

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update June 8 - June 14, 2020

Dear Mayor, Councilors, and Colleagues;

As of today, the Fitchburg playgrounds, basketball courts, ball fields and the Dog Park are open for use. Guidance on using the parks, courts, and fields will be posted and can be found on the [city website](#). Organized sports leagues can now submit a permit request with our Parks and Recreation Department, to gain approvals. We ask that all sports leagues comply with the Massachusetts Executive office of Energy Affairs and Environment Guidelines for Providing Outdoor Adult Sports and Supervised Youth Sports Leagues, as well as CDC guidelines.

This season the city will not be opening the J. Robert Crowley Swimming Complex. However, the Johnson State Pool will be opening for residents to use throughout the summer. Also, the Parkhill Park Splash Park and the Crocker Playground Spray Pad will be opening this summer. The Parks Department is reviewing all requirements for operating and will be announcing an opening date in the near future.

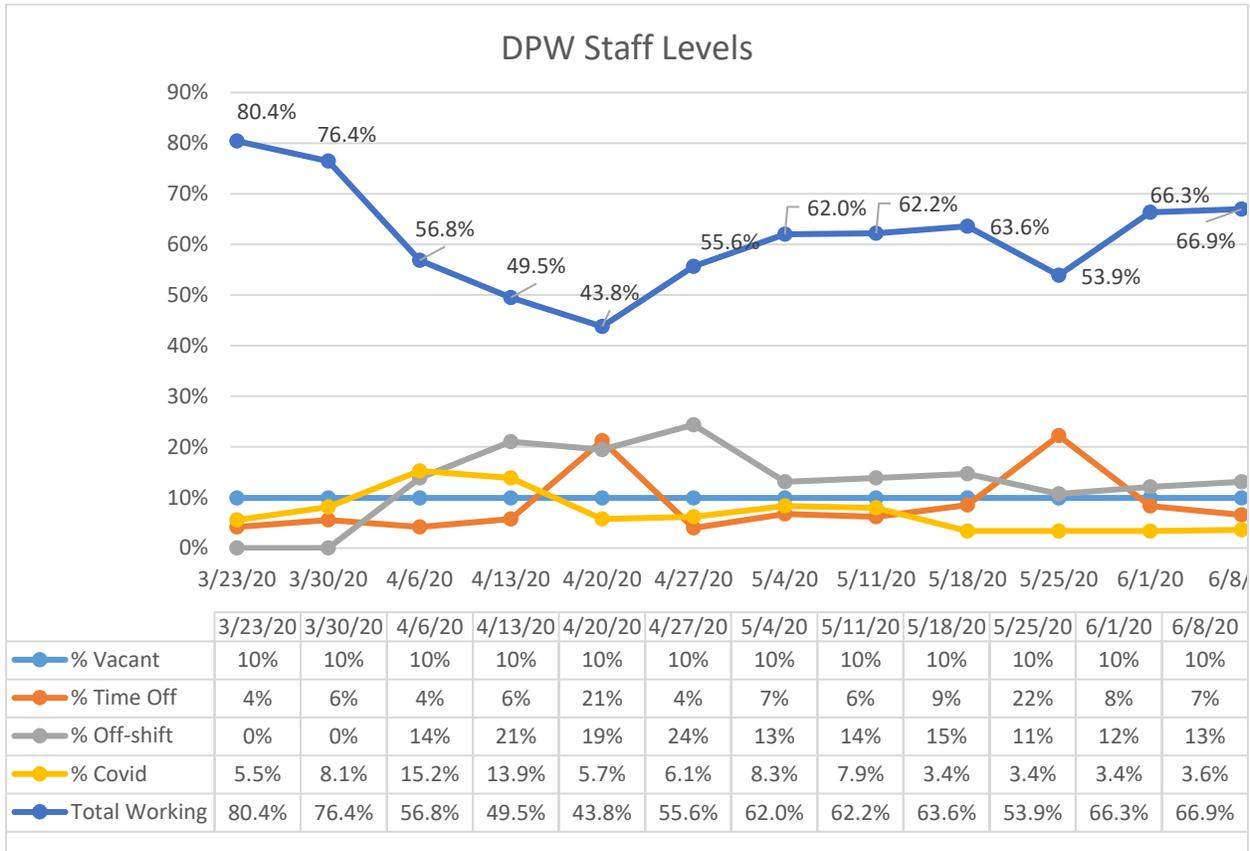
The annual Summer Playground Program will not be operating in parks this year. In lieu of the playground program the City is pleased to announce we are in the process of planning a Summer Online Program which will feature arts and crafts, fitness activities and nutritional demonstrations.

