

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update August 3 - August 9, 2020

Dear Mayor, Councilors, and Colleagues;

Tuesday afternoon tropical storm Isaias made its way through central Massachusetts with sustained winds of 25 MPH and gusts of up to 65 MPH. The strong winds caused widespread tree damage and power outages throughout the city. DPW crews were on hand Tuesday afternoon until 2:00 AM Wednesday dealing with the immediate impacts of the storm by assisting UNITIL crews and clearing roadways of fallen trees to ensure access for FPD and FFD. Storm cleanup work is highly dangerous as our crews have to work with chainsaws and heavy equipment while exposed to the storm, falling limbs, power lines and traffic. There were also fires caused by tree limbs hitting live electric wires. Thankfully we had no injuries in our DPW, but there was a serious accident in Chelmsford where one DPW worker was seriously injured and one motorists was killed during the storm cleanup.

After the storm subsided on Wednesday, DPW crews mobilized to clean up the downed trees and limbs across the city. The Streets Division, Parks Division, and inmates worked throughout the week to cut and remove the felled trees and limbs. DPW received over 130 phone calls from residents requesting assistance. In addition to numerous small limbs, more than 50 large trees were damaged or completely fell. Some of these trees were between 100 and 150 feet tall and at least three trees hit houses or garages. As of Friday most of the storm debris had been picked up from the streets and sidewalks. There are some large trees that fell into Baker Brook and DPW crews will work to remove the blockages in the coming weeks to prevent flooding.

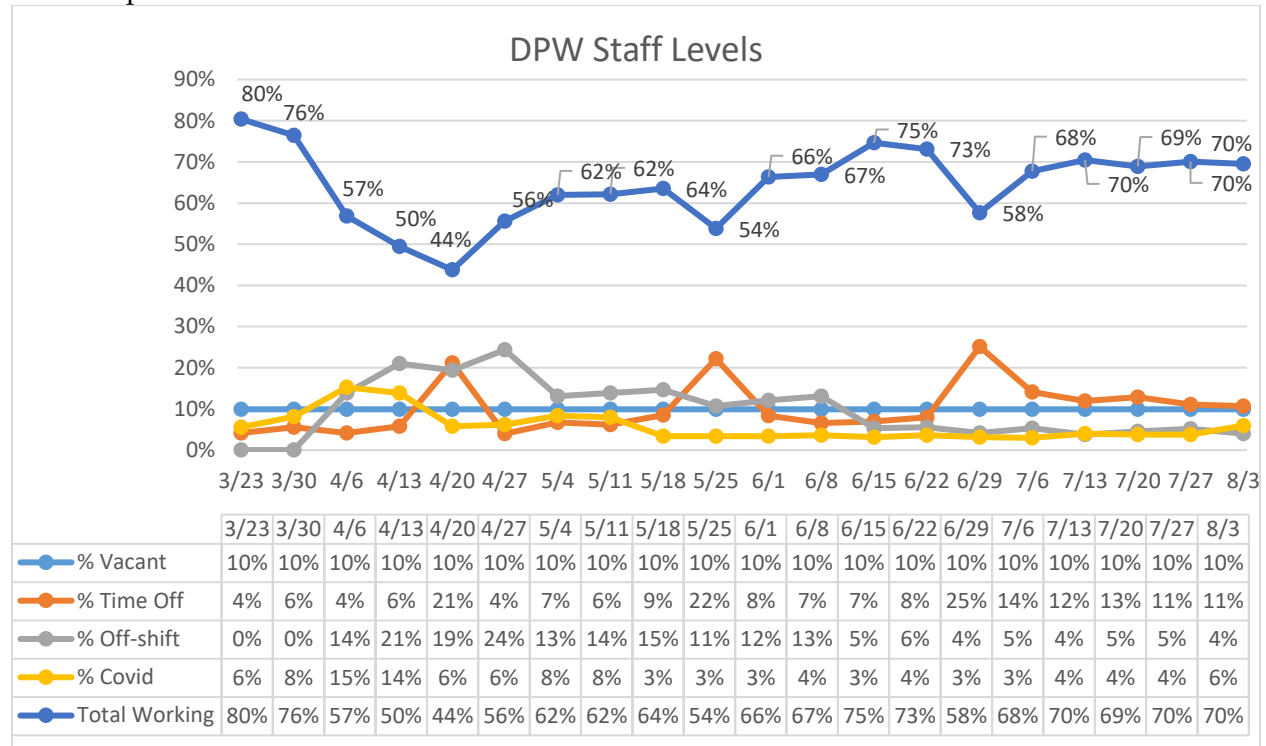
The Health Department has a leaf and yard waste collection scheduled for August 24 through 28. For collection, branches should be gathered in bundles no longer than 4 feet long and no more than 50 pounds, put in yard waste paper bags or in open top waste barrels. Bundles should be tied with a natural fiber string. You can also obtain a free recycling permit to bring your yard waste to the landfill year-round. These can be obtained at the Health Department at City Hall.

