



301 Broad Street

Fitchburg, MA 01420

Phone: 978-829-1900

DPW Weekly Update September 7 - September 13, 2020

Dear Mayor, Councilors, and Colleagues;

Today DPW started the reconstruction of 1.6 miles of Crawford Street (aka Airport Road) from the Leominster line to the Nashua River. Crawford Street is an industrial arterial roadway serving the Fitchburg Airport and over 20 light-industrial businesses. Crawford Street also serves as a main gateway into the city with over 9,000 vehicles and heavy trucks per day traveling between Leominster and Fitchburg. Currently the roadway is in poor condition with a Pavement Condition Index (PCI) of 53 out of 100.



DPW contracted with Indus Inc. to rehabilitate the existing pavement using an innovative Cold-in-Place Recycling (CIR) process that is environmentally friendly, cost effective and will produce a long-lasting base for one of the most important economic corridors in the city. The CIR process consists of a 'train' of equipment that grinds up 4-inches of existing pavement, injects it with a rejuvenating asphalt foam and cement, and then places it back on the roadway to be compacted. By recycling the existing asphalt, we are eliminating approximately 450 tri-

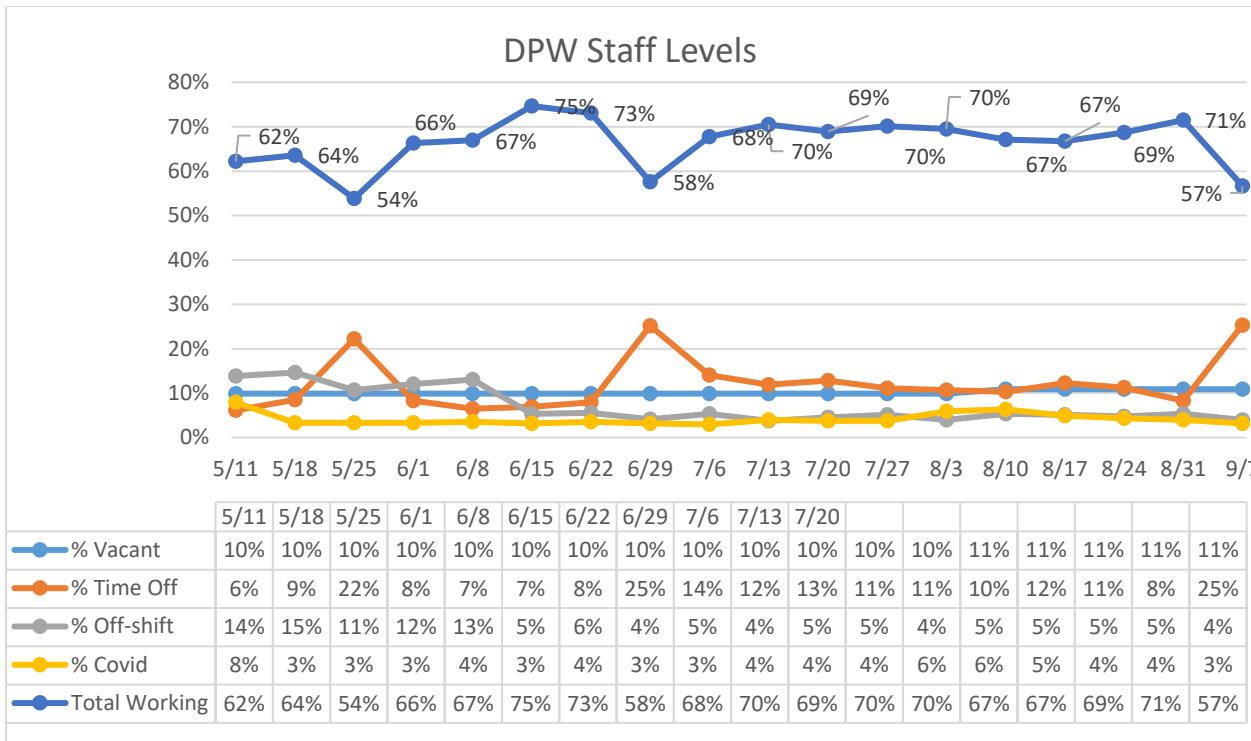
axle truck trips between the job site and the asphalt plant. Furthermore, considerable reductions in emissions are realized by using advanced foaming agents and additives to rejuvenate the asphalt instead of processing it at high temperatures at an asphalt plant.

