

What is the function of the Department of Public Works?

The Department of Public Works field staff carries out the following duties:

- A. Streets & Roads: 10 full-time employees plus 2 employees 2 days per week
Maintain
 - 126 miles of roads - including snow plowing, snow removal, salting, sanding, grading, pothole patching, and sweeping
 - 650 culverts - to include repairing and replacing
 - 48 miles of roadside drainage - to include shoulders and ditch lines
 - 35 miles of sidewalk - to include snow/ice removal; salting and sanding
 - small bridges and large drainage structures
 - 1,500 street and traffic signs
 - 80 vehicle fleet; preventative maintenance, repair, diagnostics and fabrication

- B. Cemetery: 2 full-time field employees
 - Provide year-round maintenance for 76 acres of cemetery grounds
 - Provide year-round burials for 5 municipal cemeteries and 2 private cemeteries
 - Pour monument foundations

- C. Sanitation and Recycling: 2 State of NH Certified Attendants, 3 days per week
 - Provide service to Claremont residents who bring household rubbish and recycling to the Transfer Station two days per week (Tuesdays and Saturdays)

- D. Utility
 - Water Department: 4 full-time employees
Maintain – to include cleaning, inspecting, repairing/replacing
 1. 80 miles of water distribution mains
 2. 2 water storage tanks
 3. 2 water pump stations
 4. 3 reservoirs
 5. 435 hydrants - to also include flushing and exercising gates
 6. 3600+ water meters – to also include collecting semi-annual readings
 - Sanitary and Stormwater Sewer: 4 full-time sanitary sewer and 3 full-time stormwater employees
Maintain - to include cleaning, inspecting, and repairing/replacing
 1. 1,730 catch basins
 2. 70 miles of sewer lines
 3. 1,150 manholes
 4. 7 sewer pump stations
 - Water and Wastewater Treatment
 1. The City contracts the operation of both treatment facilities, which includes full-time management, operations and maintenance. The current contractor is: Utility Partners, LLC

The Department of Public Works business office staff includes (1) Director of Public Works; (1) Assistant Director of Public Works; (1) Office Manager who also provides administrative support for Streets & Roads, Cemetery, Sanitation and Recycling; and (1) Office Clerk who also provides administrative support for Water, Sanitary and Stormwater Sewer. The Water and Sewer department also staffs (1) full-time Bookkeeper located at City Hall who manages all account billing, maintenance and financial accounting support.

Why is the Department of Public Works divided into two (2) divisions?

1. The Highway Division, including Streets & Roads, Cemetery, Sanitation, Recycling and Stormwater Sewer services is funded by the taxpayers.
2. The Utility Division's responsibility for Water and Sanitary Sewer services are funded through the user enterprise funds.