

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update July 13 – July 19, 2020

Dear Mayor, Councilors, and Colleagues;

Last week DPW completed the Safe Routes to School and intersection safety improvements along the Franklin Road corridor from Reingold Elementary School to the Oak Hill Road intersection. This project was a collaboration with the Fitchburg School Department, Fitchburg Police, MassDOT Safe Routes to School, and the Montachusett Regional Planning Commission (MRPC).

The project improved the pedestrian walking route by adding 7 ADA ramps, 14 school zone signs, 3 stop signs, 5 crosswalks and stop bars along Franklin Road. Additionally, through the generous donation from Fitchburg State College, 2 flashing pedestrian crossing signs were installed at the Oak Hill Road intersection.

Safety improvements were also made to the intersection of Oak Hill Road and Franklin Road. This intersection ranks #123 in MassDOT's top 200 crash locations in the Commonwealth with 13 injury crashes and 8 property damage crashes in a 3-year period. In close coordination with FPD and the Cleghorn House of Pizza, DPW redefined the intersection by building sidewalks along the southwestern corner and installing two flashing stop signs for northbound traffic. Double stop signs were also installed on the southbound approach and as previously mentioned two flashing pedestrian signs were installed on the western approach. As an additional benefit, DPW rebuilt two catch basins and installed a small rain-garden to aid in stormwater infiltration and add aesthetic value to the intersection.

Overall, the intersection is now better defined and more visible to vehicular traffic which will hopefully reduce the number of vehicles running the stop sign and decrease the resulting side-impact crashes. DPW and FPD will continue to work with the abutting property owners to remove fences and shrubbery to increase sight-lines distances at the intersection. The sidewalks connecting the newly installed ADA ramps will require reconstruction and we are tentatively scheduling them for construction in the summer of 2021.

