



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

DPW Weekly Update June 15 – June 21, 2020

Dear Mayor, Councilors, and Colleagues;

On Tuesday June 23rd a continuing appropriation budget will be presented by the Mayor's office and Finance Team to City Council for debate and vote. This continuing appropriation budget is to keep the City funded and functioning until an annual budget can be presented and approved. Currently, all Cities and Towns in Massachusetts are waiting for the State to determine each municipality's local aid allocation.

Each DPW Division has submitted their continuing appropriation budgets for the months of July, August, and September. These monthly budgets were calculated using 1/12th of the FY20 revised annual budget and adjusted to reflect when certain payments are due. Adjustments were also made for any actual expenses that will be increased in FY21 compared to what they may have been in FY20. For example, there are dam inspections that are mandated by the Office of Dam Safety. In FY20 we had 3 that were due, but in FY21 we have 14 inspections and reports that are due which carries a significant increase in costs needed as compared to previous years.

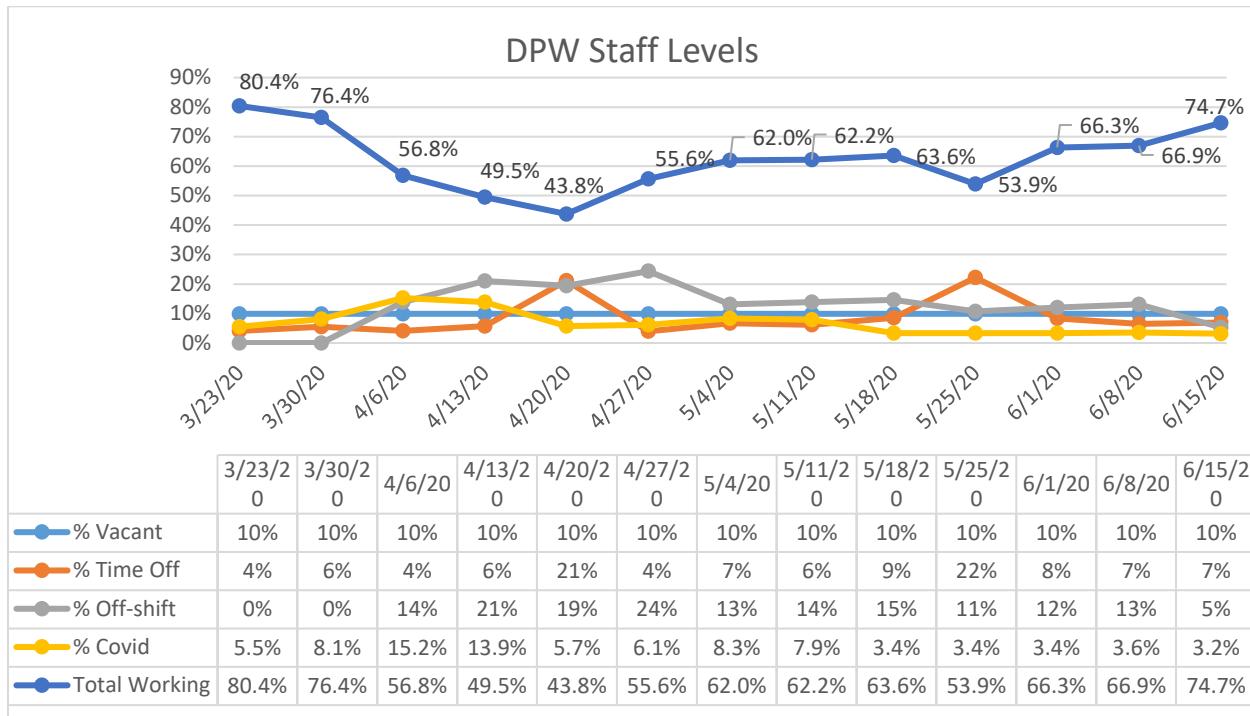
ACCOUNT DESCRIPTION	FY2020 BUDGET	One/Twelfth	July	August	September
TOTAL DPW ADMIN	\$ 1,085,419.00	\$ 90,451.58	\$ 67,089.33	\$ 67,089.33	\$ 72,089.33
TOTAL HIGHWAY	\$ 4,055,664.00	\$ 337,972.00	\$ 181,682.00	\$ 275,807.00	\$ 262,307.00
TOTAL CEMETERY	\$ 621,663.00	\$ 51,805.25	\$ 31,208.00	\$ 31,208.00	\$ 35,158.00
TOTAL PARKS	\$ 304,625.00	\$ 25,385.42	\$ 25,152.00	\$ 25,152.00	\$ 29,680.00
TOTAL RECREATION	\$ 251,784.00	\$ 20,982.00	\$ 46,656.00	\$ 30,729.00	\$ 10,666.00
TOTAL WATER ENTERPRISE FUND	\$ 7,600,858.00	\$ 633,404.83	\$ 2,306,235.00	\$ 281,549.00	\$ 264,883.00
TOTAL WASTEWATER TREAT ENTERPRISE FUND	\$ 13,402,761.00	\$ 1,116,896.75	\$ 3,561,121.00	\$ 478,537.00	\$ 1,134,537.00

