

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update May 11 - May 17, 2020

Dear Mayor, Councilors, and Colleagues;

Maintaining the city's streets and sidewalks is one of DPW's essential functions. Along with traffic and weather, utility trenches are one of the main culprits contributing to poor pavement conditions. A poorly restored trench causes the roadway to settle, creates rough pavement conditions, allows for water intrusion into the subbase and overall causes premature failure of the pavement or sidewalk. In order to protect the city's investment in our roadways, DPW Engineering Division has consolidated and updated the Street Excavation & Restoration Policy. This policy merely codifies many existing City codes, standards from the Department of Telecommunications & Energy (DTE), and prior City policies and engineering standards.

The updated policy was developed in close coordination with UNITIL Gas & Electric, DPW Water Division, and DPW Sewer Division since they are by far the biggest applicants for street excavation permits. The updated policy specifically addresses the following:

1. UNITIL Gas will henceforth pay the full \$250 permit fee instead of the 'discounted' \$75 fee they had been paying for decades. Per city code the \$100 inspection fee is waived for public utilities;
2. UNITIL Electric will henceforth apply for permits anytime they dig up the sidewalks;
3. UNITIL (and all other contractors) will be responsible for repairing sidewalks.
4. UNITIL (and all other contractors) will follow strict trench restoration standards including a full 5.5-inch pavement T-section.
5. A 5-year moratorium will be strictly enforced. No roadway paved or surfaced within the last 5 years will be allowed to be trenched. This is necessary to preserve what little paving we can accomplish each year.
6. DPW Engineering Division will be inspecting all trenches and failing them if necessary.

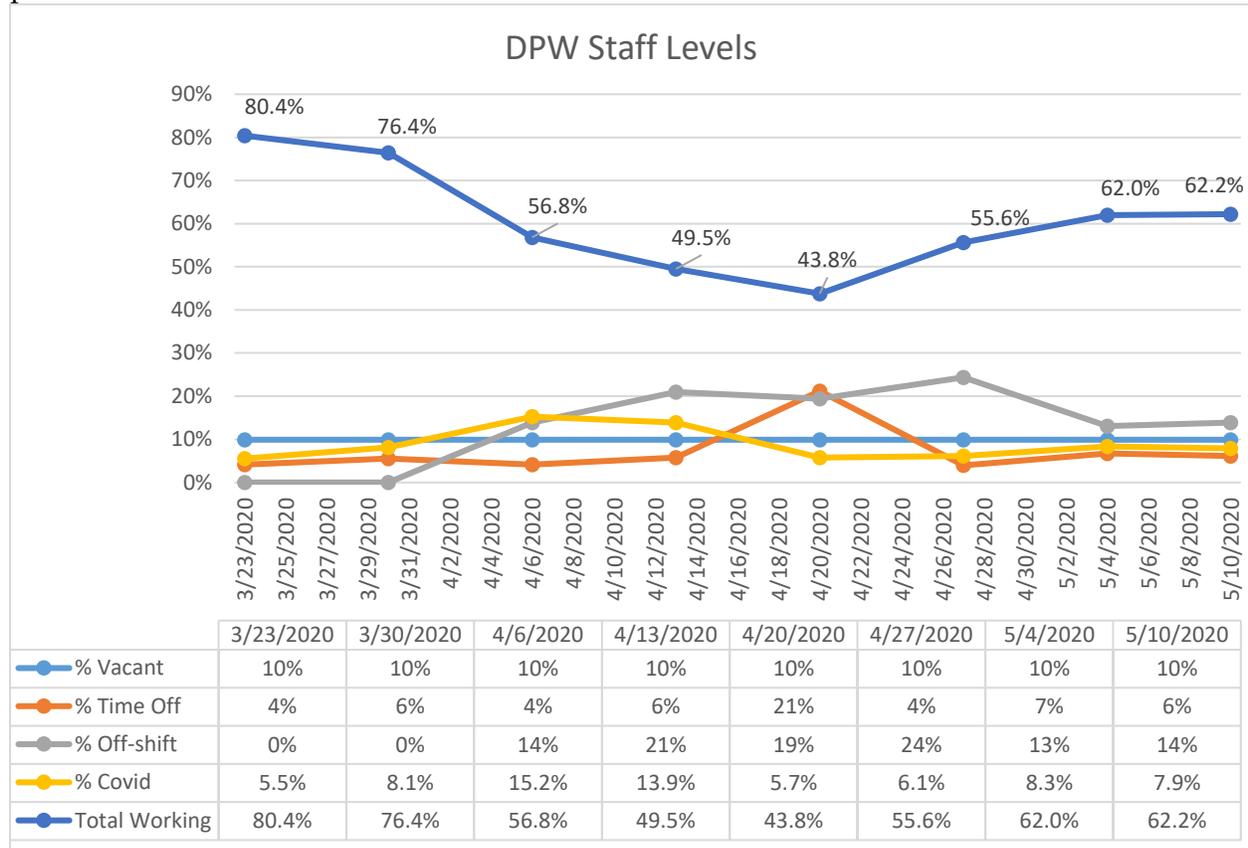
While UNITIL, contractors, and even DPW divisions may be less than enthusiastic about the increased vigilance it is a necessary move to preserve our roadways and sidewalks.