Sincerely,

Nicolas Bosonetto
Commissioner of Public Works/City Engineer



Figure 4 - Reingold Elementary



Figure 3 - Reingold Avenue



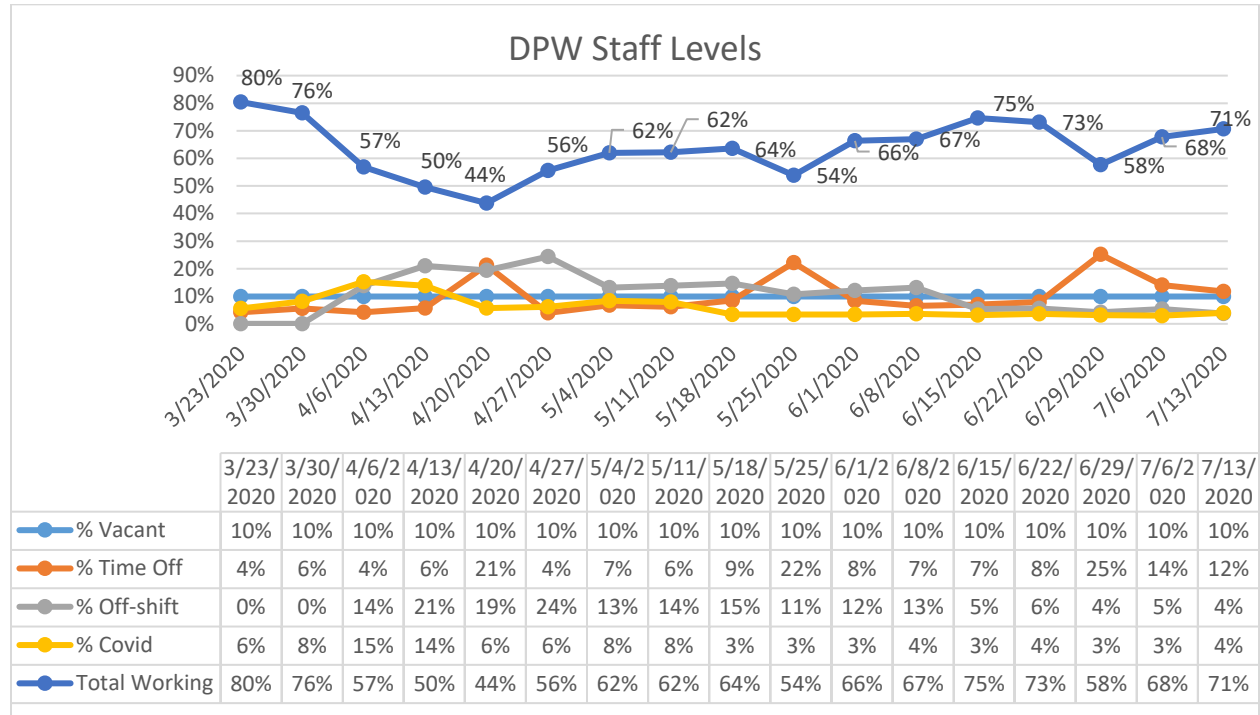
Figure 2 - Shadow Drive



Figure 1 - Oak Hill Intersection

DPW STAFFING

DPW Staffing levels for the past week were at 71%. This is the time of year when many of our staff take vacation days and personal time off (PTO) has accounted for 12 – 25% of staff absences over the past three weeks. The inmates came back to assist us with facility maintenance work last week.



DPW continues to have a high vacancy rate (10%) with 10 open positions across multiple divisions and one Workers Comp extended absence:

Position	Division	Last Date Worked	Working Days Lost
Assistant City Engineer	Engineering	1/6/20	141
DPW Clerk	Administration	3/13/20	92
Dispatcher	Streets	10/26/19	191
Working Foreman	Streets	7/7/19	271
HSMEO	Streets	9/7/18	487
Mechanic	Streets	9/7/18	487
Laborer	Parks	1/6/20	141
General Foreman - Collections	Wastewater	3/8/18	618
Head Water Meter Reader	Water	2/18/20	110
Water Distribution HSMEO	Water	7/19/16	1045
Water Distribution LMEO	Water	12/20/19	152
Total Man-days lost			3735

STREETS DIVISION

Gary Withington - Superintendent

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 50 new requests and closed 50 requests. The total outstanding requests backlog is now 411, same from the previous reporting period. Most outstanding requests are for potholes and stormdrains.

<u>Reporting Period</u> 7/6/20 - 7/19/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	411		
New Requests	50	45	5
Completed Requests	50	45	5
Total Request Backlog	411	411	0
Potholes	151	165	-14
Storm Drains	86	86	0
Tree & Brush Pruning	24	20	4
Traffic, Signals, Signs	5	3	2
Berm Repairs	29	24	5
All other categories	116	113	3
New Requests	50	45	5
Acknowledged	41	5	36
Completed & Closed	6	3	3
Open	44	42	2

The weather last week was warm with some rainfall. We are currently in a Level 2- Significant Drought declaration.

	Saturday 7/11	Sunday 7/12	Monday 7/13	Tuesday 7/14	Wednesday 7/15	Thursday 7/16	Friday 7/17
Rain (in)	0.0	0.0	0.0	0.5	0.0	0.5	0.0
Hi/Lo Temp (F)	72/84	70/82	70/82	64/79	63/72	61/73	57/72

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

Traffic

- Painted crosswalks and stop lines on Boulder Drive and Main Street.
- Installed two handicap signs on Cedar Street.
- Painted two stop bars and trimmed vegetation on Daniels and St. Joes Avenue.
- Aided in the installation of crosswalks on Franklin Street.

Stormwater

Continued to rebuild catch basins on Laurel and Cross Streets, Laurel and Winthrop Streets, Beech and Pratt Streets, Beech and Litchfield Streets and 57 Sarah Lane.

Repaired catch basin on Fairbanks Street.

