

City of
Fitchburg



Department of
Public Works

**301 Broad Street
Fitchburg, MA 01420
Phone: 978-829-1900**

DPW Weekly Update February 10 – February 24, 2020

Dear Mayor, Councilors, and Colleagues;

For the past several weeks DPW staff across all divisions have been diligently working on drafting a fiscal year 2021 (FY 21) budget. DPW's budget basically consists of three parts:

- Professional Services – the labor costs associated with DPW payroll of our 100 employees;
- Operational Expenses – the reoccurring expenses associated with the daily operations of DPW Divisions including the materials, supplies, electric bills for the city lights and plants, fuel, training, maintenance of equipment, and many other line items;
- Capital – the long term investments including the purchasing of equipment and large construction projects like bridges, roads, traffic signals, stormwater, and water/sewer infrastructure.

DPW is keenly aware that our budget has a direct effect on the tax payers and water/sewer rate payers in the city. At the same time, DPW is responsible for ensuring that the City's water, sewer and stormwater infrastructure meets the standards set forth by state and federal regulatory agencies. Likewise DPW is entrusted with keeping our roadways, sidewalks, and bridges in a safe state of repair to assure the mobility of all our residents and the continued economic prosperity of our City.

Unfortunately, the combination of increasing environmental regulations and our ageing infrastructure means that large capital investments will continue to be required – especially in the area of stormwater infrastructure due to the MS4 permits. DPW will continue to work with the Mayor and his staff in developing short-, medium-, and long-term budgets and capital plans to ensure the City can meet its regulatory obligations while not burdening the city's homeowners.

Sincerely,

Nicolas H. Bosonetto, PE
Commissioner of Public Works/City Engineer

CONSTITUENT SERVICES

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 28 new requests and closed 28 requests. The total outstanding requests backlog is now 166, an increase of 0 from the previous reporting period. We will continue to work on the backlog request in preparation for the spring season.

<u>Reporting Period</u> <u>2/10/20 - 2/23/20</u>		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	166		
New Requests	28	30	-2
Completed Requests	28	21	7
Total Request Backlog	166	166	0
Potholes	33	33	0
Storm Drains	47	47	0
Tree & Brush Pruning	16	16	0
Traffic, Signals, Signs	6	6	0
Berm Repairs	7	7	0
All other categories	57	57	0
New Requests	28	30	-2
Acknowledged	3	2	1
Completed & Closed	6	10	-4
Open	22	20	2

ROADWAYS

Snow Operations

	Saturday 2/15	Sunday 2/16	Monday 2/17	Tuesday 2/18	Wednesday 2/19	Thursday 2/20	Friday 2/21
Rain (in)	0.0	0.0	0.0	0.0	0.4	.2	0.4
Snow (in)	0.0	0.0	0.0	0.7	0.0	0.0	0.0
Hi/Lo Temp (F)	5/27	21/36	27/39	25/36	23/36	16/27	10/28

Sources: <https://www.cocorahs.org/ViewData/ListDailyPrecipReports.aspx> (STA MA-WR-22)
<https://www.timeanddate.com/weather/@4936825/historic>

- Plowed and sanded City during following storms in the past 2-week period:
 - 2/10/20 2-inches of snow and ice
 - 2/13/20 3-inches of snow
 - 2/18/20 1-inch of snow and ice
- Spot salting and sanding during temperature drop after rain events.
- Sand was hauled from Airport Pit to DPW yard.
- Additional salt was ordered and delivered into the salt shed.
- Shoveled snow around Senior Center, downtown ADA ramps, and Library.
- Repaired mail boxes on Scott Road and Rindge Road.
- Trucks and plows continued to be maintained and fixed.

- Responded to ice storm tree damage on 2/7/19 by cutting up and hauling trees and limbs on the following streets:
 - Anita Drive
 - Arn How Farm Road,
 - Ashburnham Hill Road,
 - Blossom Street,
 - Carrie Anne Lane,
 - Coggs Hall Park,
 - Delisle Street,
 - Elm Street,
 - Fifth Mass Pike,
 - Franklin Road,
 - High Rock Road,
 - Marshall Road,
 - Mt Elam Road,
 - Oak Hill Road,
 - Parson Circle,
 - Pearl Hill Road,
 - Rindge Road,
 - Rollstone Road,
 - Sarah Lane,
 - Shea Street,
 - St Andrew Street,
 - Stickney Road,
 - Williams Road,

Traffic Signs & Signals

Serviced the traffic signal at Water St/Laurel St due to a faulty red light that posed a safety hazard. The fault was found to be a broken wire in the cabinet, and due to the age of the system the conflict monitor did not detect the fault.

