

City of  
**Fitchburg**



Department of  
**Public Works**

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

**DPW Weekly Update October 5 – October 11, 2020**

Dear Mayor, Councilors, and Colleagues;

Columbus Day weekend marked the substantial completion of the Beech Street and Crawford Street projects. These two projects represent a combined \$1.3 Million investment in the city's neighborhoods and business corridors that will improve the quality of life, property values, and economic vitality.

On Friday, Crawford Street received the final top course of asphalt to provide a smooth ride and durability. The final touches including striping and driveways will be completed this week. We received good feedback from the businesses along the corridor and generally they were happy that the roadway construction was completed in an expedited timeframe. DPW is coordinating with FPD to mitigate the anticipated speeding issues through installation of electronic speed limit signage.

On Columbus Day, Beech Street received the final top course of asphalt. The final touches including crosswalk markings, signage and driveway paving will be completed shortly. The neighbors have been very positive throughout the project and the new granite curb and concrete sidewalks have absolutely transformed this neighborhood into one of the best looking streets in the city. Many homeowners have started cleaning their properties and people are starting to use the new sidewalks. Additionally, the city-owned lot at 63 Beech Street was cleared and leveled for future benefit to the neighboring properties.

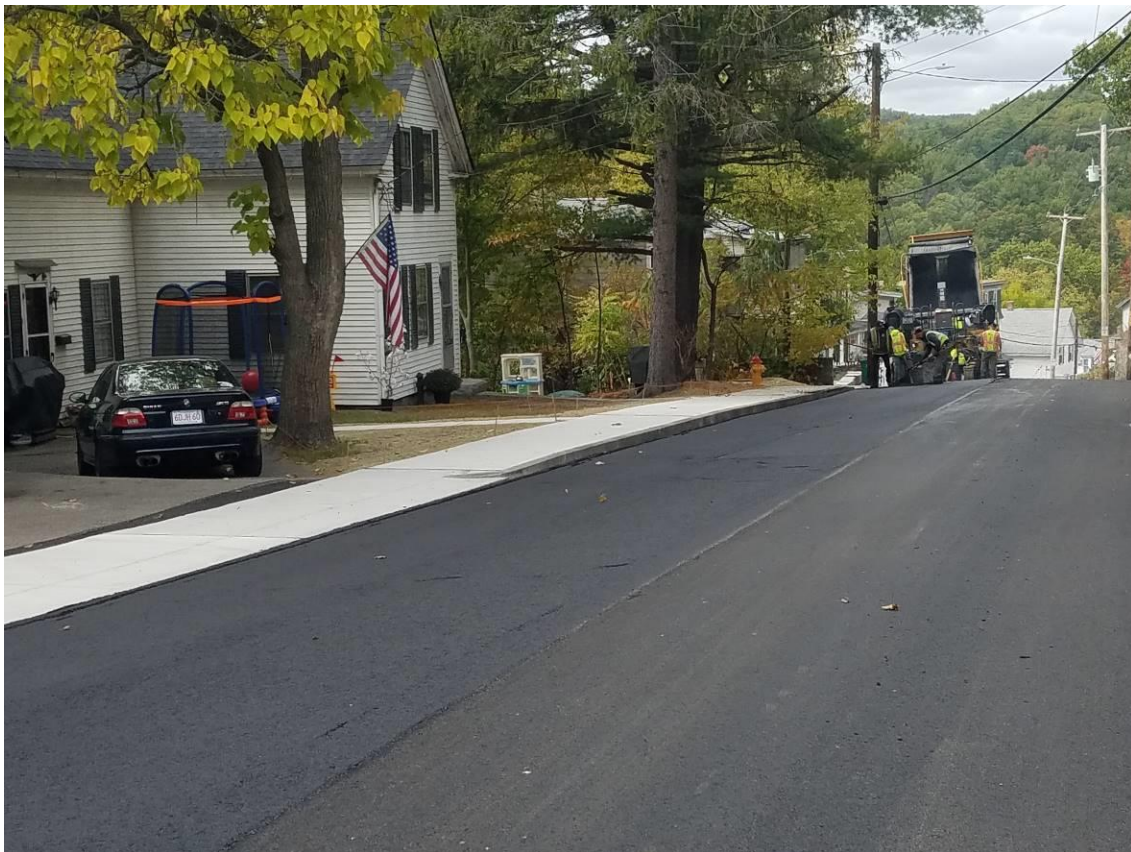
The successful completion of these projects is directly attributed to the great work by the DPW Engineering staff, our contractors (PJ Albert and Indus), the Fitchburg Police detail officers, and the coordination with UNITIL and the DPW Wastewater and Water Divisions crews.