Sincerely,

Nicolas Bosonetto
Commissioner of Public Works/City Engineer

DPW STAFFING

DPW Staffing levels for the past week were at 66.9% due to vacancies, personal time off, and on-going COVID-19 issues. We are also without the inmates or seasonal hires that help to augment our workforce and aid in the landscaping work. The wastewater treatment plant operators completed their 1-week on/2-weeks off rotation last week and are returning to regular operating schedules this week.



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**	116
DPW Clerk	Streets	3/13/20	67
Dispatcher	Streets	10/26/19	166
Working Foreman	Streets	7/7/19	246
HSMEO	Streets	9/7/18**	462
Mechanic	Streets	9/7/18*	462
Laborer	Parks	1/6/20	116
General Foreman - Collections	Wastewater	3/8/18	593
Head Water Meter Reader	Water	2/18/20	85
Water Distribution HSMEO	Water	7/19/16*	1020
Water Distribution LMEO	Water	12/20/19	127
		Total Man-days lost	3460

<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 82 new requests and closed 65 requests. The total outstanding requests backlog is now 368, an increase of 17 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> 6/1/20 - 6/14/20	<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	351	
New Requests	82	71
Completed Requests	65	54
Total Request Backlog	368	351
Potholes	147	147
Storm Drains	72	72
Tree & Brush Pruning	19	17
Traffic, Signals, Signs	4	3
Berm Repairs	20	20
All other categories	106	92
New Requests	82	71
Acknowledged	68	55
Completed & Closed	20	19
Open	62	52

The weather last week was warm and dry.

	Saturday 6/6	Sunday 6/7	Monday 6/8	Tuesday 6/9	Wednesday 6/10	Thursday 6/11	Friday 6/12
Rain (in)	0.0	0.04	0.0	0.0	0.04	0.01	0.56
Hi/Lo Temp (F)	61/84	54/66	52/75	57/81	61/75	64/70	63/79

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

Traffic

Continued painting crosswalks and stop lines on Westminster Street, Mechanic Street and John Fitch Highway.

Cut trees, painted parking spaces, and blacked out double yellow line on Oliver Street. This configuration will dovetail the proposed 2-way Putnam Street conversion layout.



Figure 1 - Olive Street Parking

Stormwater

Finished rebuilding catch basin Walton Street.

Started rebuilding catch basin on Liberty Circle.

Berms

Prepared berm installation on 350 Walton Street, Cathy Street, Woodland Street, North Street, St Andrew Street.

Potholes

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

- Ashburnham Hill Road,
- Ashburnham Street,
- Cane Street,
- Granite Street,
- Henry Street,
- Middle Street,
- Reingold Ave,
- St Camille Street,
- St Joseph Ave.

Paved patch on Walton Street using DPW milling and paving machines.



Figure 2 - Paving Patch on Walton St

Miscellaneous

Removed barriers from FPD station.

Cut brush on Franklin Street, Rollstone Street, Kimball Street, River Street, Westminster Street, Intervale Road, Bemis Road, Boutelle Street

Trash & Streetsweeping

Picked up trash on Main Street, Rollstone Road and Fifth Mass Pike.

Various spot street sweeping around the city.

Sidewalks & Crosswalks

Crews continued working on the crosswalks along Franklin Road across Shadow Drive, Reingold Avenue, and the exit driveway from the school. Old sidewalks were demolished, granite curbing was set and ADA ramps were formed.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose - Recreation Director

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

Continued mowing grass on various parks and traffic islands.

Finished preparing Parkhill and Crocker splash parks for the summer season.