Inspected traffic cabinet for signal at Water St/Day St/Main St. Opticom card is missing and needs to be replaced.

A car crash knocked down the pedestal signal at Putnam St/Oliver St. The wires were cut during the crash and shorted out the system, putting the signal on flash mode. A new pedestal signal head was installed and the signal is functioning again.

Inspected the signal at Putnam St/Cross St/Laurel St. None of the pedestrian indicators are functional and one of the pedestrian signals is missing. Overall, the signal is in need of upgrades.

Inspected signal cabinet at Rollstone St/Main St.

Removed crosswalk signs from the roundabout on Electric Avenue per FPD request because they are not legitimate crosswalks. The crosswalk markings will be allowed to fade away and will not be repainted.

Changed the speed limit sign at roundabout on Electric Avenue per FPD request to reflect actual speed limits.



Figure 1 - Cleaning out culverts on Ashby West

Stormwater

DPW Streets continued cleaning out swales and culverts on Ashburnham Hill road and Ashby West Road.

The drainage culverts were vacuumed out of sediment and sand that accumulated over the years. This area of the DPW Water Supply watershed allows for flows from the Fitchburg Reservoir to the Lovell Reservoir. Keeping it clean and clear of sedimentation allows for the water to maintain its flow.

Further work will be needed in the spring and summer time to remove debris and sedimentation to help water flow freely.

Potholes

Pothole patching efforts continued during the week using cold-patch and the hot box at various locations, including the following:

- Airport Road,
- Albee Street,
- Almount Road,
- Alpine Road,
- Ashburnham Street,
- Bigelow Road,
- Bishop Road,
- Boulder Drive,
- Canton Street,
- Chester Street,
- Daniels Street,
- Depot Street,
- Electric Ave,
- Fairmount Street,
- Franklin Road,
- Highland Ave,
- John Fitch Highway,
- Kimball Road,
- Main Street,
- Mechanic Street,
- Myrtle Ave,
- North Street,
- Oak Hill Road,
- Pearl Street,
- Pratt Road,
- Reingold Ave,
- River Street,
- Senna Road,
- South Street
- St Joseph Road,
- Summer Street,
- Wanoosnoc Road,
- West Street,
- Westminster Hill Road,
- Williams Road.

Repaired end of Etonian Parkway with grindings.
Cleared leaves and brush from the sidewalks on Temple Street.

CEMETERIES

Trees scheduled for removal from the Forest Hill Cemetery were removed over the past two weeks.

The Cemeteries Trustee meeting was held on February 20th. Proposed FY21 budgets were discussed.

Met to discuss cemetery data migration and proposals for new management software.

In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	1
Inurnments.....	1
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	0
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	6
Payments - invoiced/processed.....	8
Family Genealogy	1