Sincerely,

Courtney Lamoureux
Business Manager

DPW STAFFING

DPW Staffing levels for the past week rebounded 74.7% after the COVID-19 related lows. We anticipate returning to our average of 80% staffing after the July 4th holiday. We are also without the inmates or seasonal hires that help to augment our workforce and aid in the landscaping work.



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**	121
DPW Clerk	Administration	3/13/20	72
Dispatcher	Streets	10/26/19	171
Working Foreman	Streets	7/7/19	251
HSMEO	Streets	9/7/18**	467
Mechanic	Streets	9/7/18*	467
Laborer	Parks	1/6/20	121
General Foreman - Collections	Wastewater	3/8/18	598
Head Water Meter Reader	Water	2/18/20	90
Water Distribution HSMEO	Water	7/19/16*	1025
Water Distribution LMEO	Water	12/20/19	132
		Total Man-days lost	3515

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 70 new requests and closed 49 requests. The total outstanding requests backlog is now 389, an increase of 21 from the previous reporting period. This is pothole season and over half of new requests are for potholes with stormdrains coming in second.

Reporting Period 6/8/20 - 6/21/20		Previous Period	Change
Previous Request Backlog	368		
New Requests	70	82	-12
Completed Requests	49	65	-16
Total Request Backlog	389	368	21
Potholes	156	147	9
Storm Drains	78	72	6
Tree & Brush Pruning	19	19	0
Traffic, Signals, Signs	4	4	0
Berm Repairs	21	20	1
All other categories	111	106	5
	368		
New Requests	70	82	-12
Acknowledged	49	65	-16
Completed & Closed	389	368	21
Open	156	147	9

The weather last week was hot and very dry.

	Saturday 6/14	Sunday 6/15	Monday 6/16	Tuesday 6/17	Wednesday 6/18	Thursday 6/19	Friday 6/20
Rain (in)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hi/Lo Temp (F)	52/70	50/68	50/70	54/73	54/81	61/82	66/82

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

Traffic

Painted crosswalks and stop lines on Elm Street.
 Installed signage for Safe Routes to School project on Franklin Road.

Stormwater

Continued to rebuild catch basins on Daniels Street and Clarendon Street.
 Finished rebuilding catch basin on Putnam Park.

Potholes

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

- Airport Road,
- Elizabeth Street,
- Franklin Ave,
- Hollywood Street,
- Leyte Road,
- Normandy Road,
- Old Leominster Road,
- Crawford Street
- Plymouth Street,
- Simonds Street,
- St Andrew Street,
- Valley Street,
- Water Street,

Trash & Streetsweeping

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

Picked up dead deer on Electric Avenue.

Picked up brush pile on Huron Street.

Performed spot street-sweeping around the city.

Picked up illegal dumping of tires, large TVs, bathtubs and couches.



Figure 1 - Typical illegal dumping items

Sidewalks & Crosswalks

Crews poured concrete ADA ramps for the crosswalks along Franklin Road across Shadow Drive, Reingold Avenue, and the exit driveway from the school.

Pavement crew milled pavement areas for crosswalks across Shadow Drive and Reingold Ave.



Figure 2 - Pouring of ADA ramps at Shadow Drive

PARKS DIVISION AND RECREATION DEPARTMENT Nate LaRose – Recreation Director
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Park Crews continued cleaning up trash from parks and Main Street.

Continued mowing grass on various parks and traffic islands.

Opened all playgrounds and basketball courts and posted notices and rules.

Started installing fiber mat at Parkhill Park playground.

