

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update March 30 - April 5, 2020

Dear Mayor, Councilors, and Colleagues;

As we enter the fourth week of the COVID-19 state of emergency, DPW continues to provide essential services to the City while taking care to protect our staff. Last week additional measures were taken to prepare DPW for the predicted critical peak of the epidemic during the month of April:

- DPW headquarters and Wastewater Treatment Plant were professionally sanitized and disinfected during the weekend.
- DPW Department and Division Heads are required to continue to report to work.
- DPW Administrative and Engineering Divisions staff are working on alternating shifts to avoid being in the office at the same time. Staff working from home using City assigned laptops with VPN capabilities to access city network, software, and files.
- DPW Streets, Parks, and Sewer Divisions crews transitioned to a rotating shift schedule to minimize contact between staff.
 - Routine/elective maintenance activities are curtailed to focus on critical needs.
 - All crews are on-call during their off-shift.
 - All crews limited to one person per vehicle. Disinfectant wipes provided so common touch surfaces in vehicles can be cleaned.
- HR Director Susan Davis and Mayor's Chief of Staff A.J. Tourigny met with staff to explain benefits under the Families First Coronavirus Response Act. Meeting was held in DPW's large garage so that everyone could practice safe social distancing.
- Health Director Stephen Curry and Nurse Molly Reid continued to supervise testing, interviewing, and dictating procedures for DPW personnel that are symptomatic or have had contacts with suspected/confirmed COVID-19 cases.

During the last week DPW staffing levels were at 79.8% due to vacancies, scheduled time off and COVID-19 related absences. DPW staff will continue to monitor the situation and adjust procedures as necessary.

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 36 new requests and closed 52 requests. The total outstanding requests backlog is now 168, a decrease of 16 from the previous reporting period. We will continue to work on the backlog request in preparation for the spring season.

<u>Reporting Period</u> 3/23/20 - 4/05/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	184		
New Requests	36	27	9
Completed Requests	52	9	43
Total Request Backlog	168	184	-16
Potholes	45	45	0
Storm Drains	55	53	2
Tree & Brush Pruning	5	16	-11
Traffic, Signals, Signs	4	7	-3
Berm Repairs	7	5	2
All other categories	52	58	-6
New Requests	36	27	9
Acknowledged	0	1	-1
Completed & Closed	1	0	1
Open	35	27	8

STREETS

	Saturday 3/28	Sunday 3/29	Monday 3/30	Tuesday 3/31	Wednesday 4/1	Thursday 4/2	Friday 4/3
Rain (in)	0.31	0.63	0.1	0.0	0.0	0.76	0.52
Hi/Lo Temp (F)	37/52	36/43	34/39	28/45	28/45	36/46	37/45

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

Street Sweeping

Ward 4 street sweeping is completed.

Ward 5 street sweeping started.

Stormwater

Finished rebuilding catch basin at intersection of Lunenburg Street and Summer Street (Moran Square)

Removed broken berm from John Fitch Highway.

Potholes

Pothole patching efforts continued during the week using hot-mix at various locations, including the following:

- Bemis Road,
- Bruce Street,
- Clarendon Street,
- Electric Ave,
- Franklin Road,
- Kimball Street,
- King Street,
- Laurel Street,
- Maryland Street,
- River Street,
- St Andrew Street.

Mechanic Shop

Mechanic Shop continued to repair street sweepers. Sweepers have many wearing pieces including the brooms, belts, and dirt shoes that require frequent replacement. Sweepers also have many moving parts that need frequent maintenance.

PARKS AND RECREATION

Park crews started leveling of Goodrich Park field.

Park Crews continued cleaning up trash from parks and Main Street. Picked up limbs from Coolidge Park, Goodrich Playground, Steward Road, North Street, and Lincoln Street.

All City playgrounds, dog parks, and public bathrooms in parks are closed to the public until the COVID-19 state of emergency is lifted. According to a recent study in the New England Journal of Medicine, the COVID-19 can survive on plastic surfaces up to 72 hours. Considering small children are prone to frequent face touching, do not understand social distancing, and the COVID-19 can be spread through contaminated surfaces, it is best at this time to keep children away from playground equipment.