DPW has also contracted with PJ Albert, Inc. a Fitchburg based paving company to place a new 1.5-inch wearing course on top of the recycled asphalt for enhanced rideability and durability. The total project should take about three weeks to complete and will cost approximately \$580,000 which is being funded through Chapter 90.

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

DPW STAFFING

DPW Staffing levels for the past week were at 57%.



DPW continues to have a high vacancy rate (11%) with 11 open positions across multiple divisions and one Workers Comp extended absence. Eight of the eleven positions are funded in the proposed FY21 budget. The three Water Division positions have been re-advertised this week.

Position	Division	Last Date Worked	Funded in FY21 Budget	Working Days Lost
Civil Engineer	Engineering	7/22/20	Yes	37
DPW Clerk	Administration	3/13/20	Yes	132
Dispatcher	Streets	10/26/19	No	231
Working Foreman	Streets	7/7/19	Yes	311
HSMEO	Streets	9/7/18	No	527
Mechanic	Streets	9/7/18	Yes	527
Laborer	Parks	1/6/20	No	181
General Foreman - Collections	Wastewater	3/8/18	Yes	658
Head Water Meter Reader	Water	2/18/20	Yes	150
Water Distribution HSMEO	Water	7/19/16	Yes	1085
Water Distribution LMEO	Water	12/20/19	Yes	192
Recreation Assistant	Recreation	8/11/20	No	25
			Total Person-days lost	4056

STREETS DIVISION
Gary Withington - Superintendent

Due to continued decreased staffing levels, outstanding service requests have increased from 151 on March 1st to 365 on September 14. In the past two weeks DPW received 38 new requests and closed 41 requests. The total outstanding requests backlog is now 365, 3 less than the previous reporting period. Most outstanding requests are for potholes and storm drains.

Reporting Period 8/31/20 - 9/13/20		Previous Period	Change
Previous Request Backlog	368		
New Requests	38	49	-11
Completed Requests	41	131	-90
Total Request Backlog	365	368	-3
Potholes	131	136	-5
Storm Drains	46	51	-5
Tree & Brush Pruning	59	60	-1
Traffic, Signals, Signs	13	12	1
Berm Repairs	20	18	2
All other categories	96	91	5
New Requests	38	49	-11
Acknowledged	32	41	-9
Completed & Closed	3	6	-3
Open	35	43	-8

The weather last week was cool and dry.

	Saturday 9/5	Sunday 9/6	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
Rain (in)	0.00	0.00	0.00	0.11	0.16	0.23	0.00
Hi/Lo Temp (F)	55/73	59/73	63/79	63/81	63/79	66/79	55/72

Sources:

<https://www.cocorahs.org/ViewData/ListDailyPrecipReports.aspx> (STA MA-WR-22)

<https://www.timeanddate.com/weather/@4936825/historic>

Signals, Signs & Stripes Crew

Continued painting crosswalks and school zones throughout the city.

Paving Crew

Started prepping Ashby West Road by scraping, sweeping and cutting brush along the roadway. Ashby West Road will have a 1.5-inch wearing surface placed over the existing pavement as part of the fall paving program to complete a previously started project.

Paved East Prospect Street.

Supported the Wastewater Division by paving sewer trenches on Cobbler Drive and Shea Street.

Structures Crew

Repaired catch basin on Parker Street and Old Deerfield Road.

Sidewalk Crew

Continued construction of sidewalk on Clarendon Street.



Figure 1 - Clarendon St Sidewalks

Trash & Streetsweeping & Brush

- Spot streetsweeping around the City.
- Cut brush and swept Crawford Street in preparation for paving.
- Picked up trash along Main Street.
- Cut brush on
 - Wallace Ave,
 - West Street,
 - Caldwell Street,
 - Arlington Street,
 - Ashburnham Street,
 - McIntire Road,
 - Sheldon Road

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Sports are still allowed to permit for use of the fields. Types of use and games are regulated by the EOEEA guidance for Youth and Adult Sports Phase III Step 1.
- Continued to mow parks and pick up trash.
- Pruned trees and bushes at Sadie Quatral and Gateway Parks.

