

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update May 18 – May 24, 2020

Dear Mayor, Councilors, and Colleagues;

Last year DPW invested \$600 into training our staff to transition snow & ice operations from sand to salt. The resulting savings from snow/ice operations and street sweeping for this fiscal year total \$174,758 – a return on investment (ROI) of 29,126%. During these times of fiscal constraints it is important to note that investing in our employees to increase efficiency is a strategy that results in higher level of services at significant savings.

Last week DPW crews completed the spring street sweeping a month ahead of schedule and \$28,432 under budget (-36% from last year). These savings are a direct result of the transition from sand to salt on half of the city streets during this past winter. Less sand on the roadways means less material to be swept up, less labor hours, less fuel, and less wear and tear on the sweepers. Additional cost savings will also be realized in the reduced effort needed to clean out the catch basins and the combined sewer system.

Last year DPW crews spent 1,464 hours performing street sweeping duties using three operators during the day and three operators during the night shift. This year we were able to perform the same street sweeping operations in 960 hours using mostly the daytime shift. Nighttime shifts were used sparingly only during two weeks. Decreasing night-time sweeping is a benefit to the residents because there is less noise during the night.

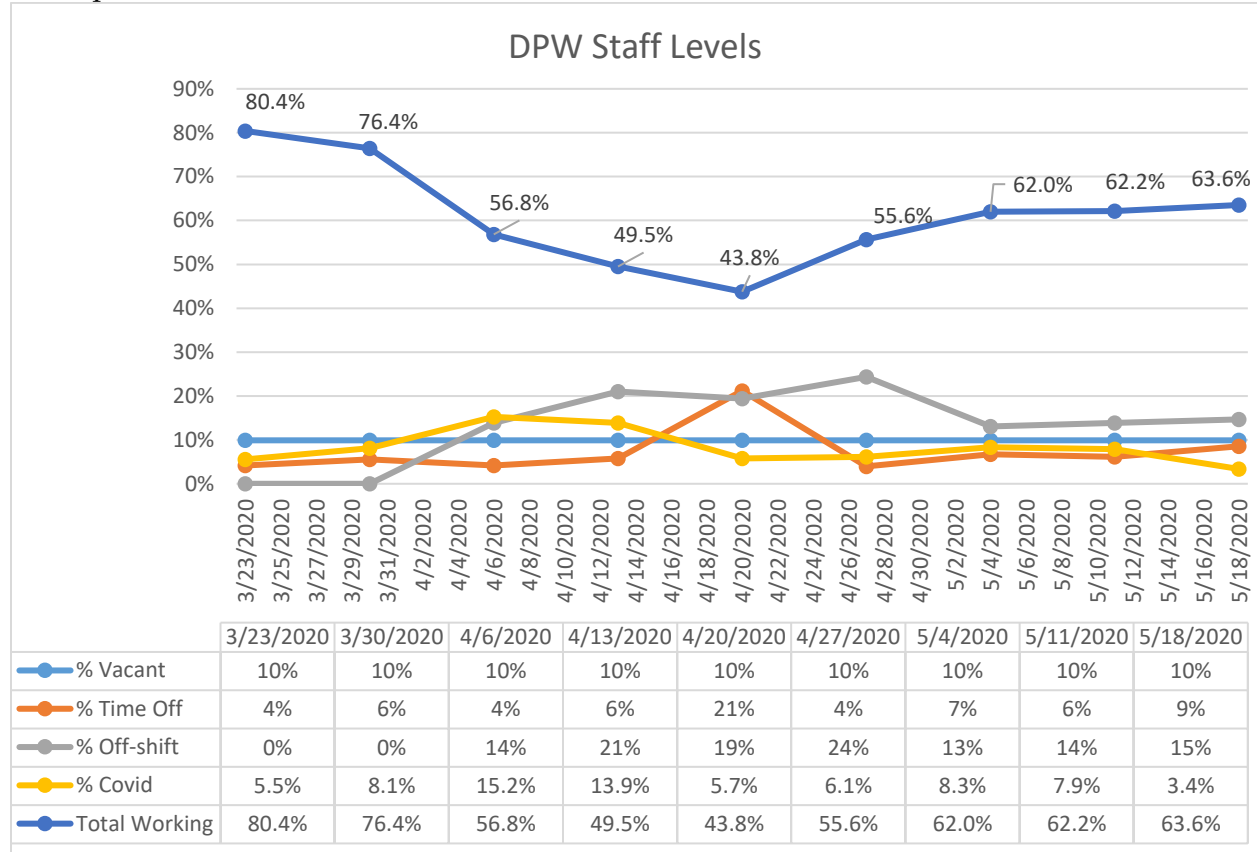
Street Sweeping	FY 20	FY 19	Difference	% Change
Hours	960	1464	-504	-34.43%
Labor costs	\$ 24,960	\$ 38,064	\$ (13,104)	-34.43%
Fuel costs (est)	\$ 3,000	\$ 4,575	\$ (1,575)	-34.43%
Repair costs	\$ 21,857	\$ 35,610	\$ (13,753)	-38.62%
Total Sweeping Costs	\$ 49,817	\$ 78,249	\$ (28,432)	-36.33%
Total Snow & Ice	\$ 837,500	\$ 983,826	\$ (146,326)	-14.87%
Total Savings			\$ (174,758)	