Sincerely,

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

DPW STAFFING

DPW Staffing levels for the past week were at 62%. The wastewater treatment plant operators continued to work on a 1-week on/2-weeks off rotation where operators take turn living at the plant 24/7 in an effort to reduce COVID-19 risks. The plant maintenance and sewer crews also continued a three-day on/three-day off rotating shift. Several employees continue to be out with COVID-19 related issues including childcare and doctor mandated isolation. Overall, staffing levels continue to climb from the lows experienced in April during the height of the pandemic lockdown.



DPW continues to have a high vacancy rate (10%) with 10 open positions across multiple divisions and one Workers Comp extended absence:

Position	Division	Last Date Worked	Working Days Lost
Assistant City Engineer	Engineering	1/6/20**	96
DPW Clerk	Streets	3/13/20	47
Dispatcher	Streets	10/26/19	146
Working Foreman	Streets	7/7/19	226
HSMEO	Streets	9/7/18**	442
Mechanic	Streets	9/7/18*	442
Laborer	Parks	1/6/20	96
General Foreman - Collections	Wastewater	3/8/18	573
Head Water Meter Reader	Water	2/18/20	65
Water Distribution HSMEO	Water	7/19/16*	1000
Water Distribution LMEO	Water	12/20/19	107
Total Man-days lost			3240

<p>STREETS DIVISION Gary Withington - Superintendent</p>

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 67 new requests and closed 43 requests. The total outstanding requests backlog is now 304, an increase of 24 from the previous reporting period. This is pothole season and over half of new requests are for potholes with stormdrains coming in second.

<u>Reporting Period</u> 5/4/20 - 5/17/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	280		
New Requests	67	61	6
Completed Requests	43	40	3
Total Request Backlog	304	280	24
Potholes	132	119	13
Storm Drains	79	75	4
Tree & Brush Pruning	13	12	1
Traffic, Signals, Signs	3	3	0
Berm Repairs	15	13	2
All other categories	62	58	4
New Requests	67	61	6
Acknowledged	62	58	4
Completed & Closed	5	13	-8
Open	62	48	14

The weather last week was mild and warm with a heavy wind storm on Friday.

	Saturday 5/9	Sunday 5/10	Monday 5/11	Tuesday 5/12	Wednesday 5/13	Thursday 5/14	Friday 5/15
Rain (in)	0.21	0.0	0.0	0.29	0.0	0.0	0.08
Hi/Lo Temp (F)	30/39	32/55	39/59	37/52	32/55	39/68	50/77

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

Potholes

Pothole patching efforts continued during the week at various locations, including the following:

- Marshall Road,
- South Street,
- Walton Street,
- Westminster Hill Road,

Traffic

Replaced missing stop sign at Lincoln and Lunenburg Street.