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	1
Inurnments.....	2
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	4
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	10
Payments - invoiced/processed.....	6
Family Genealogy	2

Administrative

- Attended virtual kick-off meeting for a project with Weston & Sampson to reconfigure the City's sewer and drain asset ID's in our GIS system. This is necessary to accommodate the combined sewer separation work being conducted by the DPW Wastewater Division as mandated in the City's Consent Decree with the US Environmental Protection Agency. This work results in new sewer and drain assets, and the existing ID numbering scheme is becoming cumbersome.
- Investigated work being conducted at 46 Macdonald Avenue per inquiry from resident. Checked permitting software and determined it was a Utilil gas installation and forwarded the information to the resident.
- Reviewed draft contract between Arcadis and the City for Phase 2 of the Supervisory Control and Data Acquisition (SCADA) Upgrade Project being conducted by the DPW Water Division. Provided comments to the Purchasing Department for incorporation into the final draft. This project consists of the design of upgrades to the SCADA and telemetry equipment at the City's two water treatment facilities and several remote sites.
- Corresponded with project proponents at 44 Nashua Street about the need for DPW Engineering to witness cutting and capping of the sewer service prior to demo.
- Sent Fitchburg Zoning Ordinance to resident at 73 Falulah Street who inquired about creating a parking area for his multifamily residence.
- Corresponded with project proponent at 141 Depot Street about the need for DPW Engineering to witness cutting and capping of sewer service prior to demo.
- Finalized and submitted two Municipal Vulnerability Preparedness (MVP) Action Grant applications to the Executive Office of Energy and Environmental Affairs (EOEEA). The first application focuses on obtaining funding for \$1.2 Million in stormwater upgrades in the Clarendon Street, Water Street, and South Street areas as part of the combined sewer separation work being done by the DPW Wastewater Division. The project will help improve the capacity of our sewer and stormwater systems and permanently close three sewer overflows into the North Nashua River. This project will remove up to 5 million gallons a year of combined sewerage from entering the Nashua River. By reducing the amount of sewerage entering the river, water quality, public health, and quality of life are greatly improved by reducing harmful pathogens from the river. Within the project area, approximately 5,500 feet of combined sewer will be separated and 16,000 feet of sewers and drains will either be upsized, replaced, or structurally lined. The overall estimated cost for this project is \$9.2 Million, with sewer work estimated at \$8 Million and drainage work estimated at \$1.2 Million.

The second grant 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.

- Provided Andrysick Land Surveying with street layout plans for 352 Pratt Road.
- Called Jim's Lock and Key in Leominster to inquire about the type of lock and key system used at the DPW Water Division buildings in response to RFI No. 2 from Waterline Industries, the contractor working on the Narrows Road Hydrogenerator Project.
- Placed an order for 4 bolt cage assemblies that will be used for securing pedestal bases for RRFBs and signage on upcoming sidewalk projects.
- Provided list of bonded contractors to resident at 10 Longwood Avenue for sewer repair. Reviewed push camera footage of private sewer service feeding into sewer main. Sewer lateral was failing in an offset section of pipe that had been replaced at some point.
- Returned phone call to constituent at 70 Snow Street regarding a curb cut application. Provided instructions on where to find application portal and how to file an Appeal with the Zoning Board.
- Sent copies of Ward Maps to City Clerk's office to use as accompaniment to the City Streets List.
- Assisted an attorney working on a private legal matter with the ownership status and extents of Merriam Parkway. Confirmed the legal address of #29 (The Sundial building).

Road Construction

- Finished reviewing most recent invoice for PJ Albert's work on Berkley, Lenox, Garfield, and Richmond Streets, negotiated final items and quantities with PJ Albert, and approved for payment.
- Worked with Streets Division to send a water truck over to Berkley, Garfield, Lenox, and Richmond Streets to water the hydro-seeding that was placed by PJ Albert after paving work.
- Coordinated with MassDOT in final repaving of Westminster Street Bridge project. Rectangular Rapid Flashing Beacon (RRFB) will be moved from end of project to crosswalk at British American Club.



Figure 3 - Final Paving of Westminster Street

Dig Safe

- Contacted Westminster public Works to review force main location in the area of Princeton Rd near the landfill. National Grid was resetting some utility poles on Rt. 31 and needed dig safe for location of force main from Landfill to Fitchburg gravity sewer.

