

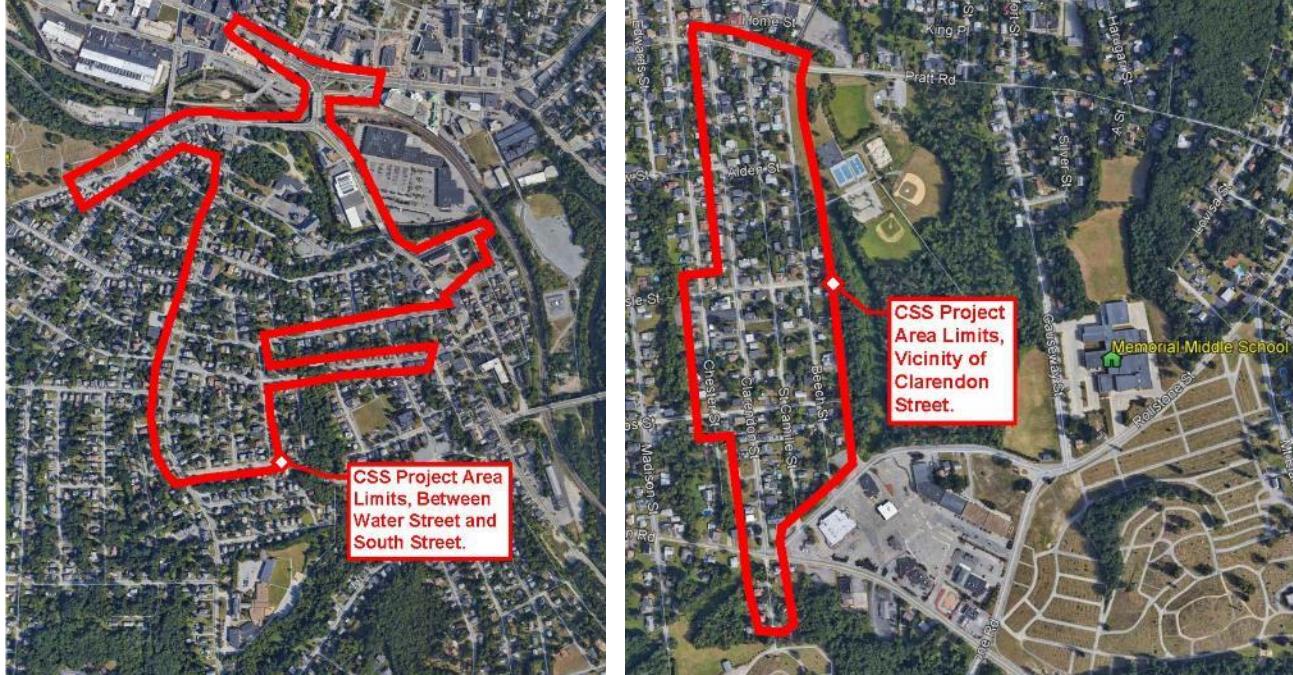


301 Broad Street
Fitchburg, MA 01420
Phone: 978-829-1900

DPW Weekly Update September 20 - September 27, 2020

Dear Mayor, Councilors, and Colleagues;

The '*CSO 007, 011, 039, 048 Separation Rehabilitation Project*' will be the City's 5th Combined Sewer Separation ('CSS') Project. These CSS Projects are mandated by Federal and State regulatory authorities. This latest CSS Project was bid in August 2020, and the City is progressing to award the construction contract to J.A. Polito & Sons, Inc. for the sum of **\$6,641,341**. The CSS Project was designed by Weston & Sampson Engineers, for a **\$714,500** design fee, and Weston will also provide project management and construction engineering services for the sum of **\$1,170,000**. In addition, Wastewater estimates that **\$525,000** in Police Details charges will be incurred during the construction of the CSS Project. The total project cost (design & construction) is estimated at approximately **\$9.1 Million**. It is anticipated that construction will begin in late October 2020, in the area of Water Street (between Walnut Street and First Street). Completion is estimated to be at about the end of July 2022.