Sincerely,

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

DPW STAFFING

DPW Staffing levels for the past week were at 70%. This is the time of year when many of our staff take vacation days and personal time off (PTO) has accounted for 11% of staff absences over the past 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
Civil Engineer	Engineering	7/22/20	12
DPW Clerk	Administration	3/13/20	107
Dispatcher	Streets	10/26/19	206
Working Foreman	Streets	7/7/19	286
HSMEO	Streets	9/7/18	502
Mechanic	Streets	9/7/18	502
Laborer	Parks	1/6/20	156
General Foreman - Collections	Wastewater	3/8/18	633
Head Water Meter Reader	Water	2/18/20	125
Water Distribution HSMEO	Water	7/19/16	1060
Water Distribution LMEO	Water	12/20/19	167
Total Man-days lost			3756

STREETS DIVISION

Gary Withington - Superintendent

Due to continued decreased staffing levels, outstanding service requests have increased from 151 on March 1st to 434 on August 8th. This is an increase of 181% (+283) over the past 5 months. There is a direct correlation between the staff available and the number of request that go unanswered through the [SeeClickFix](#) program. In the past two weeks DPW received 51 new requests and closed 33 requests. The total outstanding requests backlog is now 434, 18 more than the previous reporting period. Most outstanding requests are for potholes and stormdrains.

<u>Reporting Period</u> <u>7/27/20 - 8/09/20</u>		<u>Previous</u> <u>Period</u>	<u>Change</u>
Previous Request Backlog	416		
New Requests	51	48	3
Completed Requests	33	43	-10
Total Request Backlog	434	416	18
Potholes	148	142	6
Storm Drains	89	90	-1
Tree & Brush Pruning	43	34	9
Traffic, Signals, Signs	9	8	1
Berm Repairs	27	27	0
All other categories	118	115	3
New Requests	51	48	3
Acknowledged	44	43	1
Completed & Closed	5	7	-2
Open	46	41	5

The weather last week warm with tropical storm Isaiah roaring through the region with sustained winds of 25 MPH and gusts of up to 65 MPH. The storm caused widespread power outages and tree damage, but with minimal precipitation amounts.

	Saturday 8/1	Sunday 8/2	Monday 8/3	Tuesday 8/4	Wednesday 8/5	Thursday 8/6	Friday 8/7
Rain (in)	0.0	0.15	0.02	0.35	0.0	0.0	0.0
Hi/Lo Temp (F)	68/88	70/84	73/84	70/81	66/84	63/81	66/79

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

Traffic

- Installed stop sign on Fisher Road.

Pavement

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

- Arcadia Ave
- Lincoln Street,
- Meadowbrook Lane,
- Newtonville Ave,
- Pearl Hill Road,
- Propect Street,
- Stockwell Ave,
- Townsend Street,

Street crews milled the publicly owned section of Meadowbrook Lane in preparation to pave. Repaired sink hole and replaced manhole frame and cover on Elm Street and paved.

Sidewalks & Crosswalks

Reset granite curbing and Poured another three sections of sidewalk on Clarendon Street between Columbus and Daniels.

