



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

DPW Weekly Update October 19 – October 25, 2020

Dear Mayor, Councilors, and Colleagues;

As we reach the end of October, we are finishing out another paving season. While this year DPW focused on large infrastructure paving projects within the urban sections of the city, we also tried to balance the investment of infrastructure funds with projects in the rural parts of Fitchburg that add so much character and natural beauty.

Last week the DPW Paving Crew completed repaving a 1.5 mile section of Ashby West Road from the Scott Reservoir north past the S&M Farms. The project was funded through MassDOT's Chapter 90 program.

This project is also a significant display of the increasing capacity of DPW forces to construct large-scale projects within the city. The Paving Crew has continued to grow in capabilities through training and lots of experience.

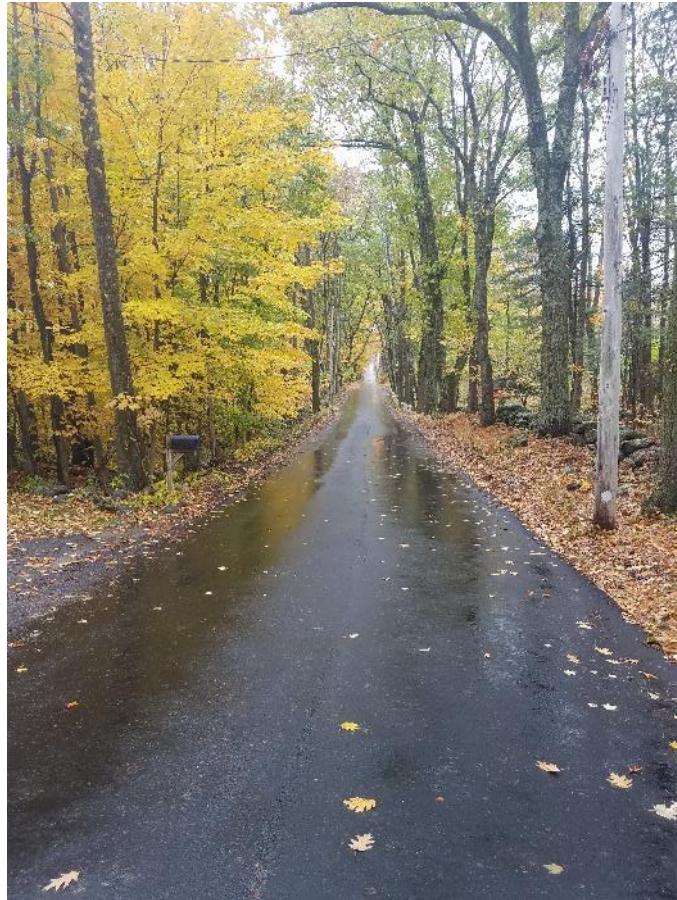


Figure 1 - Ashby West Road

Sincerely,

Nicolas Bosonetto, PE
Commissioner of Public Works
City Engineer

STREETS DIVISION
Gary Withington - Superintendent

In the past two weeks DPW received 29 new requests and closed 20 requests. The total outstanding requests backlog is now 373, 9 more than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> <u>10/11/20 - 10/25/20</u>		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	364		
New Requests	29	29	0
Completed Requests	20	22	-2
Total Request Backlog	373	364	9
Potholes	134	126	8
Storm Drains	40	39	1
Tree & Brush Pruning	66	63	3
Traffic, Signals, Signs	10	16	-6
Berm Repairs	20	20	0
All other categories	103	100	3
New Requests	29	29	0
Acknowledged	19	21	-2
Completed & Closed	2	9	-7
Open	27	20	7

The weather last week was cool and humid.

	Saturday 10/17	Sunday 10/18	Monday 10/19	Tuesday 10/20	Wednesday 10/21	Thursday 10/22	Friday 10/23
Rain (in)	0.00	0.00	0.00	0.07	0.00	0.00	0.00
Hi/Lo Temp (F)	37/54	43/57	43/61	50/66	55/70	59/73	55/66

Sources:

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

Signals, Signs & Stripes Crew

- Installed new DO NOT ENTER signs and lane designation signs on Day Street;
- Installed new DO NOT ENTER signs on South Street at Cross Street;
- Painted crosswalk and stop lines on Water Street.