Sincerely,

Jeff Murawski, PE
Deputy Commissioner of Wastewater

STREETS DIVISION
Gary Withington - Superintendent

Due to continued decreased staffing levels, outstanding service requests have increased from 151 on March 1st to 361 on September 20. In the past two weeks DPW received 44 new requests and closed 59 requests. The total outstanding requests backlog is now 361, 15 less than the previous reporting period. Most outstanding requests are for potholes and storm drains.

Reporting Period 9/14/20 - 9/27/20		Previous Period	Change
Previous Request Backlog	376		
New Requests	44	43	1
Completed Requests	59	32	27
Total Request Backlog	361	376	-15
Potholes	127	138	-11
Storm Drains	34	44	-10
Tree & Brush Pruning	54	52	2
Traffic, Signals, Signs	16	16	0
Berm Repairs	20	20	0
All other categories	110	106	4
New Requests	44	43	1
Acknowledged	36	37	-1
Completed & Closed	6	2	4
Open	38	41	-3

The weather last week was cool and very dry.

	Saturday 9/19	Sunday 9/20	Monday 9/21	Tuesday 9/22	Wednesday 9/23	Thursday 9/24	Friday 9/25
Rain (in)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hi/Lo Temp (F)	43/59	43/57	43/61	48/64	48/73	57/72	57/77

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.
 Made and installed street name signs for Mayland and Laurel Street.
 Installed no-parking signs on Falulah Street.
 Painted turning arrow symbols at intersection of Water Street and 5th Street bridge.
 Ordered new speed limit signs for Crawford Street.

Paving Crew

Started paving of Ashby West Road. The roadway and shoulders were first cleaned of sand and soil, and the existing pavement was then crack-sealed. DPW crews started paving the wearing course for the section between Rindge Road and the Scott reservoir.

Supported the Water Division by cutting trench patches on Plymouth Street, Hollywood Street, Ashburnham Hill Road, and Read Street.

Stormwater Crew

Repaired two catch basins on John Fitch Highway.

Sidewalk Crew

Started reconstruction of ADA ramps at Water Street and Granite Street. Large tree and stump had to be removed because it had destroyed the sidewalk.

Trash & Streetsweeping & Brush

Spot streetsweeping around the City.

Picked up trash along Main Street.

Picked up illegal dumping on Pear Hill Road and Weymouth Street.

Ground stumps on Water Street and Rollstone Road.

The Community Work Crew spent the week cleaning brush and garbage on Westminster Street sidewalks from Industrial Road to the Steamline Trail.

Mechanic Shop

Supported paving of Ashby West by repairing truck that broke down while hauling asphalt.

Started repairing and preparing spreaders on large trucks for the winter season.

Repaired water system on 10-ton roller. Maintained and repaired paving machine.



Figure 1 - Cleanup of Westminster Street

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

On Friday September 18th, the United Way of North Central Massachusetts along with the Greenway Committee helped to clean up Gateway Park and trails. Some of the masked volunteers included: Council President Kushmerek, Councillor Squalia, Kit Tucker, Ralph Baker, Janet Morrison, Josiah Richards, Neal Anderson, and Bill Stanwood. We would also like to thank Mr. Gary Glenny for continually picking up litter at the parks in Ward 1. It is with great volunteers like these that Fitchburg can enjoy our beautiful parks!



Figure 2 - Volunteers helping to clean up parks and trails

- Upcoming Events:
 - Movies at Putnam Place
 - A Nightmare Before Christmas – October 30, 2020
 - Spooky Drive-In Movies at the Wallace Civic Center
 - Hocus Pocus – October 24, 2020
 - The Addams Family (2019) – October 31, 2020

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

Repaired catch basin on Forest Hill Cemetery roadways.



Figure 3 - Catch Basin Repair at Cemetery

ENGINEERING DIVISION
Nicholas Erickson, P.E. – Assistant City Engineer

Administrative

- Reviewed change order from Associated Building Wreckers for the water and sewer cut and caps required for demolition of the foundation at 80-86 Lunenburg Street.
- Performed records search to determine sewer lateral locations at 80-86 Lunenburg Street. Determined which connections are still live and where capping is required prior to the work. The building was demolished several years ago but the foundation remains.

Associated Building Wreckers has been hired by the City to complete the demolition of the foundation in the coming weeks.