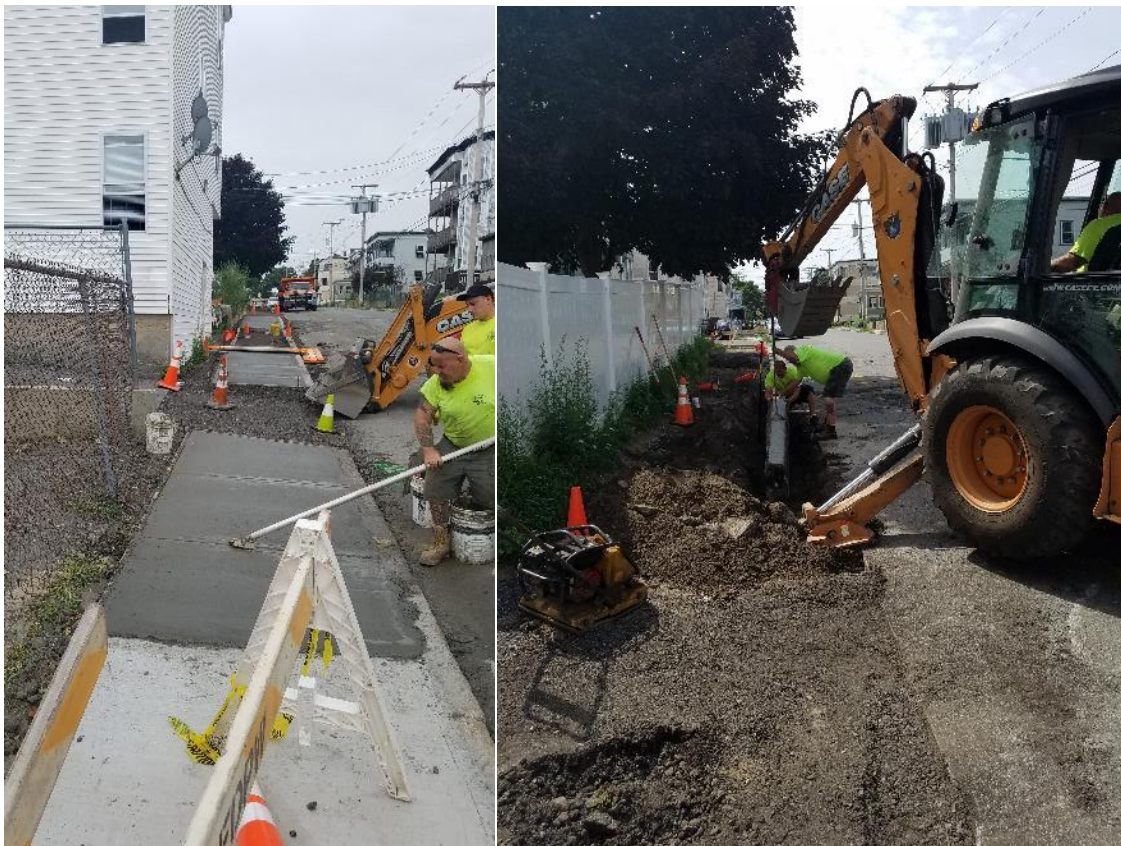


Figure 1 - Clarendon Street Sidewalks

Trash & Streetsweeping

Picked up trash on Main Street.

Continued spot street sweeping in areas around the city.

Storm Cleanup

Streets and Parks Division crews worked to remove trees from various locations including:

- 337 Rollstone Road,
- Bishop Road (4 trees),
- Shea Street at Lee Ave,
- 55 Klondike Ave,
- 330 Mt Elam Road,
- 82 Cedar Street,
- 208 Westminster Hill Road,
- Coggs Hall Park roadway,
- 579 Fisher Road,
- 21 Forest Park,
- 35 Carey Street,
- 187 Pearl Hill Road,
- 128 St Joes Ave,
- 288 Stickney Road,
- 413 Beech,
- Parkhill Park by ball fields,
- 62 Bond Street,
- 322 Elm Street,
- Beech at Leighton Street,
- Franklin Road by Revolution Drive,
- 841 Ashburnham Hill Road,
- Pierce Farm Road,
- Ashburnham Hill Road at Caswell Road,
- Franklin Road at Fifth Mass Pike,
- Temple Street at Westminster Street,
- 19 Hartwell Ave,
- 41 St Martin Street,
- 45 Jeanette Street,
- 217 Lincoln Street,
- 15 Edlee Street,
- 22 Essex Street,
- 105 Warren Street,
- 193 Clarendon Street,
- 40 Garnett Street,
- 21 Ward Street,
- Bond Street,
- 89 Pearl Hill Road

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

Recreation Director continued park site visits to review for cleanliness and maintenance needs. Parks visited last week included:

- Coolidge Park,
- Mama Fitz Park,
- Brigham Park,
- Maverick Street Park,
- South Fitchburg Playground, and
- Steam Line Trail.

