

**TOWN OF SEABROOK, NEW HAMPSHIRE**  
**DEPARTMENT OF PUBLIC WORKS**  
43 Railroad Ave, PO Box 456  
Seabrook, NH 03874  
603-474-9771

DATE: September 27th, 2023  
TO: William M. Manzi, Town Manager  
FROM: John M. Starkey, DPW Manager  
**RE: DPW Monthly Report –August 3<sup>rd</sup>, 2023 to September 26<sup>th</sup>, 2023**

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Dear Bill,

Please accept the following as a report of the Public Works **activities, accomplishments, challenges, and problems** during the above referenced time frame.

**Accomplishments**

- Year 5 annual EPA Stormwater report and program executed on 9/26.
- Transfer Station opened and staffed six days per week.
- Summer double runs to the Beach completed for FY 2023.
- Rented Rubbish truck released for it's return to Cleveland, Ohio.
- Fully implemented B.O.S. approved Transfer Station fee schedule on 8/24.
- Old Home Day was held again this Summer. DPW had 1 or more people working on this successful event on 8/9, 8/11, 8/14, 8/15, 8/17, 8/18, 8/19, 8/20, and 8/22 = 9 different workdays, start to finish.
- Beach raking was a success and took place on 8/4, 8/7, 8/8, 8/9, 8/11, 8/14, 8/23, 8/28, 8/29, 9/6, 9/12, 9/18, and 9/21.
- Fully implemented B.O.S. approved Transfer Station fee schedule on 8/24.
- Harborside bulkhead at the park and at the Fisherman's coop finished by Audley Construction of Bow, NH.
- RFP For bidding out Mosquito Control written and delivered to Procurement office on 8/28 by this writer.

## Challenges

- Jon Belanger leaves the Recreation department on 8/4. He will take the opening created by the untimely death of his brother-in-law, Justin Janvrin who formerly was a member of the Rubbish department.
- August 18<sup>th</sup> P.T. Employee Joe Moniz leaves DPW (vacancy at DPW).
- P.T. Employee Jason Bowley Jr. promoted to F.T. Custodian at the Rec on September 22<sup>nd</sup>. Thus (Vacancy at DPW).
- F.T. Employee Matt McDonald leaves the DPW September 23<sup>rd</sup> to fill the Rec position of Athletic Director (Vacancy at DPW).
- P.T. Employee Harry Knowles leave the DPW September 26<sup>th</sup> (Vacancy at DPW)
- F.T. Office Manager at DPW **out all this period (DPW short staffed).**
- Note: Between 8/4 and 9/22 Ryan Johnson was pulled from the DPW everyday to cover the Rec missing Custodian. This necessary action exasperated the daily staffing needs of the DPW.

## Problems

- Purchasing \$2,500 Department threshold too low. Request \$5,000 limit. Have an example of cleaning pipes and catch basins after a rainy period where bill came from Wind Rover Environmental at \$3,875, all costs of doing business have staggeringly changed after Covid. Prices up everywhere due to energy costs/fuel, inflation, labor costs, and no inventory on shelves. Current threshold makes this Department inefficient with response and timeliness of problem solving.
- Heat Index, please see attachment #1.  
Note 71 hours of heat index was documented this summer per current approved Union contract, this amount is multiplied by a factor of one and a half. Thus 71 hours converts to 106.5 hours of additional time off if you were at work for all the 18 days when the heat index was reached. 106.5 hours divided by a 40-hour work week now documents a potential increase of time off totaling 2 weeks and 3.5 days.

During the busy time of trying to get work done Spring, Summer and Fall – the potential of an employee having over another two and a half weeks off, coupled with short staff this summer and not enough part-timers was and is a very difficult daily problem.

- Please see attachment #2, which documents during this time frame staffing shortages. Staffing shortages to some extent are a natural off spring of the heat index policy.
- Cemeteries were staffed for mowing with at least one person, usually two and occasionally more on 8/3, 8/4, 8/7, 8/9, 8/10, 8/21, 8/22, 8/23, 8/24, 8/28, 8/29, 8/30, 8/31, 9/5, 9/6, 9/7, 9/12, 9/13, 9/14, 9/15, 9/19, and 9/22