Paving Crew

- Finished paving of Ashby West Road;
- Started to grind driveway aprons on Crawford Street;
- Filled potholes on Rollstone Street, Bigelow Road, and Drepanos Drive.



Figure 2 - Sidewalk Crew repairing sidewalk, wall & Fence on Allen Place

Stormwater Crew

- No work this week.

Sidewalk Crew

- Finished installing Handicap Ramps on Water Street and Spruce Street;
- Started working on Allen Place sidewalk along fence and Gougin Park wall.

Trash & Streetsweeping & Brush

- Helped Board of Health by picking up illegal dumping;
- Spot streetsweeping around the city;
- Picked up trash on Main Street, Caswell Road, and Shattuck Street;
- Removed trees from Upham Street;
- Cut brush on Marshall Road, Lincoln Street, and Rindge Road.

Mechanic Shop

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

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Parks Division crew is down to two men due to injuries and vacancies.
- Park Crew continued to winterize the parks by blowing out irrigation and water systems;
- Continued to pick up leaves in the parks;
- Picked up trash on Main Street;
- Continued Asset Management updates regarding city parks and maintained traffic islands. Updates included facility features and sizing. Thank you to the Wastewater Division for their assistance converting data into a GIS format.
- 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

Other Updates:

- Following conversations with Fitchburg State University we have the sad news to announce that due to the Covid-19 Pandemic the annual Winter Walking Club at the Fitchburg State Recreation center will be cancelled this year. We appreciate all the support we've received from Fitchburg State for this long running program and look forward to returning in future years.

CEMETERIES DIVISION

Jacquelyn Poirier - Superintendent

Fixed fence along Forest Hill Cemetery due to hit-and-run car crash.



Figure 3 - Cemetery Fence before and after

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.....	0
Up righted monuments.....	0
Uncovered/cleaned flat monuments.....	0
Foundation marking for monuments.....	3
Catch basin repair	0
Filled Sink Holes	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	5
Payments - invoiced/processed.....	4
Family Genealogy	5

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Administrative/Engineering

- Responded to multiple inquiries about the City's requirements for "improving" a roadway in order to create the frontage necessary for a parcel to qualify as a buildable lot. All inquiries were related to four parcels currently for sale along a section of McIntire Road that is currently unimproved from the intersection with Alpine Road to a point approximately 800 feet southwest.
- Responded to resident complaint of a dumpster sitting on private property for an extended period of time. Forwarded the issue to the Health Department.
- Responded to resident inquiry about whether the water and sewer infrastructure on Valleyview Dr. and Valleyview Ct. is public or private. This is all private infrastructure.
- Held conference call with StreetScan to review issues with the City's roadway data and come up with plan for re-scanning the City's roadways.
- Reviewed drainage design for a proposed parking area at 81 Maverick Street and provided feedback to the project proponent.
- Reviewed drainage design for a new garage being constructed on Glen Ave.
- Sent list of bonded contractors to property owner of 7-72 Snow Street who is proposing to construct a new driveway.

- Reviewed invoice from Arcadis for assistance with stormwater work related to the City's Municipal Separate Storm Sewer System (MS4) Permit from the Environmental Protection Agency (EPA).
- Reviewed invoice from Weston & Sampson for work on the Arbor Way Retaining Wall Repair project, which is currently in the design phase.
- Performed records search for 237 Lunenburg Street and John Fitch Highway per request from Land Plex Surveying and sent the resulting plans via email.
- Provided Street Layout plans plus Sewer & Drainage plans for Lunenburg Street at John Fitch Highway per request by Hannigan Engineering.
- Provided Street Layout plans plus Sewer & Drainage plans for Wallace Street at River Street per request by Hannigan Engineering.
- Answered questions and provided bonding requirements to a local contractor interested in becoming bonded to excavate in the city layout.
- Assigned (4) Alpine Road addresses for a recently subdivided lot. Prepared official interdepartmental notifications as well as NextGenereation E-911 notifications
- Prepared Official Sewer Connection Letter for 691 Mt. Elam road after witnessing force main pump activation the previous week. Notification was sent to Water, Wastewater, and Health Departments.
- Provided abutting street layout plans to a resident of Harford Street per request.
- Reviewed a draft of the utility site plan for a proposed home to be constructed at 36 Frankfort Street.
- Assisted the City Clerk's office by confirming addresses for voter registrations. Two separate address inquiries confirmed.
- Provided a copy of a private sewer connection plan to a prospective buyer of a property on Richardson Drive and confirmed the active status of said sewer connection.
- Continued to work on preparing a proposal for the discontinuance of Cottage Avenue and Cottage Square to be submitted for discussion at the next City Council Meeting.