Parks, fields, courts, and tracks continue to be open but the public is advised to avoid large gatherings. Please exercise social distancing and avoid touching common surfaces during your visit to the parks. The City's many outdoor recreation opportunities are specially important during this time as they provide an opportunity to relax, exercise, and connect with nature. Many of our residents live in apartments and do not have yards, so our parks provide their only means to get out and enjoy some fresh air and exercise.

All recreation programs and events continue to be cancelled until further notice.

We recognize these closures and cancellations can be disappointing and a hardship, however these decisions are being made in the best interest of the community. The Recreation Department will continue to monitor the situation with guidance from the Mayor's Office and the Board of Health.

CEMETERIES

Cemetery crews continued to clean up the grounds and surrounding areas. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	1
Inurnments.....	0
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.....	2
Payments - invoiced/processed.....	2
Family Genealogy	3

ENGINEERING

Wastewater Sewer Division commenced separation of four combined sewer/stormwater manholes on Water Street last week. A large sinkhole was discovered under the roadway due to failure of manhole. Decision was made to close Water Street since traffic volumes are low due to COVID-19 shelter-in-place order. PJ Albert installed two new manholes (one for stormwater and one for sewer) and associated piping. Roadway was milled and paved roadway curb to curb. DPW Engineering and Sewer staff oversaw construction.



Figure 1 - Water Street Closure

Administrative

- Reviewed old 2012 ANR plan for #321 Pearl St. Curb cut permits issued for these proposed lots shall be considered conditional pending the recording of said ANR at the registry of deeds.
- Assisted WSP with additional side street layouts for Main St survey. Assisted Hannigan Engineering with Street layouts for Arlington and Goddard St.
- Reviewed draft promotional materials from Weston & Sampson for the second and final public listening session for the City's Municipal Vulnerability Preparedness (MVP) Planning Grant through the Executive Office of Energy and Environmental Affairs (EOEEA). The City received \$102,000 for this grant to identify the City's vulnerabilities related to climate change and develop a plan to address them. The grant requires two public listening sessions. The City held its first listening session at the Senior Center on January 25, 2020 and plans to conduct its second listening session virtually via Skype on April 16, 2020.
- Began preparing a construction cost estimate to identify the dollar value for sidewalk improvements and roadway milling and paving along First Street and Middle Street that will potentially be incorporated into the Twin Cities Rail Trail project by MassDOT.

Street Lights

- Continued updating SLV streetlight software with MAC addresses for the SIM cards used in our smart photocells. Streetlights: Updating mac addresses for the SIM cards used in smart photocells. Anytime a photocell is replaced, the mac address must be updated in our streetlight software in order for devices to communicate properly.

Construction

- Conducted site walk with contractor PJ Albert for first paving project of 2020, which will consist of full-depth reconstruction of Berkley, Lenox, Garfield, and Richmond Streets. PJ Albert will begin work on these streets on April 6th starting with replacement of two sewer manholes in poor condition and the installation of three new catch basins for some additional drainage. Following this work, other underground utility structures will be lowered, then roads will be pulverized, graded, and paved.

Dig Safe

- Conducted dig safe for Unitil pole replacements on Wanoosnoc Road at Rodimon Ave.
- Conducted dig safe mark out for Unitil at 285 John Fitch Highway.
- Conducted dig safe mark out for 110 Richardson Dr. (new deck, marked out sewer and drain within the city layout).
- Conducted dig safe plan research for 49 Shawna St. (new front porch, no city sewer or drain infrastructure on the property, did not mark out sewer lateral as that is private infrastructure).