Sincerely,

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

DPW STAFFING

DPW Staffing levels for the past week were at 63.6%. 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 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. 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**	102
DPW Clerk	Streets	3/13/20	53
Dispatcher	Streets	10/26/19	152
Working Foreman	Streets	7/7/19	232
HSMEO	Streets	9/7/18**	448
Mechanic	Streets	9/7/18*	448
Laborer	Parks	1/6/20	102
General Foreman - Collections	Wastewater	3/8/18	579
Head Water Meter Reader	Water	2/18/20	71
Water Distribution HSMEO	Water	7/19/16*	1006
Water Distribution LMEO	Water	12/20/19	113
Total Man-days lost			3306

STREETS DIVISION

Gary Withington - Superintendent

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 74 new requests and closed 41 requests. The total outstanding requests backlog is now 337, an increase of 33 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	304		
New Requests	74	67	7
Completed Requests	41	43	-2
Total Request Backlog	337	304	33
Potholes	143	132	11
Storm Drains	80	79	1
Tree & Brush Pruning	17	13	4
Traffic, Signals, Signs	4	3	1
Berm Repairs	17	15	2
All other categories	76	62	14
New Requests	74	67	7
Acknowledged	69	62	7
Completed & Closed	3	5	-2
Open	71	62	9

The weather last week was warm and mostly dry.

	Saturday 5/16	Sunday 5/17	Monday 5/18	Tuesday 5/19	Wednesday 5/20	Thursday 5/21	Friday 5/22
Rain (in)	0.66	0.0	0.0	0.0	0.0	0.0	0.0
Hi/Lo Temp (F)	50/68	50/64	50/63	45/61	45/64	45/73	52/79

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:

- Ashburnham Hill Road ,
- Eaton Street,
- Jackson Ave,
- Kelly Ave,
- Marshall Road,
- Richardson Road,
- St Camille Street,
- St Joes Ave.

Traffic

Line striping was completed on Monday and Tuesday night. Double yellow lines and white shoulder/lane lines were repainted throughout the city.

Stormwater

Rebuilt the catch basin at intersection of Fairmount and Clarendon Street.
Started rebuilding catch basin at Fairmount and Plymouth Street.
Cleaned culvert on McIntire Road.



Figure 1 - CB rebuilt at Fairmount and Clarendon

Street Sweeping

- Street sweeping was completed a month ahead of schedule, even with the staffing shortages due to COVID-19 over the month of April.

	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	COMPLETED May 23

Miscellaneous

Sent one DPW staff to help at airport for the week to aid in projects.