Permits, Site Visits & Inspections

- Continued refining the new online permitting software with the assistance of IT/Recreation. Fixed an issue with how Sewer Connection Permit fees were calculating in the software.
- Reviewed various permit applications and submittals in ViewPoint Cloud, the City's new permitting software.
- Processed street occupation permit for 111 Harrison Avenue.
- Performed site visit to 403 Summer Street to discuss sidewalk panel repair where plow contractors damaged some granite curbing. DPW Water Division repaired sidewalk panel with curb stop.
- Performed site visit to 10 Longwood Avenue to compare Rooter-Man's pipe section location to the location of water main that we requested marked out by the water department.
- Performed daily site visits to inspect Utilil gas work in the Franklin Street area.

- DPW Engineering assisted DPW Streets crews daily with ADA ramp construction along Franklin Road between Oak Hill Road and Reingold School. Concrete was poured at all prepped ramp locations and bituminous asphalt was excavated and milled where necessary to complete crosswalks and eliminate trip hazards.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	3	\$225
	Excavation/Street Opening Permits (\$250/\$350)	10	\$2,050*
	Driveway/Curb Cut Permits (No Fee)	0	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	1	\$2,000
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	0	n/a
	Site Visits/Inspections	12	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	0	n/a
	Street Light Inspection	0	n/a
Totals		27	\$4,275

*Includes 3 private contractor permits at \$350 each, 4 Util permits at \$250 each, and 3 Water Division permits at \$0 (fee waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

Reservoirs

- Water is being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir (approximately 5 million gallons per day). Meetinghouse Reservoir is the terminal reservoir (i.e., the final reservoir before it flows into a pipeline into the Regional Plant in Westminster).
- Mowed/weed-wacked Ashby Compensating Reservoir Dam, Overlook Storage Tank, Overlook Dam and Dike, Wachusett Reservoir Dam, Oak Hill Storage Tank, Falulah Storage Tanks, and Oak Hill Pump Station
- Patrolled Piper Road in Ashby (boulders blocking entrance to Krapf property have been moved)
- Another attempt was made to push over gate at Marshall PRV Station, from the outside. Gate held but is bent. Pole is also pushed over. Most likely the same individual at both sites.

- The Reservoir Caretaker was notified by treatment personnel (who were making daily rounds) that the lock was missing from the gate at the Scott Tank access road. It was discovered that the lock had been cut sometime over the weekend and tracks from a Jeep or small truck were found on the Shattuck access road.

Water Treatment

The Water Supply Division produced 36.1 million gallons of drinking water this past week. Reservoirs continued to be inspected and patrolled on a daily basis.

Reservoir Levels as of 6/18/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	Full	- 0.12 feet	Meetinghouse
Scott	Full	-1.52 feet	Mare Meadow
Lovell	-2.10 feet	Full	Bickford

Water Filtration Plant Flows/Production from 6/12/20 through 6/18/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,960,000	31,002,000	39,962,000
Backwash to waste (Gal)	1,382,000	2,456,000	3,838,000
Finish Water - Treated & Distributed (Gal)	7,578,000	28,546,000	36,124,000
Capacity	(6 MGD) 21%	(12 MGD) 37%	(18 MGD) 32%
Efficiency	85%	92%	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.
- Due to higher pH in Lovell Reservoir, treatment personnel were able to shut down the Sodium Hydroxide feed and still maintain good filter turbidities. This will most likely be only temporary, but we will take advantage of it for now.
- Had a seal failure for the chlorine booster pump for the clearwell chlorine feed at the Regional plant. Treatment personnel utilized the inactive raw water chlorine pump and installed in place of the clearwell pump. The seal leaked on this pump due to not being used for so long but, after running a while, the seal stopped leaking and is running fine. A new pump was ordered and should be in next week. The other pump was sent out to be rebuilt as well to have as an additional backup.
- A fire at Caraustar on 6/15 that created a high draw on the system (the fire pump at Caraustar activated) caused issues with the PRV at Narrows Road that necessitated a call in of treatment personnel. The pressure fluctuations/water hammer also likely caused the water main break on Warner Avenue that same evening.

- Continue to experience intermittent communication failures between plants/stations. Verizon indicated that they are experiencing issues city-wide and will continue to work on resolving the issues. Due to loss of communication between the Scott pump station and Scott tank, treatment personnel had to manually turn pumps on and off until the communication was restored on Friday.
- Laviolette Controls installed the new control card for Filters 2A/2B at the Regional plant and returned the filters to operation.