- Additionally, during this time frame-24 days of at least some rain occurred.
- To properly keep up with Cemeteries, War monuments and State of N.H. Islands, 4 people need to be assigned each dry day. Senior Citizen P.T. Employees this year came to work and were assigned riding mowers. They were instructed to stay on same for the most part. Failure to have in attendance more youthful workers for push mowing and trimmer work was a plague that never ended.
- 2008 1-ton Ford F-350 truck with dump body was totaled on August 16, 2023 when foreman Welch was hit head on by a driver who crossed the double yellow line on N.H. Route 286. This loss is going to be an extreme hardship for a proper response to snow & ice evolution. Please use the **over \$30,000** insurance payment to pay for a lease purchase or partial outright purchase of a similar type of truck that might be found in a private sale or on a dealer's lot please. I respectfully ask that these monies not be deposited in the General fund.
- TEC Engineering Corporation has submitted a proposal for investigating and reporting on the causeway road bridge, costing \$18,600. 2024 Budget?
- Town blacktop sidewalks (many over 20 years old) failing. Need new line item in 2024 budget, dedicated to solving this. Citizen complaints here increasing.

#### **Other DPW activities this time frame**

- Finished DPW column for F.Y. 2024 Budget review.
- Finished Gov. Weare Park Concession stand audit on 9/22/23.
- Transfer Station had to rent a skid steer during part of this time frame. The Town's skid steer was repaired at the Bob Cat dealership in Epsom, N.H.
- The Town's "Trackless" roadside mower played catch up after it's return from the Dealership on 8/11/23.
- DPW Bucket truck inspected and certified for use, week ending 9/21. Note: this is a hand me down Fire truck.
- On or about 8/22/23 a payroll desktop computer was installed in the crew's lunchroom by Brian Murphy – I.T. Manager. Crew has begun to learn the new software. (Slow progress)
- Concrete sidewalk preservation liquid ordered. Anticipate utilizing same in October.
- This writer accompanied N.H. Dam bureau inspector on August 31, 2023. Three "low priority" dams in Seabrook are documented by the state of N.H. for annual billing and assessment. I anticipate a deficiency letter to be sent to the Town in December. Their demands will cost the Town more money in F.Y. 2024. Please see this writer for further details.
- Friday September 15<sup>th</sup>, constructed storm berms of beach sand and concrete jersey barriers, trying to withstand Tropical Storm Lee.

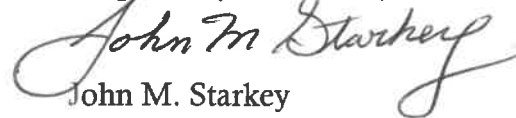
- State inspections of all Town trucks are ongoing. This year in the month of September the costs for repairs to our old fleet will be high!
- Sand/Salt spreaders are presently being worked on in our attempt to be ready for ice and snow this fall and winter. Mounting sanders and testing them started 9/26.
- Football field at Gov. Weare Park has been lined and made ready to play.
- Problem with slope erosion at the Fisherman's Cooperative facility previously reported on was revisited on 9/25/23 with local Contractor. The erosion has gotten worse, probably due to Tropical Storm Lee which arrived on or about Saturday September 16<sup>th</sup>.
- Lower Collins drainage formerly the subject of a "Cease and desist order" is now substantially complete.

#### **Miscellaneous**

- Assisted AECOMM on opening and closing manholes and catch basins during this time frame.
- Solved or mitigated drainage problems on Zagarella circle, Riley Road, Deer Xing, Old New Boston Road, Walton Road, Lower Collins Street and Foggs lane.

**October Goals & Objectives also attached #3 to this report.**

Respectfully Submitted,



John M. Starkey  
DPW Manager

JMS/snh

cc: Kelly O'Connor, Deputy Town Manager  
Bruce Felch, HWY Foreman  
Lynn Willwerth, Office Supervisor  
David Schiappa, DPW Sec., Shay Heiseler, DPW PT Clerk, FILE



**ATTACHMENT #1**  
**Heat Index 6/21-9/26**

6/29	1:00 pm-3:30 pm	2.5 Hours
7/5	10:30 am-3:30 pm	5 Hours
7/6	9:00 am-3:30 pm	6.5 Hours
7/7	10:00 am-1:00 pm	3 Hours
7/12	11:30 am-3:30 pm	4 Hours
7/13	10:30 am-3:30 pm	5 Hours
7/17	10:30 am-3:30 pm	5 Hours
7/18	12:30 pm-3:30 pm	3 Hours
7/20	1:00 pm-3:30 pm	2.5 Hours
7/24	12:00 pm-3:30 pm	3.5 Hours
7/25	11:00 am -3:30 pm	4.5 Hours
7/26	1:00 pm-3:30 pm	2.5 Hours
7/27	1:00 pm-3:30 pm	2.5 Hours
7/28	10:30 am-1:00 pm	2.5 Hours
9/5	10:30 am-3:30 pm	5 Hours
9/6	10:30 am-3:30 pm	5 Hours
9/7	9:30 am-3:30 pm	6 Hours
9/8	10:00 am-1:00 pm	3 Hours