Picked up trash on:

- Ashby State Road.
- Benson Road,
- Fairmount Street,
- Fisher Road,
- John Fitch Highway,
- Longwood Ave,
- Pearl Hill Road,
- Princeton Road,
- West Street,

Caswell Road was graded.

Downed trees were picked up from Boylston Street and Miami Street.

Sidewalks

Crews started 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.

Mechanic Shop

DPW had accumulated over 100 propane tanks that were picked up from illegal dumping throughout the city. Mechanics fabricated special tool for removing valves from the tanks and proceeded to process the tanks for disposal.

<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.

Park Crews cleaned and prepared the North Common for Memorial Day. The fountain was cleaned, the turtles were sealed and installed, irrigation system was turned on, the trees were mulched and broken flower boxes on were replaced with new ones.

Continued mowing grass on various parks and islands.

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 continued to prepare the cemeteries for Memorial Day by mowing, cleaning, and installing flags and Veteran markers.



Figure 2 – Veteran Section in Forest Hill Cemetery

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

Full Interments	0
Inurnments.....	0
Up righted monuments.....	1
Uncovered/cleaned flat monuments.....	0
Foundation marking for monuments.....	4
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	28
Payments - invoiced/processed.....	5
Family Genealogy	8

<u>ENGINEERING DIVISION</u> Nicholas Erickson – Civil Engineer
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Administrative

- Held coordination conference call with Unitil to discuss upcoming projects, permitting, and the new trench restoration policy.
- Held conference call with the project proponents of the parking lot development at the corner of Water Street and Nashua Street to review outstanding items shown on the approved plans that still need to be constructed.
- Reviewed plans for the proposed Green Acres Housing Development utility upgrade project being designed by Samiotes for the Fitchburg Housing Authority and submitted comments.
- Deposited \$4,900 in permit fees to City accounts.
- Performed records search for utility information for 425 North Street.
- Performed records search for sewer utility information for 443 Mt. Elam Road.
- Assisted contractors with ViewCloud permit applications so that we can begin to phase out the paper application process.
- Arranged with HR to re-hire our paving inspector. The city is in the midst of a hiring freeze, however the exception was made since our inspector is paid from Chapter 90 paving funds and has worked for us part-time in 2019.

Road 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, raised frames and covers/grates, and made sidewalk improvements. This week PJ Albert grouted the gaps in between curb stones for a finished look. PJ Albert will pave the wearing course of pavement week of 5/26 (weather and workload permitting).

Dig Safe

- Performed Dig-Safe for 19 Spruce Street.

Permits & Inspections

- Issued Street Occupation Permit for dumpster at 14 Leighton Street.

- Performed inspection of the North Nashua River Flood Damage Reduction (FDR) System with representatives from the United States Army Corps. Of Engineers (USACE). The North Nashua River FDR System was originally constructed in 1937 by the USACE in response to flooding the year prior. It consists of a network of concrete and stone flood walls, stone slope protection, stone channel paving, and other engineered features at 23 locations along 4.4 miles of the North Nashua River designed to protect various industrial, commercial, and residential properties in low-lying areas along the river. Repairs have been made to the system over the years, most notably following flooding in 1955 and again between 1979 and 1981 when the entire system was essentially rebuilt. The rebuilding effort cost \$3.2 million and included deepening the North Nashua River channel, removing channel obstructions, and rehabilitating the slopes, riverbanks, and existing floodwalls.
- Performed site visit to review driveway permit application for 70-72 Snow St. Driveway does not meet requirements for a curb-cut permit. Next step would be to go before Zoning Board of Appeals
- Performed site visit to Lovell Dam & Dike to investigate a linear depression that has formed at the top of the downstream embankment of the dike, near the left abutment. The Reservoir Guard will monitor closely over the upcoming weeks for any change in appearance (lengthening, deepening, etc.).
- Performed site visit to 141 Salem Street to investigate reports of a collapsing wall. It appears the top portion of the wall is beginning to push outwards. DPW crews blocked off the sidewalk to ensure no one is injured if the wall collapses further over the weekend.



