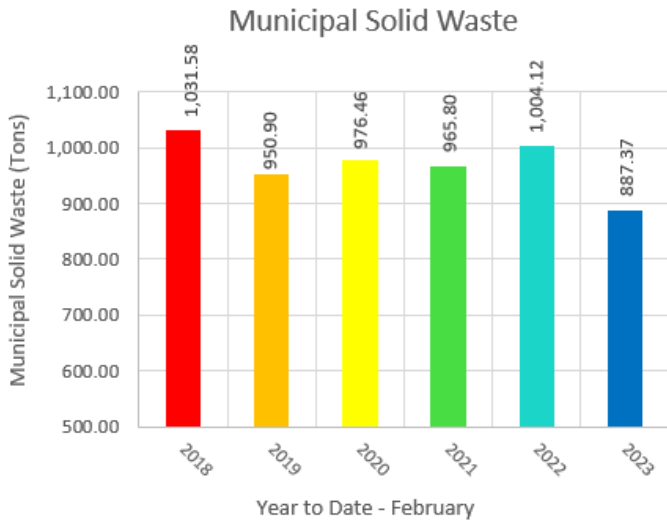
- **Library:** Report of stairwell heat pump unit #24 not operating properly. Upon investigation, found system in lockout. Reset unit and heat pump appears to be operating properly. Will monitor in coming days. Fire protection contractor completed replacement of exterior dry sprinkler heads. Delay in completion was due to material lead time. Sprinkler contractor also performed repairs to intermittent leaky Victaulic pipe fitting on lower level of building. Report of handicap toilet overflowing in men’s room. Toilet cleared, floor cleaned up and disinfected.
- **Town Office:** Installed wall hanging pictures. Request to set up tables for Valentine’s celebration, performed cleanup upon completion. Report of moths returning to paper storage area. JP Pest notified. Will follow up in the coming day(s).
- **Transfer Station:** Solar powered cameras continue to be on backorder for Police Department impound and brush pile areas. Poles for cameras were installed as well as tree trimming required.
- **Safety Complex:** Report of toilet in cell #2 not working properly. Flush valve rebuilt and returned to service. Report of cell #1 toilet fixture clogged. Fixture cleared and area cleaned up and disinfected. Report of light tubes out in various areas of the building. Light tubes replaced where needed. Report of door closer in men’s restroom not working properly. Door closer replaced. Report of overhead door in apparatus bay #7 not operating properly. Upon investigation, found door spring in failure. Door spring replaced. A new water bottle filler station was installed in Police Department/Fire Department secure building area as requested. Report of backflow preventer serving Fire Department decontamination room leaking. As unit was rebuilt several years ago, a new replacement back flow preventer was installed.
- **Snow Plowing:** Snow plow contractor performed well for month of February. Facilities assisted where needed, clean up, shoveling, maintaining salt buckets and snow melt at entryways and walkways.
- **BCTV:** Report of exterior camera not operating. Vendor notified for warrantee repairs.

Recycling Program Review

	February 2022 YTD	February 2023 YTD
Municipal Solid Waste	1,004.12 Tons	887.37 Tons
Single Stream Recycling	117.49 Tons	122.02 Tons

Glass	21.26 Tons *	32.26 Tons
Scrap Metal	61.24 Tons	46.94 Tons
Tires	0 Loads	1 Load
TV's/ Computers/Monitors	0 Loads	0 Loads

***Separation of the glass began in February 2018**



- February 2023 cost breakdown on Revenue Received for Disposal of Items at Transfer Station
- Revenue through February 2023 YTD is \$34,876.87.
 - Revenue through February 2023 YTD is down 29% for material disposal at the TS (February 2022 \$48,659.92 vs. February 2023 \$34,876.87).
- Expenses in February 2023 For Glass and Comingled Recycling at the Transfer Station
 - Glass recycling for February 2023 totaled 0.00 tons, totaling \$100(container rental) or \$0.00/ton.
 - Comingled recycling for February 2023 totaled 50.21 tons, totaling \$6,870.69, or \$136.84/ton.

- **The weighted average cost for disposal of comingled recyclables and glass in February 2023 was \$138.83.**
- 68 Transfer Station (Green 2021) stickers were issued during the month.