Street Lights

- Coordinated various streetlight repairs with Dagle Electric, the City's streetlight service contractor. Closed corresponding work request tickets in See-Click-Fix.

- Evaluated the need for a streetlight at the intersection of Oak Hill Rod and Pratt Road per City Council petition.
- Investigated reports of ornamental street light issues on Macintosh Lane.
- Requested a copy of GIS shapefile for pole locations from Unitil.

Road Construction

- ***Allen Place Sidewalk/Wall Repair*** - This is a project by DPW crews to repair the sidewalk, retaining wall, and fencing along Allen Place at the intersection with Daniels Street. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Ashby West Paving Project*** - This is a project by DPW crews to resurface a section of Ashby West Road from just north of Scott Reservoir to approximately 2,000 feet south of Rindge Road. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Beech Street Reconstruction Project*** - This is a project by the City's paving contractor, PJ Albert (PJA), to reconstruct Beech Street from Pratt Street to Kimball Street. PJA has completed the majority of the road and sidewalk reconstruction thus far with the exception of paving driveway aprons and various punch list items. DPW Engineering performed a site visit to finalize punch list items.
- ***Crawford Street Paving Project*** - This is a unique project involving collaboration between the DPW and two of the City's contractors to resurface Crawford Street from the Nashua River to the Leominster city line. Indus, the City's pavement preservation contractor, used an innovative technology called Cold-In-Place Recycling to mill and pave a 4-inch binder course of pavement. PJA, the City's paving contractor, used traditional hot mix asphalt to pave the top 1.5-inch wearing course. DPW crews are now working on milling and paving the driveway aprons, also using traditional hot mix asphalt. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Valley Street Extension Project*** - This is a project to extend Valley Street by a few hundred feet in order to create several new buildable lots. The developer has completed the majority of the underground utility work and has paved the binder course of pavement, but winter is approaching and asphalt plants will be shutting down before too long. Spoke with the developer about the timeline to complete to work and meet the City's street acceptance requirements. The developer plans to have this project completed before the asphalt plants close on November 15th.

Permitting, Inspections & Site Visits

- Issued a dumpster permit for a homeowner at 208 Leighton St.

- Issued a dumpster permit for a homeowner at 395 Water St.
- Conducted site visit to 42-44 Snow Street to review plans for a proposed park that will be constructed by Mount Wachusett Community College and maintained by Fitchburg State University.
- Conducted site visit to 70-72 Snow Street to review plans for a proposed curb cut/driveway.
- Conducted site visit to a parcel on Laurel Street to investigate reports of illegal dumping by a contractor and review the City's permitting requirements with said contractor.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	2	n/a
	Trench Permits (\$75)	2	\$150
	Excavation/Road Opening Permits (\$250/\$350)	17	\$3,250 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	10	n/a
	Engineering Plan Reviews	8	n/a
INSPECTIONS	Driveway Inspections	1	n/a
	Trench Inspections	0	n/a
	Site Visits/Inspections	25	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	0	n/a
	Street Light Inspection	2	n/a
Totals		68	\$3,400

¹ Includes 4 permits for DPW Water at \$0 each (fees waived), 12 permits for Unitil at \$250 each (inspection fees waived), and 1 permit for Comcast at \$250 (inspection fee waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water

The Water Supply Division produced 28.5 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 10/22/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-2.91 feet	- 0.70 feet	Meetinghouse
Scott	-4.50 feet	-5.98 feet	Mare Meadow
Lovell	-3.86 feet	-3.40 feet	Bickford

