

# DEPARTMENT OF PUBLIC WORKS

## 2015 Annual Report

**Public Works Administration** - The Public Works Administration provides all the processing and record keeping for the six divisions of the Public Works Department along with the street lighting for the entire town. In 2015, our department logged 743 requests for services in addition to our routine duties. The office also provides administrative services for construction activities in the existing right-of-way as well as construction of new right-of-way in new developments.

During the calendar year 2015 we issued 34 street opening permits, 29 driveway permits, and 4 pole licenses.

Inspections were conducted by the department on 1 road extension, 1 new subdivision and 1 road widening project.

1 new road acceptance for 2015; 414.4 lineal feet of Harvest Drive, which makes Milford's total paved roads 85.7 miles.

**Cemeteries** – The cemetery staff continuously strives to improve the appearance and infrastructure of the Town's (5) dedicated cemeteries, totaling (42.05) acres of property, on a daily basis.

Their efforts are in conjunction with the performance of routine maintenance activities including mowing, pruning, raking, fence repair, upkeep to the water system and other aspects of our grounds maintenance program.

We completed (24) full burials and (41) cremations for the 2015 fiscal year. We also installed (10) cement foundations for the placement of monuments, and installed (6) military markers.

This year all cemetery iron fences and gates were refinished. New landscaping was completed at the entrance to Riverside Cemetery along with major tree and brush removal in all cemeteries. The rear parking area and some of the roads at Riverside Cemetery were repaired and resurfaced this year as well.

We would like to express our sincere gratitude to the Cemetery Trustees (Mary Dickson, Leonard Harten and Steve Trombly) for their continued support and dedicated service.

### **Highway**

**Summer Maintenance Program** – The town maintains approximately 85.6 miles of roadway. Routine maintenance of our asphalt roadway could include, but not be limited to, paving, milling, grinding, sweeping, crack sealing, highway line striping, parking space and crosswalk painting. We continue to implement our yearly programs such as grading gravel roads, roadside ditch and culvert cleaning, tree and brush trimming, and roadside mowing.

**Winter Maintenance Program** – The total snowfall for year 2015, as recorded by Jamie Soucy of wastewater and a National Weather Service Co-operative Observer, was 83.7". The following is a monthly breakdown:

## **SNOWFALL IN MILFORD, NEW HAMPHIRE – 2015**

Measured in inches and tenths, for 24 hour periods ending at 7:00 pm

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>October</u>	<u>November</u>	<u>December</u>
26.0	51.3	2.7	0.0	0.0	0.0	3.7

**Sidewalk Maintenance** – The town has inventoried 13.62 miles of sidewalk of which 5.19 are in good condition, 5.51 are in fair condition and 2.93 are in poor condition. Our maintenance of these sidewalks includes sweeping, patching, paving and plowing.

**Storm Water Maintenance** – A contractor is hired annually to clean 1,100 of the 1,400 storm drains within the town. DPW's crew, with its vacuum-sweeper, cleaned an additional 20 storm drains.

**Sign Maintenance** – Federal mandate has required all communities to begin a retro reflectivity standard program for all signage. The town has inventoried 2,507 signs, determined the condition of the signs, and will develop a plan to replace or upgrade them as needed in order to meet the Federal mandate. DPW is using new software to assist in the program, along with the yearly tracking of stolen or repaired signs and the addition of new signs. The department replaced 26 old signs this year.

**Highway Street Lighting** – Currently there are 424 street lights rented on a monthly basis from Public Service of New Hampshire.

Signal Light replacement – Bales school crossing light was completely rebuild and upgraded.

**Dam Maintenance** – The Town of Milford has oversight of 6 dams. Visual inspections and cleaning of the spillways is performed monthly or more often if needed.

**Bridge Maintenance** – There are 19 bridges within the Town of Milford. Three (3) of these bridges are permanently closed. Three (3) of them are "red listed"; 4 are rated as "fair"; 4 are rated as "satisfactory"; 2 are rated as "good"; and 3 are rated as "very good" by the state. Bridge projects for the year include:

Jones Bridge was completely removed;

Jennison Bridge was installed and awaits final pavement in the spring of 2016;

Savage Road Bridge was completely removed and totally replaced by the highway department.

### **Other Projects completed by highway**

New emergency road access for Keyes field to be utilized during construction activities at Fletcher site.

Helped Parks crew with equipment and personnel to rebuild the playground at Keyes.

Helped Parks crew with the installation and completion of a storm water retention area at the Transfer Station.

Work at 127 Elm Street included clearing brush, cleaning the area and securing the facility.

**Park Maintenance** – We continuously maintain and improve the Town's (296.9) acres of public parks and memorials. Our aggressive maintenance programs include, mowing, pruning, weeding, vandalism repair, painting, rubbish removal and upkeep of our multiple irrigation systems.