Recreation Director will compile a master spreadsheet of all assets within the parks. This can include ball fields, basketball courts, water features, etc. The goal of this master sheet is to enable GIS management of park features. Inspections and associated photos have been uploaded and upon completion of all site visits inspections will be compiled into a master spread sheet.

- Park Crews continued cleaning up trash from parks and Main Street.
- Continued mowing grass on various parks and traffic islands.
- Participated in storm clean up.
- Pulled weeds on islands at JFH and North Streets.
- Working with Riverfront Parks and Trails fund to complete construction ready designs for a permanent stage at Riverfront Park.
- NewVue Communities and Community Development submitted grant application to include inflatable 24' movie screen, HD projector, FM Transmitter and new sound equipment.

- Splash Parks at Crocker Playground in Waites Corner and Parkhill Park continue to be open to the public. Public Restrooms at Parkhill Park opened on Friday, July 24th. Restrooms are open from 11am-6pm.
- Recreation Department is still accepting applications for use of the Gazebo and Patio areas at Coggshall Park, and outdoor events at all parks. All Applications must include a Covid-19 Control Plan based on the Mass Executive Office of Housing and Economic Development guidelines for Outdoor Events. Permitting for outdoor events can be found online at fitchburgma.viewpointcloud.com under the DPW category.
- 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.
- Concerts on the Common held its second performance on August 5 with The Mighty Kingsnakes. Event was hosted in compliance with state guidelines for Outdoor Performance Venues. Attendance averaged about 80 people.
- Friday Night Movie Series was on July 31. The movie screened was "The Karate Kid." Joint attendance between the River Styx Brewing seating and the Fitchburg Recreation Seating area was approx. 50 participants. The Recreation Dept. seating hosted 13 participants.
- Weekly Reoccurring Events:
 - Free Friday Night Movies at Putnam Place:
 - 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:
 - 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

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	1
Inurnments.....	3
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	3
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	1
Meeting with Families.....	4
Payments - invoiced/processed.....	5
Family Genealogy	5

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Administrative

- Performed plan review of Stickney Road sewer extension plan and sent the latest revision to Tandem Construction Company.
- Brought the F-150 engineering vehicle to Townsend Ford for various repairs and an inspection sticker.
- Performed plan review of sewer service tie-in plan for 691 Mt. Elam Road.
- Requested estimate for repair to ornamental street light on River Street from the City's street light contractor, Daigle Electric, per request of the City Solicitor's office.
- Held a second coordination call between Arcadis and Weston & Sampson to discuss upgrades to the control panel at the Narrows Road PRV Station. Weston & Sampson designed a hydro-turbine upgrade project for this station in order to generate electricity using the water that flows through it. This project is currently under construction. Meanwhile, Arcadis is in the process of designing upgrades to the Supervisory Control and Data Acquisition (SCADA) System that is used at the two water treatment facilities and remote sites throughout the water system. Included in Arcadis' scope are upgrades to the Narrows Road PRV Station. Since Waterline is already working there the City will attempt to fast-track the design of the SCADA improvements at that facility and change-order the work into Waterline Industries' current scope of work. In the long run, this will save the Water Division some money and reduce the overall amount of work that will need to be done at that station for the SCADA System Upgrade Project.
- Held phone call with an insurance adjuster about a resident's insurance claim that a City contractor performing paving work on Richmond Street caused their sewer service to collapse.
- Held phone call with an insurance adjuster about a resident's claim that a City Contractor performing a water main replacement on Longwood Avenue broke their sewer service.
- Performed records search to locate plans for Punch Brook per request from Walsh Brothers Construction.
- Contacted the Office of Dam Safety regarding a notice received about Sawmill Pond Dam. The City had temporarily taken ownership of this dam due to a judgment in a tax lien case, but filed a Motion to Vacate this judgment and it was allowed by the Court. Ownership will revert back to North Central Realty Corp.
- Contacted Cleghorn Plumbing to discuss separation of roof drains from the sanitary sewer at 200 Daniels Street.