Permits & Inspections

- Conducted daily site inspections for the installation of a new gas main on First Street by Unitil/Neuco.
- Conducted inspections for four proposed driveway/curb cut permits (two on Clark Street and two on Pearl Street) per request from a potential developer (Steve Seney). He is interested in purchasing a parcel on Clark Street and another on Pearl Street and constructing two-family homes on each (hence four potential driveways/curb cuts).
- Conducted inspection at 14 Hardy Passway to witness cutting and capping of the sewer service for a building demolition. The contractor conducting the sewer work was Tandem, the contractor performing the building demo was Bourgeois.
- Conducted daily site inspections for two combination drain/sewer manhole separations by PJ Albert on Water Street. The work included the installation of a new drain manhole and drain line connections in front of #824 Water Street; the installation of a new sewer manhole, new sewer line connections, and new drain line connections in front of #867 Water Street; and curb-to-curb pavement patches at both locations.
- Conducted site inspection of Game On facility being constructed at the end of Westminster Hill Road with the Building Commissioner and Steve Marsden. Discussed his plans for a turn-around at the end of the city's layout. This was in continued response to a complaint from a neighbor that what had been laid out with paint markings for a turn-around was too small for emergency vehicles.

Engineering Services				
		<u>Type</u>	<u>Number</u>	<u>Fees</u>
PERMITS		Dumpster Permits	0	\$0
		Trench Permits	0	\$0
		Excavation Permits	0	\$0
		Driveway Permits	0	n/a
		Sign Permits	0	n/a
		Sewer Permits	0	\$0
INSPECTIONS		Driveway Inspections	4	n/a
		Trench Inspections	0	n/a
		Site Inspections	12	n/a
		Dig-Safe requests	4	n/a
		Sewer/Drain Inspections	1	n/a
		Street Light Inspection	0	n/a
Totals			21	\$0

WATER SUPPLY

The Water Supply Division produced 28.4 million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled.

Water Treatment

Reservoir Levels as of 4/2/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	-1.00 feet	Meetinghouse
Scott	Full	Full	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 3/27/20 through 4/2/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,091,000	25,388,000	31,479,000
Backwash to waste (Gal)	808,000	2,232,000	3,040,000
Finish Water - Treated & Distributed (Gal)	5,283,000	23,156,000	28,439,000
Capacity	(6 MGD) 15%	(12 MGD) 30%	(18 MGD) 25%
Efficiency	87%	91%	90%

- Due to the COVID-19 crisis, only required/regular maintenance is being completed in the plants as well as any emergency repairs. Treatment personnel have been permanently (for the duration of the crisis) sequestered to each treatment plant and no intermingling or transferring of treatment operators between plants will occur. Outside contractors will only be utilized for emergency repairs or for maintenance that is necessary to keep the treatment plants in good operating condition.

Water Distribution

- Reservoir Caretaker continued cleaning/painting interior walls/piping at the Bickford/Mare Meadow pump stations.
- Reservoir Caretaker cut brush on Mare Meadow Dam face.
- 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 personnel Loamed and seeded 362 Wanoosnoc Road and 115 Rinnock Road.
- FWD personnel updated the blow off list (locating, cleaning boxes, take new ties, remove from list if not there anymore, etc.).
- FWD personnel responded to 229 Fisher Road for a dirty water complaint, upon arrival personnel found a landscaping company (New England Landscaping) was filling their hydro-seeder with water from a hydrant (illegally). FPD was called and responded to take a report. Hydrant was found to be now broken (trying to operate in the wrong direction,

using a pipe wrench to operate). Hydrant is out of service (FFD notified) and will be replaced and company billed.

- FWD personnel excavated and installed a new hydrant at the Civic Center by Landry Arena and hooked up garden hoses to it for use by MEMA. Old hydrant was found to be leaking in the ground from a gasket at the shoe so the hydrant needed to be replaced.
- FWD personnel flushed the hydrant on the end of the water main at 101 Longwood Street to help with water quality in the area.
- FWD personnel assisted all week in the meter department covering a vacant position.
- The new Panasonic Toughpads were received and sent to the IT department for needed software downloads, several phone conversations with IT streamlining the CAD file database so the appropriate software is installed.
- FWD personnel hauled fill from the pit to Rindge Road for stock.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- FWD personnel cleaned/disinfected steering wheels, shifters door handles and knobs in all water division vehicles.
- Completed housekeeping/disinfection of common surfaces at 1200 Rindge Road throughout the course of the week.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Hydrant Maintenance	Flushed	Winterized
1,632	3	1	0	140	1	0