We monitor, upgrade and manage, (10) baseball/softball fields, (1) skate park, (2) tennis courts, (2) playgrounds, (2) gazebos, multiple picnic / pavilion areas, multiple soccer / lacrosse athletic fields, a (275,000) gallon swimming pool, as well as assisting with the Pumpkin Festival, Fall Harvest and Winter Festivals, numerous parades and memorial related services.

This year we installed new swings, safety chains and hardware for Keyes playground as well as refurbishing the Merry-Go-Round and all the benches in the park. The area around the playground was also excavated and resurfaced with mulch and sand. The pool building and baseball dugouts were painted and major upgrades were made to the mechanical portions of Keyes Pool. This year also saw a total refurbishing of the Skate Park and installation of new roofing on the baseball dugouts at Keyes. Field infrastructure improvements were made to the baseball field at Kaley Park and all 10 baseball fields in town were reconditioned.

We have continued to forge our ongoing working relationship with The Hillsborough Department of Corrections work program. We were able to utilize them for (6) weeks, consisting of 8 to 10 men per week, performing such duties as painting, brush cutting, weed eating, fall clean up and limited constructions tasks. This tremendous opportunity has saved the residents of Milford tens of thousands of dollars in labor related expenses.

We would like extend a special thank you to the Milford Garden Club, Milford Improvement Team and Milford Community Athletic Association for their tireless dedication and support throughout the year.

**Facilities Management** - We have fourteen (14) buildings and (16) structures that we maintain throughout the year. This maintenance includes custodial work, mechanical repairs, annual maintenance, snow removal, side walk treatment, exterior/interior repairs and upgrades as well as scheduling all inspections and monitoring maintenance contracts.

Phase III of the exterior Town Hall painting was postponed this year due to major leaks in the roofs of the Town Hall and the Fire Station. Both buildings received new insulation and .060 EDDM Roof Systems with a twenty (20) year warranty.

Over the 4<sup>th</sup> of July holiday; while the Town Hall was shut down, in conjunction with Eversource, upgrades were made to the three (3) transformers to facilitate the building receiving the right amount of voltage.

In addition, we provided set up, tear down, and cleanup services for functions within town facilities. This year we hosted two-hundred (200) meetings, one-hundred sixty-seven (167) town events, one-hundred eight (108) non-town events and fifty (50) non-town senior programs.

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**- Recycling Center -**

This year a total of 241 loads (2,691.68 tons) of Municipal Solid Waste (MSW) trash were disposed of at this facility. The trash was delivered to Wheelabrator's Concord facility which is located in Penacook, NH, a waste to energy plant under contract with Waste Management and the Town of Milford. There were also 177 loads (818.38 tons) of demolition material including painted, varnished and stained wood, sheet rock, insulation, shingles, mattresses, and overstuffed furniture that was transported to staging sites in Londonderry, Auburn, and Salem/Peterborough under a contract with Waste Management and the Town of Milford. The department's recycling effort from January through December removed from the waste stream a total of 1,475 tons.

The Town started a new pilot program in September 2004 where we have residents voluntarily separate glass and place them directly into the hoppers. The glass is then hauled to Goffstown, NH and ground up for use as road bedding through a program with the Northeast Resource Recovery Association (NRRRA). In the updated ordinance of 2007 glass separation is mandatory

for all who use the Transfer Station. For the year 2015 we have shipped 200 tons of glass to Goffstown and 80 tons to Keene. The glass program continues to save money as we move forward and fully implement the program. This number does not include residents who are in the craft business making lamps out of bottles. All types of "glass" for resale that comes in is picked up weekly. We also have a couple of business owners making counter tops out of glass. This saves on disposal costs and the glass is being recycled. In 2012, toilets with metal fixtures detached were added to glass.

Approximately 750 cubic yards of grass and leaf materials were added to our composting effort. The material is piled in windrows and periodically turned over. After about 2 years, it has decomposed into an excellent product that can be used as a soil amendment and is currently free to residents. Thank you to all the Milford residents for their continued efforts to empty out all bags of leaves into the leaf pile and for continuing to keep contaminated debris out of leaves for our wonderful compost used by residents for gardens, landscaping, flower beds, grass, etc. We would like to send a special thank you once again to Soiland for all time, equipment and dedication at the Transfer Station with the compost piles (old and new), leaves and the use of pushing up our brush piles from time to time when needed as they grow. As a reminder to all residents, we also offer wood chips for free to anyone needing this material and clean pallets from the brush pile.

Total electronics shipped out for 2015 totaled 43,500 pounds. We have two vendors (1 vendor picks up CPUs only). We also have school children who pick up CPUs to repair for school projects. We shipped out 305 freon items which includes refrigerators, air conditioners and dehumidifiers. In 2011 we added plastic grocery bags, clean to reuse at the "Still Good Shed". Residents can drop them off for reuse. In 2013, after a request from gardeners, we added plastic butter dishes, yogurt cups, and cottage cheese containers to the items in the Still Good Shed.

