

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update August 10 - August 16, 2020

Dear Mayor, Councilors, and Colleagues;

Last week Fitchburg's Concerts on the Common were featured on the [front page of the Telegram.com](#) website. The photo montage entitled "Concerts on the (socially distanced) Common in Fitchburg" was a nice feature of everything that makes Fitchburg great – sense of community, the beautiful upper common, and the opportunity to see your old friends. The band 4EverFab received very good reviews from the attendees and by all accounts it was an enjoyable night out.

Recreation Director Nate LaRose did a great job of putting on the show with the help of Joan David from the Mayor's Office. This was no small task since the Governor had decreased the size of outdoor gatherings to 50 people the day before. It is very difficult to control access to the Upper Common and control crowd size, especially with only two people.

Concerts on the Common Moving to Crocker Field

In an effort to continue the concert series that brings joy and a sense of normalcy to so many people, Director LaRose has been working with the Mayor's Office and the School Department to move the concerts to Crocker Field starting this week. With the fencing and gates, it will therefore be easier to control crowd sizes and still meet the Governor's directives.

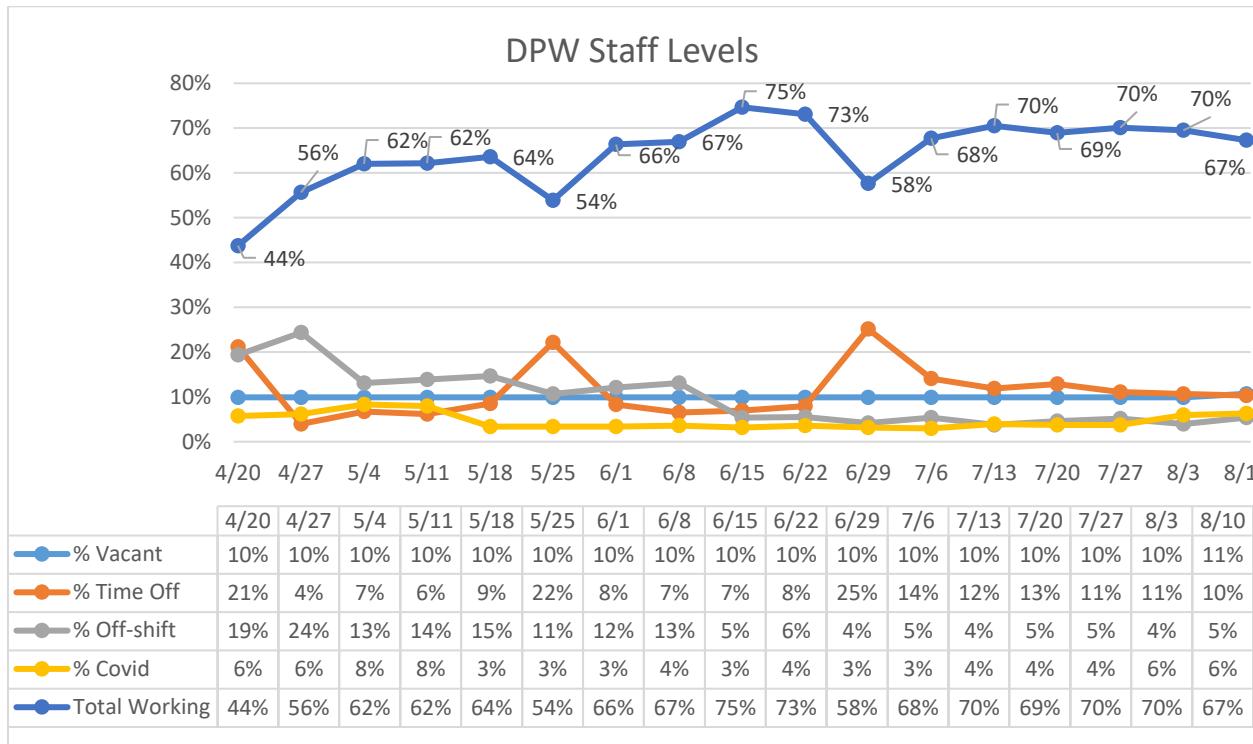
Specific details will be released tomorrow on the city's webpage and through our affiliated organizations. The next concert is to be held on Wednesday August 19th with the band Celebration of the Lizard – a Doors tribute band from Worcester.

Sincerely,

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

DPW STAFFING

DPW Staffing levels for the past week were at 67%. Vacancies now account for the largest factor at 11% with personal time off (PTO) second at 10%. While our employees continue to avoid the COVID, the lack of childcare and school closures continue to be a problem since DPW workers cannot 'work from home.'