- Provided utility site plans and street layouts for a land surveyor working on a 36 Frankfort Street utility site plan.
- Provided utility site plans and street layouts along River St. for Hannigan Engineering.
- Provided utility site plans and street layouts for Snow, North, and Cherry Street to Hannigan Engineering.
- Sent out (3) Address Assignment Notifications to city departments and respective land owners for:
 - 97 Lawrence Street
 - 42 Flicker Drive
 - 36 Frankfort Street
- Held conference call with the Building Commissioner and proponent of a project to construct a parking lot at 203 Water Street to discuss plans for moving the project forward.
- Held conference call with DPW Water, the IT Department, Verizon, and Arcadis to discuss the design of networking components to be included in Phase 2 of DPW Water's Supervisory Control and Data Acquisition (SCADA) Upgrade Project. This project will replace and upgrade the networking and control systems at the City's two water treatment facilities and various remote sites located throughout the City's water supply and distribution systems.
- Held conference call with DPW Water, the IT Department, VTSCADA, and Arcadis to discuss the SCADA software and various configuration options to be included in Phase 2 of DPW Water's SCADA Upgrade Project.
- Attended webinar that discussed features included in the newest release of the Streetlogix software used by the City for management of its pavement assets.
- Held conference call with Arcadis to discuss the City's Municipal Separate Storm Sewer System (MS4) Annual Report submission to the EPA. This annual report is required under the MS4 permit held by the City to operate its stormwater system. Also began assembling documents needed to prepare the report.
- Attended virtual Wastewater Project Update Meeting with DPW Wastewater and Weston & Sampson to discuss various ongoing and upcoming projects related to the City's sewer system, including the upcoming combined sewer separation project.
- Held interviews with two engineering consulting firms for the City's current solicitation for engineering on-call contracts. The City plans to select up to six engineering consulting firms to provide engineering support in a range of disciplines needed by DPW.
- Signed and returned contract documents for the Municipal Vulnerability Preparedness (MVP) Program Action Grant awarded to the City by the Executive Office of Energy and Environmental Affairs (EOEEA). This grant award will be used to design various stormwater and roadway improvements for John Fitch Highway between Lunenburg Street and Summer Street.
- Held call with Gilbane Building Company to discuss an upcoming project at Fitchburg State University to upgrade the backup electrical system feeding various campus buildings.
- Sent the US Army Corps of Engineers an Emergency Action Plan (EAP) and a Needs Assessment of the North Nashua Flood Damage Reduction System prepared by Weston & Sampson as part of the MVP Planning Grant received by the City from the EOEEA last year.
- Sent a real estate agent guidance on Fitchburg's private and paper roads per request.
- Reviewed various inquiries from MuniTech about City property damaged by motor vehicle accidents and issued authorization to pursue claims.

Street Lights

- Coordinated with Dagle Electric on various street light repairs throughout the City.
- Updated the Dagle Electric's repair list.
- Updated SeeClickFix as needed.

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. To date, PJA has completed the following:
 - Lowered drain and sewer structures to the elevations required to allow for the proposed finished grades along the roadway.
 - Removed existing sidewalk and unsuitable curbing.
 - Pulverized existing roadway pavement, removed excess material, fine-graded the roadway subgrade to the proper elevations, tilled in calcium chloride, and compacted to form a suitable base for the roadway.
 - Paved the binder course of pavement.
 - Graded and paved driveway aprons and a couple of parking areas along the eastern shoulder of the road near the quarry property.
 - Installed an edge drain along the eastern edge of the roadway between House #56 and House #100 to catch all of the groundwater that bleeds out from the City's quarry property. The edge drain consists of an 8" diameter perforated plastic pipe encased in crushed stone that is tied into the drainage system. This will capture the groundwater and help prevent dangerous icing conditions that occur in this area during the winter months.
 - Graded sidewalks along the western edge of the roadway, removed excess material, compacted, and adjusted water gate valve boxes in preparation for curb and concrete installations.
 - Pulverized existing paved aprons along the eastern edge of the roadway from Wall Street to Pratt Street, graded and compacted subgrade, and repaved the binder course of pavement.
 - Installed berm along eastern edge of roadway.
 - PJA's subcontractor, MTK, began installed curbing, concrete sidewalks, and concrete driveway aprons along the western edge of the roadway.
 - Began pulverized, grading, and repaving existing driveway pavement behind concrete driveway aprons to ensure smooth transition for residents when entering/exiting their properties.
 - Finished grading a new parking area at 63 Beech Street.
 - PJA relocated a fire hydrant located within the sidewalk area to gain clearance to meet ADA regulations.