Street Sweeping

- Street sweeping is almost a month ahead of schedule, even with the staffing shortages due to COVID-19 over the month of April.
- Sweeping time (and costs) are down significantly due to the use of straight salt instead of sand during the winter. Less sand placed on the roadways during the winter means less sand to clean up during the spring.
- Street sweepers are currently cleaning Ward 3 and should be completed by the end of this week.

	Original Schedule (Start date to End date)	Actual Schedule
Ward 4	March 30 - April 15	COMPLETED April 5
Ward 5	April 15 - April 21	COMPLETED April 23
Ward 6	April 22 - May 8	COMPLETED May 5
Ward 1	May 11 - May 29	COMPLETED May 6
Ward 2	June 1 - June 12	COMPLETED May 13
Ward 3	June 14 - June 29	STARTED May 13

Miscellaneous

Hauled surplus granite from City Hall project.

Sent one DPW staff to help at airport for the week. Repaired the hangar door.

Mechanic Shop

Continued to maintain and repair all five sweepers:

- S1 - replaced conveyor belt;
- S2 - replaced hydraulic hoses for conveyor motor;
- S4 - repaired conveyor lift piston, changed main and gutter brooms.
- S5 - set up new sweeper for use.

<u>PARKS DIVISION AND RECREATION DEPARTMENT</u>
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Nate LaRose - Recreation Director

Park Crews continued cleaning up trash from parks and Main Street.

Started mowing parks.

Mulched islands along Main 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.

Per order of the Health Director, basketball courts are closed and rims have been boarded over.

CEMETERIES DIVISION
 Jaquelyn Poirier - Superintendent

The Cemetery crew (Danny Roy, Matt Claude, and Luis Laboy) along with volunteers Diane Ouellette and Patricia Chabot have spent the last several weeks preparing the cemeteries for Memorial Day. Laurel Hill Cemetery had a new fence completed, the steep hills mowed, and flags are being placed at the monuments.



Figure 1 - Laurel Hill Cemetery

Cemetery crews continued to clean up the grounds and surrounding areas.

- Checked off site cemeteries
- Picked up trash in cemetery and along bike path
- Watering flowers and spring graves
- Continued to place flags for Memorial Day
- Superintendent working with Troop #41 for a summer service project
- Continued to clean and disinfect vehicles and facilities

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

Full Interments	0
Inurnments.....	0
Up righted monuments.....	3
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	4
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	5
Payments - invoiced/processed.....	2
Family Genealogy	4