CEMETERIES DIVISION

Jaquelyn Poirier - Superintendent

The Cemetery crew continued to clean, mow, and maintain the cemetery grounds. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	0
Inurnments.....	0
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	7
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	8
Payments - invoiced/processed.....	3
Family Genealogy	3

ENGINEERING DIVISION

Nicholas Erickson - Civil Engineer

Administrative

- Held conference call with DPW divisions to review the updated trench restoration policy.
- Held call with Building Department to discuss work at 18 Blossom Street, which is a townhouse development that started a number of years ago but construction stopped after the installation of foundation and utilities. It appears that construction will be resuming.
- Issued Notice to Proceed to Weston & Sampson to begin design of repairs to the retaining walls supporting both sides of Arbor Way. This short dead-end roadway was constructed during the late 90's as part of the Montachusett Industrial Park Expansion and it serves two businesses. The walls have since begun to fail. Weston & Sampson will design and permit earthen embankments to stabilize the wall. This repair option will be much more cost effective both to construct and to maintain than other repair options available.
- Reviewed Payment Requisition No. 2 for the Narrows Road Hydroturbine Project and authorized payment.

- Attended the City Council Finance Committee meeting to discuss DPW's request for an appropriation from free cash in the amount of \$400,000 to be used as a cash match for two Municipal Vulnerability Preparedness (MVP) Action Grant applications. The first application focuses on obtaining funding for \$1.2M in stormwater upgrades as part of the combined sewer separation work being done by the DPW Wastewater Division. The second application focuses on obtaining funding for the design and permitting of green infrastructure improvements for the John Fitch Highway corridor in accordance with a study completed by MassDevelopment and the Urban Land Institute in 2011. The project will be designed to improve flooding and water quality issues in Baker Brook, beautify the area, and make the corridor more pedestrian-friendly.
- Continued working on grant applications for the two MVP Action Grants discussed above.
- Performed records search for 33 Heywood Street per request from Andrysick Land Surveying and provided them with street layout and utility plans.
- Performed records search for Pratt and Beech Streets per request from Circumspect Land Surveying and provided them with street layout and utility plans.
- Performed records search to determine if sewer connection fees were paid for 43 Skyview Drive. This is a subdivision that was constructed a number of years ago, but this particular lot was not developed at the time. It appears the owner is looking to build it out and claims the sewer connection fees were paid; however there are no records on file in the Engineering office.
- Performed records search for Crocker Elementary School per request of Samiotes, who is performing a survey of the property.
- Performed records search and sent utility plans and a list of bonded contractors to the owner of 10 Longwood Avenue.
- Held conference call with Arcadis to discuss final scope, fee, and schedule for Phase 2 of the Supervisory Control and Data Acquisition (SCADA) Upgrade Project.
- Sent a list of bonded contractors to project proponent of development at 119 Alpine Road.
- Performed records search for 50 Frankfort Street per request from UDA Architects.
- Followed up with property owner of 579 South St to review permits requirements in order to proceed with site development. Issued Street Opening and Trench permits to proceed with water line installations only.
- Spoke with the Mayor's office regarding new lightpole wiring and RRFB placement for the City Hall project.
- Supplied various Fitchburg plans to surveyors at Coneco Engineers, Inc.

Permits, Site Visits & Inspections

- Performed site visit to 74-98 Northfield Road per resident report of erosion along the roadside resulting from the construction of three single-family homes. The subject properties are located in Fitchburg, however the road is located in Ashby. Notified the Building Commissioner, who plans to look into the issue and contact the Town of Ashby (1 SITE VISIT/INSPECTION).
- Performed site visit to 67 Townsend Street and Redman Place to investigate reports of drainage issues. It appears that runoff from a high point at 15 Redman Place north to the end of the road and funnels directly into the property at 67 Townsend Street and is causing some erosion. No drainage system was observed in the field. Found a plan showing proposed drainage that was never constructed because an easement could not be secured. Performed a second site visit with the Superintendent of Streets to determine if there is anything that could be done. It appears any sort of drainage install will require acquisition of an easement. Will continue to look into this matter (2 SITE VISITs/INSPECTIONs).
- Performed site visit to Alpine Hill Road near house number 96 with the Superintendent of Streets to investigate an old stone culvert in need of replacement. Due to the depth of the culvert, this project may be best suited for an outside contractor (1 SITE VISIT/INSPECTION).
- Performed site visit to the Shea Street swale with the Superintendent of Streets to assess maintenance needs. The swale appeared to be in need of mowing. Grass along the berm adjacent to the roadway is in poor shape and needs to be re-seeded. There is also a small ditch along the southern end leading to a drop inlet that needs to be cleaned (1 SITE VISIT/INSPECTION).
- Performed site visit to Ashburnham Hill Road between Caswell Street and the Westminster town line to investigate resident reports of poor asphalt condition and failing drainage. The asphalt appeared to be in very poor condition, and based on the size and pattern of the aggregate is likely over 30 years old. Observed two culverts along this stretch of road. The first, located near house number 1577, appeared to consist of a 12" concrete pipe installed perpendicular to the road with rubble stone masonry headwalls on either end to allow flow beneath the road. Although the headwalls and guard rails are in poor condition, the pipe ends appeared open and freely flowing. The second, located just before the Westminster town line, appeared to consist of an 18"-24" corrugated plastic pipe installed parallel to the roadway along the shoulder to convey ditch flow from Fitchburg to a small pond along the same side of the roadway in Westminster. Only the ditch, inlet, and approximately 10' of the culvert are located in Fitchburg, while the remaining ~180 feet of the culvert and the outlet are located in Westminster. Both the ditch and the culvert pipe appeared to be freely flowing. Neither culvert appeared to be in immediate need of attention, but should be re-evaluated prior to any paving work conducted along this stretch (1 SITE VISIT/INSPECTION).
- Performed site visit to 32 Ashburnham Hill Road to discuss a plan for a parking lot development on an adjacent parcel with frontage on Read Street with the project proponent. Informed him that the proposed development would need a Site Plan Review by the Planning Board (1 SITE VISIT/INSPECTION).