Administration and Meters/Billing

- Total of 14 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 2 purchase requisitions were entered into Munis for approval by Purchasing.
- The Fitchburg Water Division participated in the conference call that is being held weekly (this is the third week) with MA DEP, Massachusetts Water Works Association, and several hundred public water suppliers across the state. The Commissioner of MA DEP, Martin Suuberg, presented a status update in regard to COVID-19 and its effects/impacts on public drinking water suppliers. Mr. Suuberg also provided answers to questions submitted by public water suppliers over the past week.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	2
DigSafe Mark-outs	4
Inspections of Work on Water System	2
Record Plan Updates	14
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	3
Located/cleaned gate/curb boxes	85
Final Readings/Real Estate Closings	5
New Meter Installations	1
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	117

WASTE WATER

The WWTF processed 68.83 million gallons of sewage. In total, 73.77 tons of organics and 120.72 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 3/22/2020 - 3/28/2020</u>		
Sewage Flow	68.83	Million Gallons
Rainfall	1.54	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	150,091	Pounds
BOD _{out} (lbs)	2,546	Pounds
BOD Removal (%)	98.29%	
TSS _{in} (lbs)	245,642	Pounds
TSS _{out} (lbs)	4,211	Pounds
TSS Removal (%)	98.27%	

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Wed. - Apr. 1st: participated in group "ZOOM" call held by MassDEP Commissioner Martin Suuberg, held for Massachusetts Wastewater Professionals, regarding COVID-19 pandemic.

- Coordinated ZOOM meeting and “rehearsal” meetings for regular participants of Fitchburg’s Water/Wastewater Commission, which is planning to hold a “virtual” video meeting on Wednesday – April 8th.
- Fitchburg Wastewater has implemented isolation practice measures to prevent outsiders (whether other City Departments employers, or non-employee third parties) from contact (within “social distancing” protocols) with East Plant staff members. Heightened sanitizing cleaning practices for common contact surfaces has been implanted. Reinforcement of personal hygiene cleaning practices (which is already “standard operating procedure” for the wastewater worker environment) has been reiterated to staff.

Sewer System

- CCTV’d 500 feet on Rollstone Street near Electric Avenue. Camera started to flicker and needs a new cable, new cable was ordered.
- Prepped and paved patches on Clarendon Street and St. Bernard Street.
- Conducted a 20-foot spot repair on an easement at #20 Olin Drive. Pipeline has been an issue for a very long time. Removed a defective spot repair, an abandoned wye, and joints with heavy roots. Line can now be jetted from manhole to manhole.
- Replaced a concrete septic style cover on Olin Drive Easement with a new frame and cover for improved access. Replaced and raised a cover at #20 Olin Drive that frequently became buried.
- Problem Areas and Pump Stations checks: no issues were observed.
- PJ Albert separated one combination manhole cover on Water Street, and also had to repair the drain line adjacent to the combination manhole (due to it having collapsed).
- Finalized answers to questions, and provided to Purchasing, so that an addendum could be issued for “On-Call Construction Contract”.

DPW ADMINISTRATION

- Winter operations:
 - Calculated costs associated with the plowable snowstorm on 3/23-3/24 and updated tracking files.
- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Continued working on a financial review of the water department revenues and expenses.
 - Pulled all backup and created tracking system for all costs to date that count towards the required match for the Rollstone Hill Trail project.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Continued reviewing applications for the DPW Head Clerk position.
 - Modified the COOP plan for the DPW building administrative staff to institute staggering shifts.

- Submitted a PO to Perma-Line for signs for the MassDOT Safe Routes to School Lines & Signs grant for the Reingold School area.

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	30	\$ 21,971	*Note 1			
Cemeteries	11	\$ 4,444				
Parks						
Recreation						
Water Supply	14	\$ 9,424				
Waste Water	43	\$ 88,026	*Note 2	\$ 16,020		
			*Note 3			
Total	98	\$ 123,865		\$ 16,020	\$ -	\$ -
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		188,471				
*3 - Industrial Billing Payments						