CEMETERIES DIVISION

Jaquelyn Poirier - Superintendent

The Cemetery crews continued to clean, mow, and maintain the cemetery grounds. Also maintained the walking trails around Forest Hill Cemetery. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	2
Inurnments.....	1
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	2
Catch basin repair	0
Trimmed Trees	10
Trimmed shrubs.....	0
Meeting with Families.....	8
Payments - invoiced/processed.....	4
Family Genealogy	5

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Engineering

- Held conference call with one of the City's engineering consultants, Arcadis, and the City's IT Department to discuss various items related to DPW Water's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. This is a project being designed by Arcadis to replace the control and network communication systems at the City's Water Treatment Facilities and various remote sites (pumping stations, tanks, etc.).
- Held conference call with one of the City's engineering consultants, Weston & Sampson, and the Executive Office of Energy and Environmental Affairs (EOEEA) to discuss a Municipal Vulnerability Preparedness (MVP) Action Grant application prepared by Weston & Sampson on behalf of the City and submitted to the EOEEA for funding. Also refined the grant application's scope per feedback from EOEEA and provided revised costing spreadsheet.
- Reviewed latest site plans for the Fitchburg Arts Academy project, which is the redevelopment of the former BF Brown Academy into housing, and provided comments to the Planning Board and project proponents.
- Attended the Planning Board meeting to discuss various DPW-related agenda items.

- Held conference call with Weston & Sampson to discuss various items related to the GIS Asset ID Renumbering Project they are currently working on. This is a project to develop a systematic way to catalog drain and sewer assets in the City's GIS database.
- Held two conference calls with MassDOT and Weston & Sampson to discuss drainage work associated with the upcoming Water Street Bridges replacement project being conducted by MassDOT. This is a project to replace the Water Street Bridge over the Nashua River and the Water Street Bridge over the railroad tracks. The City has requested that MassDOT incorporate upsizing of a stormwater outfall beneath the bridge over the Nashua River into the project to help alleviate stormwater system surcharging in the Water Street/Walnut Street area and provide additional resilience for climate change.
- Held a coordination conference call with the City's paving contractor, PJ Albert, and the City's pavement preservation contractor, Indus, to discuss the upcoming pavement of Crawford Street, which is slated to begin 9/14/20.
- Attended webinar hosted by MassDOT, MassWildlife, and MassDER titled "Partnering for Resilient Infrastructure & Ecosystems". This webinar highlighted project examples of collaboration between agencies to further one another's various missions.
- Provided DPW Engineering's standard concrete sidewalk specifications to SureWerx, the contractor who will be performing sidewalk construction in front of the Fitchburg District Courthouse.
- Answered questions and provided information/plans/fee schedules for utility hookups to abutters of the Crawford Street paving project that currently is underway.
- Supplied street layouts of Sheldon Road to the Assessors' office for assistance in deed research.
- Performed records search to determine if the City holds any sort of a drainage easement for the properties between Pepper Road and Sarah Lane per request of a concerned resident.
- Reviewed an RFQ for the installation of granite posts for the Rollstone Hill trail project and provided comments.
- Performed records search for 16 Flicker Drive per request of the Building Department and sent the resulting plan set via email.
- Coordinated the use of the DPW's vacuum truck to assist with cleaning of a drain line next to City Hall.
- Completed paperwork required for an interconnection agreement with National Grid to support the Narrows Road Hydrogenerator Project. This is a project to replace an existing pressure reducing valve within the City's water system with a Hydroturbine to generate electricity.
- Reviewed bid plans and specification for the DPW Roof Replacement Project and provided review comments.
- Performed records search to determine accurate street numbering for #75 and #125 Main Street per request from the City Clerk's office.
- Performed records search for Frankfort Street at Pratt Street and per request from a contractor building a house on a vacant lot there and sent resulting plans via email.

Street Lights

- Coordinated with Dagle Electric on assisting with tie-in of new lighting on Main Street in front of City Hall.
- Coordinated with Dagle Electric on de-energizing/removing conduit for an ornamental street light on Elm Street in advance of a sewer main replacement. This conduit will be replaced following the sewer main replacement.

Road Construction

- **Beech Street Reconstruction Project** - The City's paving contractor, PJ Albert (PJA), continued road and sidewalk reconstruction of Beech Street from Kimball Street to Pratt Street. This past week PJA's subcontractor, MTK, began forming up the sidewalks in preparation for concrete, and poured several sections of sidewalk.