Figure 3 - Collapsing Wall

- Conducted site visit to the rear of the old Fitchburg Theater Building along Brook Street with ATC Group Services, LLC to discuss the proposed remediation of #2 fuel oil that is present in the subsurface and the groundwater. An extraction/treatment system will be installed, and treated effluent will be discharged to the City's stormwater system. This particular portion of the stormwater system flows into the Punch Brook culvert, and discharges near Riverfront Park along Boulder Drive.
- Performed site visit to 45 Charlton Street to discuss an issue of a neighbor's drainage pipe discharging to the roadway and causing property damage to the property owner's driveway.
- Performed daily inspections of Unutil work being performed in the Clarendon Street and South Street neighborhoods by S. Fors Construction and PJ Albert.
- Performed inspections of Water Department trench patches on Water Street and Blossom Street.
- Provided construction oversight and inspections for installation of handicap ramps by DPW crews at various locations on Franklin Road.

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)	9	\$ 1,964
	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	1	n/a
	Trench Inspections	16	n/a
	Site Visits/Inspections	5	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	0	n/a
	Street Light Inspection	0	n/a
Totals		33	\$1,964

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

The Water Supply Division produced 30.5 million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 5/21/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	- 1.41 feet	Meetinghouse
Scott	Full	Full	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 5/15/20 through 5/21/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	7,948,000	26,338,000	34,286,000
Backwash to waste (Gal)	1,287,000	2,489,000	3,776,000
Finish Water - Treated & Distributed (Gal)	6,661,000	23,849,000	30,510,000
Capacity	(6 MGD) 19%	(12 MGD) 31%	(18 MGD) 27%
Efficiency	84%	91%	89%

- 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).
- A power outage occurred which impacted the Regional Plant and the Lacava Pump Station on 5/15/20 which resulted in a call-in of treatment personnel.
- Call in on 5/19 for Scott Tank communication failure, issue had corrected itself by the time the on-call person arrived. Will monitor for any additional glitches.
- Treatment personnel repaired the head loss indicator for Filter 2B at the Falulah Plant. It was disassembled and cleaned and appeared to function correctly afterwards.
- The Mare Meadow pump was put into operation on 5/21 - water is now being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir. Meetinghouse Reservoir had dropped to 1.4 feet below the spillway and, with little precipitation in the 10-day forecast, it was decided to begin pumping. Meetinghouse Reservoir has a shallow intake and lower levels can impact water quality. The shallow area near the intake is also vulnerable to algae blooms when the water level gets low and the weather is sunny/warm.

Water Distribution

- The Reservoir Caretaker cut brush on upstream/water side of Scott Dam and Bickford Dike and in the outlet to Wachusett Reservoir. Also mowed/weed-wacked the grounds at 1200 Rindge Road and around the Oak Hill Water Storage Tank.
- The Reservoir Caretaker put together a water level gauge for Meetinghouse for daily monitoring of the reservoir levels (requested by Treatment). This data will be collected (at the Deputy Commissioner's request) to aid in better management in the pumping/transfer of Water from Mare Meadow Reservoir to Meetinghouse Reservoir.
- During the week, FWD crews checked/maintained all water trenches repaired with cold patch.
- FWD personnel replaced (with new) a broken gate box top on Pearl Street at East Street.
- FWD personnel prepped and paved the trench on Clarendon Street at Daniels Street, 8 tons of binder were used, DPW will complete final course next week with their paver.
- FWD personnel prepped and paved the trench (7 tons binder) on Daniels Street at St. Joseph's Avenue. DPW will complete final course next week with their paver.
- FWD personnel excavated and repaired a break in the 12-inch water main in front of 191 Ellis Street. Trench was backfilled, compacted in lifts, and will be paved next week.
- Investigated complaint of low water pressure at 50 Scott Road. Leak detection was performed and no leaks were discovered. Pulled water meter and checked in coming water pressure, which was good (a new meter was installed while technicians were there). Advised homeowner that this is an internal plumbing issue.
- Hauled fill from the pit to 1200 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	Maintenance Completed	Painted	Flushed
1,632	3	0	1	55	4	0