Sincerely,

Nicolas Bosonetto, PE  
Commissioner of Public Works  
City Engineer



*Figure 1 - Final Paving of Beech Street*



*Figure 2 - Beech Street*

## STREETS DIVISION

Gary Withington - Superintendent

In the past two weeks DPW received 33 new requests and closed 36 requests. The total outstanding requests backlog is now 357, 3 less than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> 9/28/20 – 10/11/20		<u>Previous Period</u>	<u>Change</u>
<b>Previous Request Backlog</b>	360		
New Requests	33	34	-1
Completed Requests	36	35	1
<b>Total Request Backlog</b>	357	360	-3
Potholes	123	125	-2
Storm Drains	36	35	1
Tree & Brush Pruning	62	58	4
Traffic, Signals, Signs	18	16	2
Berm Repairs	20	20	0
All other categories	98	106	-8
<b>New Requests</b>	33	34	-1
Acknowledged	26	26	0
Completed & Closed	8	5	3
Open	25	29	-4

The weather last week was cool, with thunderstorms on Thursday causing tree damage throughout the city.

	Saturday 10/3	Sunday 10/4	Monday 10/5	Tuesday 10/6	Wednesday 10/7	Thursday 10/8	Friday 10/9
Rain (in)	0.00	0.00	0.00	0.00	0.17	0.00	0.00
Hi/Lo Temp (F)	45/63	43/61	48/61	50/64	48/70	41/55	39/57

Sources:

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

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

### Signals, Signs & Stripes Crew

- Removed HP signs at 101 Clarendon Street;
- Repaired mirror at Fifth Mass Turnpike and Franklin Road
- Replaced Do Not Enter sign at Woodbury Ave
- Removed Do Not Enter Signs on Day at Green Streets
- Installed Handicap Parking Sign at 50 Goddard Street

### Paving Crew

- Filled potholes on Nichols Road, Klondike Ave, Vine Street;
- Continued paving of Ashby West Road;
- Repaired sink hole on Academy Street;
- Supported Wastewater Division by repaving around manhole on JFH;
- Paving Crew attended on-line course on paving techniques presented by Baystate Roads.

### Stormwater Crew

- Continued cleaning catch basins and culverts.

### Sidewalk Crew

- Continued to install Handicap Ramps on Water Street and Spruce Street;
- Finished repairing sidewalk on Day Street;

### Trash & Streetsweeping & Brush

- Helped Board of Health with unloading trash barrels;
- Spot streetsweeping around the city;
- Picked up trash on Main Street;
- Removed trees from:
  - Abbott Ave,
  - Ash Street,
  - Ashburnham Street,
  - Authority Drive,
  - Connors Street,
  - Fairmount Street,
  - Fifth Mass Turnpike,
  - Fisher Road,
  - Garnett Street,
  - Hale Street,
  - High Rock Road,
  - Marshall Road,
  - Milk Street,
  - Nashua Street,
  - Otis Street,
  - Patton Street,
  - Richardson Road
  - Rindge Road,
  - Shawna Drive;
  - Thomas Street,
- Cut brush on:
  - Carey Street,
  - Federal Street,
  - Hazel Street,
  - King Street,
  - Old Leominster Road
  - Pratt Street,
  - Rockland Street,

### Mechanic Shop

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



## **PARKS DIVISION AND RECREATION DEPARTMENT**

Nate LaRose – Recreation Director

- Continued to blow out irrigation systems;
- Helped Board of Health with unloading trash barrels;
- Continued to pick up leaves in the parks;
- Picked up trash at Moran Field;
- Picked up fallen trees at Coggshall Park;
- Devin Caron and nine other Boy Scouts from Troop 17 completed the gazebo handrail project at Stanley Park for his Eagle Scout project.