Figure 2 - Beech Street Sidewalks

- **East Prospect Street Paving** - Inspected a milling and pavement overlay performed by DPW crews on East Prospect Street
- **Clarendon Street/Daniels Street Sidewalk Repairs** - This is a project to repair various sections of sidewalk and ADA crossings on Clarendon and Daniels Streets. DPW Engineering assisted with preparation and placement of sidewalk panels on Clarendon Street. Ordered remaining 9 Cubic yards of concrete to complete the project.
- **Crawford Street Paving Project** - This is a project to repave Crawford Street from the Nashua River to the Fitchburg/Leominster line using a combination of Cold-In-Place asphalt recycling for a 4-inch thick binder course of pavement by Indus, the City's pavement preservation contractor, and traditional hot mix asphalt paving for a 1.5-inch thick wearing course of pavement by PJ Albert, the City's paving contractor. This past week Indus and their subcontractor, SUR Construction, lowered and plated various drain, water, sewer, and natural gas castings in preparation for the work. DPW Engineering completed the following:
 - Completed road stationing of Crawford St from Leominster-Fitchburg city line to #307 Airport Road. Marked out road stations and recorded casting quantities/locations. The total length of the proposed CIR project is 8,560 feet long with an average width of 40 feet.
 - Compared casting counts with Indus for completeness and accuracy.
 - Coordinated with Utili.
- **Crack Sealing 2020** - Each year the DPW uses a pavement preservation contractor to perform crack sealing on various roads throughout the City. This is the single most effective form of pavement preservation as it prevents water from seeping beneath the pavement and compromising the base. The City's current pavement preservation contractor is Indus, who crack sealed the following roads over the past week:
 - Ashby West Road from Scott Reservoir to Shattuck Rd in preparation for a paving shim and overlay that will be performed in-house by DPW. The crack sealing will prevent the existing cracks from cracking further and reflecting up into the asphalt wearing course.
 - Blueberry Lane
 - Cobbler Drive
 - Newport St
 DPW Engineering assisted with the following:
 - Conducted crack sealing liquid tank measure-downs and volume conversions twice daily for a total of 6 measure downs.
 - Inspected crack sealing during 3 days of work in Fitchburg.
 To date in 2020 Indus has applied 2,044 gallons of crack sealing liquid with 578 gallons remaining in our contract.

Permitting

- Continued to work on refining and improving the forms and workflows within ViewPoint Cloud, the City's online permitting software, for road opening permits, trench permits, and sewer connection permits.
- Assisted various constituents and contractors with filling out their online permits.
- Performed various application and engineering plan reviews as required.

Site Visits & Inspections

- Conducted inspection/site visit to Normandy St where manhole separation work was being completed by PJ Albert.
- Performed site visit to assist a homeowner with determining ownership of a tree on St Joseph's Ave. The tree in question was determined to be off-street on private property.
- Performed site visit to assist Homeowner with property line delineation between #510 Rollstone Road and #520 Rollstone Road.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	1	n/a
	Trench Permits (\$75)	2	\$150
	Excavation/Road Opening Permits (\$250/\$350)	14	\$3,450 ¹
	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
	Application Reviews	9	n/a
	Engineering Plan Reviews	4	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	1	n/a
	Site Visits/Inspections	20	n/a
	Dig-Safe requests	0	n/a
	Sewer/Drain Inspections	1	n/a
	Street Light Inspection	2	n/a
Totals		54	\$3,600

Notes:

¹ Includes 1 permit for DPW Wastewater at \$0 (fee waived), 11 permits for Unitil at \$250 each (\$100 inspection fee waived), and 2 permit for a private contractor at \$350 each.