Figure 2 - Tree work at Forest Hill Cemetery

ENGINEERING

- Continued to provide ongoing assistance to MassIT Field Technician with E-911 address assignments and address confirmations for the state-wide emergency database.
- Continued drafting standard details using AutoCAD for our forthcoming sidewalk construction contract. Cross-section details will be made available for use by contractors and others bonded contractors performing work within the City layout.
- Provided Fire Department with a full count of Bridges in Fitchburg.
- Conducted site visit to 14 Ashburnham St to investigate a false address used during voter registration.
- Finalized dates and locations for both the public listening session and stakeholder workshop for the City's Municipal Vulnerability Preparedness (MVP) Planning Grant. The public listening session will be held on February 25th at the Senior Center from 6:30 pm to 7:30 pm. Notices have been posted to the City's website. The stakeholder workshop will be held on March 10 at the Fitchburg State University IdeaLab. Invitations will go out this week.
- Met with project proponents of a marijuana manufacturing operation proposed for 431 Westminster Street. DPW Engineering expressed some concerns over the drainage system design for the proposed parking lot and configuration of the lateral tie-ins to the City's sanitary sewer system.
- Met with Unitil gas as part of our ongoing utility coordination efforts.
- Continued working on development of bid documents for an on-call sidewalk construction contract, including preparation of specifications and quantity estimates for various projects planned throughout the City.
- Continued working with the City's stormwater consultant, Arcadis, on the stormwater utility feasibility study. This project will help the City determine the best way to set up a sustainable funding source for compliance with the City's Municipal Separate Storm Sewer System (MS4) permit which is issued by the US Environmental Protection Agency (US EPA).
- Met with Community Development to discuss upcoming CDBG projects and the current backlog. Specific projects included:
 - Main Street sidewalks from Yarn Lofts to roundabout
 - Clarendon Street sidewalks
 - Allen Place wall repair and sidewalks
 - Water Street crosswalk ramps
 - Parkhill Park sidewalks
 - South Street sidewalks
- Met with the Mayor's office to present DPW's FY21 budget.
- Participated in conference call with Community Development and their consultant, VHB, to discuss development plans for the Airport Road sand pit parcel. Topics of discussion included the acquisition of an adjacent parcel for the construction of an access road and other considerations for stormwater management. Provided Community Development with rough calculations to verify the parcel is large enough to site a stormwater treatment basin or other similar structure on the property.

- Provided the Fitchburg Redevelopment Authority (FRA) with information about the failing retaining walls along Arbor Way. These walls were constructed in the late 1990's as part of the FRA's Montachusett Industrial Park Expansion and must be repaired.
- Completed a draft spring paving list for 2020 and conducted field visits with Commissioner Bosonetto to review. The list is based on paving contributions from completed infrastructure work throughout the City, presence of underground utilities, Pavement Condition Index (PCI), and a number of other factors. Also set up a meeting with the City's paving contractor, PJ Albert, to review the list prior to finalizing.
- Continued coordination with surveyors conducting field survey of downtown for Main Street 2-way conversion. Provided layout plans from Engineering office.
- Designed and drafted conceptual drawings for Main Street two-way conversion at intersection on Main Street at Boulder Drive between City Hall and the Upper Common. Prepared Functional Design Report (FDR) for Main Street 2-way conversion including design standards, NHS classification, warrants, traffic volume evaluation and calculation of level of services.