ENGINEERING DIVISION
Nicholas Erickson – Civil Engineer

Administrative

- Held conference call with Weston & Sampson to discuss logistics for an Asset Management grant of \$161,000 recently awarded to the City of Fitchburg by MassDEP. The City will use funds from the grant to initiate the creation of an electronic water distribution system map using GIS. The City will also continue to update its existing wastewater and stormwater system asset inventories, establish a baseline Level of Service (LoS) for the water system, and conduct initial public outreach to discuss asset management practices and objectives. The City's short-term goal for the grant will be to increase the flexibility of City staff to access water system information and create an electronic version of the existing records. The long term goal for the grant will be to use the water distribution system GIS map created through this effort as a building block for creation of an updated hydraulic model and below-grade horizontal asset inventory tool to determine the prioritization of assets based on the asset's risk of failure, anticipated remaining useful life, and criticality to the system as a whole. The City can use these items in the future be able to perform a life cycle cost analysis and to refine the way capital improvement decisions are made regarding timing and location of asset repairs, replacement, and rehabilitation to improve long term fiscal sustainability.
- Held conference call with Weston & Sampson to discuss applications for two Municipal Vulnerability Preparedness (MVP) Action Grants through the Executive Office of Energy and Environmental Affairs (EOEEA). The City is in the process of completing the MVP Planning Grant Program, which helps the City identify various vulnerabilities related to climate change. Once this process is complete the City will be eligible to fund projects that address these vulnerabilities using MVP Action Grants. One application will focus on funding stormwater system upgrades incorporated into the CSO 039 Combined Sewer Separation Project. The second grant application will focus on green infrastructure and flood hazard mitigation and along John Fitch Highway.
- Held conference call with Arcadis to discuss various projects under contract, including Municipal Separate Storm Sewer System (MS4) Permit Compliance Assistance, the Stormwater Utility Feasibility Study, and the Supervisory Control and Data Acquisition System (SCADA) Upgrade Project for the City's two water treatment plants.
- Scheduled an inspection of the North Nashua River Flood Damage Reduction System with the US Army Corps of Engineers (USACE) for Tuesday May 19th. The USACE typically conducts an annual inspection.
- Attended virtual Planning Board meeting.
- Assisted constituent with Deed research to identify city-owned land.
- Contacted StreetScan regarding inconsistencies on their StreetLogix portal. Certain roadways are currently displaying unusually high PCI scores.
- Completed review of Existing Conditions Survey for the Two-Way Main Street/Boulder Drive project. Comments provided to WSP.

- Assisted Colliers Project Leaders project manager Anthony DiLuzio with Utility Site Plans for Crocker Elementary School. Hard copy of plans delivered in-person to field office at Wood Place.
- Extracted list of Paving Moratorium streets from GIS streets database. List shows all streets under moratorium and year that moratorium expires. Minor editing is still required in order to show extents of moratorium segments. Once complete, this list will be made available to the public as well as utilities to aid in public infrastructure and private project planning.

Construction

- Performed construction oversight for road reconstruction on Berkley, Lenox, Garfield, and Richmond Streets. Over the past several weeks the City's contractor (PJ Albert) has performed various drain and sewer upgrades, lowered frames and covers/grates, pulverized the existing pavement, applied calcium to firm up the subgrade, graded and compacted the roadway, paved a 2" binder course of pavement, installed berm and curbing, and raised frames and covers/grates. This week PJ Albert removed a large stump in the sidewalk on Garfield Street and removed some existing sidewalk pavement that will be replaced. PJ Albert will pave the wearing course of pavement week of 5/18 through 5/22 (weather and workload permitting).

Permits & Inspections

- Assisted Water Department staff with new permit tracking software ViewPoint Cloud. Having done away with paper application forms, Water Department is now submitting all permit applications online.
- Assigned new category of inspection, Water Repair, to Water Division staff. Still working with IT to add this as an automatically assigned inspection type through the "back end" of ViewPoint Cloud
- Contacted Eustis Cable to review bond requirements for excavating in Fitchburg's right of way. They are conducting work on behalf of Comcast.
- Conducted two site visits to 70 Billing Road to investigate the cause of sink hole in a resident's driveway. Discovered the outlet end of a drainage pipe discharging to the property, but no upstream end was visible. There are new homes being built across the street, and the developer may have buried it. Need to investigate further.
- Conducted a site visit to #860 and #885 Fisher Road. Met on site with contractors to discuss permit requirements and trench restoration specifications for an electrical conduit installation under Fisher Rd. between the two prop ties. Proposed installation consists of 2 ducts plus 1 spare duct. Ducts will consist of Schedule 80 PVC piping encased in concrete. Street-opening and trench restoration to be performed by Tandem Construction.
- Conducted a site visit to 70 Snow St. to review site conditions for a curb-cut proposal. The site: a two family unit with no off-street parking, does not meet the requirements for a driveway permit.
- Made multiple daily site visits for scheduled street-opening inspections required for trench restorations (Unitil/S.Fors/PJA).
- Conducted inspections of UNITIL trenching and restorations at various sites including Clarendon Street, South Street, Water Street, and First Street (see pictures below) per new restoration standards.