This past week PJA completed the following:

- PJA's subcontractor, MTK, finished installed curbing, concrete sidewalks, and concrete driveway aprons along the western edge of the roadway.
- Finished pulverized, grading, and repaving existing driveway pavement behind concrete driveway aprons to ensure smooth transition for residents when entering/exiting their properties.

- PJA's subcontractor, ROU, began raising frames and covers of manhole and gate valve structures in advance of paving the 1.5-inch top wearing course (tentatively scheduled for this week).

DPW Engineering performed daily field visits and provided daily construction administration and oversight.

- ***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. Over the past several weeks, Indus' subcontractor, SUR lowered all of the castings in advance of the work, and Indus completed their Cold-In-Place asphalt recycling along the entire length of the project, which left a nice, smooth finish. This past week Indus' subcontractor SUR raised the castings in advance of paving the 1.5-inch top wearing course of asphalt, which is tentatively scheduled for next week. DPW Engineering performed daily field visits and provided daily construction administration and oversight.
- ***Ashby West Road Paving Project*** - This is a project to pave a 1.5-inch top wearing course over a 2-inch thick layer of binder installed a number of years ago between Scott Reservoir and Rindge Road. Over the past several weeks, DPW crews have repaired a failing culvert, patched potholes, and fixed minor defects in the binder layer. This past week, DPW crews began paving the 1.5-inch top wearing course. DPW Engineering performed daily site visits and provided field support as needed.
- ***Water Street ADA Ramps Project*** - This is a project to construct ADA ramps on Water Street. DPW Engineering performed daily site visits and provided field support to DPW crews as needed.

Dig Safe

- Performed Dig Safe mark out of sewer service at 80 Lunenburg Street for demolition contractor to cap.
- Performed Dig Safe mark out of summit sewer connections for sewer extension project on Stickney Road.

Permitting, Inspections & Site Visits

- 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.
- Continued working on a Water Connection Permit application form for DPW Water.
- Conducted multiple site visits to Stickney Road to inspect a sewer extension being installed by Tandem Construction.
- Conducted site visit to 80 Lunenburg Street to mark out the location of sewer services for a demolition contractor to cap.
- Conducted driveway inspections at the following properties:
 - 91 Ashburnham Street
 - 0 Frankfort Street
 - 581 Stickney Road

- Conducted site visit to 346 River Street to assist a contractor with CCTV-ing their sewer service. Provided site plans and suggestions to the plumber working to restore the sewer connection.
- Conducted one site visit to Crawford Street to meet with PJ Albert and review milling extents and wearing course application scheduled for next week.
- Coordinated crack-sealing of Airport Road from Bemis Road to Crawford Street and assisted the crack-sealing contractor with traffic management.
- Conducted two site visits for measure down of crack-sealing liquid tanker at start and finish of crack-sealing on Airport Road.
- Performed site walk of DPW facility at 301 Broad Street with Arcadis to confirm the location of floor drains throughout the building. This information will be used to support the City's various MS4 permit requirements.
- Performed site visit to Crawford Street to inspect the Water Department's work to install a new service main to Dillon Boiler Services, Inc. and abandon an old unlined cast iron service main.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	1	\$0 ¹
	Excavation/Road Opening Permits (\$250/\$350)	11	\$2,100 ²
	Driveway/Curb Cut Permits (No Fee)	2	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	0	\$0
	Application Reviews	19	n/a
	Engineering Plan Reviews	15	n/a
INSPECTIONS	Driveway Inspections	3	n/a
	Trench Inspections	12	n/a
	Site Visits/Inspections	35	n/a
	Dig-Safe requests	2	n/a
	Sewer/Drain Inspections	10	n/a
	Street Light Inspection	2	n/a
Totals		112	\$2,100

Notes:

¹ Includes 1 permit for a City contractor at \$0 (fee waived).