Water Filtration Plant Flows/Production from 10/15/20 through 10/23/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,041,000	23,691,000	31,732,000
Backwash to waste (Gal)	1,057,000	2,166,000	3,223,000
Finish Water - Treated & Distributed (Gal)	6,984,000	21,525,000	28,509,000
Capacity	(6 MGD) 19%	(12 MGD) 28%	(18 MGD) 25%
Efficiency	86.7%	91%	90%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continued. Lagoon #1 was completed on 10/14 (21 loads total) and the contractor will begin on Lagoon #2 on 10/15. 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).
- The contractor working on the Narrows Road/Marshall Station project completed a test of the new pump at the Marshall Station. The test was observed by Weston & Sampson as well as Water Division personnel. Weston & Sampson will be generated a report on the test, which went well with the only issue being that the pump/motor need to be laser aligned (there was a very slight vibration).
- A new sprocket (large one) and chain were installed by Weston & Sampson Services on the travelling screen at the Meetinghouse gatehouse. The travelling screen is now functioning correctly. The small sprocket will be replaced when the new sprocket comes in (it is on order).
- Piper Electric was in to look at the outlets on the large, portable generator outlets. It was determined that the connections for the Rollstone and Scott Pump Station are correct and just need to be tested for correct rotation. The possibility of switching the 208 volt, three phase motor on the travelling screen at the Meetinghouse gatehouse to a single phase motor will be evaluated – if this can be done, a small portable generator would likely be adequate to operate the station (will have to also determine if the water pump is three phase and whether it can be swapped out for a single phase motor/pump as well). Therefore, currently, due to the issue with the voltage selector switch (see next item below) on the large generator, we cannot operate the Oak Hill Pump Station if there is a power outage as it requires 480 volts.
- Big (formerly Bigelow) Power came in and evaluated the voltage selector switch on the large, portable generator. The technician believes that the unlock button on it, which needs

to be pushed in when changing settings, is seized up. Big Power is looking into getting a new unlocking mechanism or if it can be bypassed (safely, of course).

Water Distribution

- Patrolled areas around Mare Meadow Reservoir, Bickford Reservoir, Scott Reservoir and storage tank, Ashby Compensating Reservoir, Fitchburg Reservoir, Falulah Brook, Oak Hill Storage Tank/Pump Station/transmission main, and Lanes Road (Westminster).
- Continued working on removing trees from the spillway for Lovell Dam/Reservoir. Also cleared fallen trees on the Falulah-to-Scott transmission line.
- Checked/cleared culverts on the road to the Bickford Pump Station and along the Scott transmission main.
- Cleared/removed brush from the spillway at Wachusett Reservoir and the lagoons at the Falulah Plant.
- FWD personnel excavated and renewed the city-side of the water service to 150 Appleton Circle.
- FWD personnel excavated and repaired a leak at the curb stop on the water service at 27 Taft Street.
- FWD personnel excavated and renewed the water service at 2 Beekman Street, contractor (Tocci) renewed the owner's side of the water service.
- FWD personnel assisted with a pump test of the newly installed pump at the Marshall Station on Caldwell Street (needed to operate gates to direct the water flow to the hydrant at Overlook Storage Tank). This new pump will allow us to pump water from the Low system to the High system, a great improvement in terms of resiliency of the City's water system.
- FWD personnel excavated and renewed the water service at 199 Milk Street contractor (Tocci) renewed the owner's side.
- FWD personnel excavated and tapped the 20-inch water main to relocate the water service at 260 Lincoln Street from the old 6-inch water main. The short section of dead-ended, 6-inch main on Lincoln Street will be abandoned once water services (two) are swapped over to the 20-inch main.
- FWD personnel froze the water service line and installed a new curb stop at 211 Heywood Street; contractor (Tocci) renewed the water service on the owner's side.
- FWD personnel performed numerous turn offs/ons of water services for the water meter replacement project.
- FWD personnel tried to continue hydrant flushing on the High and Low systems; however, due to the heavy work load and limited personnel, only 8 hydrants were flushed this week.
- FWD personnel shut off seasonal water service at the State pool on Wanoosnoc Road and Morin Field.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	4	0	0	0	0	8