Road Construction

- ***Beech Street Reconstruction Project*** - The City's paving contractor, PJ Albert (PJA), continued road and sidewalk reconstruction of Beech Street from Kimball Street to Pratt Street. This past week PJA completed the following:
 - Removed excess material and fine-graded the subgrade to the proper elevations.
 - Applied liquid calcium chloride, tilled it in to a depth of six inches, and compacted. The calcium works as a binding agent to create a very dense base, and also aids in dust control.
 - Applied calcium chloride flakes as a top dressing/fog-seal, which further promotes moisture absorption, compaction, and controls dust.
 - Paved the binder course of pavement



Figure 2 - Beech Street paving

- ***Clarendon Street Sidewalk Reconstruction Project*** – DPW crews are reconstructing a stretch of sidewalk on Clarendon Street and adding ADA compliant ramps and aprons.
 - Performed construction oversight and inspections for three concrete pours.
 - Assisted with setting up a driveway apron transition.
 - 5.5 cubic yards of concrete placed.

Dig Safe

- Performed dig safe at 15 Main Street for Enstrat Environmental

Permitting

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

Site Visits & Inspections

- Performed multiple inspections for building demolitions at 617 Water Street and 22 Third Street to ensure sewer services are capped properly and trenches within the City's layout are restored properly. The buildings are being demolished by Allied Building Wreckers of Springfield, MA on behalf of the City.
- Performed multiple inspections of sewer service repair by Tandem Construction Company and Patriot Plumbing at 91 Payson Street and coordinated with DPW Wastewater and Unitil, who each had some involvement in the work.
- Performed multiple site visits to Longwood Ave. to determine ownership of a tree that fell during the storm.
- Performed a sewer service inspection at 133 Valley Street. Several new single family homes are being constructed on Valley Street.
- Performed site visit to Francis Street to investigate a report of a fallen streetlight. Found the light dangling from the wires and coordinated with Unitil to assist with removing the light.
- Performed site visit to 8-10 Prescott Street to evaluate need for an additional street light per resident request.
- Performed site visit to Clarendon Street to inspect gas main tie-in by Neuco/Unitil.
- Performed multiple site visits to 151 Beech Street to discuss homeowner's concern about his driveway apron.
- Performed site visit to inspect Water Department trench patching on Hazel Street.
- Performed site visit to Wallace Towers to investigate complaint of a sinking catch basin. Found the catch basin to be located within the driveway to Wallace Towers, and will work with the Fitchburg Housing Authority to get it repaired.

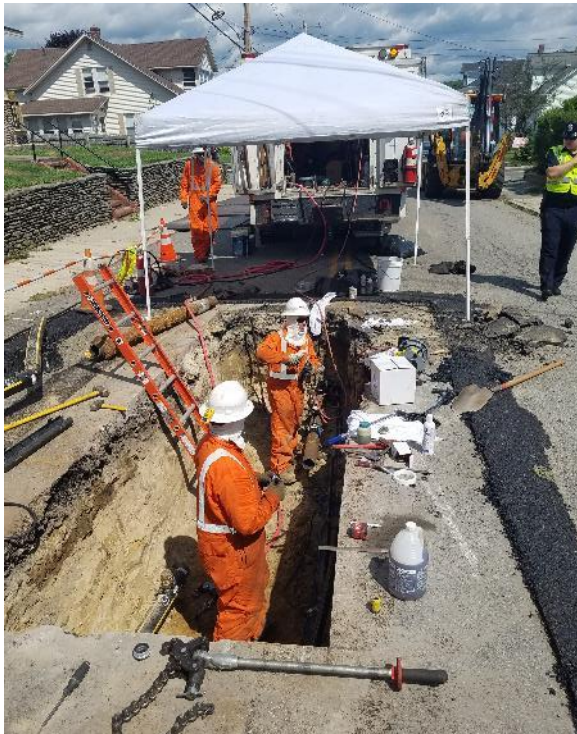


Figure 3 - UNITIL/NEUCO crews connecting mains at Claredon Street and Pratt Road

UNITIL Gas crews completed the gas main replacement project on Claredon Street by connecting into the existing main at Pratt Street. UNITIL will now shift to tying customers on Claredon Street into the new main. Gas work continues throughout the Cleghorn neighborhood and Electric Avenue sections of the city.