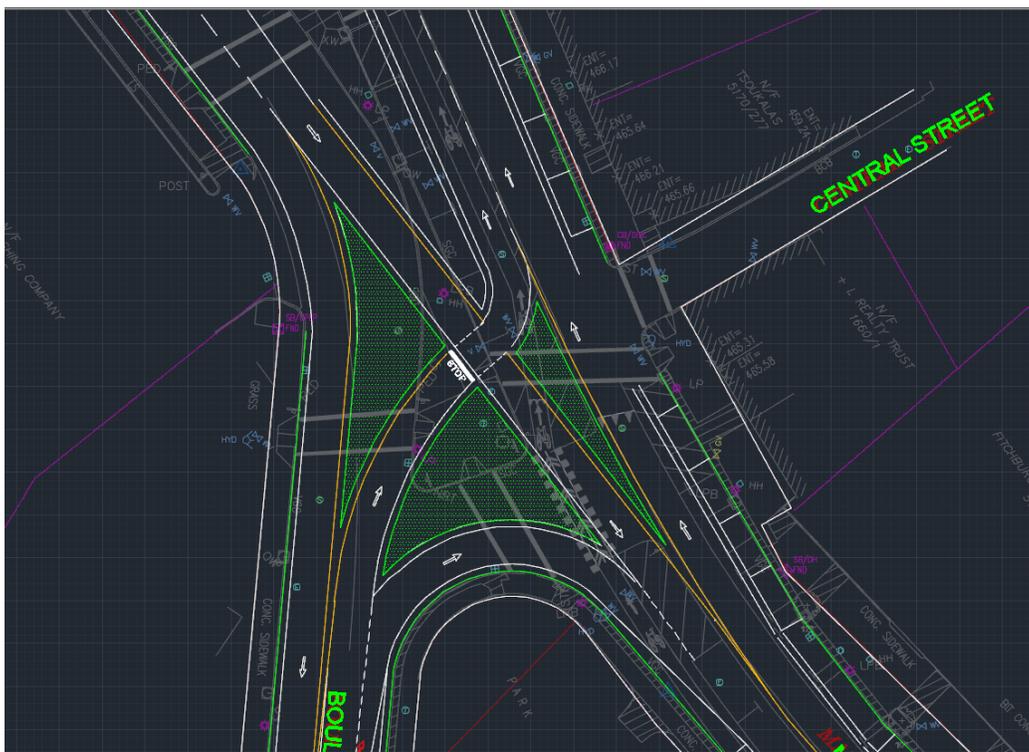


Figure 3 - Upper Common 2-way Design

Planning Reviews

- DPW Engineering finalized review of the 25% Design Submission for the Twin Cities Rail Trail project, which is being designed by Stantec through MassDOT. Prepared memorandum summarizing our comments and sent to Community Development to pass on to MassDOT/Stantec.

Streetlights

- Issued new install for Y12 on Vine St.
- Inspection at 47 E Prospect St. to investigate reports of a light outage Y4. Issued work order.
- Inspection at 38 Snow St. to investigate reports of a light outage Y4. Issued work order.

GIS/Asset Management

- DPW Engineering collaborated with CAI Tech to correct an annotation error on the Fitchburg Tax Map portal. Expect to see correct annotation before February 26th.
- Completed three GIS Parcel edits in TaxPar as requested by Assessors
- Conducted quality assurance/quality control on the latest dataset provided by StreetScan on the StreetLogix portal. Major errors are still present. Data is unreliable. We requested a tele-conference to discuss ways to rectify this problem.

Permits & Inspections

- Issued trench permit for Water St Bridge borings to be completed by New England Boring.
- Issued Wastewater Connection permit for 160 Stickney Rd. (\$2000).
- Issued Trench and Excavation permits for 160 Stickney Rd. (\$75 + \$350).
- Performed dig safe under Water St. bridge for MassDOT borings by New England Borings.
- 12 excavation permits issued for Unutil gas work.
- Excavation permit issued for 352 Daniels St. (Water Dept.).
- Trench permit issued for 1006 Westminster Hill Rd. (Water Dept.).

Miscellaneous

- Assisted LaMacchia Realty's Broker Associate TJ Johnson with FEMA flood zones affecting 48 First St. The property in question may be going on the market. DPW Engineering showed where Flood Zones A and B exist on the property in relation to the house.
- 3 Dig Safes for Unutil gas service work.
- Performed site inspection for complaint regarding "sinking trench" on Vernon Ct.

Engineering Services				
		<u>Type</u>	<u>Number</u>	<u>Fees</u>
PERMITS		Dumpster Permits	0	\$0
		Trench Permits	3	\$225
		Excavation Permits	13	\$1,250
		Driveway Permits		n/a
		Sign Permits	0	n/a
		Sewer Permits	1	\$2,000
INSPECTIONS		Driveway Inspections		n/a
		Trench Inspections		n/a
		Site Inspections	5	n/a
		Dig-Safe requests	4	n/a
		Sewer/Drain Inspections		n/a
		Street Light Inspection	3	n/a
Totals				\$3,475

WATER SUPPLY

The Water Supply Division produced 28.5 million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled.

Wyman Pond gate was closed to 3 inches to compensate for the lack of rainfall and/or snowmelt over the last few days that has reduce inflow to the reservoir. The Reservoir Caretaker is monitoring the level on a daily basis and opening/closing the discharge gate as needed to maintain the seasonal, 2-foot drawdown for the winter months.