DPW continues to have a high vacancy rate (11%) with 11 open positions across multiple divisions and one Workers Comp extended absence. These vacant positions are a detriment to continued operations and maintenance of all facets of our infrastructure and burden our remaining staff.

Position	Division	Last Date Worked	Working Days Lost
Civil Engineer	Engineering	7/22/20	17
DPW Clerk	Administration	3/13/20	112
Dispatcher	Streets	10/26/19	211
Working Foreman	Streets	7/7/19	291
HSMEO	Streets	9/7/18	507
Mechanic	Streets	9/7/18	507
Laborer	Parks	1/6/20	161
General Foreman - Collections	Wastewater	3/8/18	638
Head Water Meter Reader	Water	2/18/20	130
Water Distribution HSMEO	Water	7/19/16	1065
Water Distribution LMEO	Water	12/20/19	172
Recreation Assistant	Recreation	8/11/20	5
		Total Man-days lost	3816

STREETS DIVISION
Gary Withington - Superintendent

Due to continued decreased staffing levels, outstanding service requests have increased from 151 on March 1st to 461 on August 16th. This is an increase of 205% (+310) 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 50 new requests and closed 23 requests. The total outstanding requests backlog is now 461, 27 more than the previous reporting period. Most outstanding requests are for potholes and stormdrains.

Reporting Period 8/3/20 - 8/16/20		Previous Period	Change
Previous Request Backlog	434		
New Requests	50	51	-1
Completed Requests	23	33	-10
Total Request Backlog	461	434	27
Potholes	156	148	8
Storm Drains	90	89	1
Tree & Brush Pruning	51	43	8
Traffic, Signals, Signs	12	9	3
Berm Repairs	28	27	1
All other categories	124	118	6
New Requests	50	51	-1
Acknowledged	18	44	-26
Completed & Closed	1	5	-4
Open	49	46	3

The weather last week hot and muggy with no precipitation. This weather was particularly brutal for our paving crews that work with asphalt at temperatures above 270F. The state of Massachusetts has declared a Level 2 drought for north central region.

	Saturday 8/8	Sunday 8/9	Monday 8/10	Tuesday 8/11	Wednesday 8/12	Thursday 8/13	Friday 8/14
Rain (in)	0.0	0.0	0.05	0.00	0.0	0.0	0.0
Hi/Lo Temp (F)	64/82	66/86	66/90	72/90	70/88	70/86	68/82

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

Traffic

- Installed missing stop sign and one-way sign on Market Street.
- Finished installing school zone signs around St. Bernard Elementary
- Started painting school zone and crosswalks around St. Bernard's, McKay, Memorial Middle, and Applewild Schools.

Pavement

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

- Federal Street,
- Federal Street,
- Johnson Street,
- Longedge Avenue,
- McKay Ave,
- Merriam Parkway,
- Monroe Street,
- Oak Street,
- Pacific Street,
- Phillips Avenue.

Street crews paved the publicly owned section of Meadowbrook Lane.



Figure 1 – DPW Paving Meadowbrook Lane

Sidewalks & Crosswalks

Continued construction of sidewalk on Clarendon Street

Trash & Streetsweeping & Brush

- Picked up trash on Main Street.
- Spot streetsweeping around the City

- Removed trees at Blossom and Main Street, Main Street at Prichard Street and at Shawna Street
- Picked up tree limb at 44 Fairbanks Street, Pleasant Ave and Coolidge Park and Rindge Road
- Picked up illegal dumping:
 - Couch on Rindge Road
 - Plywood on JFH by the Taco Bell
 - Trash on Fifth Mass Turnpike
 - Trash on Salem Street
- Cut brush at intersections and roadways:

◦ East Prospect Street	◦ Fisher Road
◦ Clearview Street	◦ Richardson Road
◦ Pearl Hill Road	◦ High Rock Road
◦ Elm Street	◦ Edlee Street
◦ Blossom Street	◦ Townsend Street

Stormwater

- Repaired catch basin on Water Street by Normandy Road and paved.
- Started repair of catch basin on Westminster Hill Road.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Recreation Assistant Laid Off due to Covid-19 budget cuts on August 11, 2020.
- Met with Fitchburg Trails Visioning Committee to discuss a potential grant and begin discussions on transforming the committee into a Trail Stewardship group on August 14, 2020.
- Working with Community Development, North of Main and NewVue to submit an application for a new Movie Screen, Projector and FM Transmitter for potential drive in movies.
- Sports are still 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 continue are still open. Restrooms at Parkhill Park are open from 11am-6pm.
- Conducted 1 Park site visit to review for cleanliness, maintenance needs. Inspection was at Riverfront Park. Inspections and associated photos have been submitted to the Parks Shared folders. Upon completion of all site visits inspections will be compiled into a master spread sheet.
- Working on master spreadsheet of all assets within the parks. This week we began utilizing ArcMap to calculate feet of fence within the parks and square footage of

parking lots. Final project will hopefully include the amount of linear feet of fencing in all parks and the amount of impervious material.