- Performed site visit to Fitchburg State University's (FSU's) theater building with Walsh Brothers Construction to discuss Punch Brook, which runs underneath the theater.
- Performed site visit to East Prospect Street to investigate the condition of the pavement per resident complaint. A section of the street adjacent to a trench patch has settled quite extensively, and has created a large depression running the length of the road.

Engineering Services			
Type		Number	Fees
PERMITS	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	4	\$300
	Excavation/Road Opening Permits (\$250/\$350)	10	\$350 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	11	n/a
	Engineering Plan Reviews	4	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	9	n/a
	Site Visits/Inspections	27	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	6	n/a
	Street Light Inspection	2	n/a
Totals		74	\$650

¹ Includes 1 permit for a private contractor at \$350, 7 permits for DPW Wastewater at \$0 each (fees waived), and 2 permits for the DPW Water at \$0 each (fees waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

The Water Supply Division produced 35.1 million gallons of drinking water this past week. Water is being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir, which is the terminal reservoir to the Regional Plant. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 8/6/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-0.74 feet	- 0.75 feet	Meetinghouse
Scott	-3.28 feet	-3.38 feet	Mare Meadow
Lovell	-0.96 feet	Full	Bickford
Water Filtration Plant Flows/Production from 7/31/20 through 8/6/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,659,000	32,084,000	38,743,000
Backwash to waste (Gal)	926,000	2,663,000	3,589,000
Finish Water - Treated & Distributed (Gal)	5,733,000	29,421,000	35,154,000
Capacity	(6 MGD) 16%	(12 MGD) 38%	(18 MGD) 31%
Efficiency	86%	92%	91%

- Due to the COVID-19 crisis, only required/regular maintenance is being completed in the plants as well as any emergency repairs. Treatment personnel have been permanently (for the duration of the crisis) to each treatment plant and no intermingling or transferring of treatment operators between plants will occur. Outside contractors will only be utilized for emergency repairs or for maintenance that is necessary to keep the treatment plants in good operating condition.
- Tropical storm hit the area on Tuesday, 8/4 through the night into Wednesday 8/5. Regional Treatment Plant lost power - the plant ran on generator power from 18:00 Tuesday until 05:45 on Wednesday. Generator pump system from bulk fuel storage tank to generator fuel day tank does not work in automatic mode. Plant operator tended generator fuel system over night until normal power returned. Storm also caused power outages at Narrows Road PRV Station and at the Overlook Tank. Unitil technician found branch across power line along the access road to the Overlook Tank and completed repairs, restoring power there.
- A quick power outage also occurred at Falulah Treatment Plant - no long term problems resulted.
- Bigelow/Big Power worked on generator at the Regional Plant to determine source of high temperature alarm that occurred during generator test, the technician believed the cause was the heater jacket was not turning off, it was manually shut-off and will be repaired

when they get the opportunity (it is not needed until winter). Technician also replaced the batteries, which were due to be swapped out.

- Weston & Sampson Services was in to provide quote on repairs (replace chain and sprocket) to the traveling screen at the Meetinghouse Reservoir Gatehouse.

Water Distribution

- Mowed/weed-wacked Scott Reservoir Dam, Overlook, and Meetinghouse dam/dike.
- Patrolled Fitchburg Reservoir, Ashby West culvert, Marshall Station, Oak Hill tank/pump station, Bickford Dam, Frog Hollow Road, Meetinghouse and Meetinghouse south boundary (on foot).
- Cut weed-wacked and removed dead bushes at Lacava. Removed downed trees from Meetinghouse dike/access road.
- Inspected all dams/pump stations for storm damage, removed downed trees/debris from Marshall PRV, Fitchburg South dam, Mare Meadow Pump Station, and Bickford access road.
- FWD personnel raised the gate box and repaired a sink hole on Prospect Street at View Street.
- FWD personnel repaired the curb stop box at 491 Fairmount Street.
- FWD personnel excavated and installed a bleeder on the 6-inch water main at the corner of Hurd Street and Oak Hill Road, this was installed for water quality purposes.
- Demo Contractor (Associated Demolition) pulled a water service on Middle Street at Third Street, FWD personnel shut down the water main and the service was cut and capped for building demolition.
- FWD personnel shut down a section of water main on Water Street for the Demo contractor (Associated Demolition) to remove a 10-inch by 6-9inch tee, this was the fire service to 617 Water Street which is being demolished by the City.
- FWD personnel excavated and renewed the water service (city side) at 20 Hazel Street, contractor (Tandem) renewed the owner's side.
- FWD personnel completed hydrant flushing on the Scott system in the Burbank area.
- Investigated low pressure at 599 Pearl Hill Road, owner was using multiple garden hoses at once.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	2	0	3	0	19	17

- FWD personnel repaired/rebuild hydrants on Hurd Street at St. Andrews Street, Drepanos Drive at Prospect Street, and Davis Street at Pleasant Street. All were returned to service and the FFD was notified accordingly.