Figure 2 – UNITIL Trench Restoration on Putnam Park



Figure 3 – UNITIL Full Sidewalk Restoration on Water Street

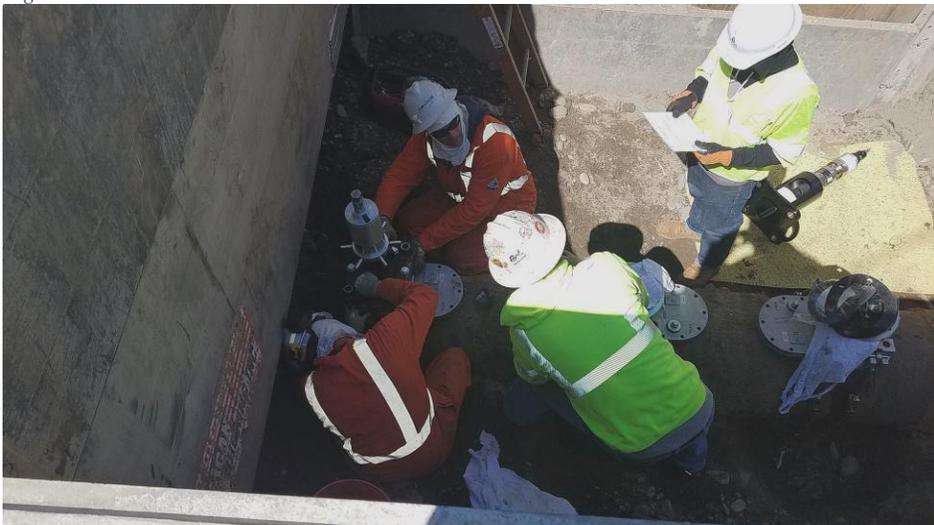


Figure 4 – NEUCO and UNITIL Crews prepare to tap into a live 20-inch Gas Main

Engineering Services				
		Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)		1	n/a
	Trench Permits (\$75)		0	\$0
	Excavation/Street Opening Permits (\$250/\$350)		4	\$75
	Driveway/Curb Cut Permits (No Fee)		0	n/a
	Sign Permits (No Fee)		0	n/a
	Sewer Permits (See Ch. 149 for Fees)		0	\$0
INSPECTIONS	Driveway Inspections		0	n/a
	Trench Inspections		10	n/a
	Site Inspections		8	n/a
	Dig-Safe requests		0	n/a
	Sewer/Drain Inspections		1	n/a
	Street Light Inspection		0	n/a
Totals				\$75

<p><u>WATER SUPPLY DIVISION</u> John Deline - Deputy Commissioner of Water Supply</p>

The Water Supply Division produced 29.2 million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 5/14/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	- 1.18 feet	Meetinghouse
Scott	Full	Full	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 5/8/20 through 5/14/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,656,000	25,914,000	32,570,000
Backwash to waste (Gal)	1,102,000	2,237,000	3,339,000
Finish Water - Treated & Distributed (Gal)	5,554,000	23,677,000	29,231,000
Capacity	(6 MGD) 16%	(12 MGD) %	(18 MGD) 26%
Efficiency	83%	%	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) 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.
- The spring removal of sludge from the backwash residuals settling lagoons continued this week (fourth full week). One load per day is being pumped from the lagoons and disposed of at the West Plant (a total of 15-20 loads needs to be removed from each of the lagoons, which takes 5-8 weeks to complete depending on precipitation/weather).
- When treatment personnel arrived at work on 5/12/20 it was discovered that the Scott Pump Station had a fault. Initially it was thought to be a communication failure between the Scott Pump Station/Falulah Tanks and the Falulah Plant but was subsequently determined to be a card in the panel at the Scott Station that had faulted. Due to this fault, there were no Falulah Tank readings (it was essentially “stuck” on the last reading that was recorded) sent from about 7 p.m. until the issue was discovered at the beginning of the next work day, which resulted in the Falulah Plant not coming on and the storage tanks draining down. Treatment personnel were able to get the system reset and running. Laviolette Controls, working with treatment personnel, were able to determine which of the three cards was faulty. Laviolette Controls had a used, spare card that was installed until a new one could be obtained (it should be in at the beginning of next week).