² Includes 2 permits for DPW Water at \$0 each (fee waived), 1 permit for a City contractor at \$0 (fee waived), 7 permits for Unitil at \$250 each (inspection fee waived), and 1 permit for a private contractor at \$350.

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 Bickford Reservoir to Mare Meadow Reservoir, 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 9/24/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	-2.06 feet	-1.84 feet	Meetinghouse
Scott	-4.50 feet	-5.70 feet	Mare Meadow
Lovell	-5.13 feet	-1.07 feet	Bickford

Water Filtration Plant Flows/Production from 9/18/20 through 9/24/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	9,189,000	27,310,000	36,499,000
Backwash to waste (Gal)	934,000	2,423,000	3,357,000
Finish Water - Treated & Distributed (Gal)	8,255,000	24,887,000	33,142,000
Capacity	(6 MGD) 21.9%	(12 MGD) 32.5%	(18 MGD) 29.0%
Efficiency	90%	91.1%	91%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continued this week (began last week, this is first full work). 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).
- CorrTech continued working on 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). Overlook Tank was completed last week and they are now working on the storage tanks and clearwells at the Regional Plant. Per MA DEP Regulations, water storage tanks and clearwells must be cleaned/inspected every 5 years.
- Waterline Industries continued working on the installation of the pump and controls at the Marshall Regulating Plant. Installation of this pump will permit pumping of water from the city's Low (distribution) System to its High (distribution system). Currently, due to different hydraulic grade lines, water can only flow from the High System to the Low System through the pressure regulating valves at this station. This pump will greatly improve the resiliency of the city's water system under emergency situations (e.g., water main breaks, reservoir issues, fires, etc.).

- The Mare Meadow pump was restarted this week after being shut off for a couple weeks. This transfers the water from Mare Meadow Reservoir to Meetinghouse Reservoir, which is the terminal reservoir to the Regional Water Filtration Plant in Westminster. Meetinghouse Reservoir was getting low relative to the intake and, with no significant rainfall in the forecast, transfer of water from Mare Meadow was needed.
- Coggswell Sprinkler was in to evaluate the relief valve on the fire pump at the Lacava Pump Station that requires either repair or replacement. Coggswell will provide quote for the required work.

Water Distribution

- Patrolled watershed areas including: Falulah Brook, Fitchburg Reservoir (blocked ATV trail), Ashby Compensating Reservoir, Oak Hill Water Storage Tank, Bickford Reservoir, and Frog Hollow Road (Westminster).
- Mowed/weed-wacked Lacava Pump Station.
- Cut brush on Bickford Dike upstream slope, Lovell Spillway, continued working on removing brush/logs from Lovell spillway.
- FWD crews excavated the 12-inch water main on Crawford Street at Pole #23. The water main was cleaned off and prepped for Hydra Tech to install a 12-inch by 8-inch tapping sleeve and valve. Personnel then excavated and located the current 8 inch water main off the road that services Dillion Boiler Company. Crews installed 37 feet of ductile water main to the location of the current 8 inch main. The trench was filled/compacted and the road was paved with binder. The final connection to the current 8 inch main is scheduled to be completed the end of next week, at which time the current 8-inch main that connects near Blueberry Lane will be abandoned. This will eliminate a significant length of water main that is not needed.



Figure 4- 8-in Water line insertion

- FWD personnel excavated and renewed the water service (city side) at 21 Ward Street due to a leak in the service line.
- FWD personnel installed (Wednesday) a bleeder on the hydrant at the end of Lyric Lane to help with water quality on Will Thompson Way.