Administration and Meters/Billing

- Total of 17 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.

- 25 invoices totaling \$34,680.51 were processed for FY20 warrant.
- 11 requisitions were entered into Munis for approval by Purchasing.
- Loaded the Trimble so that any Neptune accounts that were unable to get a reading by the Gateway could be read for the month.
- 22 meters changed to Neptune meter.
- Began work on the exemption list for the meter upgrade project - this is a list of houses/buildings that had an issue when Baystate attempted to change the meter. We will sort the list by issue and begin to schedule them with the service truck - most need to have the water shut off at the curb stop in order to change the meter.
- Performed customer education on how to check for a leak, how much water is used when watering outside or filling a pool.
- Sold 4 irrigation/water-only meters.
- Attending bi-monthly DPW virtual staff meeting.
- Completed the "COVID-19 Re-Opening" plan for the Water Division and submitted to HR.
- Continued to deal with water quality complaints throughout the City - we are going to attempt to complete additional flushing as personnel are available.
- Investigated work completed in resource areas as well as damage to stonewall by an abutter to the City's property in the Meetinghouse Reservoir watershed. Notified the Westminster Conservation Commission and also was able to speak with property owner, asking him to cease and desist from any additional work. Property owner offered to meet us on-site next week to review issues - owner seemed cooperative so, hopefully, we can have a friendly resolution as well as restoration of impacted areas.

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	8
Inspections of Work on Water System	6
Record Plan Updates	16
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	5
Located/cleaned gate/curb boxes	16
Final Readings/Real Estate Closings	4
New Meter Installations	14
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	72

WASTE WATER DIVISION

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

The WWTF processed 35.70 million gallons of sewage during the final week of July. In total, 51.5 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 7/26/2020 – 8/01/2020</u>		
Sewage Flow	35.70	Million Gallons
Rainfall	0.00	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	No data	Pounds
BOD _{out} (lbs)	No data	Pounds
BOD Removal (%)	No data	
TSS _{in} (lbs)	105,128	Pounds
TSS _{out} (lbs)	2,147	Pounds
TSS Removal (%)	97.87%	

WWTF Maintenance & Operations:

- Second Stage Aeration Tank's In-vent Mixers, 1C & 2C: cleaned the mixers vents.
- SSU Project: Second Stage, Secondary Clarifier No. 2 recoating of mechanism has been completed; leveling adjustment of the center ring started today (Friday); Waterline is working on a solution to repair & reset the fallen baffle that was hit & knocked down by the Vactor operator, when the painting crew was removing spent media debris from blasting from the tank bottom; Aerzen Blower 2AB-4 still has a cooling fan issue; Aerzen representative is coming to site next week, to inspect and address Aerzen blower issues.
- Primary Settling Basin No. 1, Cross Collector Project: completed project in 3 work days (Mon. – Wed.); cleaning removed basin wall bearings, before shipping to Merit Machine, for re-machining the wall bearings.
- Blower Building, Foul Air Filter: advanced the filter's filter media.
- Performed Groundskeeping, at East & West Plants.
- Preventative Maintenance rounds were performed the week and last week, by available maintenance staff, using "Staffing Minimization" hours (196.5 person-hours in total, this week and last week).

Administration:

- Participated in introductory web-meeting, with Brown and Caldwell (engineering firm interested in CDD's "On-Call Engineering" contract.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Sewer Billing Abatements.
- Addressing COVID-19 staffing issues as they arise.
- Working to resolve a frustrating phone situation for the DPW - Wastewater Division:

- IT is collaborating with Wastewater, to create a new 'phone tree' and message system for callers to Wastewater's new main number (978 - 829 - 1930).
- Coordinated with Fitchburg Fire Department's Lieutenant Richard Liberatore for receipt of COVID-19 personal protective equipment (PPE).
- Managed constituent issue investigation and response, for property owner at #91 Payson Street.