Water Distribution

- Mowing/brush cutting season is now in full swing. The Reservoir Caretaker cut brush on the water side of Scott Dam, Ashby Compensating Reservoir Dam, Fitchburg North Dam, and Bickford Dike and mowed/trimmed the Falulah facility, Montachusett Regional Pump Station, Wyman Dam, and Meetinghouse dam/dike.
- The bypass gate from the Scott System to the High System on Prospect Street was closed. It had been opened to promote/induce turnover in the Scott Tank/System.
- 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 excavated and reset the curb stop box at 33 Longedge Avenue.
- FWD personnel prepped and paved the trench at 706 Water Street using 5 tons of binder and 4 tons of top.
- FWD personnel investigated no water coming in at 340 Ashburnham Hill Road, the thawing machine was used to clear the service line but only made it 23 feet out from the cellar whereas the curb stop is 40 feet away. FWD will excavate the curb stop to check water pressure on the city side.
- FWD personnel prepped and paved trenches at 465 Franklin Road, 350 Daniels Street and 252 Daniels Street. DPW Engineering completed inspections on each of the trenches. These trenches were from repairs to the water system that had been completed over the winter months.
- NEUCO Unitil’s contractor hit a water service at 232 Clarendon Street, FWD personnel assisted with making the repair.

- FWD personnel excavated and repaired a water service leak on the city side of the service to 470 Blossom Street. The trench was backfilled, compacted, and will be paved next week after DPW Engineering completes an inspection.
- Investigated a possible leak at 12 Foster Court. Leak detection was performed but nothing was found, source of water was determined to be groundwater.
- Investigated low water pressure at 50 Scott Road, leak detection was performed and no leaks could be heard. Water meter needs to be checked (and will be changed at same time) to determine whether flow is restricted by debris/sediment but limited access due to a wall that was built in the cellar. Homeowner will remove the wall and schedule an appointment.
- Hauled fill from the pit to 1200 Rindge Road for stock.
- Brought W-50 (the new International truck) to have routine maintenance completed on the air compressor system.
- 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.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	3	0	0	42	33	0

- FWD personnel continued lubing/greasing hydrants on the High System.
- FWD personnel set up hydrants with garden hoses for dust control for Unitil’s contractors (NEUCO) on York Ave and for P.J. Albert in the South Street area.

Administration and Meters/Billing

- Total of 16 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 15 invoices totaling \$21,156.25 were processed for FY20 warrant WG20047.
- 3 purchase requisitions and 3 change order were entered into Munis for approval by Purchasing.
- Preparation of the preliminary reports for the May billing began.
- Longevity figures for Local 39 were calculated and sent to the City Auditor for approval. This is scheduled to be paid out on June 12.
- The Fitchburg Water Division participated in the conference call that is being held weekly (this is the ninth 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.
- The results of the quarterly testing for disinfection by-products were received and all results were below (in most cases, well below) US EPA required levels.
- Attended the bi-monthly (virtual) DPW staff meeting.

- Attended the monthly meeting (virtual) of the Water/Wastewater Commission.
- Continued working on various matters related to the Jewell Hill land conservation project. The closing is scheduled for the week of Memorial Day and all paperwork and money matters (receipt of donations and preparation of wire transfer payments) need to be finalized next week. We are in the final stretch and the typical last minute details associated with any real estate closing remain, which are time critical but usually cannot be completed until just before the closing.