Water Treatment

Reservoir Levels as of 2/20/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	Full	Meetinghouse
Scott	Full	Full	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 2/14/20 through 2/20/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,157,000	26,435,000	32,592,000
Backwash to waste (Gal)	980,000	3,082,000	4,062,000
Finish Water - Treated & Distributed (Gal)	5,177,000	23,353,000	28,530,000
Capacity	(6 MGD) 15%	(12 MGD) 32%	(18 MGD) 26%
Efficiency	84%	88%	88%

- Experienced a power failure at the Regional Plant on 2/7/20 beginning at approximately 15:00. Power was restored at approximately 18:00. Outage was the result of the ice storm that occurred that day in the Westminster area, a number of trees/branches began falling on utility lines. The plant was operated on the back-up generator during this time and everything functioned correctly.
- Lavolette Controls was in (again) in an attempt to identify and correct the issues with the waste valve on the filters at the Regional plant. The waste valve had begun shutting/closing during the filter to waste cycle at the end of a backwash. The cause was determined to be the valve indicator stem, which has broken off. This resulted in the the limit switch not activating which, in turn, made the valve open all the way. This caused the head loss to increase, setting off a control alarm which would then shut the valve. The head loss dropped down and then the valve would reopen. This opening/closing cycling would go on during the 10 minute during of the waste cycle. Now that the problem has been identified, the plant can be operated as it is now and a repair completed to the indicator valve stem.
- Adjusted pressure at the Narrows Road PRV station.
- Made chlorine dose adjustment at the Falulah plan to compensate for low water temperatures. Chlorine demand has decreased so dosage was lowered slightly.

- Completed weekly emergency eyewash station maintenance (both plants).
- Completed monthly exercise of chemical valves (both plants).
- Flushed polyaluminum chloride feed system from pump to injection point (both plants).
- Flushed all sample lines (both plants). Cleaned clearwell chlorine analyzers and replenished reagents (both plants).
- Flushed soda ash and sodium bicarbonate feed lines, including strainers. Cleaned mixing and holding tank level transducers (both plants).
- Lavolette Controls began the annual calibration of all large “production” side water meters. Completed the calibration of all meters at the Regional plant this week; they will finish the meters at the Falulah plant and pump/PRV stations next week.
- Installed a new, raw water turbidity meter at the Regional plant.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Painted	Flushed	Winterized
1,632	2	0	2	0	0	44

Water Distribution

- Wyman Pond level was checked throughout the week. Gate was closed to 3 inches.
- Plow/sanded as needed at the treatment plants and remote stations.
- FWD crews located and cleaned out curb stop boxes throughout the week to prepare for possible service line shut downs for meter replacements. Service lines that have been determined to be, or potentially be, iron pipe are likely to require shut downs.
- Completed shut downs of water service lines throughout the week to allow the meter replacement contractor to replace meters which had iron services and/or wheel valves that the contractor determined might fail if operated.
- During the course of the week, FWD crews checked/maintained all water trenches repaired with cold patch (final restoration will be completed in the spring when the weather improves and local asphalt plants reopen).
- FWD crews excavated and repaired/replaced a curb box at 391 Clarendon Street.
- FWD crews excavated and installed a BOT (box over tap) on the water service to 1006 Westminster Hill Road, this service was found to not have a curb stop, trench was backfilled, compacted, and cold-patched.
- FWD crews investigated a meter tamper code at 151 South Street, building was found to be vacant and meter was missing (stolen?).
- Completed several shut-offs at vacant buildings in which water lines/plumbing had frozen and were discovered leaking by owners, etc.
- Continued checking for frozen hydrants and wintering hydrants as needed throughout the course of the week.
- FWD crews assisted all week in the meter department covering an employee vacation.
- FWD personnel picked up parts at Pipe Plus (Leominster).
- Sanded/treated surfaces as needed at the water treatment plants and remote stations.
- Reservoir personal cleaned the screens at Wachusett Reservoir.

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- Completed shut downs of water service lines throughout the week to allow the meter replacement contractor to replace meters which had iron services and/or wheel valves that the contractor determined might fail if operated.
- During the course of the week, FWD crews checked/maintained all water trenches repaired with cold patch (final restoration will be completed in the spring when the weather improves and local asphalt plants reopen).
- FWD crews excavated and repaired/replaced a curb box at 104 Causeway Street.
- FWD crews excavated and installed/renewed a water service on the city side at 352 Daniels Street, trench was backfilled compacted and cold patched.
- FWD crews made repairs to two hydrants at Fitchburg High School, the 2-1/2 inch ports were found to have issues with the threads, a die was used to repair the threads and both hydrants remained in service during these repairs.
- Completed several shut-offs at vacant buildings in which water lines/plumbing had frozen and were discovered leaking by owners, etc.
- Continued checking for frozen hydrants and wintering hydrants as needed throughout the course of the week.
- FWD personnel assisted all week in the meter department covering a vacant position.
- FWD personnel picked up salt/sand from the DPW.
- Investigated water coming into the basement at 60 Theresa Street, owner stated that the water started coming in after Unitil installed a new pole in front of their house (this area was marked out for DigSafe). Leak detection was performed with no evidence of a water leak, a sample was also collected and testing indicated it is groundwater.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- Completed housekeeping duties at 1200 Rindge Road.