- During the course of the week, FWD personnel performed numerous (32) turn offs/ons of water services for the water meter replacement project.
- FWD personnel responded (Friday) to 346 River Street after a contractor (Tocci) hit/pulled a water service line. The water was shut off and the contractor repaired the service line.
- FWD personnel tried to continue hydrant flushing on the High and Low systems, due to running with a skeleton crew again this week, zero hydrants were flushed this week.
- 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	0	0	0

Administration and Meters/Billing

- Total of 26 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 15 invoices totaling \$10,572.58 were processed for FY20 warrant WG21014.
- 6 purchase requisitions and 1 change order were entered into Munis for approval by Purchasing.
- During the course of the week, a total of 233 water meters were replaced with new Neptune meters - 28 were changed by FWD personnel and 205 by the City's contractor, Baystate WinSupply.
- Contacted property owners to schedule larger size meter change outs for Baystate WinSupply.
- Complete payroll for the two week period ending 10/2. The total payroll was \$55,518.10, including \$4,740.33 in overtime.
- Participated in meeting regarding SCADA system upgrades with Arcadis and City representatives.
- Attended monthly progress meeting for the city-wide meter upgrade project, attendees included Water Division staff and representatives of Weston & Sampson, Ti-Sales, and Baystate Winsupply.
- Participated in presentations by two engineering consultants to DPW staff.
- Held an overall Water Division projects meeting with Weston & Sampson personnel. Work/projects reviewed/discussed included the Falulah transmission main, Narrows Road hydroturbine installation (including National Grid interconnect agreement and additional SCADA work), Marshall Roof change order, ACM testing of roof sites, asset management project funding, Water Street bridges water main work, and the City's cross connection control program.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	3
DigSafe Mark-outs	12
Inspections of Work on Water System	4
Record Plan Updates	10
Special Permit Applications Reviewed	0
New Water Service Applications	2
View Permits reviewed	0
Curb Stops Turned off/on	30
Located/cleaned gate/curb boxes	32
Final Readings/ Real Estate Closings	26
New Meter Installations	28
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	147

WASTE WATER DIVISION

Jeff Murawski, P.E. - Deputy Commissioner of Wastewater

The WWTF processed 31.3 million gallons of sewage during the last week of August. In total, 80.2 tons of organics and 141.9 tons of solids were removed and prevented from entering the Nashua River.

Week of 9/13/2020 – 9/19/2020		
Sewage Flow	31.36	Million Gallons
Rainfall	0.00	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	162,142	Pounds
BOD _{out} (lbs)	1,678	Pounds
BOD Removal (%)	98.92%	
TSS _{in} (lbs)	285,715	Pounds
TSS _{out} (lbs)	1,854	Pounds
TSS Removal (%)	99.23%	

WWTF Maintenance & Operations:

- Plant Equipment Fleet Vehicle, TX Gator: new tires ordered, and are expected to be received next week.
- Secondary Systems Upgrades Project: no activity this week (*ongoing*).

- Primary Settling Basins Cross Collector Project: brought wall bearing back from machine shop to free up bearing socket, returned 5 wall bearings to machine shop to be reworked (2nd set) (*ongoing*).
- CEPT Fire Alarm RF Signal Reporter: Fire Dept. is not receiving signal; troubleshoot condition, and found expired batteries; replaced batteries; UPDATE: followed up with Fire Dept., and Fire confirmed that the signal is reporting..
- Headworks Blower Room, MCC 11: AC coil is icing up; (need to call in on-call HVAC, MPC); freon is probably low; UPDATE: repair completed.
- Process Control Room: AC does not work (need to call on-call HVAC, MPC); UPDATE: repair completed.
- Headworks, Aerated Grit Chambers Building, Hydrotherm Boiler: Flow switch failure (need to call on-call HVAC, MPC); UPDATE: repair completed.
- Performed Groundskeeping, at East & West Plants.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using “Staffing Minimization” hours (70.5 person-hours in total).
- Participated in daily video conference calls with Wastewater Management.
- Subsequent to discontinuing “Shelter-in-Place” staffing, Treatment Operations staff are now on a normal shift rotation plan but with limited staff (“staffing minimization”).
 - Weekend operators on their 10.5 hour weekday shift are performing exterior plant duties this week (Secondary Clarifiers cleaning, Gravity Thickeners cleaning, Chlorine Contact Chamber cleaning, and pumps and draft tube cleanings).
- Total Phosphorus numbers have begun to go down. UPDATE: We seem to have an unusual pattern of the first two tests of the week being within proper parameters but the third test is abnormally high. We are continuing to investigate this condition (*ongoing*).
- 09/24/2020: Video Conference (Workshop with CDM Smith) about Control Rm., Lab, & Locker Rm. Project.
- 09/24/2020: Video Conference about BrightFarms, regarding ‘Process Water Discharge Quality’ discussion.
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries:
 - Magnesium Hydroxide (Alkalinity Adjusting Chemical);
 - Sodium Hypochlorite (Chlorine Disinfectant and Odors Neutralizing Chemical);
 - Polymer (C321), for Fournier Presses (Sludge Dewatering Polymer Chemical); and
 - Ferric Chloride (Chemical Coagulant).