- Concerts on the Common held its third performance on August 12 with 4EverFab. Due to new Covid-19 Guidance outdoor events are now limited to 50 people. Working with Mayor's office to explore options to relocate the venue to a more confined space which would enhance our ability to regulate the attendance.
- Friday Night Movie Series was on August 7, 2020. The movie screened was "Toy Story 4." Joint attendance between the River Styx Brewing seating and the Fitchburg Recreation Seating area was approx. 60 participants. The Recreation Dept. seating hosted approximately 30 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:
 - 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
- Continued to mow parks and pick up trash
- Pulled weed on Main Street islands
- Removed downed tree at Goodrich Park

CEMETERIES DIVISION

Jaquelyn Poirier - Superintendent

The Cemetery crews continued to clean, mow, and maintain the cemetery grounds. Also maintained the walking trails around Forest Hill Cemetery. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments	1
Inurnments.....	1
Up righted monuments.....	0
Uncovered/cleaned flat monuments	2
Foundation marking for monuments.....	7
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	1
Meeting with Families.....	9
Payments - invoiced/processed.....	7
Family Genealogy	3

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Engineering

- Reviewed 25% design plans for the Main Street 2-Way conversion project. Provided eight pages of comments. Overall there are still significant number of design changes to be made including the eastern intersection of Main/Boulder, widening under the Water Street bridge, parking, crosswalk locations, bike lanes, traffic signal design, etc...

Administrative

- Visited Day Street area to discuss sidewalk conditions with a resident. DPW is booked for the rest of the year for sidewalk projects, but we will work with neighborhood to add sidewalk repairs to next year's list.
- Conference call with Arcadis to discuss various topics relating to the design work they are doing for DPW Water Division's Supervisory Control and Data Acquisition (SCADA) Upgrade Project.
- Held conference call with Arcadis to discuss and prepare for the City's Municipal Separate Storm Sewer System (MS4) Annual Report, which is due to the EPA at the end of September.
- Held call with a developer looking to demolish a home at 55 Minneapolis Ave. to discuss capping the sanitary sewer service.
- Performed records search to identify the location of the sanitary sewer service for the developer working at 55 Minneapolis St.
- Held call with a developer in the process of rebuilding a home at 141 Depot Street to discuss the City's requirements for reinstating the sanitary sewer service.
- Reviewed two invoices from Weston & Sampson and authorized payment.
- Worked with the Purchasing Dept. to answer various questions from Arcadis related to their design of the SCADA Upgrade Project being performed for the Water Division.
- Reviewed on-line payments made through ViewPoint Cloud, the City's online permitting software, per request from the treasurer's office.
- Made deposit of permitting and bond fees collected to date at the bank.
- Reviewed utility site plan for sewer service connection at 691 Mt. Elam Road per request from contractor looking to get started with the project.

Street Lights

- Obtained quote from Daigle Electric for repair of a street light on River Street per request from the City Solicitor's office.
- Contacted Fitchburg State University to determine ownership of the street light poles on North Street.
- Performed site visit to investigate a report of an ornamental knockdown in front of 320 Pearl Street. Found the pole to be leaning heavily and added to the repair list for City's street light contractor, Daigle Electric.

Road Construction

- **Beech Street Reconstruction Project** - The City's paving contractor, PJ Albert (PJA), continued road and sidewalk reconstruction of Beech Street from Kimball Street to Pratt Street. To date, PJA has completed the following:
 - Lowered drain and sewer catch basin and manhole structures to the elevations required to allow for the proposed finished grades along the roadway.
 - Removed existing sidewalk and unsuitable curbing.
 - Pulverized existing pavement and compacted to ensure it remained drivable.
 - 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.