- Conducted site visit to City Hall construction site to discuss wiring and pull box installation for ornamental streetlights and RRFB. Provided specifications and direction for the placement of streetlight poles, pull boxes and an RRFR base (1 SITE VISIT/INSPECTION).
- Conducted site visit to 579 South St to inspect work performed and assure they have required permits (1 SITE VISIT/INSPECTION).
- Performed site visit to measure ADA ramps along Franklin Road and determine quantities need for concrete pours (1 SITE VISIT/INSPECTION).
- Performed site visit to 101 Game On Way to inspect storm water controls and to inspect current utility installations (1 SITE VISIT/INSPECTION).
- Performed site visit and returned phone call to constituent regarding streetlights in their parking lot at 1125 Main Street. Streetlights determined to be under private ownership (1 SITE VISIT/INSPECTION)
- Performed site visit to 10 Mattson St for emergency water repair (1 SITE VISIT/INSPECTION).
- Performed construction oversight/inspection for DPW paving overlay on Walton Street (1 SITE VISIT/INSPECTION).

Engineering Services				
		<u>Type</u>	<u>Number</u>	<u>Fees</u>
PERMITS		Street Occupation Permits (No Fee)	0	n/a
		Trench Permits (\$75)	1	\$75
		Excavation/Street Opening Permits (\$250/\$350)	12	\$2,500*
		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	0	n/a
		Site Visits/Inspections	13	n/a
		Dig-Safe requests	1	n/a
		Sewer/Drain Inspections	0	n/a
		Street Light Inspection	1	n/a
Totals			28	\$2,575

*Includes 10 Unitil permits at \$250 each, one Water Division permit at \$0 (fee waived), and one Wastewater Division permit at \$0 (fee waived).

WATER SUPPLY DIVISION

John Deline - Deputy Commissioner of Water Supply

The Water Supply Division produced 33.4 million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 6/12/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	- 0.36 feet	Meetinghouse
Scott	Full	- 1.12 feet	Mare Meadow
Lovell	- 1.74 feet	Full	Bickford
Water Filtration Plant Flows/Production from 6/5/20 through 6/11/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,092,000	29,086,000	37,178,000
Backwash to waste (Gal)	1,194,000	2,566,000	3,760,000
Finish Water - Treated & Distributed (Gal)	6,898,000	26,520,000	33,418,000
Capacity	(6 MGD) 19%	(12 MGD) 35%	(18 MGD) 30%
Efficiency	85%	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) 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 - only a couple loads remain from the last lagoon so it will be completed next 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).
- Lost communication with all stations again on 6/8/20 - contacted Verizon and they reported that there was no issue on their end. Laviolette Controls came in on 6/9/20 and could not find any issues with the SCADA, modems, etc. Contacted Verizon again and when they ran a scan on their system they said that they found a "bridge was disconnected" (not sure what that means). After Verizon reconnected the "bridge", treatment personnel reset all modems and everything came - it is likely that it was Verizon's issue right along (we will monitor for additional issues and report to a higher up at Verizon if it continues).
- Treatment personnel were called in for an alarm at the Marshal Station - turned out it was a bat that was carefully escorted out of the building by the on call person. The police accompanied treatment personnel to the station during the call as it is in an area that we have experienced vandalism, etc.