Water Distribution

- FWD personnel respond to a report of a leak at the Lacava Pump Station - the Great Wolf irrigation line had come apart. Water was shut off and Great Wolf was notified.
- On the evening of 6/15, FWD personnel responded to a water main break on Warner Avenue. The leak was on an 8-inch main on the lower half of Warner Avenue. Personnel isolated the break and then excavated, repaired, and backfilled/compacted the trench. The next day (Tuesday), distribution personnel cleaned up the affected area with the assistance of DPW (sweeper) and completed a temporary patch in case of heavy rain until a permanent patch can be completed.
- Investigated owner's side of the water service at 20-22 Hazel Street for the possibility of changing the water meter - the service was determined to be old, iron pipe and appears to be leaking. The service line needs to be renewed. The owner was given a list of contractors.
- 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	1	1	20	16	13

- FWD personnel continued inspecting/lubing/greasing hydrants on the High System.
- FWD personnel excavated and replaced the 6x6x4 tee, branch, and hydrant at 121 Westminster Hill Road. The trench was backfilled and compacted. The hydrant was placed back in service and FFD was notified.
- FWD personnel repaired/rebuilt the hydrant in front of 1163 Rindge Road and returned to service. FFD was notified.
- Performed a hydrant flow test in front of Percival Hall at Fitchburg State College on Tuesday with Rustic Fire Protection Company.
- Performed a hydrant flow test at 46 Development Road on Wednesday with Cogswell Sprinkler Company.

Administration and Meters/Billing

- Total of 9 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 29 invoices totaling \$42,315.36 were processed for FY20 warrant WG20052.
- 2 purchase requisitions and 2 change order were entered into Munis for approval by Purchasing.
- The Fitchburg Water Division participated in the conference call that is now being held every two weeks (reduced from weekly) 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.
- Sold 3 meters - 2 for irrigation and 1 for a new house.
- Ran all pre-billing reports for the June bill runs. 11,008 bills were created and sent to Touchpoint for printing/mailing.
- Completed the Water Division's commitment for the June 2020 bills.
- Submitted a 9/10 deposit in the amount of \$6,016.64 to the Treasurer. \$1,100.64 of this deposit is for scrap metal that was turned in to Winthrop Steel.
- Held meeting with Weston & Sampson about the high hazard backflows and how they may be able to assist us with getting the testing done.
- Finalized the [2019 Consumer Confidence Report](#) and uploaded it to the City website and also began distributing to locations throughout the city as required by drinking water regulations.
- Continued working on state reimbursements for the Jewell Hill land preservation project.

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	10
Inspections of Work on Water System	1
Record Plan Updates	7
Special Permit Applications Reviewed	0
New Water Service Applications	2
View Permits reviewed	4
Curb Stops Turned off/on	5
Located/cleaned gate/curb boxes	11
Final Readings/ Real Estate Closings	1
New Meter Installations	4
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	47

WASTE WATER DIVISION
Jeff Murawski - Deputy Commissioner of Wastewater

The WWTF processed 42.72 million gallons of sewage during the third week of May. In total, 50.7 tons of organics and 48.46 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 6/7/2020 – 6/13/2020</u>		
Sewage Flow	42.72	Million Gallons
Rainfall	0.44	Inches
Secondary Bypass	0.45	Million Gallons
BOD _{in} (lbs)	103,403	Pounds
BOD _{out} (lbs)	1,913	Pounds
BOD Removal (%)	98.13%	
TSS _{in} (lbs)	99,835	Pounds
TSS _{out} (lbs)	2,908	Pounds
TSS Removal (%)	96.28%	

WWTF Maintenance & Operations:

- TWAS Tank No. 2, Vaughn Pump: Vaughn Pump failed; switching to TWAS Tank No. 1 on Monday (June 22nd).
- SSU Project: Kusters Water's subcontractor continues to address punchlist and warranty repair work associated with Secondary Clarifiers' mechanisms' surface coatings (ongoing); Contractor also addressing repair on the settled effluent water strainer shaft (completed this week).
- Primary Basin Cross Collector Project: received drive sprockets & shafts; waiting on wall bearings (being fabricated at the machine shop) to initiate the project site work.
- Primary Basin Speed Reducer Replacement Project: fabricating an adaptive mounting plate (Ongoing).
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (61.5 person-hours in total this week).
- Fournier Press No. 2, Air compressor: the Air Compressor's air dryer condensate trap was found to have air blowing by it; plugged the trap as a temporary fix; and ordered a replacement air dryer condensate trap - which is expected to arrive on Monday – June 22nd.
- 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.
- 06/17/2020: Participated in conference call with MassDEP about the current COVID-19 situation.
- 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 (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.
- Collected Fitchburg Wastewater face coverings (FEMA/EPA) from the Upper Blackstone Facility in Millbury, and provided to Wastewater Inventory Clerk; also collected masks for Ashburnham Water, and passed the masks forward to Ashburnham.
- Appeared on monthly Wastewater morning segment, on WPKZ's 'Morning Kommute', with Travis & Sherman.
- Participated in "Pre-construction Conference", for the Siphons Cleaning & Inspection Project.
- Submitted "COVID-19 Control Plan" for DPW's Wastewater Division.
- Working to resolve a frustrating phone situation for the DPW - Wastewater Division.

Sewer System

- Conducting sewer cleaning on Rindge Road and in Stoneybrook Development. Cleaned about 4,000 linear feet, all while getting used to the new vac truck.
- Checked CSO Regulators: 4 CSO activations were discovered.
- Met with owner of #10 Washington Street about a sewer backup, who claims Unitil broke their sewer service. Advised homeowner to repair service and file a claim with Unitil if she felt Unitil was responsible.
- Notified EPA/DEP about back up at #43 Patton St., we conducted a CCTV and determined that sewer has a broken pipe under a Water patch, will repair next week via a spot liner or open cut.
- Checked combination manholes due to rain event last week, and due to prolonged period of not being inspected due to low precipitation. Results will be tallied next week.
- Repaired a sink hole in a former patch on Shea Street. Sewer was CCTV'd and did not have any breaks; likely just soil consolidation settlement due to high groundwater in the area.
- Sawcut out a broken cover on Ashburnham Hill Road, casting will have to be replaced in coming weeks.
- Picked up a pallet of cement, and two pallets of sewer brick.
- Conducted CCTV on 700 feet of sewer in Coolidge Park. Pipe was found to be in good shape, but we discovered a buried manhole cover that we will have to raise.
- Picked up a pallet of half bricks and a pallet of full brick.
- Attended Ted Berry Pre-Construction meeting for 'Siphon Cleaning Project', and attended work sites visits. Siphon cleaning will start next week at East WWTF.
- Checked the pump stations (weekly checks): no issues were observed.
- Assisted Water Department with vac on powerwashing a sidewalk of goose droppings at Falulah Plant.
- Cleared easements on siphons with backhoe in preparation for siphons cleaning.
- Sent out 'Notice-to-Proceed' for On-Call Construction Contractor Riverbank Stabilization; will hold preconstruction meeting next Wednesday.
- Reviewed invoice from PJ Albert for combination manhole on Normandy Road.
- Reached a preliminary agreement with Owner of #1 Wood Place on replacement of tree that will have to be removed for the Wood Place sewer installation.

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 the total spend to date as a result of the Wastewater Consent Decree for inclusion with our MVP Action Grant application.
 - Assisted the Community Development Department with a grant application for City parks.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Researched deposits received as far back as our files go in an attempt to locate a deposit received for a sewer connection for a property. Cannot find that we have any documentation in our files for the referenced property. Informed Engineering department who will reach out to the developer.
 - All DPW Divisions processed bi-weekly payrolls.
 - Documented and distributed 1 new petition received for the Public Works Committee.
 - Submitted the notice to proceed for the DPW Office roof replacement design to Purchasing and Auditing for signature. The Broad St roof was last replaced in the 80's and a number of leaks have developed causing necessary repairs.

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	44	\$ 257,123	*Note 1			\$ 87,711
Cemeteries	11	\$ 1,812				\$ 12,957
Parks	7	\$ 831				\$ 7,107
Recreation						\$ 3,354
Water Supply	29	\$ 42,315			\$ 518,977	\$ 52,183
Waste Water	29	\$ 26,826	*Note 2	\$ 33,175	\$ 1,043,910	\$104,778
			*Note 3			
Total	120	\$ 328,908		\$ 33,175	\$ 1,562,887	\$268,091
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*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						