Potholes

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

- Beacon Street,
- Bemis Road,
- Coggs Hall Park,
- Congress Street,
- Crawford Street,
- Devlin Passway,
- Ellis Street,
- Foster Street,
- Gale Street,
- Hartford Street,
- Hazel Street,
- Boulder Drive,
- Cleghorn Street
- Joslin Place,
- Kyle Road,
- Lancaster Street,
- Newton Street,
- Princeton Road,
- Romes Way,
- Williams Road,
- Woodworth Street,

DPW crews milled and paved the southbound section of North Street from the Recreation Center to Pearl Street. DPW crews will continue to grind up the heavily-potholed sections of roadway for repaving. This section of roadway has a Pavement Condition Index (PCI) of 47 which ranks it as Poor condition.



Figure 5 - North Street paving

Trash & Streetsweeping

Picked up trash on Bennett Road, Fisher Road, Alpine Road and Ashby West Road.

Continued spot streetsweeping in areas around the city.

Sidewalks & Crosswalks

Completed construction of rain-garden at intersection of Oak Hill and Franklin Road by placing loam and cobblestone. Also completed paving of construction area in the parking lot.

Started demolition of sidewalks along Clarendon Street from Columbus Street to Daniels Street.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Park Crews continued cleaning up trash from parks and Main Street.
- Continued mowing grass on various parks and traffic islands.
- Cut brush along Oak Hill Road, Fifth Mass Pike, Princeton Road, Mechanic Street, Causeway Street, Rollstone Street, Mt Elam Road, and Pearl Hill Road.
- Replaced fence at Goodrich Playground.
- Finished installing fiber matting at Parkhill Park playground.
- Removed fire pit at Moran Playground.
- Picked up downed tree on Brier Street.
- Cancelling indoor Henry P. Coggeshall Events through August 1, 2020
- Met with Community Development to discuss submitting an application for the construction of a Stage at Riverfront Park.
- Met with Community Development to discuss permitting for private businesses to conduct activities in the parks as part of the Covid-19 Reopening.
- Sports are now 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.
- Board of Park Commissioners authorized Outdoor Events to be scheduled through the Recreation Department in the Parks. All events must comply with the Governor's Reopening Plans. Permitting for outdoor events can be found online at fitchburgma.viewpointcloud.com under the DPW category.
- Splash Parks at Crocker Playground in Waites Corner and Parkhill Park are now open for public use. Restrooms at Parkhill Park will be opening at the end of next week.
- Basketball Courts, Fields, Skate parks, tennis courts, disc golf and the Dog Park are now open. Residents are reminded to practice social distancing when possible, to wear a mask when social distancing is not possible, and to remain home when you are not feeling well. The Parks Department is asking residents to practice carry in and carry out with trash when possible, please help us protect the health of Parks Department staff.
- Free Friday Night Movies at Putnam Place:
 - The Goonies – July 24, 2020
 - The Karate Kid – July 31, 2020
 - Toy Story 4 – August 7, 2020
 - The Muppet Movie – August 14, 2020

- Star Wars: The Force Awakens – August 21, 2020
- Pirates of the Caribbean: Curse of the Black Pearl – August 28, 2020
- Jumanji: The Next Level – Rain Date: September 7, 2020
- Concerts on the Common Schedule:
 - A Night of Zeppelin – July 29, 2020
 - The Mighty King Snakes – August 5, 2020
 - 4EVERFAB – August 12, 2020
 - Celebration of the Lizard – August 19, 2020
 - Fellowship of the King – August 26, 2020
 - The Outcrops – September 2, 2020
 - A Fine Connection – September 9, 2020
 - Blue Honey – September 16, 2020

CEMETERIES DIVISION

Jaquelyn Poirier - Superintendent



Cemetery crews installed new brickwork around the columbaria area of the Forest Hill Cemetery. The columbarium is the compartmentalized above-ground structure that holds the urns and cremated remains within designated niches.