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	8
Inspections of Work on Water System	0
Record Plan Updates	7
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	8
Located/cleaned gate/curb boxes	12
Final Readings/Real Estate Closings	7
New Meter Installations	11
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	56

WASTE WATER DIVISION
Jeff Murawski - Deputy Commissioner of Wastewater

The WWTF processed 85.64 million gallons of sewage during the second week of April. In total, 33.4 tons of organics and 53.9 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 5/03/2020 - 5/09/2020</u>		
Sewage Flow	85.64	Million Gallons
Rainfall	0.29	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	69,424	Pounds
BOD _{out} (lbs)	2,635	Pounds
BOD Removal (%)	95.96%	
TSS _{in} (lbs)	111,437	Pounds
TSS _{out} (lbs)	3,630	Pounds
TSS Removal (%)	96.10%	

WWTF Maintenance & Operations:

- Maintenance Workers Continue COVID-19 “Staffing Minimization”;
- Seven Maintenance Staff Are “Duty-Eligible” Status, and Rotate Scheduled Days;
- One Worker is Out (Injury).
- One laboratory worker is in COVID-19 quarantine.
- It needs to be pointed out, that the performance level has been significantly impacted from COVID-19 absences, and by the implemented “Staffing Minimization” staffing plan. This said, Maintenance is getting the service tasks done that allow the Plant to maintain treatment operations.
- TWAS Tank No. 2, Vaughn Pump: monitoring and occasionally adding oil, as needed.
- ISCO Sampler, No. 1: sampler motor failed, and need to order replacement motor; temporarily replaced by the Sampler from the Influent Main Channel (which was not in use);
- Comcast Service Line to East Plant: replacing the conduit hangers behind the guard rail (ongoing).
- Primary Basin Cross Collector Project: received the split-hub sprockets and chain; waiting on shafts, which should be fabricated after Memorial Day.
- Primary Basin Speed Reducer Replacement Project: fabricating an adaptive mounting plate (Ongoing).
- SSU Project: Contractor will be onsite next Monday (May 18th) to repair sinkholes in paved drive outside the Blower Building.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using “Staffing Minimization” hours (51 person-hours in total this week).
- CEPT Polymer System: flushed out the entire system (lines, pumps, etc.).
- 04/12/2020: “Shelter-in-Place” Plan implemented. Three (3) Treatment Operators are staying at the facility 24/7, for a 1-week period. Fourth rotation group (Team #1) began on May 3rd, at 6:00 AM. As of this report (05/15/2020) the “Shelter-in-Place” Plan is going well, and the operators are healthy.
 - The Third “shelter-in-place” team will be beginning their 2nd weeklong shift, on Sunday – May 17th, at 6:00 AM.
- 05/11/2020: Rain event caused a Secondary Treatment bypass. Plant Flow peaked at 19.52 MGD, and we bypassed 0.095 MG.
- 05/11/2020 & 05/12/2020: Participated in 2-day EPA “conference call” Industrial Pretreatment Program Audit.
- 05/12/2020 & 05/13/2020: Participated in NACWA 2-Day Webinar on Industrial Pretreatment.
- 05/13/2020: Participated in conference call with MassDEP about the current COVID-19 situation.
- 05/13/2020: Submitted NPDES Monthly DMR report, for the April 2020 reporting period.
- One Treatment Plant Operator (not a part of the “shelter-in-place” staffing program) was scheduled to perform exterior plant duties this week (clarifier cleaning, gravity thickeners cleaning, pumps and draft tube cleanings).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.

- Chemical deliveries:
 - Sodium Hypochlorite (Odor Control & Disinfectant Chemical); and
 - Bulk Polymer, C321 (Sludge Dewatering Polymer Chemical).

Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Participated in conference call with EPA, regarding Fitchburg's "Industrial Pretreatment Program" Audit (held on May 11th and May 12th).
- Wed. – May 13th: participated in group "ZOOM" call held by MassDEP Commissioner Martin Suuberg, held for Massachusetts Wastewater Professionals, regarding COVID-19 pandemic.
- Coordinated with Mr. Mike Wiseman, of Trauma Services LLC, for sanitizing cleaning service to be performed at the East Wastewater Treatment Facility on Sunday – May 17th.
- Wed. – May 13th: participated in showing of bereavement respect for "DPW brother's" deceased wife, who lost her battle with cancer.
- Friday, May 15th: sent EPA and MassDEP regulators a Fitchburg Wastewater "COVID-19 Status Update".