Administration and Meters/Billing

- Total of 16 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 27 invoices totaling \$101,652.82 were processed for FY20 warrant WG21018.
- 7 purchase requisitions were entered into Munis for approval by Purchasing.
- Payroll for the two week period ending 10/30 was completed. Total payroll was \$58,817.93, including \$5,494.57 for overtime and clothing allowance of \$600.00 each for FAMASS union members.
- During the course of the week, a total of 219 water meters were replaced with new Neptune meters - 14 were changed by FWD personnel and 205 by the City's contractor, Baystate WinSupply.
- Continued entering meter change information into Munis. Now that the monthly water/sewer bills have been generated for October, there is a bit of a catch up to complete the remaining account updates for all of the meters (696) installed during the reading/billing period plus continue to update accounts for the additional meters being installed on a daily basis.
- Contacted customers and, when possible, scheduled appointments for meter changes (scheduled through the website set up by Baystate WinSupply).
- Sold three new meters, one for irrigation and two for new homes.
- Attended the monthly Utility Coordination meeting held between DPW and Utilit.
- Interviewed one candidate for the LMOE position. Additional interviews will be conducted next week.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	0
DigSafe Mark-outs	38
Inspections of Work on Water System	3
Record Plan Updates	16
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	17
Located/cleaned gate/curb boxes	22
Final Readings/Real Estate Closings	2
New Meter Installations	19
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	118

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

The WWTF processed 38.84 million gallons of sewage during the first week of October. In total, 78.9 tons of organics and 174.1 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 10/11/2020 – 10/17/2020</u>		
Sewage Flow	38.84	Million Gallons
Rainfall	2.34	Inches
Secondary Bypass	0.05	Million Gallons
BOD _{in} (lbs)	159,593	Pounds
BOD _{out} (lbs)	1,830	Pounds
BOD Removal (%)	98.72%	
TSS _{in} (lbs)	351,243	Pounds
TSS _{out} (lbs)	3,060	Pounds
TSS Removal (%)	98.96%	

WWTF Maintenance & Operations:

- Control Bldg. Admin Wing, Fire Alarm System: replaced batteries for RF call box.
- Secondary Systems Upgrades Project: (no activity).
- Aerated Grit Chamber No. 1: Set up pump and drained chamber on Wednesday the 21st; started grit removal in Friday the 16th; completed grit removal on Thursday the 22nd.
- Aerated Grit Chamber No. 2: Setting up drain pump start draining today Friday the 23rd; will start grit removal Monday the 26th.
- Primary Basin Cross Collector Project: cleaned and freed up the seized wall bearings, on Friday the 9th; delivered wall bearings to machine shop Wednesday the 14th; called machine shop (Merit) today - Friday the 23rd, and was informed that Merit has not started on them yet. (*ongoing*).
- Performed Groundskeeping, at East & West Plants.
- 2nd Stage, Secondary Clarifier No. 1: RAS box seal appears to be short circuiting; draining clarifier today (Friday the 23rd); contacted Wright-Pierce about issue (believed to be under warranty).
- Aerzen Blow No. 3, Failed Motor: Picked up motor at AEM, in Springfield, MA, and brought the motor to Ruby Electric, in Worcester, MA, for evaluation and possible repair cost quotation; if repair is cost-effective, we will likely go ahead with the repair, to have the motor as a ready, on-hand replacement spare motor.
- Control Room / Lab Project: CDM came in on Thursday the 22nd; Instrumentation Personnel walked around with CDM, answering questions about control panels (etc.)
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using “Staffing Minimization” hours (88.5 person-hours in total).

Work Order Report: October 17th - 23rd, 2020					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	46.70%
Demand Work Orders	1	PM Work Orders	14	Avg. Days Late / All Work Orders	4.75
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	8	Avg. Days to Complete / All Work Orders	12.14
Demand Work Orders Completed On Time	1	PM Work Orders Completed On Time	6	Total Maintenance Man Hours	88.5
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	42.90%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	4.75		
Avg. Days to Complete / Demand Work Order	7	Avg. Days to Complete / PM Work Order	12.54		

- Participated in daily video conference calls with Wastewater Management.
- Submitted the Toxicity lab test results to USEPA (NPDES Permit reporting requirement).
- 10/13/2020: drained Grit Chamber #1 for Maintenance cleaning; grit cleaning was completed on 10/22, and was put back online on 10/23.
- 10/23/2020: drained Grit Chamber #2 for Maintenance cleaning.
- Rain Event (10/16/2020): 1.34 inches of rain resulted in a peak flow of 19.55 MGD. No secondary bypasses detected.
- 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).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- 10/22/2020: CDM Smith site visit for Lab/Control Room Upgrade Project.
- 10/23/2020: Drained 2nd Stage, Clarifier No. 1, due to center seal failure.
- Chemical deliveries:
 - Sodium Bisulfite.

Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Appeared on the monthly in-air Wastewater radio segment, on the WPKZ “Morning Kommute” drive-time radio program, with Sherman Whitman.
- Attended City Council Meeting on Tuesday – October 20th, 2020, for the Petition No. 204-20 (Sewer Ordinance Change) that was vote-supported by Legislative Affairs Committee on Tuesday – Oct. 13th.
- Provided clarification feedback to City Solicitor on sewer permitting of prospective “55+ Apartment Building” development for #1545 Rear Water Street, Fitchburg (Landstar Properties, LLC).
- Sewer Billing Abatements.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Coordinated with Human Resources Department, for Wastewater personnel needs.

Sewer System

- Paved trench on Weymouth Street patches where a sewer repair was conducted.

- Helped the DPW – Division of Water Supply with our Jet/Vac Truck on Taft Street, Lincoln Street, and Pine Street. The Jet/Vac Truck sprung a hydraulic leak, however it was fixed the following day.
- Blue Diamond Equipment began work on the Highview Street Sewer Project. Trees were cleared, and sewer service clean-outs were installed at three homes.
- Assisted Blue Diamond on Highview Street by using our cameras to locate sewer service laterals, where repairs were to be made.
- Performed Weekly Pump Station checks: no issues were found.
- Started problem area checks: noticed that a problem manhole on Middle Street Lane was beginning to have solids build-up; we will jet this clean this week.
- Met with P.J. Albert regarding a plan for separating three (3) additional manholes on Hurd Street and Theresa Street.

DPW ADMINISTRATION Courtney Lamoureux – Business Manager
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- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Worked with the Auditor's and Treasurer's offices to deposit a performance bond check that was received under atypical circumstances. New developments typically run thru the planning board, but the development in question is an extension of an already accepted City road. DPW will hold the bond in our account and track progress on the work being performed. Once the work is accepted according to City standards we will release the bond to the Contractor.
 - Reconciled Chapter 90 accounts and held a budget review meeting with the Commissioner of Public Works and Assistant City Engineer.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions processed bi-weekly payroll which included a contractual stipend payment to FAMASS members.
 - All DPW Divisions submitted all COVID related timecard backup to the City Auditor's office for submission to FEMA. The Auditor's office is compiling all City costs associated with absences and/or increased labor costs (covering for staff outages, alternate shifts for staffing minimizations, etc.) to FEMA and MEMA for reimbursement.
 - Finalized the documents for the season's plowing contractor packages and mailed out to interested contractors. Reviewed the contract packages that we have received back and notified contractors of items missing.
 - Correspondence with the Fitchburg Greenway Committee regarding the Rollstone Hill Trail grant. FGC is working on the required annual update of work performed to date.
 - Logged and distributed 5 new petitions received for the Public Works Committee and posted the agenda for the October 27th meeting.

- Continued to review head clerk candidates. Will be submitting the list of applicants we would like to interview on Monday morning. There were a lot of very good candidates that applied for this position.

Invoicing, Warrants, and Payrolls							
		Invoices		Deposits		Billings	Payroll
Division		Number	Total \$	Number	Total \$		
Streets/Admin/Engineering		92	\$ 833,054	*Note 1	\$ 25,476		\$ 63,948
Cemeteries		10	\$ 1,446				\$ 9,150
Parks							\$ 6,018
Recreation		65	\$ 4,181				\$ 2,980
Water Supply		52	\$ 340,058				\$ 58,818
Waste Water		42	\$ 130,628	*Note 2	\$ 53,290		\$ 96,849
				*Note 3	\$ 20,963		
	Total	261	\$1,309,367		\$ 99,729	\$ -	\$237,763

*1 - Engineering Permits & Performance Bonds
 *2 - Septage at East Plant (Gallons) 626,941
 *3 - Intermunicipal Agreement Payment- Town of Lunenburg

DPW Staffing levels for the last two weeks were 56% and 73% due to continued vacancies, time off, and lingering COVID issues.