Administration and Meters/Billing

- Total of 10 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 28 invoices totaling \$9,767.38 were processed for FY20 warrant WG20035.
- 1 change order entered into Munis for approval by Purchasing.
- Scheduled backflow tests and attempted to see where the backflow/ meter department stands with appointments and surveys. Made changes to backflow database with new owner information.
- Updated 211 billing accounts in Munis for water meters that had been replaced as part of the city-wide meter replacement project over the course of the last week. This is time intensive as well as being time sensitive in order to ensure that customers receive their bills on the monthly billing schedule.
- Sent 10 books of customer accounts to Baystate to mail out an additional round of letters notifying of the meter change-out project.

- Completed reports and billing for 10,940 bills. Monthly water/sewer bills were mailed out at the end of the week.
- Personnel continued conducting monthly backflow device testing.

In addition to routine maintenance and administrative tasks, the following services were completed by Water Division staff:

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	2
DigSafe Mark-outs	9
Inspections of Work on Water System	2
Record Plan Updates	7
New Water Service Applications	0
View Permits reviewed	0
Curb Stops Turned off/on	14
Located/cleaned gate/curb boxes	25
Final Readings/Real Estate Closings	3
New Meter Installations	14
Backflow Preventers Tested	9
Cross Connection Surveys	0
Residential Appointments Made	16
Totals	101

WASTE WATER

The WWTF processed 70.80 million gallons of sewage. In total, 44.9 tons of organics and 55.2 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 2/9/2020 - 2/15/2020</u>		
Sewage Flow	67.64	Million Gallons
Rainfall	0.75	Inches
Secondary Bypass	0.18	Million Gallons
BOD _{in} (lbs)	92,653	Pounds
BOD _{out} (lbs)	2,727	Pounds
BOD Removal (%)	96.67%	
TSS _{in} (lbs)	115,176	Pounds
TSS _{out} (lbs)	4,680	Pounds
TSS Removal (%)	95.57%	

- Deputy Commissioner appeared on monthly Fitchburg Wastewater radio segment, on the “K-Zone Morning Kommute, with Travis & Sherman”.
- Participated in online training “CivicHR Applicant Tracking Hiring Manager Training”.

- Together with Mayor, DPW Commissioner, and Community Development Department Executive Director, met with representative of Developer for “Arn-How Farm Homes Project” who is seeking to tie into the School Department’s sewage pump station that services the Fitchburg High School.
- Met City & Union representatives, regarding Wastewater Local 888 SEIU collective bargaining agreement.
- Participated in kickoff planning session for DPW Day - 2020.
- Job Offer was accepted by Collection System candidate. Start date will be approximately March 16th.
- Met with representatives of Developer/Vendor “Aries Clean Energy”, to discuss their organics/biosolids gasification technology, as a possible solution for the West Plant repurposing.
- Met with Mayor & Finance Team, to review DRAFT FY-2021 Wastewater Budget.
- Met with NBC Boston investigative reporter, Ally Donnelly, at the Fitchburg Landfill, to discuss “Anaerobic Digestion”.
- Met with Longsjo Middle School STEM Resource Coach, to engage with 7th Graders to assist in developing a “Virtual Tour” of the Easterly Wastewater Treatment Facility.
- Preparing for submission of Consent Decree deliverable reports (for end of February).
- Prepared support letter correspondence, on behalf of Water/Wastewater Commission, concerning Fitchburg/Westminster IMA extension (Order No. 005-20), and submitted to Council & Council City Property Committee.
- Preparing for submission of Consent Decree deliverable reports (for end of February).
- Aerated Grit Chamber Blower Room: Maintenance Staff floor resurfacing project completed (Fri. - 2/14); (see photos).
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Photo 4: Pre-Resurfacing Floor Preparation.