- FWD personnel inspected the condition of a hydrant at 982 South Street that was hit by a car, hydrant was damaged and was placed out of service, FFD was notified.
- FWD personnel continued operating/lubing/greasing hydrants on the High System.
- FWD personnel excavated and straightened the gate box for the hydrant at 535 Pearl Hill Road and rebuilt hydrant, returning it to service. The FFD was notified that it was operational again.
- FWD personnel set up hydrants with garden hoses for dust control for Unital's contractors (NEUCO) on York Avenue and Hannigan Court.

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.
- 39 invoices totaling \$48,656.02 were processed for FY20 warrant WG20048.
- 3 purchase requisitions and 0 change order were entered into Munis for approval by Purchasing.
- Completed payroll for w/e 5/29/20. Total payroll for the two week period was \$53,185.99, including overtime of \$3,829.19.
- Made a deposit for the 9/10 in the amount of \$6,109.00.
- The Fitchburg Water Division participated in the conference call that is being held weekly (this is the tenth week) with MA DEP, Massachusetts Water Works Association, and several hundred public water suppliers across the state.
- Continued working on last minute details related to the Jewell Hill land conservation project which is scheduled to close on May 28, 2020. Donations from the Trustees of Reservations were wire transferred to the City this week. Funds will be transferred to the closing attorney's escrow account, which will be completed a day or two before the closing.
- Completed the preliminary reports and ran May water bills. Total number of bills for the May billing was 10,980. Nine A/R reports for May billing were sent to Wastewater.
- Compiled the commitment for the May billing (April usage) and sent to Auditor and Treasurer (water rate revenues dropped significantly this month from past year over year periods, unsure as to whether it is COVID-19 related or due to the cold/cloudy/wet April).
- Attended the 5/19 City Council meeting to gain approval for accepting the Drinking Water Supply Protection (DWSP) grant for the purchase of the Porter property, a 20 acre parcel of land in Ashby within the watershed to Fitchburg Reservoir.

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	4
Record Plan Updates	6
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	5
New Meter Installations	7
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	49

WASTE WATER DIVISION

Jeff Murawski – Deputy Commissioner of Wastewater

The WWTF processed 63.84 million gallons of sewage during the second week of May. In total, 40.2 tons of organics and 65.4 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 5/10/2020 – 5/16/2020</u>		
Sewage Flow	63.84	Million Gallons
Rainfall	0.06	Inches
Secondary Bypass	0.40	Million Gallons
BOD _{in} (lbs)	82,532	Pounds
BOD _{out} (lbs)	2,141	Pounds
BOD Removal (%)	97.00%	
TSS _{in} (lbs)	134,129	Pounds
TSS _{out} (lbs)	3,337	Pounds
TSS Removal (%)	96.38%	

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.
- Gas Service Line to East Plant: paving of new gas line trenches within plant’s paved drives has begun (ongoing).
- Stairs at Maintenance Wing Entrance to Control Building: anti-slip toe plate on bottom step was re-secured.
- 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; reworked wall bearing by Merit Machine looks good; received quote per bearing/ P.O. is in process to rework 24 wall bearings, in lots of 6.
- Primary Basin Speed Reducer Replacement Project: fabricating an adaptive mounting plate (Ongoing).
- SSU Project: Contractor repaired sinkholes in paved drive outside the Blower Building.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using “Staffing Minimization” hours (47 person-hours in total this week).
- 05/15/2020: ½” rain event resulted in a flow peak of 28.82 MGD, and we bypassed secondary treatment 0.300 MG.
- 05/19/2020: LCS onsite to continue work on the SCADA system (SSU Upgrades Project).
- 05/20/2020: Participated in conference call with MassDEP about the current COVID-19 situation.