WATER SUPPLY DIVISION

John Deline - Deputy Commissioner of Water

The Water Supply Division produced 33.1 million gallons of drinking water this past week. Water is being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir, which is the terminal reservoir to the Regional Plant, and from Fitchburg and Scott Reservoirs to Lovell Reservoir, which is the terminal reservoir to the Falulah Plant. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 9/10/20			
Northern Reservoirs	Elevation below spillway	Southern Reservoirs	
Fitchburg/ Ashby	-1.20 feet	- 0.90 feet	Meetinghouse
Scott	-3.82 feet	-5.30 feet	Mare Meadow
Lovell	-6.20 feet	-0.32 feet	Bickford

Water Filtration Plant Flows/Production from 9/4/20 through 9/10/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,198,000	28,535,000	36,733,000
Backwash to waste (Gal)	1,110,000	2,518,000	3,628,000
Finish Water - Treated & Distributed (Gal)	7,088,000	26,017,000	33,105,000
Capacity	(6 MGD) 19.5%	(12 MGD) 34.0%	(18 MGD) 29.2%
Efficiency	86.5%	91.2%	90.1%

- Treatment personnel began noticing that at 3 a.m. every day the pressure at the Narrows Road PRV station was fluctuating up and down. In investigating it further, it was noted that the same pressure fluctuations were occurring at the Lacava Pump Station (Great Wolf) at the same time. It appeared to be occurring when the pumps changed (alternated) at the Lacava Pump Station, which occurs at 3:00 a.m. each day. Treatment personnel manually switched the pumps at the Lacava Station and it created the same pressure fluctuations at these locations. After reviewing the situation with Laviolette Controls, it was concluded that the issue may be the PID (proportional-integral-derivative) loop setting for the two pumps. Laviolette Controls came in and was able to re-scale the PID loop at Lacava. Things now appear to be functioning correctly but will be monitored closely for any issues, particularly when Great Wolf reopens.
- Received quotes from the Bindicator representative to update the Bindicator at Regional and for the parts needed for the Bindicator at Falulah.
- Laviolette Controls installed/programmed a new equalization tank level indicator at the Falulah Plant.
- CorrTech began the inspection and cleaning of the following water storage tanks and clearwells: Overlook Storage Tank (1.5 MG), Regional Underground Storage Tanks (each 1.0 MG), Regional clearwells, and the Oak Hill Storage Tank (0.465 MG). Per MA DEP Regulations, water storage tanks and clearwells are cleaned/inspected every 5 years.
- Attended the SCADA progress meeting held by Arcadis regarding the network configuration.
- Scheduled the annual fire pump test for the Lacava Pump Station for Monday, 9/14, at 1:00 p.m.
- The required, annual MA State inspection of the elevator at 1200 Rindge Road was completed this week (it passed, no issues were identified).

- Ordered new light bulbs for the lab turbidity meters at each plant, was able to get them through Amazon with Purchasing's help at a much lower price than through the manufacturer.
- Contacted Purchasing about Noonan's sludge pumping/hauling contract (it has not been signed/executed yet). We need to begin the process of removing the settled solids from the lagoons at the Regional Plant soon in order to avoid freezing temperatures (the whole process requires about 35-40 work days) which may ice up the lagoons.

Water Distribution

- Patrolled areas around Meetinghouse, Mare Meadow, and Bickford Reservoirs. Blocked an ATV trail near Bickford Dam.
- Mowed/weed-wacked 1200 Rindge Road, Lovell Dam, Montachusett Pump Station, Oak Hill Storage Tank, Oak Hill Pump/transmission line, Meetinghouse Dam, Falulah Lagoons, and Bickford Dam.
- Opened the Fitchburg Reservoir outlet 8 turns as requested by treatment.
- FWD personnel renewed the water service on the city side at 90 Payson Street, a private contractor (Starzynski) completed the repair on the owner's side.
- FWD personnel raised the curb stop box at 137 Clarendon Street for the DPW sidewalk project.
- FWD personnel repaired a curb stop/gate boxes at 113 Summit Street and 259 Beech Street, Arlington Street at Prospect Street, 74 Forest Park, and 51 Maplewood Terrace.
- FWD personnel performed numerous (33+) turn offs/ons of water services for the water meter replacement project - this is labor intensive, requiring locating the shut-offs, cleaning out the boxes, and operating/exercising each valve.
- Investigated the condition of the water service in the basement at 32 Salem Street, the condition is fine to shut the ball valve and change the meter.
- Located and marked gate boxes on Crawford Street from the city pit to the Leominster line for road reconstruction, 42 gates were located and marked.
- FWD personnel attempted to continue hydrant flushing on the High and Low systems; however, due to (barely) functioning with a skeleton crew again this week, only 12 hydrants could be flushed.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	4	0	0	0	0	12

- FWD personnel responded (Tuesday) to a report of a hydrant hit by car on Boutelle Street at Harvard Street. Hydrant barrel broke in the ground, hydrant gate was closed and notified FFD that the hydrant is out of service. Hydrant will be scheduled for replacement as staffing levels permit.
- FWD personnel conducted (Tuesday) a hydrant flow test at 307 Airport Road.