This past week PJA completed the following:

- Began grading and paving driveway aprons.
- Installed an edge drain along the eastern edge of the roadway between House #56 and House #100 to catch all of the groundwater that bleeds out from the City's quarry property. The edge drain consists of an 8" diameter perforated plastic pipe encased in crushed stone that is tied into the drainage system. This will capture the groundwater and help prevent dangerous icing conditions that occur in this area during the winter months.

DPW Engineering provided daily construction administration and oversight during the work, and performed a walk-through with Councilor Beauchemin to discuss progress and several outstanding issues.

- **Clarendon Street Sidewalk Reconstruction Project** – DPW crews are reconstructing a stretch of sidewalk on Clarendon Street and adding ADA compliant ramps and aprons. DPW Engineering provided field support as needed throughout the week.

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 site visit to 200 Daniels Street with DPW Wastewater and Cleghorn Plumbing and Heating to discuss separating the roof drains from the sanitary sewer service for the

building. This type of input to the sanitary sewer system is not allowed per City Code, and it must either be redirected to the City's stormwater system or retained on the property.

- Performed site visit to Fifth Mass Turnpike to investigate the status of the City's right-of-way from Oak Hill Road to Rollstone Road and the Notown Reservoir protection area. This portion of 5th Mass Turnpike was previously discontinued.
- Performed site visit to inspect milling and paving work by DPW crews on Meadowbrook Lane.
- Performed 2 site visits to 617 Water Street to inspect restoration of a trench dug to cut and cap the water service to the building prior to demolition.
- Performed site visit to Middle Street at Third Street to inspect restoration of trenches dug to cut and cap water and sewer services to the building prior to demolition.
- Performed site visit to Flat Rock Road to inspect permanent trench restoration conducted by MP Crowley.
- Performed 2 site visits to 40 1/2 Nashua Street to inspect sewer capping and restoration of the trenches dug for cutting and capping of water and sewer services to the building prior to demolition.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	1	n/a
	Trench Permits (\$75)	2	\$75 ¹
	Excavation/Road Opening Permits (\$250/\$350)	5	\$350 ²
	Driveway/Curb Cut Permits (No Fee)	0	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	1	\$2,000
	Application Reviews	9	n/a
	Engineering Plan Reviews	12	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	5	n/a
	Site Visits/Inspections	20	n/a
	Dig-Safe requests	0	n/a
	Sewer/Drain Inspections	2	n/a
	Street Light Inspection	1	n/a
Totals		58	\$2,425

Notes:

¹ Includes 1 permit for a private contractor at \$75 and 1 permit for a City contractor at \$0 (fee waived).

² Includes 1 permit for a private contractor at \$350, 3 permits for DPW Wastewater at \$0 each (fees waived), and 1 permit for a City contractor at \$0 (fee waived).

WATER SUPPLY DIVISION

John Deline - Deputy Commissioner of Water Supply

The Water Supply Division produced 37.4 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 8/13/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/Ashby	-0.92 feet	Full	Meetinghouse
Scott	-3.41 feet	Full	Mare Meadow
Lovell	-2.18 feet	-0.22 feet	Bickford

Water Filtration Plant Flows/Production from 8/7/20 through 8/13/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	7,073,000	34,101,000	41,174,000
Backwash to waste (Gal)	970,000	2,803,000	3,773,000
Finish Water - Treated & Distributed (Gal)	6,103,000	31,298,000	37,401,000
Capacity	(6 MGD) 17%	(12 MGD) 40%	(18 MGD) 33%
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.
- Treatment personnel continued, on a daily basis, 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) in order to cause more turnover in the Overlook Water Storage Tank - this was the fourth full week conducting the practice. The chlorine residual in the Overlook Tank had been slowly decreasing in prior 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. On 7/17, the chlorine residual in Overlook had increased to 0.27 mg/l (from 0.14 mg/l the previous few days), as of 7/24 it was at 0.47 mg/l, and as of 7/30 it was at 0.67 mg/l, so pressure/flow changes continue to improve the residuals in the tank. As of 8/13, the chlorine level in the Overlook Tank was 0.80 mg/l. Personnel will discontinue the practice of changing the pressures on a daily basis as of 8/14; however, they will continue to monitor the chlorine residual in the Overlook Tank to ensure that it does not drop back down.
- Ruel came into trace out why the Bindicator for the bicarb system at the Falulah Plant had no power. Ruel was unable to determine the problem but Laviolette Controls did solve it the next day and it was returned to service.