Sewer System

- CSO Block Checks due to 2 rain events: Five (5) CSO activations were discovered.
- Paved final binder course on Parker Ave. DPW - Streets Division will mill out for us to do a top course in a couple months.
- Moved the Collections Operations Office within 301 Broad Street.
- Siphon cleaning continued under the Nashua River.

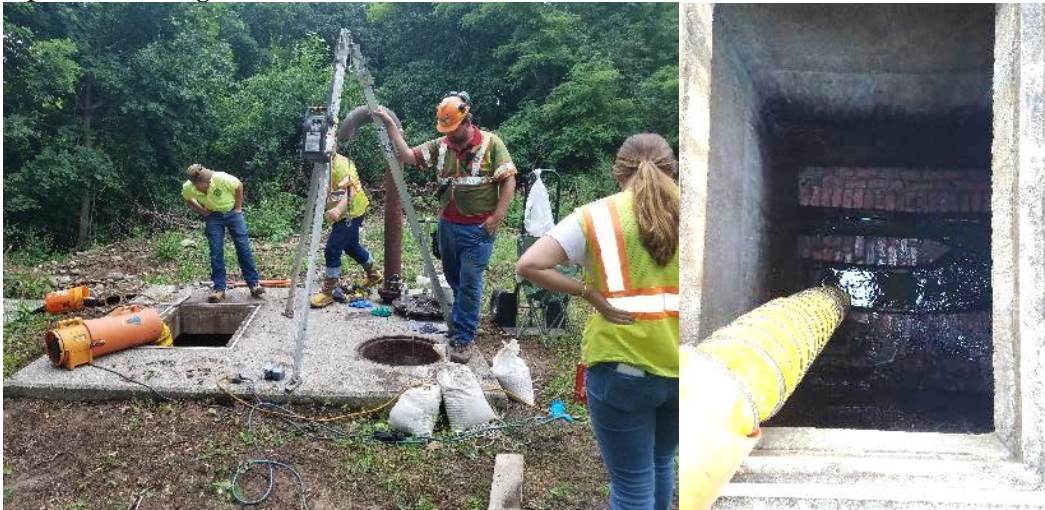


Figure 4 - Siphon cleaning crew

- CCTV'd sinkhole on Townsend Street at Stockwell Avenue. All sewers and drains seem to be O.K. Repaired sinkhole and paved the binder courses.
- Removed a combination manhole, in Elm Street at Matson Street, by sealing off drain invert, as an additional drain manhole was located only 10 feet downstream that provided access to the storm drain.
- Changed battery in Flowmeter No. M21 (on Main Street), and scrubbed the level sensor.
- Cleared brush and built a gravel access driveway to a critical manhole at the end of Buttrick Avenue. Manhole is upstream of a pipe that crosses under Baker Brook.
- Conducted a dye test at #200 Daniels Street. Determined that roof drain is tied into sanitary system. Alerted property owner and building department that it must be removed prior to issuing any additional permits.
- PJ Albert finished separating combination manholes on Theresa Street. Five (5) manholes in total were separated on the street. City now has a total of 161 combination manholes remaining.
- Added green marker posts to known E-One low pressure sewer system clean-outs and shut-offs on the Damon Road force main.
- About half of the southern bank stabilization has been completed at the East WWTF. Contractor will finish next week.



Figure 5: Erosion Stabilized River Bank (Nashua River, at the East WWTF).

- Added green marker posts to known E-One low pressure sewer system clean-outs and shut-offs on the Damon Road force main.
- An intermittent stream connection at #34 Highview Street was eliminated from the sanitary sewer system, by installing a masonry plug in the line.
- Addendum issued for CSO-39 Separation Project. Bid is on-schedule for receiving and opening bids on 8/12/2020.

DPW ADMINISTRATION
Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - 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			*Note 1			
Cemeteries	6	\$ 663				
Parks	4	\$ 455				
Recreation						
Water Supply	25	\$ 34,681				
Waste Water	35	\$ 120,888	*Note 2	\$ 21,800		
			*Note 3			
Total	70	\$ 156,687		\$ 21,800	\$ -	\$ -
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		256,471				