Several projects were completed at the Transfer Station in 2015 which included:

- Diagonal parking spaces were provided for the Still Good Shed for the purpose of dropping off and picking up items
- Paving in front of the new office trailer
- Preventative storm water maintenance around Transfer Station and Recycling Center
- A new "re-use" container "Recycle PHAT" has been added. It is to be used for books/audio, jewelry, belts/purses, and fashion accessories
- In conjunction with Coca Cola, the Emerson Park Committee, Leighton White, MIT, and the Recycling Committee, several new recycling barrels have been placed in various location throughout town

In September of 2002, the Town of Milford implemented a new recycling recovery program, which includes the removal of paper recyclables (residential mixed paper). Integrated Paper provided a two cubic yard compactor and a 40 cubic yard roll off container at no charge. The roll-off container was picked up on site every week and replaced. This year 310 tons of mixed paper was taken out of the waste stream. As of May 2011, the town went with Empire Recycling out of Billerica, MA who provides the same set up and picks up once a week or as needed. As of November of 2015 Empire was sold to Save That Stuff out of Billerica, Ma.

| <b>MILFORD'S MIXED PAPER RECYCLING</b>                                                                                                  |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Please put only the items listed in the left-hand column (see below) in the mixed paper container. <b>ALSO, PLEASE NO PLASTIC BAGS!</b> |                                                       |
| <b>ACCEPTABLE PAPER</b>                                                                                                                 | <b>NOT ACCEPTABLE PAPER</b>                           |
| COMPUTER PAPER                                                                                                                          | CARBON PAPER                                          |
| PAPER BAGS                                                                                                                              | SELF SEALING ENVELOPES                                |
| MAGAZINES                                                                                                                               | MYLAR                                                 |
| CATALOGS                                                                                                                                | TYVEK                                                 |
| WHITE/COLORED OFFICE PAPER                                                                                                              | FOIL PAPER                                            |
| FAX PAPER                                                                                                                               | JUICE BOXES (FOIL INSIDE)                             |
| ENVELOPES (WITH OR WITHOUT WINDOWS)                                                                                                     | PAPER WITH ANY METALS (BESIDES PAPER CLIPS & STAPLES) |
| TAB CARDS                                                                                                                               | BLUE PRINTS                                           |
| NEWSPAPERS (AND GLOSSY INSERTS)                                                                                                         | PLASTIC COATED PAPER                                  |
| MANILA FOLDERS                                                                                                                          | TISSUE PAPER                                          |
| TELEPHONE BOOKS                                                                                                                         | PAPER TOWELS                                          |
| STAPLED & PAPER CLIPPED PAPER                                                                                                           | NAPKINS                                               |
| PAPER BROCHURES                                                                                                                         | PAPER CUPS & PLATES                                   |
| CHIPBOARD (CEREAL BOXES, TISSUES BOXES, ETC.)                                                                                           | ANY PAPER SOILED (WITH FOOD, OILS, ETC.)              |
| PAPERBACK BOOKS                                                                                                                         | WAX CARDBOARD                                         |
| JUNK MAIL (PLASTIC WINDOWS OK)                                                                                                          | PLASTIC LAMINATED PAPER                               |
| MIXED OFFICE PAPER                                                                                                                      |                                                       |
| NOTEBOOK PAPER                                                                                                                          | PLEASE ASK IF YOU HAVE QUESTIONS                      |
| DRAWING PAD PAPER                                                                                                                       |                                                       |

The Milford Transfer Station continues to utilize as many community workers as possible throughout the year. We work with the prosecutors and courts including the surrounding towns to help kids and adults who are requested to do community service with the Town. This year we had 125 community workers at various times. We also worked very closely with the Welfare Department utilizing the work program implemented for residents that receive assistance from the town. This program has grown in the last 3 years. Each individual who gets assistance is responsible for contacting the Transfer Station manager for a set schedule on a weekly basis.

We would like to thank the Board of Selectmen for their continued interest and support in our very busy recycling operation and especially the Milford residents for their continued support and cooperation of our recycling efforts and willingness to do more with recycling. Also thanks to all who donated time at our very successful Hazardous Waste collection at the DPW garage. Milford had the highest district wide household participation rate in 2015. We look forward to having it again in May 2016.

Special thanks to volunteers Fred and Moe who donated their time and energy at the Still Good Shed and up on the hill at the Demo Area. They spend their days helping the community and assisting residents during our peak hours. Thanks also to the volunteers on the Recycling/Solid Waste Committee for your attendance at monthly meetings and all the homework involved as well as the town's support for our new office trailer. Thank you for your encouragement, dedication and continued support. We look forward to working with you in 2016.

Respectfully submitted,

Ricky Riendeau,  
 Director of Public Works