Figure 6 - Columbaria Brickwork

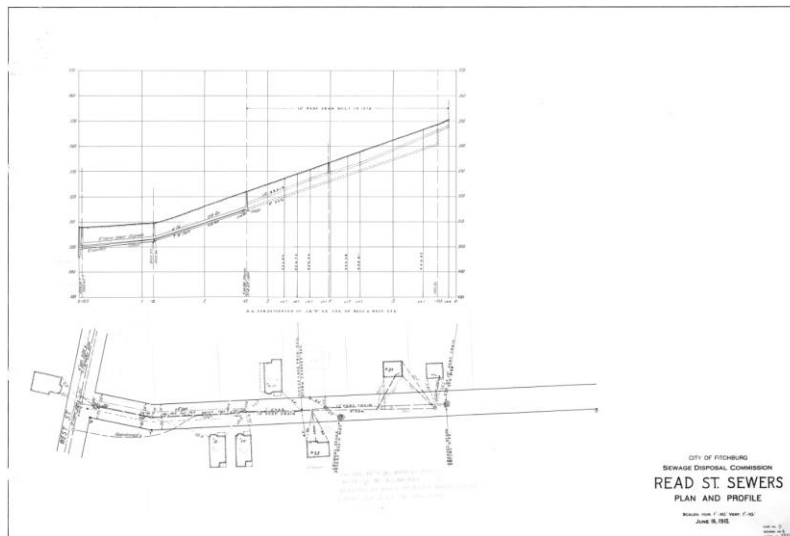
The Cemetery crews continued to clean, mow, and maintain the cemetery grounds. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	3
Inurnments.....	3
Up righted monuments.....	10
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	6
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	20
Payments - invoiced/processed.....	15
Family Genealogy	16

ENGINEERING DIVISION
Nicholas Erickson – Civil Engineer

Administrative

- Attended the 6/7/20 Conservation Commission meeting, which was held virtually.
- Participated in monthly coordination call with Unitil Gas & Electric.
- Worked with IT to update ESRI ArcGIS Desktop version 10.3.0 to version 10.8.0 for all users within the DPW.
- Obtained new TaxPar QA v6.1 tool from MassIT for level 3 Digital Tax Map compliance.
- Completed 16 GIS parcel edits and assigned 16 new LOC_IDS for New/Modified Tax Parcel Records. Assessors will populate records with new LOC_IDS (aka GIS Key- attribute field that links the tax parcel polygon to its' corresponding tax record).
- Performed records search for both of the City's water treatment plants and various remote pumping stations and tank sites in support of Phase 2 of the Supervisory Control and Data Acquisition Upgrade (SCADA) Project being undertaken by DPW Water Division. Uploaded record plans and associated CAD data to the engineering consultant's Microsoft SharePoint site.
- Provided Weston & Sampson, DPW Water Division's engineering consultant, with contact information for the engineering firm that is designing the Water Street Bridge replacements.
- Reviewed Conservation Commission's Order of Conditions for the construction of a single family home at 414 Ashburnham Street.
- Performed records search for Read Street per contractor request and sent various utility and street layout plans.



- Sent response to resident on Carlson Lane who was inquiring about replacing the existing brick sidewalks with grass. Advised her to contact her neighbors and City Councilor and submit a petition to City Council since the sidewalks are in the right-of-way.
- Provided DPW's engineering consultant, Arcadis, with contact information for various City facilities in support of their work to assist the City with its Municipal Separate Storm Sewer System (MS4) Permit through the US Environmental Protection Agency (EPA). This permit, which regulates the discharge of stormwater from the City's stormwater system, requires

that the City or its consultant inspect City-owned properties and facilities and prepare Operation & Maintenance Plans and Stormwater Pollution Prevention Plans.

- Provided final approval of bid plans and specifications for sewer and drainage improvements at the Green Acres housing development to Samiotes Consultants, the engineering consulting firm assisting the Fitchburg Redevelopment Authority with the project.
- Performed records search for 885 and 860 Fisher Road per request from Wilcox & Barton, Inc.
- Provided homeowner with Utility Site plan requirements, connection fee schedule, and list of bonded contractors per request.