Work Order Report: September 19 th - 25 th , 2020					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	30.80%
Demand Work Orders	1	PM Work Orders	12	Avg. Days Late / All Work Orders	3.44
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	9	Avg. Days to Complete / All Work Orders	8.09
Demand Work Orders Completed On Time	1	PM Work Orders Completed On Time	3	Total Maintenance Man Hours	70.5
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	25.00%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	3.44		
Avg. Days to Complete / Demand Work Order	0	Avg. Days to Complete / PM Work Order	8.09		

Administration:

- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Participated in Video Conference (Workshop with CDM Smith) about Control Rm., Lab, & Locker Rm. Project.
- Participated in Video Conference about BrightFarms, regarding 'Process Water Discharge Quality' discussion.
- Participated in monthly coordination meeting, with Wastewater On-Call Engineer (Weston & Sampson)
- Coordinated for holding a training course for the Sewer Collection Operators (to be held in early November 2020) at the Fitchburg Public Library.
- Sewer Billing Abatements.
- Coordinated with Purchasing Department, for Wastewater procurement needs.

Sewer System

- Vacuumed out the water from fractured 6-inch pipe at the Airport, twice. Permanent repairs to be performed on October 7th.
- Brought old Vactor down to CN Wood, for fan repair
- Replaced or reset five (5) defective manhole covers, and installed base course pavement at these manholes: one (1) on Theresa Street, three (3) on Rinnock Road, and one (1) on Depot Street.
- Cleaned out what Wastewater believed was a "summit sewer manhole" (where a new sewer service is being tied in) on Stickney Road, where a blockage was forming; we CCTV'd an observed 8" diameter connection into this summit manhole, and determined the existing connection into the manhole is a 60-foot sewer extension (up Stickney), to sewer service #119 Stickney Road, that was extended to #119 about 20 years ago; the home does have a sewer account; the sewer system GIS mapping has been updated to reflect this discovery.
- Responded to a service call at #72 Webster Street: was found to be a homeowner issue.
- Responded to a service call at #275 Franklin Road: homeowner thought sewer backup issues are due to recent Utilil work; Utilil responded with a push camera to assist homeowner.
- Conducted dye testing at Hollis Hills Farm, and determined three (3) building structures on the farm are tied into the municipal sewer system; Wastewater will work with Owner to discuss options for developing a sewer billing procedure.
- Marked out geo-boring locations at the top of Highview Street, for the Sewer Rehabilitation/Replacement Project.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Reconciled and reviewed budgets remaining on CDBG projects with the Community Development project manager.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.

- Assist the Auditor's office with the FEMA grants portal.
- All DPW Divisions processed bi-weekly payrolls.
- Reviewed applicants received for the DPW Head Clerk position. Job is posted thru 9/29/20.
- Published the cancellation notice for the Public Works Committee meeting scheduled for 9/29/20. Next meeting will be held on October 27, 2020.

Invoicing, Warrants, and Payrolls							
		Invoices		Deposits		Billings	Payroll
Division	Number	Total \$	Number	Total \$			
Streets/Admin/Engineering	45	\$ 26,940	*Note 1				\$ 60,085
Cemeteries	3	\$ 1,472					\$ 10,900
Parks	2	\$ 560					\$ 6,131
Recreation							\$ 2,380
Water Supply	15	\$ 10,573					\$ 55,518
Waste Water	29	\$ 52,473	*Note 2	\$ 30,410			\$ 78,582
			*Note 3				
Total	94	\$ 92,018		\$ 30,410	\$ -	\$213,597	

*1 - Engineering Permits & Performance Bonds
 *2 - Septage at East Plant (Gallons) 357,765

DPW Staffing levels for the past week were at 71%.