Administration and Meters/Billing

- Total of 22 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 19 invoices totaling \$130,761.23 were processed for FY20 warrant WG21011.
- 4 purchase requisitions were entered into Munis for approval by Purchasing.
- Complete payroll for the two week period ending 9/18. The total payroll was \$53,347.44, including \$4,768.23 in overtime.
- During the course of the week, a total of 203 water meters were replaced with new Neptune meters - 22 were changed by FWD personnel and 181 by the City's contractor, Baystate WinSupply.
- Attended the monthly Water/Wastewater Commission meeting.
- Posted the approved minutes for the July Water/Wastewater Commission meeting.
- Attended training session for the WaterSmart software program.
- Investigated/traced and marked out a cast iron 8-inch water main on Crawford Street that runs from Blueberry Lane to Dillion Boiler Company. Developed a plan to connect this water main to the newer 12-inch water main at Dillion Boiler and abandon the 8-inch under the road prior to final paving. After going over this with DPW Engineering, the work will be performed on September 18th and 21st.

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	5
Inspections of Work on Water System	3
Record Plan Updates	8
Special Permit Applications Reviewed	0
New Water Service Applications	1
View Permits reviewed	1
Curb Stops Turned off/on	33
Located/cleaned gate/curb boxes	90
Final Readings/Real Estate Closings	5
New Meter Installations	22
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	170

WASTE WATER DIVISION
Jeff Murawski, P.E. – Deputy Commissioner of Wastewater

The WWTF processed 33.56 million gallons of sewage during the last week of August. In total, 70.6 tons of organics and 130.5 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 8/30/2020 – 9/05/2020</u>		
Sewage Flow	33.56	Million Gallons
Rainfall	0.35	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	143,305	Pounds
BOD _{out} (lbs)	2,064	Pounds
BOD Removal (%)	98.48%	
TSS _{in} (lbs)	263,055	Pounds
TSS _{out} (lbs)	2,118	Pounds
TSS Removal (%)	99.03%	

WWTF Maintenance & Operations:

- Fournier Press No. 1, Compressor: compressor constant run condition was discovered; trouble-shot the condition, and found a faulted tank check valve; ordered a replacement valve to make the repair; **UPDATE** – part was received, and repair was completed on Wednesday (9th).
- Secondary Systems Upgrades Project: Contractor is continuing to work on the Settled Effluent's 'Tate-Andale' Basket Strainer (ongoing); Contractor continues to work on Aeration Tank Aerzen Blower #3 issues, and is coordinating for an Aerzen representative to come to the Plant to investigate & correct issues with the Aerzen Blower #3 cooling fan {schedule TBD}....(ongoing); Contractor performed a "weed & feed" on project-disturbed lawn areas on Wednesday (9th); SCADA work was performed on the Settled Effluent valve position signal on Thursday (10th).
- Primary Settling Basins Cross Collector Project: six (6) wall bearings are at the machine shop to be reworked (2nd set); waiting for reworked sprockets from the manufacturer.
- Primary Sludge Pump No. 2: replaced the pump's drive key.
- Performed Groundskeeping, at East & West Plants.
- Preventative Maintenance rounds were performed this week and last week, by available maintenance staff, using "Staffing Minimization" hours (64 person-hours in total, this week and last week).

<u>Work Order Report: September 5th - 11th, 2020</u>					
Demand Statistics	PM Statistics	Averages			
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	100.00%
Demand Work Orders	4	PM Work Orders	6	Avg. Days Late / All Work Orders	0
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	0	Avg. Days to Complete / All Work Orders	7
Demand Work Orders Completed On Time	4	PM Work Orders Completed On Time	6	Total Maintenance Man Hours	64
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	100.00%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	0		
Avg. Days to Complete / Demand Work Order	3	Avg. Days to Complete / PM Work Order	7		

- Effluent Total Phosphorus numbers are going down.
- 09/08/2020: Superintendent & Maintenance Engineer met with a CDM-Smith rep on the Lab/Office Renovations Project.
- Working on the NPDES Permit's DMR Report, for the month of August 2020.
- 09/10/2020: LCS onsite performing SSU upgrades for SCADA.
- 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 (Disinfectant and Odor Neutralizing Chemical); and
 - Sodium Bisulfite (Chlorine Neutralizing Chemical).