- 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 Bisulfite (Chlorine Disinfectant Neutralizing 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.
- Monday – May 18th, 2020: collected FEMA/EPA cloth face covering masks, from Central Massachusetts regional distribution hub, the Upper Blackstone Clean Water facility (off Rt. 20, in Millbury, MA).
- Tuesday – May 19th, 2020: appeared on WPKZ “K-Zone Morning Kommute” morning drive, for monthly DPW - Wastewater Division’s radio segment, with Travis & Sherman.
- Wed. – May 20th: participated in group “ZOOM” call held by MassDEP Commissioner Martin Suuberg, held for Massachusetts Wastewater Professionals, regarding COVID-19 pandemic.
- Re-posted the “Sewer General Foreman” position (HR website, MAWEA job board, and APWA’s New England Chapter online jobs listing). Still waiting on HR for publication of the job posting to the Sentinel & Enterprise and the Worcester Telegram & Gazette, and also waiting on HR for publication to the Massachusetts Municipal Association’s Municipal Jobs online listing.
- Working to resolve a frustrating phone situation for the DPW - Wastewater Division.

Sewer System

- Checked CSO Regulators due to heavy rain event on Friday: six CSO discharge activations were discovered.
- Checked problem areas: no major issues were discovered.
- Met owner at #509 North Street for downspout drain; informed her she would have to go through engineering to tie into drainage manhole; there are no known incidences of winter-time road/sidewalk icing associated with this property.
- Assisted DPW on Clarendon Street by vacuuming out catch basin.
- Jetted City sewer at and near to #66 Railroad Street again due to reported back-up. The City sewer was found to be flowing fine; so the Owner was advised that it is a private service lateral/homeowner issue. To help the customer-owner, we dropped off sewer line root killer at the residence as a courtesy.
- Checked City sewer at and near to #28 Phillips Avenue where we had a backup last week; City sewer appears to be flowing normally.
- Raised buried manhole cover at #31 Gillis Court. This was the first manhole we have done entirely within the Collections Team using a backhoe.

- Replaced and paved two frames and covers on Wallace Avenue: one cover was collapsing; and one was welded shut.
- Conducted a days worth of field investigation on Main Street and Boulder Drive to determine connectivity of pipes and manholes. Determined sewer configuration on Boulder Drive near Montouri's. Also determined a catch basin was tied-in to the sanitary system on North Street at Main Street.
- Dig-Safed combination manholes on Theresa Street. Determined there is an illicit connection tied in. Will reach out to homeowners in coming week to conduct a dye test. Will CCTV the drain line once camera is working.
- Scheduled CCTV Van for repair (May 28th).
- Placed order for jersey barriers for soil containment bin for removed siphon grit.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Performed an analysis of the parks labor accounts to ensure charges to date are correct and retiree is off the books.
 - Started year end reviews and processes for close out of FY20. Reviewed all open POs and submitted a list to purchasing of POs that can be closed.
 - Calculated the contractual stipends for Local 39 that are due to be paid on the June 12th payroll.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Continued to work on a list of all City customers with water and/or sewer accounts for the sewer system manager.
 - Participated in a conference call with the Fitchburg Greenway Committee for the Rollstone Hill Trail project.
 - Posted the cancellation of the May 26th Public Works Committee meeting on the City Website and submitted to the Clerk's Office. Next meeting is scheduled for Tuesday June 30th.

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	12	\$ 236,502	*Note 1	\$ 4,900		\$ 68,927
Cemeteries	10	\$ 3,308				\$ 14,672
Parks						\$ 6,913
Recreation						\$ 3,354
Water Supply	39	\$ 48,656			\$ 370,566	\$ 53,186
Waste Water	21	\$ 37,934	*Note 2	\$ 37,515	\$ 816,593	\$ 86,057
			*Note 3			
Total	82	\$ 326,400		\$ 42,415	\$ 1,187,159	\$233,108
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		441,353				