Sewer System

- Finished pushing back spoil piles at the 'Airport Road Pit' to create an area for a **temporary** stock piling location for grit from 'Siphon Cleaning Project'. Received quotes and placed a P.O. for jersey barriers for containment bin.
- Pushed back additional piles at the 'Airport Road Pit' for spoil storage.
- Checked CSO Regulators: 2 activations were found to have occurred, one at CSO-045 and one at CSO-032.
- Added root killer to manhole at #52 Ward Street, since jetting was unsuccessful due to small pipe size and wyes. We've also determined that sewer line is technically 'private sewer' (not a City sewer).
- Replaced batteries on five (5) ADS Echo level monitors, and two (2) ADS Triton+ batteries at CSO Regulators. Installed a post for mounting an antenna at the Head Chamber of Siphon No. 1 (at the Airport).
- Sorted castings at the 'Airport Road Pit', and returned for scrap metal.
- Conducted investigation to determine if catch basins at Water Street (at Main Street) bridge are tied into Sanitary Sewer System.
- Swapped 'Drain' cover at #31 Gillis Court for a 'Sewer' cover, and pre-marked for Dig-Safe to raise the manhole frame to grade.
- Saw-cut pavement at Clearview Avenue, where two manholes will be reset next week.
- Filed claim paperwork for #34 Bourque Terrace: homeowner had a sewer back-up, but was not due to a "City-issue".
- Finished reviewing survey plans, from WSP's 'Main Street & Boulder Drive', for connectivity. Need to conduct a few in-field investigations next week to resolve a few questions we have.

- Downloaded and reviewed data from ITracker Meter, on Punch Brook, to assist the DPW - Engineering Division in determining the cause of flooding at the Elm Street at Academy Street intersection. Based on two (2) months of data, appears Punch Brook culvert has ample capacity to handle more catch basin flow.
- Responded to two (2) service calls: on Tues. 5/12, responded to service call at #5; both were 65 Mt. Vernon St., and on Wed. 5/13, responded to service call at #42 Phillips St.; both locations were found to be homeowner issues.
- Assisted developer with mapping, and with questions about existing sewers on Leighton Street and Kimball Street. What we found was a sewer lateral from the neighboring house that runs through basement of developer's house, and then flows out to the City Sewer in the street.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Reviewed correspondence from City Solicitor's office regarding sewer industrial billing and prepared response.
 - Performed analysis of routine work items performed in FY20 compared to FY19 and compiled memo showing costs and man hours for review.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Worked with Human Resources department to schedule DOT physicals for individuals with expiring DOT medical cards.
 - Correspondence with City's paving contractor regarding billing for work performed and how it should be billed per our contract. Received revised invoices that were correct and were billed per our contract terms.
 - Submitted Amendment # 1 for the Westminster Hill Road Bridge project to Weston & Sampson.
 - Participated in a conference call with ActSoft/Encore regarding capabilities and features of their software that the City currently has. ActSoft is the software used for vehicle tracking (City vehicles as well as contracted snow plows during snow events).
 - Started compiling a list of all City customers with water and/or sewer accounts for the sewer system manager.

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	31	\$ 134,973	*Note 1			
Cemeteries	7	\$ 16,689				
Parks	1	\$ 39				
Recreation						
Water Supply	15	\$ 21,165				
Waste Water	35	\$ 58,631	*Note 2	\$ 25,670		
			*Note 3			
Total	89	\$ 231,497		\$ 25,670	\$ -	\$ -
*1 - Verizon lease payment						
*2 - Septage at East Plant (Gallons)		302,000				