Photo 4: Finished Floor Resurfacing.

Sewer System

- Completed $\frac{3}{4}$ of the combination manhole checks in the City. Checks were done just as a routine observance as we haven't received a large rain event in a while that would trigger a NPDES required check.
- Inspected 20 manhole in Lower Cleghorn. No major issues except some debris on the benches.
- Performed weekly pump station checks: pump stations are in good order (no issues).
- Made copies of keys for four trucks to make a master set of keys for the mechanics, collections crew, and Sewer System Manager.
- Relieved a blockage and removed a jet hose that became stuck near #56 Plymouth Street. Heavy rag debris was noted in the line, which is an issue due to poor pipe condition. Pipe will be replaced in Spring 2020.
- CSO Checks due to rain event on Tuesday (there were 3 CSO activations).
- Brought two trucks into shop for state inspection - both trucks passed.
- Completed flow meter data analyzation to calculate combined sewer overflow volume for EPA reporting purposes. The draft Annual Combined Sewer Overflow Report, and the draft Semi-Annual Progress Report to EPA for the Sewer Collections team were completed.
- Assisted DPW with sanding and plowing on two days.
- Assisted Water Department with Vactor excavation at #391 Clarendon Street.
- Condition assessed approximately 700 feet of sewer on Hollywood Street.
- Performed fifteen (15) manhole inspections in the lower Cleghorn area. No major issues were discovered, except some debris on manhole benches.
- Responded to service call at #48 Woodford Avenue: was found to be a homeowner issue.
- Conducted a sewer spot repair on Parker Avenue, where a service line tap connection had caused a pipe collapse.
- Cleared out snow and salted at the pump stations.
- Created drafts of all EPA Semi-Annual Reporting maps due at end of February.

ADMINISTRATION

- Winter operations:
 - Processed the invoices for payment that were turned in by plow contractors.
 - Placed an order for 15 loads (approx. 500 tons) of salt from Eastern Salt.
 - Received a public records request regarding a former plowing contractor. Researched the files held at DPW and worked with the purchasing department to satisfy the request for information.
 - Corresponded with insurance agents to secure certificates of insurance for plow contractors who have expired or expiring insurance policies.
 - This week we received inquiries from several current and prospective plowing contractors regarding insurance requirements and rates for plowing next season. Due to the lack of plowable snow events this season they are debating whether it makes financial sense to continue to plow. Explained to all of them that we have not yet determined the rates and showed them the proposed insurance requirements for next season that were incorporated into this year's contract. Further explained that we

would make sure to get the sign up documents out as early as possible in an effort to help them decide if they wanted to plow or not going forward.

- **Budgets:**
 - Attended all DPW division’s budget meetings with the Mayor’s office and finance team.
 - Continued to work on an electricity analysis for the water division.
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - We received the Chapter 90 reimbursement from MassDOT for the Streetscan project. Project totaled \$62,908.
 - Continued to work on an electricity analysis for the water division.
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
- Attended a meeting with the Community Development team to discuss remaining CDBG work to be performed by DPW.
- Started working on DPW day preparations. An internal planning meeting was held and preparations have begun by several City departments. DPW day is scheduled for June 17th.
- DPW administrative staff held the first administrative coordination meeting. The purpose of these meetings is to share knowledge, ask questions, and learn how the admin staff can help each other across the various DPW divisions.

Invoicing, Warrants, and Payrolls						
	Invoices		Deposits		Billings	Payroll
<u>Division</u>	<u>Number</u>	<u>Total \$</u>	<u>Number</u>	<u>Total \$</u>		
Streets/Admin/Engineering	70	\$ 46,957	*Note 1			
Cemeteries	13	\$ 2,363				
Parks						
Recreation						
Water Supply	28	\$ 9,767				
Waste Water	61	\$ 38,409	*Note 2	\$ 13,820		
			*Note 3			
Total	172	\$ 97,497		\$ 13,820	\$ -	\$ -
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		162,588				
*3 - Industrial Billing Payments						