Water Distribution

- Mowed/weed wacked all of 1200 Rindge Road, including rip-rap areas, Bickford Dam/Dike and Lovell Dike.
- The gate at the Marshall PRV station was damaged/vandalized - the gate was bent and the pole ripped out of the ground by a vehicle from the inside. Patrolled from Marshall to Overlook to Scott Road transmission line and discovered that the gate at dead end of Scott Road was also pushed over. Installed a chain at Scott Road and propped gate closed at Marshall (personnel excavated and replaced pole). New gates will need to be fabricated after July 1.
- During the week, FWD crews checked/maintained all water trenches repaired with cold patch.
- FWD personnel continued lubing/greasing hydrants on the on the High System.
- FWD personnel excavated and renewed the water service on the city side at 37 Pelham Street, contractor (Proctor Excavating renewed the owner’s side). Trench was backfilled, compacted and paved.
- Investigated a call of discolored water on Daniels Street, caller advised water cleared up right after it was reported.
- Investigated/located the two blow offs on the 24-inch transmission mains off Authority Drive, no water leaking out and access to them is ok. Easement though is pretty grown in. This was investigated after the Foreman from the Westminster Water Department mentioned to our engineering personnel that a sample was taken from the Narrows Road Brook and it showed a chlorine residual - they will collect another sample soon and see if chlorine shows (and get the location of where the sample is being taken).
- Investigated discolored water at 248 Bemis Road Rear, located and marked both the 2-inch and 1.5-inch services in that area. The services are old iron pipe and need to be replaced.
- Located and took new ties for the water services on the demolition list, these services will need to be cut and capped before demolition of the buildings.
- 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	Maintenance Completed	Painted	Flushed
1,632	4	0	0	84	10	0

Administration and Meters/Billing

- Total of 11 real estate closings - final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.

- 17 invoices totaling \$75,179.44 were processed for FY20 warrant WG20051.
- 3 purchase requisitions and 4 change order were entered into Munis for approval by Purchasing.
- Began reviewing the open (FY20) Purchase Order list and preparing for fiscal year end.
- Posted the cancelation of the June Water/Wastewater Commission meeting on the City website and also notified FATV and the City Clerk.
- Began putting together/labelling vendor folders for FY21.
- Sold 3 water meters, 2 for renovations and 1 for irrigation.
- Reloaded the D section of the City in order to reread these water meters. This is becoming an ongoing issues with the Badger meters/software in that not all readings are coming in. These issues point to the need to move forward with the Neptune meter installations as soon as possible.
- Contacted Weston and Sampson about the high hazard backflows and how they may be able to assist us with getting the testing done.
- Missy emailed, called, and then filed a Help Ticket with IT about getting a PDF of all monthly bills. This is an outstanding item with Water Smart that needs to be completed.
- Missy created usage and payment reports for 3 properties going back to 2017 for an appraiser.
- Missy sent letters to customers that have a “tamper” code on their Badger Meter.
- Missy calculated May time off sheets and they were distributed to the staff.
- Began assembling paperwork needed for State reimbursements for the Jewell Hill project (everything needs to be submitted by the end of June).

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	1
DigSafe Mark-outs	5
Inspections of Work on Water System	4
Record Plan Updates	4
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	3
Curb Stops Turned off/on	6
Located/cleaned gate/curb boxes	23
Final Readings/Real Estate Closings	7
New Meter Installations	11
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	64

WASTE WATER DIVISION

Jeff Murawski - Deputy Commissioner of Wastewater

The WWTF processed 47.12 million gallons of sewage during the third week of May. In total, 39.8 tons of organics and 46.6 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 5/31/2020 - 6/06/2020</u>		
Sewage Flow	47.12	Million Gallons
Rainfall	0.33	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	81,879	Pounds
BOD _{out} (lbs)	2,269	Pounds
BOD Removal (%)	97.21%	
TSS _{in} (lbs)	97,707	Pounds
TSS _{out} (lbs)	4,370	Pounds
TSS Removal (%)	95.26%	

WWTF Maintenance & Operations:

- 04/12/2020: "Shelter-in-Place" Plan implemented. Three (3) Treatment Operators are staying at the facility 24/7, for a 1-week period. Ninth rotation group (Team #3) began their 3rd and final rotation week on Sunday - June 7th, at 6:00 AM.
 - As of this report (06/05/2020) the "Shelter-in-Place" Plan is going well, and the operators are healthy.
 - Wastewater Management is making preparations for the discontinuing of the "Shelter-in-Place" staffing, beginning on Sunday - June 14th.
- 06/03/2020: Took 2nd Stage Secondary Clarifier No. 1 offline, for SSU Project 'warranty' repairs. **Update:** Waterline has their subs here working on the job.
- 06/11/2020: Completed May 2020 NPDES DMR report.
- 06/11/2020: SSU project SCADA work with LCS.
- 06/12/2020: Treatment Operator, Jarrod Hendley has tendered his '2 week notice', indicating that he has accepted a position in the construction field (with a paving company).
- 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
 - Polymer (C321) for Fournier Presses (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.
- Collaborating with Purchasing, Community Development & consultant (West Group Law) on the Request For Expressions of Interest on the repurposing of the Westerly Wastewater Treatment Facility.
- Participated in multiple “Reopening Committee” virtual meetings.
- Coordinating for completion of necessary CWSRF Loan Application documents, for the CSO 007, 011, 039, 048 Project.....waiting on City Solicitor.

Sewer System

- Service call for broken sewer manhole cover, at #55 Jeanette Street; replaced cracked cover.
- Service call for slightly surcharged manhole, from the homeowner at #43 Patton Street, who reported backing up; Sewer Crew responded to the call. After a meeting with resident later in week, it was determined it was a sanitary sewer overflow (SSO); and we will file paperwork with MassDEP/EPA this week. We will also conduct CCTV inspection of downstream pipe line, as debris contained stones and a piece of pipe indicating a possible collapse, although previous CCTV indicates a perfect pipe.
- Checked problem areas and CSOs, as a result of the week’s rain event; it was discovered that we had one (1) CSO activation at CSO-039.
- Replaced and paved a manhole cover at #43 Causeway Street.
- Replaced and paved a buried manhole cover at #792 River Street.
- First part of the training for the new combination sewer jetter/vacuum truck was conducted
- Met with owner of #32 Adams Street, due to sewer backups during rain events. Explained to Owner that it’s probably the backflow preventer, since Owner indicated it is old and his back up issues have been getting worse over time. Sewer System Manager indicated to Owner that he should consider having a plumber come out to check things, as the city sewer in the street was flowing fine, albeit evidence of surcharge in manhole. It’s a combined sewer area that’s been known to surcharge in the past. We jetted Hartford Street as a favor for #32 Adams Street; and the sewer line was flowing fine with minimal debris flushed from the line during cleaning.
- CCTV’d a sinkhole on Shea Street, at Lee Avenue: sewers seem fine, with no significant defects observed in the line.
- ADS Environmental came to the City to conduct maintenance on a few sewer meters and also to do a new meter install on Punch Brook for flow capacity determination purposes.
- Performed a site visit at #1 Wood Place to determine viability of leaving existing tree and retaining wall in place for the new sewer installation. Tree and wall will have to be removed, as the contractor’s cost proposal to relocate sewer line (to avoid the tree and wall) was cost-prohibitive. Will meet with Private Property owner next week to discuss “in-kind” options for replacing tree and wall.

DPW ADMINISTRATION
Courtney Lamoureux - Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Continued year end reviews and processes for close out of FY20.
 - Calculated and submitted continuing appropriation budgets for water and wastewater enterprise funds for July, August, and September for the City Auditor’s office. The 3 month continuing appropriation budgets will be presented to Council for approval and will be used until the fiscal year budgets can be set.
 - Researched stormwater funding and spending since the inception of the MS4 permit and provided to the Civil Engineer for inclusion with 2 grant applications.
 - Researched electricity and natural gas spending and consumption for the wastewater East Plant and submitted to the Deputy Commissioner for response to questions on the RFEI for the West Plant.
 - Started calculating the Q4 sewer use industrial billing.

- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Finalized the paperwork for the upcoming retirement of the Assistant City Engineer.

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	62	\$ 41,702	*Note 1			
Cemeteries						
Parks						
Recreation	6	\$ 943				
Water Supply	17	\$ 75,179				
Waste Water	34	\$ 102,894	*Note 2	\$ 37,895		
			*Note 3			
Total	119	\$ 220,718		\$ 37,895	\$ -	\$ -
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						