Road Construction

- The City's paving contractor, PJ Albert (PJA), started road and sidewalk reconstruction of Beech Street from Kimball Street to Pratt Street. Over the past two weeks, PJA has begun lowering drain and sewer catch basin and manhole structures to the elevations required to allow for the proposed finished grades along the roadway. This will allow PJA to recover the proper reveal of the granite curbing along the street. In turn, this will allow for proper drainage and improved pedestrian safety. DPW Engineering performed daily site visits and inspections of PJA's work.
- Met with resident on Berkley Street to discuss issues with grass restoration following repaving.
- Performed daily construction oversight and inspection for ADA compliant granite curb and concrete sidewalk reconstruction and ADA compliant ramp construction by DPW crews on Clarendon Street.
- Performed construction oversight and inspection for paving work by DPW Streets on North Street.

Dig Safe

- Completed digsafes mark-out for Rail Trail project from Leominster/Fitchburg City Line to 1st and Railroad and at cross streets.
- Completed digsafes at 262 Walton St
- Completed digsafes mark out for Soil X Corp for Test Borings at the Theater Block.
- Completed digsafes mark outs for TDS Drilling along Arbor Way.
- Completed digsafes mark outs for Unifit/Neuco on Depot Road from Fairmount St to Westminster St.

Permits, Site Visits & Inspections

- Updated the curb cut/driveway permit, road opening permit, and sewer connection permit application forms and workflows in ViewPoint Cloud, the City's online permitting program.
- Performed various permit application and engineering plan reviews and issued various permit approvals in ViewPoint Cloud, the City's online permitting program.
- Processed dumpster permit for 15 Nutting Street. This is the only DPW permit not available on ViewPoint Cloud, the City's online permitting program.
- Performed site visit to McTaggart's Pond Dam with the City's on-call contractor, Blue Diamond, to review proposed modifications to the dam designed to temporarily stabilize it

until engineering design and permitting of the dam removal is complete. These modifications will include removal of the clogged trash screen on the upstream face and construction of a filter berm at the downstream toe of the dam where seepage has been noted over the past several years.

- Performed site visit to 126 Heywood Street to determine if a tree along the property line was on private or City property.
- Performed site visit to Arbor Way with Weston & Sampson, who is performing the design of repairs to failing retaining walls along the roadway, and their drilling subcontractor TDS Drilling. The subcontractor will be performing several test borings at the base of the wall to determine what kind of subsurface material is present.
- Performed site visit to 200 Daniels Street with Wastewater Division to determine if the roof drains are tied into the sanitary system. This property, which is currently vacant, is being converted into a church.
- Performed site visit to Ashburnham Hill Road between Caswell Road and the Westminster town line to investigate drainage issues per request of Councilor Van Hazinga. Provided a summary of findings via email.
- Performed site visit to 24 William Street to inspect proposed driveway. Informed the property owner that the proposed driveway violated the City's Zoning Ordinance and would likely require Planning Board or ZBA approval.
- Performed site visit to Heywood Street at Bristol Street to investigate damage to City property from an MVA. Assigned MuniTech to repair the damage.

Engineering Services			
Type		Number	Fees
PERMITS	Street Occupation Permits (No Fee)	1	n/a
	Trench Permits (\$75)	5	\$375
	Excavation/Street Opening Permits (\$250/\$350)	12	\$3,050*
	Driveway/Curb Cut Permits (No Fee)	0	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	2	\$4,000
INSPECTIONS	Driveway Inspections	1	n/a
	Trench Inspections	5	n/a
	Site Visits/Inspections	17	n/a
	Dig-Safe requests	5	n/a
	Sewer/Drain Inspections	5	n/a
	Street Light Inspection	2	n/a
Totals		57	\$7,425

*Includes 3 Unutil permits at \$250 each, and 2 Water Division permits at \$0 (fee waived), and 5 City contractor permits at \$0 (fee waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

The Water Supply Division produced 33.7 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.