*Figure 3 - Stanley Park Gazebo project*

- 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 .....	0
Inurnments.....	2
Up righted monuments.....	0
Uncovered/cleaned flat monuments .....	0
Foundation marking for monuments.....	2
Catch basin repair .....	0
Filled Sink Holes .....	0
Trimmed Trees .....	0
Trimmed shrubs.....	0
Meeting with Families.....	9
Payments - invoiced/processed.....	8
Family Genealogy .....	6

### **ENGINEERING DIVISION**

Nicholas Erickson, P.E. - Assistant City Engineer

#### **Administrative/Engineering**

- Placed order for detectable warning panels with our vendor. PO generated by DPW Business Manager.
- Deposited paper checks issued to DPW Engineering for Trench, Excavation, and Wastewater Connection fees.
- Assigned an address of 398 Alpine Rd. to recently subdivided lot: 87R-20-2 Official interdepartmental notifications to be sent the following week.
- Confirmed official addresses for the City Clerk's office for the purpose of voter registration.
- Attended meeting to discuss selection of on-call engineering consultants from the pool of consultants that submitted responses to the City's current solicitation.
- Held meeting with Arcadis and Weston & Sampson to coordinate work on the Narrows Road Hydrogenerator Project and the Supervisory Control and Data Acquisition (SCADA) Project.
- Attended the Neighborhood Improvement Code Enforcement (NICE) meeting.
- Attended meeting with FSU to discuss upcoming electrical upgrade project to the campus.
- Held call with Weston & Sampson to discuss various dams in the City that they have been contracted to inspect.
- Attended preconstruction conference for the CSO 007,011, 039, and 048 Separation/Rehabilitation Project.

### Street Lights

- Coordinated the repair of (10) streetlights with Dagle Electric, the City's streetlight service contractor. Closed corresponding work request tickets in See-Click-Fix.

### 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. DPW Engineering performed daily field visits and provided daily construction administration and oversight.
- ***Crawford Street Paving Project*** - The City's paving contractor, PJA, installed a 1.5-inch wearing course of pavement on Crawford Street on top of a binder layer of pavement that was rehabilitated by Indus, the City's pavement preservation contractor, using a process called Cold-In-Place Recycling. This process grinds up existing pavement, injects it with liquid asphalt, and places it back down all in one operation. DPW Engineering performed daily field visits and provided daily construction administration and oversight.
- ***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

- Marked sewer services on Forest St. for Unutil pole replacement project.

### Permitting, Inspections & Site Visits

- Two site visits to Billings Road to review several curb cut/driveway permit applications and review resident complaints of drainage issues.
- Site Visit to 175 Myrtle Ave. to witness sewer capping for demolition. Conducted dye test. Capping performed by Tandem Construction
- Site Visit to Electric Ave. Nueco/Gas Project site to inspect a 24" drain line that was exposed in the gas main trench. The drain line has been abandoned and Nueco was directed to brick off both ends of pipe to prevent sinkholes.
- Site Visit to 80-86 Lunenburg St. to inspect the exposed sewer service to be capped by Associated Building Wreckers before they can proceed with demolition of the former Battery Plant foundation that exists on the site.
- Site Visit to the Rail Trail at Bemis Rd. where Lynch Construction hit a major drainage culvert the week prior. Investigated the culvert and determined it to be a critical point of drainage that will need to be engineered properly to ensure its safety and functionality underneath the rail trail project.
- Site Visit to 691 Mt Elam Rd. to witness force main pump activation. Sewer Connection notification will be sent out the following week.
- Site Visit to Stickney Road sewer extension project to witness force main pump activation for new home. Sewer Connection notification will be sent out the following week.
- Site Visit to 80-86 Lunenburg St. to witness the off-street capping by insert of the sewer line for a demolition by Associated Building Wreckers.

Engineering Services			
Type		Number	Fees
PERMITS	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	1	\$75
	Excavation/Road Opening Permits (\$250/\$350)	7	\$1,600 <sup>1</sup>
	Driveway/Curb Cut Permits (No Fee)	1	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	0	\$0
	Application Reviews	14	n/a
	Engineering Plan Reviews	10	n/a
INSPECTIONS	Driveway Inspections	2	n/a
	Trench Inspections	0	n/a
	Site Visits/Inspections	14	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	7	n/a
	Street Light Inspection	10	n/a
<b>Totals</b>		<b>67</b>	<b>\$1,675</b>

Notes:

<sup>1</sup> Includes 1 permit for DPW Water at \$0 (fees waived), 5 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 29.9 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.

- Patrolled areas around Overlook Reservoir, Marshall Station, Falulah Brook, Wachusett Reservoir, Meetinghouse Dam/transmission main, Lanes/Rhodes Roads, and the perimeter of Mare Meadow Reservoir (on foot).
- Removed/cut brush from Scott Spillway, cleared fire roads near Meetinghouse Reservoir and Bickford Dam. Also, removed fallen trees from Bickford Dam access road and Fitchburg South dam access road and continued making progress on removing trees from the Lovell Dam spillway.



