

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

Page 1 of 2

DATE: November 14, 2023  
TO: William M. Manzi, Town Manager  
FROM: John M. Starkey, DPW Manager  
RE: **DPW Monthly Report – September 27<sup>th</sup> to November 14, 2023**

---

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:**

- Transfer Station opened and staffed six days per week.
- Rubbish & Recycling accomplished, route pickups; Monday-Friday.
- Prepare for winter; trucks, plows, sanders on 9/28, 10/2, 10/3, 10/4, 10/5, 10/6, 10/10, 10/11, 10/12, 10/17, 10/18, 10/19, 10/20, 10/23, 10/24, 10/25, 10/26, 10/30, 10/31, 11/1, 11/2, 11/7, 11/8, 11/13 & 11/14.
- Governor Weare concession stand exterior worked on 9/28, 9/29, 10/2, 10/3 & 10/6.
- Parks Athletic Fields worked on 9/28, 10/4, 10/5, 10/10, 10/11, 10/17, 10/20, 10/23, & 10/24.
- Cemetery work on 9/28, 10/4, 10/5, 10/11, 10/13, 10/17, 10/18, 10/19 & 11/3.
- Dirt roads work on 9/29, 10/13, & 11/3.
- North Beach Fence worked on 10/25 & 10/26.
- Truck inspections done.
- Plow markers worked on 10/13, 11/1, 11/2, 11/6, 11/7, 11/9 & 11/13.
- Sidewalks 10/17, & 10/18.
- Install outfall signs 10/17.
- Winterize bathrooms 11/17.

**Challenges:**

- August 18<sup>th</sup> P.T. employee Joe Moniz leaves DPW (vacancy at DPW).
- P.T. Employee Jason Bowley Hr. promoted to F.T. Custodian at the Recreation Department 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 Recreation Department position of Athletic Director (Vacancy at DPW).
- P.T. Employee Harry Knowles leaves the DPW September 26<sup>th</sup> (Vacancy at DPW).
- F.T. Employee Herbert Randall out on short-term medical leave.

**Problems:**

- Personnel – Request executive session.

**Miscellaneous:**

- November Goals & Objectives also attached to this report.
- 2005 Town Report Article #34 Page #27 & #28.

Respectfully Submitted,



John M. Starkey  
DPW Manager



JMS/law

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

Attachments

# TOWN OF SEABROOK - DEPARTMENT OF PUBLIC WORKS

COPY TO: B. MANZI, BOS, K.O'CONNOR, B FELCH, R.WELCH,F CARTER, L WILLWERTH, D SCHIAPPA, K MASON, S HEISELER, TRAINMANUAL, CREW BB

*Priority	MONTH	November 2023	YEAR 2023	BY: JMS
	POSTED	10/30/2023	<b>GOALS AND OBJECTIVES</b>	
1		Send out Rubbish Truck 3-man crew and Recycle Truck 2-man crew - 4 days a week		
2		Last mowing of War Memorials - look sharp for Veterans Day, November 11th.		
3		Last mowing of all cemeteries, trim dormant trees and rake leaves.		
4		Make sure all water at cemeteries and parks is turned OFF		
*5		Install snow fence at the North Beach, Cross Beach Rd and Gove Rd near Gov. Wear Park.		
6		Minimum 5 Sanders (4 large and 1 small) mounted and ready before November 1st.		
7				
8		Mark with posts and delineators all plow hazards town wide NOTE: Border Winds, Pineo Farm, Moore's Lane & Irene's Way		
9		Move all beach benches back away from road and away from snowplow's path		
10		Complete the scraping of rust off sanders, plows, trucks & equipment that plows: primer paint and exterior paint all.		
11		Recheck all hydraulic quick disconnect fittings, lubricate same with fluid film product.		
12		Start & run turn sanders and lubricate all sander chain and augers		
***13				
***14				
*15				
16		November 2nd - Mount all plows on all trucks "dress rehearsal" leave mounted thru Thanksgiving		
17		Highway Foreman to check all plow cutting edges and replace and reorder as necessary		
18		Regrade all town gravel roads in town before winter freeze-up/permanent frost		
19		Rain Days - Clear leaves off catch basins and gutter drop inlets		
20		Rain Days - Grease trucks and clean trucks, 1 coat of wax before winter		
21		Rain Days - Chip rust of truck bodies and repaint		
22		Rain Days - Clean garage, sweep floors and put things away properly		
23		Harborside Pavilions treat these with Thompson water seal or equivalent		
24		Repatch and paint the inside masonry wall at Elmwood Cemetery with white thru seal and rake up and remove all leaves.		
25		Transfer station monthly facility inspection report.		
26				
27		Paint arrows to all town catch basins		
28		Rake up and dispose of leaves in Cemeteries if time permits.		

DPW OFFICE COPY

ANNUAL REPORTS OF THE TOWN OF  
*SEABROOK, NEW HAMPSHIRE*

2005



INCORPORATED 1768



### ARTICLE 30

To see if the Town will vote to amend the Code of the Town of Seabrook Chapter 34 by adding thereto an Article II to read as follows:

#### ARTICLE II

##### Deputy Town Clerk

The Town shall have a Deputy Town Clerk who shall be appointed by the elected Town Clerk with the approval of the Selectmen in accordance with RSA 41:18. The act shall become effective upon its passage. (Majority vote required)

YES - 83 NO - 51

### ARTICLE 31

To see if the Town will vote to repeal its actions under Article 12 of the Warrant of March 11, 1960, and to amend the Code of the Town of Seabrook by repealing Chapter 64, Article I, that reads: "To see if the Town will vote to have the Office of Park Commissioner placed upon the Official Ballot used at the Annual Town Meeting for the election of Town Officials." The Town's acceptance of Chapter 37 of the General Laws, the Town Manager Act, eliminated the office of Park Commissioner by automatic operation of State Law. The passage of this article will bring the Code into conformance with current law. The responsibilities of the Park Commission is now carried on by the Public Works Department. This act will take effect upon its passage. (Majority vote required)