- Weed-wacked/cut brush in materials yard area and along fence line at 1200 Rindge Road.
- Mowed Lovell, Falulah, and Mare Meadow Dams.
- Patrolled Overlook, Marshall, Regional, Mare Meadow, Bickford, Scott, Meetinghouse, Wachusett, Oak Hill tank/pump station (gate was open at Oak Hill pump station), and Scott transmission line.
- Opened the outlet gate at Fitchburg Reservoir an additional 6 turns (now open 16 total) and Scott Reservoir outlet gate an additional 3 turns (now open 10 total). This will increase flow from these impoundments into Lovell Reservoir, which is now down a little over 3 feet.
- Replaced locks on the access gate to the Scott transmission main – two more locks were cut at some point over weekend (this continues to be an ongoing issue at access points in the northern watershed area).

Water Treatment

Reservoir Levels as of 7/16/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	- 0.18 feet	- 1.18 feet	Meetinghouse
Scott	- 0.96 feet	- 2.00 feet	Mare Meadow
Lovell	- 3.04 feet	Full	Bickford
Water Filtration Plant Flows/Production from 7/10/20 through 7/16/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	8,239,000	29,222,000	37,461,000
Backwash to waste (Gal)	1,209,000	2,486,000	3,695,000
Finish Water - Treated & Distributed (Gal)	7,030,000	26,736,000	33,766,000
Capacity	(6 MGD) 20%	(12 MGD) 35%	(18 MGD) 30%
Efficiency	85%	91%	90%

- The level indicator on #2 equalization tank at Falulah failed. Laviolette Controls was called in and switched both pumps to run off the level indicator for tank #1 until a new level indicator can be obtained.

- Laviolette Controls programmed a timer at the Lacava Pump Station to help with the pressure spike call-ins. While completing this work it was discovered that the piping was clogged on the flow indicator for the #1 pump. After unclogging/clearing the piping, everything appears to be functioning correctly.
- Due to increasing chlorine demands in the distribution system (due to higher water temperatures and more organic activity in the reservoirs), the chlorine residual was raised again by 0.1 to 0.2 parts per million at both plants as a precaution.
- Nation Grid and Gustavo came in to install a meter on the electric motors for the plant water pumps at the Regional Plant to monitor electrical usage. This will assist in determining what the saving will be if a VFD was installed on these motors.
- Brought Arcadis around to all the stations and plants for them to do a survey of equipment as part of the design of a new SCADA/communications system for the water treatment/distribution facilities.
- In order to get the Overlook Water Storage Tank to turn over, treatment personnel began lowering the pressure on the PRV at the Narrows Road station and activating the PRV at Marshall (to flow water from the High System to the Low System). The chlorine residual in the Overlook Tank has been slowly decreasing over the last couple weeks – it is believed that all flow from the Regional Plant is being “used up” in the distribution system due to high demands and not flowing in/out of the Overlook Tank. The chlorine residual was also increased at the Regional Plant by 0.1 to 0.2 parts per million (to 1.4 parts per million leaving storage tanks). As of Friday a.m., 7/17, the chlorine residual at Overlook had increased to 0.27 mg/l from 0.14mg/l the previous day, so it appears these changes helped – personnel will continue with this pressure changes next week on a daily basis and will monitor the chlorine residual in the Overlook Tank on a daily basis.