**Summary**

71 Hours of Heat index this summer per Union contract converts to 71 hours times  
 1.5 = 106.5 Hours of comp time.

106.5 Hours of comp time divided by 40 = 2.7 weeks of additional time off.

# Number out each day to start the day

Note – Includes Vacancies

$$8/3 = 9$$

$$8/4 = 13$$

$$8/7 = 10$$

$$8/8 = 10$$

$$8/9 = 11$$

$$8/10 = 11$$

$$8/11 = 7$$

$$8/14 = 9$$

$$8/15 = 12$$

$$8/16 = 16$$

$$8/17 = 11$$

$$8/18 = 12$$

$$8/21 = 14$$

$$8/22 = 13$$

$$8/23 = 9$$

$$8/24 = 12$$

$$8/25 = 10$$

$$8/28 = 11$$

$$8/29 = 12$$

$$8/30 = 12$$

$$8/31 = 9$$

$$9/1 = 13$$

$$9/5 = 11$$

$$9/6 = 13$$

$$9/7 = 10$$

$$9/8 = 11$$

$$9/11 = 15$$

$$9/12 = 13$$

$$9/13 = 10$$

$$9/14 = 9$$

$$9/15 = 10$$

$$9/18 = 13$$

$$9/19 = 11$$

$$9/20 = 10$$

$$9/21 = 9$$

$$9/22 = 12$$

$$9/25 = 16$$

$$9/26 = 12$$


**Average out = 11**

**Best day = 7**

**Worst day = 16**

# TOWN OF SEABROOK - DEPARTMENT OF PUBLIC WORKS

COPY TO: BILL MANZI, BOS, K OCONNOR, B FELCH, R WELCH, F CARTER, L WILLWERTH, D SCHIAPPA, K MASON, TRAINING MANUAL, CREW BB

*Priority	MONTH	October 2023	YEAR 2023
	POSTED	9/30/2023	BY: JMS 
1	Send out Rubbish Truck 3-man crew and Recycle Truck 2-man crew - 5 days a week.		
2	Paint arrows to all town catch basins		
3	Bring back in, clean and store for the winter - extra barrels by Welcome Center & Gov. Weare Park		
4	Continue mowing Town Cemeteries, War Memorials, Fireman Memorial and Police Station		
5	Continue mowing Town Hall, Meeting House, Community Action Building and Recreation Center		
6	Continue mowing and lining athletic fields and cleaning restrooms		
7	Winterize plumbing in the Welcome Center.		
8	Take American Flags in on NH Rte 1A		
9	<b>Double boil linseed oil concrete town sidewalks.</b>		
*10	DPW crew erect winter beach fence after Columbus Day, and fix fences Cross Beach Road, see John for Hooksett St. change.		
11	<b>Complete all hot top patches before November 1, 2023. Contract out.</b>		
12	Mechanic to start and run/turn sanders and lubricate chains & augers as necessary & complete all state inspections.		
13	<b>Three of the seven sanders mounted and ready to go by October 23rd</b>		
14	Mechanic to double check & lubricate all quick disconnects for plow & sanders. <b>"Small sander connections to be universal."</b>		
15	<b>Insure adequate inventory of plow pins, and plow carbide cutting edges.</b>		
16	Rain dates - clean garage, sweep floors and put things away properly clean interior off all trucks Armor All.		
17	Rain days - clean trucks and grease all fittings.		
18	<b>Begin addressing rust on truck bodies and repaint with primer paint</b>		
19	<b>Begin addressing rust on large truck frames, patrol wings and repaint with black rustoleum</b>		
20	<b>Begin repainting snow plows</b>		
21	Properly store beach rake for winter after Columbus Day.		
22	<b>Winterize plumbing at Gov. Weare Park and Veteran's Park.</b>		
23	Trim bushes at all cemeteries.		
24	<b>Begin installing plow markers day after Halloween.</b>		
25	Fill all bunker rear yard with DPW Hauled appropriate material		
26	October 2, 2023 John has a selectmen's meeting.		
27	October 21, 2023 - Household Hazardous Waste Day in Exeter.		