YES - 94 NO - 40

### ARTICLE 32

To see if the Town will vote to repeal its actions under Article 22 of the Warrant of March 13, 1948, and to amend the Code of the Town of Seabrook by repealing Chapter 76 that reads "To see if the Town will vote to establish a commission of three (3) men to be appointed from the floor for the terms of 3, 2, and 1 year, one (1) to be replaced each successive year, to be known as the Park Department. This department to have control of all parks, memorials, playgrounds and cemeteries, thereby eliminating the office of Supt. of Cemeteries and to administer all funds raised for the purpose." The Town's acceptance of Chapter 37 of the General Laws, the Town Manager Act, eliminated the Park Department and

transferred these functions to the Public Works Department. This act shall take effect upon its passage. (Majority vote required)

YES - 85 NO - 47

### ARTICLE 33

To see if the Town will vote to repeal its actions under Article 61 of the Warrant of March 15, 1979, and to amend the Code of the Town of Seabrook by repealing Chapter 80, Article IV that reads: "To see what action the town will take to ratify the Personnel policies as adopted by the Board of Selectmen on December 7, 1978." And to repeal its actions under Article 15 of the Warrant of March 15, 1984, and to amend the Code of the Town of Seabrook by repealing Chapter 80, Article IV that reads: "To see if the Town will vote to adopt and ratify the Personnel Policy of the Town of Seabrook as revised and adopted by the Board of Selectmen and as printed in the annual Town Report." The General Laws do not vest in the Town Meeting the power to enact by-laws, ordinances or policies governing personnel. The repeal of this section will bring the Code into conformance with current State Laws. This act will take effect upon its passage. (Majority vote required)

YES - 91 NO - 41

### ARTICLE 34

To see if the Town will vote to amend the Code of the Town of Seabrook by repealing Chapter 92 Purchasing System, Article II, 92-1 Purchasing Procedures that reads as follows:

"92-1 Purchase of supplies and materials. All purchases of supplies and materials, the cost of which is estimated to exceed \$5,000, shall be purchased only after public bids have been solicited."

And in place thereof enact the following new 92-1 to read as follows:

"92-1. Purchase of supplies, materials and services. All purchases of supplies, materials and services, including professional services, other than legal services, the cost of which is estimated to exceed Five Thousand Dollars (\$5,000), shall be purchased only after competitive sealed bids or sealed written professional proposals have been solicited.

Bids or proposals shall be awarded to the lowest responsible bidder. In determining the lowest

responsible bidder or proposer, in addition to price, the following shall be considered:

- (a) The ability, capacity and skill of the bidder or proposer to perform the contract or provide the services required;
- (b) Whether the bidder or proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder or proposer;
- (d) The quality of performance of previous contracts or services for the town or others.

The Town shall reserve to itself the right to reject all bids or proposals received. To be accepted, the bid or proposal must, as initially submitted, constitute a complete, unqualified offer that includes all material terms of the solicitation and provides all terms for the contract, without further modification, for the supplies, materials or services solicited.

In lieu of the requirements contained in the section (92-1) the Town may accept and use collective competitive bids awarded by the State of New Hampshire where those bids have been conditioned for acceptance and use by the Town. In such cases the provisions of this Section (92-1) shall be deemed to have been complied with without further action by the Town.

YES - 101 NO - 37

#### ARTICLE 35

To see if the Town will vote to amend the Code of the Town of Seabrook by amending Chapter 95 by removing from the Recreation Commission the one (1) member from the Park Commission that no longer exists and substituting therefore one (1) member of the general public so that the number of members appointed from the general public is three (3). This act shall take effect upon its passage. (Majority vote required)

YES - 96 NO - 38

#### ARTICLE 36

Shall we delegate the duties and responsibilities of the cemetery trustees to the board of selectmen?

YES - 93 NO - 38

and to add this vote as a new Article X under Chapter 104 of the Code of the Town of Seabrook upon its passage. This act shall take effect 90 days after its passage.

The Board of Selectmen now, and have for many years, performed these duties but State Law requires the Town Meeting to formally vote to continue that practice. (Majority vote required).

#### ARTICLE 37

To see if the Town will vote to rescind its actions under Article 55 of the Warrant of March 13, 1980 and to repeal from the Code of the Town of Seabrook Chapter 109. Article II that reads as follows: "To see if the Town will authorize the Selectmen to appoint a Deputy Tax Collector." And to reenact Chapter 109, Article II as follows:

#### ARTICLE II Deputy Tax Collector

"To see if the Town will vote to authorize the Tax Collector to appoint a Deputy Tax Collector with the approval of the Selectmen in accordance with the provisions of RSA 41:38." The act shall take effect upon its passage.

This article will bring the requirement for the appointment of the Deputy Tax Collector into conformance with the requirements of New Hampshire Law. (Majority vote required)

YES - 93 NO - 45

#### ARTICLE 38

To see if the Town will vote to repeal Chapter 129, Article II of the Code of the Town of Seabrook entitled Consumption or Possession in Public Places and reenact Chapter 129, Article II as follows:

#### ARTICLE II Open Container Ordinance

In accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 31, Section 39, authorizing the Town of Seabrook to enact by-laws, the following Ordinance is enacted by the Special Town Meeting.

**129-2-1 Purpose.** The Town Meeting of the Town of Seabrook ordains that it is in the public interest and.