Administration:

- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Participated in biweekly MassDEP 'COVID-19' call for Wastewater Operators.
- Participated in Water/Wastewater Commission Meeting.
- Sewer Billing Abatements.
- Coordinated with Purchasing Department, for Wastewater procurement needs.

Sewer System

- Excavated, backfilled & compacted, and placed new base course pavement around 2 manholes on Cobbler Drive. The manhole frames & covers were getting chipped and beat up because the pavement had sunk around the structures, and snow plows were clipping the castings.
- Installed butyl-mastic on a cover at the intersection of Salem Street at Birch Street.
- Cleaned and CCTV'd multiple drain lines on Boulder Drive, near Newton Place, in order to determine connectivity in preparation to eliminate 2 catch basins from the Sanitary Sewer System.
- CCTV'd sewer on John Fitch Highway to determine location of possible buried manhole: manhole was determined to have not been installed.
- Cleaned and CCTV'd drain lines and 2 catch basins that smoked in front of #340 Broad Street during trunk sewer investigations. Discovered a paved-over drain manhole that will be raised next week. One catch basin leader had too many pipe defects and bends to televised completely.
- Changed 3 sewer system flow meters' batteries.
- Saw-cut 2 manholes for replacement: one at the JFH/North Street intersection, and one in Broad Street.
- Weekly pump station checks, and vacuumed out Sawyer Passway Wet Well.
- Performed a spot repair in the City Sewer, near #68 Blossom Street, in order to finish the CCTV video capture of Mount Vernon Street Sewer, and to locate a buried manhole.
- Attended NEWEA's Collection System Specialty Conference, and presented about Fitchburg's past and future plans for Consent Decree and NPDES Compliance.
- Conducted site survey on the upper portion of Highview Street, in order to design alignment and slope for relocation of a segment of sewer; to be completed next week.

- PJ Albert separated one final combination manhole on Normandy Road (in Green Acres). Separation consisted of installing an 8-foot diameter manhole with 2 chambers - one chamber for drain, and one for sewer. All manholes within the Green Acres neighborhood are now separated.
- Blue Diamond Equipment completed preparations for Elm Street sewer replacement. Will start excavation work next week.
- Ted Berry "gross-cleaned" Siphon No. 2 on the trunk sewer, at the Airport. Approximately 15 cubic yards of accumulated debris was removed.
- Backhoe was fully serviced by Milton-CAT, at DPW (#301 Broad Street).

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Correspondence with the Auditor's office regarding DPW department budgets in preparation for City Council meeting.
 - Reviewed the actual labor workoff (work that is budgeted to be performed for other departments) with the Superintendent of Streets. We are approximately 32% complete with the required workoff.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - Logged and distributed 6 new petitions received for the Public Works Committee.
 - Reviewed the specs received from the City's consultant for the Broad St roof replacement and forwarded DPW comments/concerns. Consultant will review our comments and revise specs accordingly.
 - All DPW Divisions processed bi-weekly payrolls.
 - All DPW Divisions are working on calculating and compiling Local 39 licenses for the upcoming contractual stipend payment.
 - All DPW Divisions are working on completing the Compensated Absences records for the City Auditor's Office.
 - Assisted several laborers with renewal of hoisting licenses.
 - Submitted Chapter 90 project request to MassDOT for the Crawford St project.

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	55	\$ 31,283	*Note 1	\$ 408		\$ 61,015
Cemeteries	2	\$ 147				\$ 10,803
Parks	4	\$ 216				\$ 6,776
Recreation	1	\$ 500				\$ 7,424
Water Supply	9	\$ 7,543				\$ 55,347
Waste Water	30	\$ 45,888	*Note 2	\$ 26,570		\$ 78,102
			*Note 3	\$ 1,681		
Total	101	\$ 85,578		\$ 28,659	\$ -	\$219,468

*1 - Engineering Permits & Performance Bonds

*2 - Septage at East Plant (Gallons) 312,588

*3 - East Plant Solar Credits