## Water Treatment

Reservoir Levels as of 10/8/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	-2.54 feet	-1.19 feet	Meetinghouse
Scott	-4.68 feet	-5.44 feet	Mare Meadow
Lovell	-4.91 feet	-2.49 feet	Bickford
Water Filtration Plant Flows/Production from 10/2/20 through 10/8/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,399,000	24,969,000	33,368,000
Backwash to waste (Gal)	1,100,000	2,354,000	3,454,000
Finish Water - Treated & Distributed (Gal)	7,299,000	22,615,000	29,914,000
Capacity	(6 MGD) 20.0%	(12 MGD) 29.7%	(18 MGD) 26.5%
Efficiency	86.9%	90.6%	90%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continued this week (second week). One load per day is being pumped from the lagoons and disposed of at the West Plant (a total of 15-20 loads needs to be removed from each of the lagoons, which takes 5-8 weeks to complete depending on precipitation/weather).
- 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 and the underground storage tanks at the Regional Plant have been completed, the contractor is now working on the 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.).

## Water Distribution

- FWD personnel excavated and repaired curb stop boxes at 81 Ross Street, 6 Stockwell Street, 465 Old South Street, and at Putman Place.
- FWD personnel worked with Wastewater Division personnel to locate one end of a broken four inch sewer pipe on Weymouth Street but could not locate it, ended up rerouting the sewer lateral to the manhole.

- FWD personnel excavated and repaired a leak in the water service at 4-6 LaFlamme Place, the leak was found on the downstream side of the curb stop.
- FWD personnel performed numerous turn off/on of water services for the water meter replacement project.
- FWD personnel tried to continue hydrant flushing on the High and Low systems, due to running with a skeleton crew again this week, 0 hydrants were flushed this week.
- Contractor (NUECO) working for Unutil hit a water service at 188 Electric Avenue while installing new gas mains. FWD assisted with the repair.
- FWD personnel shut off seasonal water services at 22 Winter Street and City Hall Park.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- FWD personnel cleaned/disinfected steering wheels, shifters door handles and knobs in all Water Division vehicles.
- Completed housekeeping/disinfection of common surfaces at 1200 Rindge Road throughout the course of the week.

#### Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	3	0	1	0	0	0

- FWD personnel repaired a hydrant that was broken during hydro-seeding at Fitchburg Airport and returned it to service, notified FFD.

#### Administration and Meters/Billing

- Total of 10 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 31 invoices totaling \$82,639.59 were processed for FY20 warrant WG21016.
- 8 purchase requisitions were entered into Munis for approval by Purchasing.
- Complete payroll for the two week period ending 10/16. The total payroll was \$55,378.11, including \$3,983.67 in overtime.
- Reviewed new procedure for submitting a payroll change form in Munis with the Auditor's office.
- During the course of the week, a total of 220 water meters were replaced with new Neptune meters - 8 were changed by FWD personnel and 212 by the City's contractor, Baystate WinSupply. Customer accounts in Munis were updated by office personnel.
- Missy and Jennifer began calling customers that have not responded to the meter change letters sent by Baystate resulting in 21 appointments being booked with previous non-respondents.
- Prepared agenda for the October 14th Water/Wastewater Commission meeting, posted on City website and sent to City Clerk for public posting. Also worked on the minute for the Commission meeting held on 9/9.

- Attended City Property Committee meeting (virtual meeting) to obtain approval for accepting land donation (approx. 60 acre parcel in Hubbardston within the watershed to Mare Meadow Reservoir) to the City. Closed on land on Friday, 10/9, following receipt of all required documentation (including City Council vote).
- Attended virtual meeting of the DPW on-call consultant selection committee. Also finished review of consultants that were interviewed prior to final selection.
- Attended monthly DPW staff meeting.
- Attended meeting (virtual) regarding SCADA-related change orders for the hydroturbine installation at the Narrows Road PRV Station. The changes are needed in order to ensure that equipment, programming, etc. is compatible with the overall SCADA upgrades that will be completed next year at Water Division facilities and also ensure that equipment/work is not installed/completed that will be obsolete in a few months.
- Had discussion with MA DEP regarding revisions to the ACO, specifically extensions to deadlines that are COVID-19 related. MA DEP also asked about protection zones around Wyman Pond that are in place due to it being an emergency/back-up water supply source.