Water Distribution

- FWD personnel excavated and repaired a service leak at the curb stop at 663 Rindge Road.
- FWD personnel removed pavement from around four gate boxes on Lunenburg Street, reset the gate boxes, and paved around them.
- FWD personnel prepped and paved the trench on Mattson Street, this trench was from an earlier water break.
- Investigated discolored water at the Christian Fellowship Church at 356 Broad Street, water has cleared up and it is believed that, with not much water usage at this address, some discolored water remained in lines/plumbing from the water break on River Street a couple weeks ago.
- 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	1	42	15	4

- FWD personnel repaired/rebuilt a hydrant behind Subway at Park Hill Plaza and returned it to service, FFD was notified.
- FWD personnel continued lubing/greasing hydrants on the High System.
- Performed a hydrant flow test at Longsjo School on Academy Street for design of fire protection upgrades at the school, the flow test recorded only about 300 gpm (gallons per minute) at the hydrant which raised an issue in that, given that with the size of the water main and the pressures in the area, the flow should have been significantly higher. Water gates shown on the plans for Academy Street were checked and they were all open. FWD personnel also checked water gates on Davis Street, Simmonds Street, and High Street, all gate valves in these streets were also found to be open. After completing additional flow testing of hydrants in the area and investigating further, it was discovered that a gate valve was partially closed on Academy Street. This gate was not shown on the 40 scale plans for Academy Street, new ties were taken and the information was given to engineering to be added to the Academy Street plans. After opening the valve fully, the flow at the hydrant was markedly higher - another flow test will be performed with the fire protection company working on the fire protection system upgrades to confirm the results.

Administration and Meters/Billing

- Total of 11 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 23 invoices totaling \$54,953.49 were processed for FY20 warrant WG21004.
- 14 purchase requisitions were entered into Munis for approval by Purchasing.
- Payroll was completed for the two week period ending 7/24/20; total pay roll was \$54,953.49, including a total of \$4,864.69 in overtime.
- Completed all preliminary billing reports for 9 bill runs and generated 11,088 bills, which were sent to Touchpoint for printing/ mailing.
- Attended “virtual” bid opening for the contract for printing/ mailing of water/sewer bills.
- Registered 5 Water Division employees for on-line, continuing education for hoisting license renewals.
- Sent letters to customers that still have Badger meters that we are experiencing trouble getting readings.
- Sent updates customer data to Baystate, the contractor for the meter upgrade project. The meter project will be starting up again within the next few weeks and updated mailers will be sent out to customers.
- Completed the minutes for the 7/8/20 Water/Wastewater Commission Meeting 7/8/20.
- Considerable time spent on water quality complaints throughout the week, a couple of the situations may be difficult to resolve without installation of new sections of water main.

- Continued working on year-end closeouts, specifically identifying funds to be encumbered. Also worked on analyzing what will be available in the FY21 budget for capital improvements after funding the engineering for the SCADA system upgrades.

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	14
Inspections of Work on Water System	1
Record Plan Updates	18
Special Permit Applications Reviewed	0
New Water Service Applications	2
View Permits reviewed	3
Curb Stops Turned off/on	0
Located/cleaned gate/curb boxes	17
Final Readings/Real Estate Closings	7
New Meter Installations	16
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	80

WASTE WATER DIVISION

Jeff Murawski – Deputy Commissioner of Wastewater

The WWTF processed 33.16 million gallons of sewage during the first week of July. In total, 62.6 tons of organics and 52.2 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 7/5/2020 – 7/11/2020</u>		
Sewage Flow	33.16	Million Gallons
Rainfall	0.35	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	126,512	Pounds
BOD _{out} (lbs)	1,281	Pounds
BOD Removal (%)	98.7%	
TSS _{in} (lbs)	106,865	Pounds
TSS _{out} (lbs)	2,527	Pounds
TSS Removal (%)	97.33%	

WWTF Maintenance & Operations:

- Transformer Fuses & Feeders: Installation of new fuses and feeders are scheduled for July 21st.
- SSU Project: Kusters Water's subcontractor setting up and prepping 2nd Stage Secondary Clarifier No. 2 (ongoing); LCS onsite Friday, performing SCADA work (ongoing); installed Septage Printer; repaired communications to Primary Settling Tank No. 3B's skimmings actuator.
- Primary Basin Cross Collector Project: received all materials for project; checking fit on all project components (sprockets, wall bearings, shafts, etc.) (ongoing).
- Primary Basin Speed Reducer Replacement Project: installation will begin on Monday - July 20th (Ongoing).
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (77.75 person-hours in total this week).
- Groundskeeping, at East and West Plants.
- Plant Fleet's Bucket Truck: annual inspection on boom lift was completed on Tuesday - July 14th.
- Water Sampler No. 2: troubleshot operation failure, and repaired.
- 07/10/2020: Took 2nd Stage Secondary Clarifier No. 2 off line for SSU Project repairs. As of this writing there has been no progress this week from Performance Painting.
- 07/15/2020: Conference call with MassDEP about the current COVID-19 situation.
- 07/17/2020: LCS onsite performing SSU SCADA work.
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.

Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Sewer Billing Abatements.
- Printed and distributed to staff the approved "COVID-19 Control Plan" for DPW's Wastewater Division. Update:
 - All "acknowledgement forms", except for 1 Treatment Operator and 4 Collection System Operators have been received.
- Distributed "Neighborhood Meeting" notices to residents of Highview Street, and participated in meeting held onsite on Highview Street on Thursday - July 16th.

Sewer System

- Finished checking combination manholes; we had about 15 CMH transference activations throughout the City; entered the activations data into master spreadsheet.
- Detailed & cleaned the box truck.

- Cleared out trees and brush at Rollstone Quarry in preparation for Blue Diamond (“On-Call Construction Contractor”) to begin processing rip rap for the ‘Riverbank Stabilization Project’, at the East Plant.
- Responded to a service call at #148 Cathy Street: was discovered to be a homeowner issue.
- Pushed back grit stockpile at Airport Pit, so that Ted Berry has additional room for grit dumping during the ‘Siphons Cleaning Project’.
- Replaced batteries in three (3) sewer system flow meters.
- Greased backhoe, and brought it back to DPW - Water Supply Division.
- Picked up 1-ton Utility Truck at Colonial Chevy after repairs were completed.
- Drafted Right-of-Entry forms for sewer installations on Wood Place and Highview Street.
- Directed Bohler Engineering to complete plans for Boulder Drive sewer extension.
- Unfortunately our new Vac truck is still at the dealer....due to delays in getting a needed part due to COVID. Fortunately, our old Jetter/Vac still has jetting capability.
- Obtained quotes for replacing fan on our old Jetter/Vac, and putting new tires on Water Department’s backhoe since we’ve been using it almost every day.
- Attended neighborhood meeting on Highview Street for this year’s ‘Highview Street Sewer Rehabilitation Project’.



Figure 7 - HighView Neighborhood Meeting

- Put together fully-executed contract documents, for On-Call Construction Contract (with Blue Diamond Equipment).
- Inspected PJ Albert’s Combination Manhole separation work on Theresa Street (1 combination manhole was eliminated this week). Additionally, one illicit connection was removed from the drainage system, and redirected to the sanitary sewer system.

DPW ADMINISTRATION
Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Continued year end reviews and processes for close out of FY20.
 - Finalized the FY20 sewer industrial billings and submitted to Deputy Commissioner for review and submission to customers.
 - Submitted July's sewer commitment to the Treasurer's office.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions processed bi-weekly payrolls.
 - Submitted the required paperwork to MassDOT for the upcoming pavement preservation bid.
 - Submitted the procurement request form and specifications to the purchasing department for solicitation of pricing for concrete.
 - All DPW Divisions have been creating FY21 purchase orders.

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	29	\$ 18,194	*Note 1			\$ 61,268
Cemeteries	3	\$ 535				\$ 11,172
Parks	5	\$ 503				\$ 6,961
Recreation						\$ 3,524
Water Supply	22	\$ 30,090			\$ 584,880	\$ 54,953
Waste Water	34	\$ 77,026	*Note 2	\$ 26,680	\$ 1,194,118	\$ 82,996
			*Note 3			
Total	93	\$ 126,347		\$ 26,680	\$ 1,778,998	\$220,874
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		313,882				