



Town of Allenstown
Highway Department
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Board of Selectmen

RE: NH PLT Risk Assessment 10/14/15

This letter is in response to the Board's request for a written plan to address the issues identified in the assessment which pertain to the present facilities in which the Highway Department operates.

1. *"There is no ADA access to the offices and the asphalt/ground surrounding the front of the buildings is in disrepair creating fall/trip hazards."*

The mobile home office on the highway facility site is accessible by a set of steps. The general public does not enter the office/break area which is the mobile home. Only department employees access the structure. All of those employees must meet the physical requirements of the job descriptions. All of those job descriptions would prohibit a person who would not be able to traverse a set of steps from employment with the department. The options available are as follows;

- A. Take no action at this time as both federal and state ADA do not require any action to be taken.
- B. Construct a handicap accessible ramp to the mobile home at an estimated cost of \$2,000. Reconstruct and pave the front of the highway facility area at an estimated cost of \$25,000. Funds could be taken from the capital reserve fund with the work completed by the end of 2016.
- C. Construct a new facility which is handicap compliant. Have paved area in close proximity to the office for handicap parking that is smooth and even.

RECOMMENDATION: Option A for now until Option C can be implemented.

2. *"A recommendation for the garage area is to operate the eye wash station at least once per month as recommended in a recent OSHA article to reduce water contamination that may lead to additional injury and loss of vision."*

This issue has already been addressed. I have assigned an employee to perform this task on a monthly basis and document the testing each month on a ledger.

3. *"Our primary concern with the site is the risk of a pollution issue from a spill. The garage uses waste oil to run the furnace. The oil is kept both inside the garage and outside in several larger tanks. There was evidence of spillage. There is one large floor*

drain that the Road Agent indicated it terminates somewhere outside of the building. This could create pollution run off onto the gravel drive or wetlands in close proximity to the facility. The earthen diking around the exterior tanks may contain a spill from extending beyond the immediate area but the ground surrounding the spill will become contaminated.”

There are several options to address the issues. I have divided them into two specific issues. The first is the oil storage tanks outside of the building. The options are as follows;

- A. Construct a concrete revetment with overhead cover to contain any materials spilled from the containers. Approximate cost is undetermined at this time. This option could be completed by the end of 2016. Funding for this project could come from the Recycling Revolving Fund.
- B. Discontinue the collection of waste oil and install a new heating system that utilizes and alternative fuel source. The cost of this option has not been determined at this point. Additionally this would eliminate a location for disposal of waste oil. The initial capital costs and the long term operating costs of the facility would be increased if we utilized a different energy source. This option could be completed by the end of 2016.

RECOMMENDATION: Option A is the best course of action regardless of whether we construct a new highway facility somewhere else the transfer station will still remain at this location and most likely the garage and waste oil burner. A new highway garage at a different location would just serve the highway department functions.

The second issue is the catch basin drain in the floor of the highway garage. The options are as follows;

- A. Seal the floor drain. The floor drain carries away water we use to wash vehicles in the winter time. It is critically important that we wash the vehicles to remove the salt from winter roadway maintenance operations to prevent corrosion. If we seal the drain the water will have to be squeegeed out the door of the garage. The salt residue and any waste oil residue will be pushed into the same area it is draining to now. This would defeat the purpose of closing the drain and add additional labor to remove the water by hand. This option could be implemented within 30 days.
- B. Construct an oil separation tank on the present site. This would be costly as it would require digging into the ground and removing the trash and soil to a licensed landfill. The cost of the tank has not been determined at this time. This option could be completed by the end of 2016. Funds could be taken from the capital reserve fund to cover the cost of this option.
- C. Construct a new facility on a new site with an oil separation tank which would address all of the issues in regards to this second issue.

RECOMMENDATION: Option C is the most viable option to address this issue otherwise we will be expending funds for a short term resolution of the issue that in the long run does not address all of the issues facing the highway department. We should expedite the process to determine a new site for the highway facility and complete that project as soon as possible.

If there are any questions please do not hesitate to contact me. I look forward to working with the Board of Selectmen to resolve the issues we face at the Highway Department.

Ronnie Pelissier
Road Agent