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

<b>Water Permits and Inspections</b>	
<b>Type</b>	<b>Number</b>
Emergency DigSafe Mark-outs	6
DigSafe Mark-outs	10
Inspections of Work on Water System	5
Record Plan Updates	7
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	2
Curb Stops Turned off/on	26
Located/cleaned gate/curb boxes	38
Final Readings/Real Estate Closings	4
New Meter Installations	8
Backflow Preventers Tested	1
Cross Connection Surveys	0
Residential Appointments Made	0
<b>Totals</b>	<b>107</b>

## WASTE WATER DIVISION

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

The WWTF processed 32.9 million gallons of sewage during the last week of August. In total, 82.0 tons of organics and 126.5 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 9/27/2020 – 10/03/2020</u>		
Sewage Flow	32.87	Million Gallons
Rainfall	1.11	Inches
Secondary Bypass	0.00	Million Gallons
BOD <sub>in</sub> (lbs)	165,948	Pounds
BOD <sub>out</sub> (lbs)	1,853	Pounds
BOD Removal (%)	98.74%	
TSS <sub>in</sub> (lbs)	255,410	Pounds
TSS <sub>out</sub> (lbs)	2,496	Pounds
TSS Removal (%)	99.02%	

### WWTF Maintenance & Operations:

- West Plant SCADA Communications: troubleshoot communications loss (between East & West Plants), and discovered a failed UPS (backup battery) for the communications terminal modem; after replacing UPS backup, West Plant communications are again SCADA reporting to East Plant.
- Secondary Systems Upgrades Project: Contractor reinstalled the weather seal on the drive of Second Stage, Secondary Clarifier No. 1.
- Primary Settling Basins Cross Collector Project: repair work (Basin No. 3) commenced on Monday – October 5<sup>th</sup>, and was completed by Wednesday – October 7<sup>th</sup>; Primary Basin No. 2 is the last basin to be completed (*ongoing*).
- Performed Groundskeeping, at East & West Plants.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using “Staffing Minimization” hours (128 person-hours in total). The large hours increase this week was the result of outside project work, on Primary Basin No. 3’s Cross Collector repairs.

<u>Work Order Report: October 3rd - 9th, 2020</u>					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	66.70%
Demand Work Orders	1	PM Work Orders	20	Avg. Days Late / All Work Orders	3.43
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	7	Avg. Days to Complete / All Work Orders	9.53
Demand Work Orders Completed On Time	1	PM Work Orders Completed On Time	13	Total Maintenance Man Hours	128
% Demand Work Orders Completed On Time	0.00%	% PM Work Orders Completed On Time	65.00%		
Avg. Days Late / Demand Work Order	100	Avg. Days Late / PM Work Order	3.43		
Avg. Days to Complete / Demand Work Order	0	Avg. Days to Complete / PM Work Order	9.53		

- 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. We seem to have a pattern of the first two tests of the week being within proper parameters but the third test is abnormally high. Treatment Ops is continuing to investigate the issue.
  - **Update:** Increased Ferric dosage rates, on 10/01/2020 (*ongoing*).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- 09/28/2020: drained Primary tank #3 for Maintenance; started flushing and cleaning the tank for work that will begin on Mon. - 10/5/2020; **Update:** Tank repairs completed on 10/7/2020; keeping Primary Basin No. 3 offline for the time being.
- 10/07/2020: participated in monthly conference call with MADEP on COVID-19 status.
- Begun work on September 2020 Reporting Period NPDES Discharge Monitoring Report (DMR).
- Chemical deliveries:
  - Polymer (C321), for Fournier Presses (Sludge Dewatering Polymer Chemical); and
  - Sodium Hypochlorite (Chlorine Disinfectant and Odors Neutralizing Chemical).

#### Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17<sup>th</sup>).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Participated in interview, held by WPI students, concerning the Massachusetts House Bill H.4921 (*'An Act Promoting Awareness of Sewage Pollution in Public Waters'*). WPI students will present their project virtually on Wednesday – Oct. 14<sup>th</sup>, 2020.
- Participated (Fri. – Oct. 9<sup>th</sup>) in 'Pre-Construction Conference' for the "*CSO 007, 011, 039 and 049 Separation/Rehabilitation Project*".
- Sewer Billing Abatements.
- Participated in MassDEP Commissioner Suuberg's Monthly Conference Call with Wastewater Operators (on matters related to COVID-19 Pandemic).
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Coordinated with Human Resources Department, for Wastewater personnel needs.

#### Sewer System

- Performed Weekly Pump Station Checks at 2 pump stations: no issues discovered at either pump station.
- Took CCTV Van for State Inspection: vehicle passed inspection.
- Picked up a pallet of cement at Concrete Solutions.
- Responded to a service call at #55 Central Street: was found to be a homeowner issue.
- Assisted the Water Department on Weymouth Street determining tie-ins of various 4-inch clay pipes: determined the long lateral pipe for #9 Weymouth Street was previously collapsed 30 feet downstream from the Water Department's repair; rerouting of the lateral to the sewer manhole in front of the house is scheduled to be done on October 25<sup>th</sup>, 2020.



- Picked up additional parts at Pipe Plus for the 6" siphon repair at the Airport property; we needed to delay the repair due to the active street paving work in Airport Road, and Sheldon Farm was not able to pump out septic tank; we cleaned out the manhole as preventative maintenance, with permanent repair now scheduled for October 29<sup>th</sup>, 2020.
- Assisted the Water Division on LaFlamme Place with the Jet/Vac Truck.
- Responded to a sewer leak at #56 Mount Globe Street: observed that sewerage was discharging from an open clean-out on property; referred to matter to the Fitchburg Health Department. .
- Reset a frame and cover on John Fitch Highway, at North Street, that was sinking.
- Finished the Combination Manhole checks from the September 30<sup>th</sup> rain event: approximately 17 transferences were discovered in the 159 remaining Combination Manholes.
- Contractor continued with demobilizing and prepping trench on Elm Street for trench pavement restoration; the sewer pipe replacement installation is completed.
- Ted Berry Co. found two (2) missing manholes on the Cobbler Drive cross-country force main alignment: both manholes were over 70 feet off from the locations shown on the City's record drawings; the manholes will be GPS located and raised to grade; Ted Berry also finished all siphons sewers and trunk sewers cleaning and CCTV work under the "Siphon and Trunk Sewer Cleaning Contract".

#### **DPW ADMINISTRATION**

Courtney Lamoureux – Business Manager

- Financial:
  - Reviewed all DPW Department accounts for accuracy and monitored budgets.
  - Reviewed the actual labor workoff (work that is budgeted to be performed for other departments) with the Superintendent of Streets. We are approximately 52% complete with the required workoff for FY21.
- Administrative:
  - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
  - Continued to review applicants received for the DPW Head Clerk position. Job posting closed on 9/29/20.
  - All DPW Divisions processed bi-weekly payroll.
  - Finalized the edits to the FY21 plowing contracts and submitted to the purchasing department for posting on the City Website. Contracts will be mailed out to interested contractors early next week.
  - Logged and distributed 1 new petition received for the Public Works Committee.
  - Correspondence with the Mayor's office and Fitchburg Greenway Committee regarding work to be performed on the Rollstone Hill Trail. We will be working with Mass DCR to file for a grant extension.
  - Assist the City Auditor's office with the FEMA grants portal.
  - We received reimbursement for the Safe Routes to School grant for work completed in the area of Reingold School. \$4,067.90 was received this week. We are still waiting for payment for reimbursement request #1 on the project. Followed up with AECOM to see if payment had been sent as we received #2 but

not #1 yet. We were informed that the first request was still showing as outstanding in their system and they would issue payment shortly.

- Processed the Administrative side of a personnel transfer from DPW streets division to DPW water division.

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	33	\$ 38,249	*Note 1	\$ 19,875		\$ 59,641
			*Note 4	\$ 4,068		
			*Note 5	\$ 408		
Cemeteries	2	\$ 367				\$ 11,082
Parks	1	\$ 244				\$ 6,299
Recreation						\$ 2,380
Water Supply	31	\$ 82,640				\$ 55,378
Waste Water	70	\$ 243,521	*Note 2	\$ 47,605		\$ 78,951
			*Note 3	\$ 885		
<b>Total</b>	<b>137</b>	<b>\$ 365,022</b>		<b>\$ 72,841</b>	<b>\$ -</b>	<b>\$213,731</b>
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		560,059				
*3 - Refund for cancelled training						
*4 - Grant Reimbursement						
*5 - Monthly Lease Payment						

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