Water Distribution

- Completed multiple turn-offs/turn-ons throughout week for Baystate to complete meter change-outs as part of the city-wide meter upgrade project.
- Water Division personnel accompanied Weston & Sampson personnel on dam inspections at Mare Meadow Dam and Bickford Dam/Dike. These dam inspections were being in accordance with state regulations.
- Distribution personnel flushed hydrants on the High and Low Systems throughout the week.
- Hauled fill from city pit to the yard area at 1200 Rindge Road.
- Mowed the south dam at Fitchburg Reservoir, mowed/trimmed the Regional Plant, weed-wacked/cut brush on the dam at Ashby Compensating Reservoir, mowed/weed-wacked around the Falulah Tanks, and mowed/weed-wacked 1200 Rindge Road.
- Patrolled Bickford Reservoir, Rhodes Road area, Oak Hill Tank and Pump Station, Scott Transmission Main easement, and the area around the Scott Tank.
- Patrolled Water Division property on Frog Hollow Road on foot (no changes since last inspection).
- Delivered/dropped off W-50 to Doering Equipment in Rhode Island on Tuesday for warranty repairs to the compressor. Issue was diagnosed and repair was completed by Friday morning, it was picked up and brought back to the shop so that, if needed, it would be available for the weekend.
- Brought W-19 to Townsend Ford for safety recall (work was completed).
- Excavated and straighten the curb stop box at 260 Wanoosnoc Road in order to be able to shut off for replacement of the water meter.
- Repaired fuel filler neck on W-5.
- Cut one foot off of the blow-off in a catch basin on Milk Street at Pine to allow better access to catch basin for cleaning.
- Replaced gate box cover on Westminster Street at new bridge.
- Replaced gate box cover on Oak Hill Road at River Street.
- Raised curb stop box at 119 Clarendon Street.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- FWD personnel cleaned/disinfected steering wheels, shifters door handles and knobs in all Water Division vehicles.
- Completed housekeeping/disinfection of common surfaces at 1200 Rindge Road throughout the course of the week.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	3	1	1	0	26	63

- Removed hydrant, barrel and shoe on Reingold Avenue at Maryland. Installed new hydrant with an 18-inch extension. Hydrant was placed back in service and FFD was notified.
- Distribution crews repaired a fire hydrant on Oak Hill Road at Jeanette Street. It was returned to service and the FFD was notified.

Administration and Meters/Billing

- Total of 23 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 39 invoices totaling \$239,865.60 were processed for FY21 warrant WG21008.
- 7 purchase requisitions and 1 change order were entered into Munis for approval.
- A total of 216 meters were replaced with Neptune meter. 200 were completed by Baystate and 16 were completed by Water Division personnel. Munis records were updated as well.
- Sold 2 irrigation/water only meters.
- Attended virtual meeting with Arcadis staff to review the operations of the Regional Plant in regard to the SCADA system upgrades and how “swap overs” of treatment units will be managed while maintaining at least 50% (preferably) treatment capacity.
- Completed a detailed walk through of the Falulah facility with the contractor (Galaxy) that will be installing the new security camera system. Reviewed existing camera locations as well as new locations at which cameras will be installed, reviewing piping, etc. for installation of new cables for cameras. Also had them evaluate the security alarm system while they were here so that they could put together a proposal to update this system.
- Continued fielding complaints about discolored water. There have been enough distribution staff in (i.e., not out for PTO) to begin some limited hydrant flushing but there is still a need to fill the three vacant positions to dedicate personnel to flushing full-time.
- Met with homeowner at 269 Russell Hill Road, Ashburnham regarding equipment use/manure disposal near tributary of Fitchburg Reservoir. Provided owner with copies of map of watershed/tributary and regulations governing work in these areas. The owner was aware of the sensitivity of these areas and will abide by the regulations.

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	8
Inspections of Work on Water System	8
Record Plan Updates	14
Special Permit Applications Reviewed	0
New Water Service Applications	1
View Permits reviewed	0
Curb Stops Turned off/on	11
Located/cleaned gate/curb boxes	14
Final Readings/Real Estate Closings	23
New Meter Installations	16
Backflow Preventers Tested	1
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	96

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

The WWTF processed 34.73 million gallons of sewage during the first week of August. In total, 49.6 tons of organics and 45.55 tons of solids were removed and prevented from entering the Nashua River.

Week of 8/02/2020 – 8/08/2020		
Sewage Flow	34.73	Million Gallons
Rainfall	0.39	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	100,371	Pounds
BOD _{out} (lbs)	1,174	Pounds
BOD Removal (%)	98.75%	
TSS _{in} (lbs)	93,779	Pounds
TSS _{out} (lbs)	2,686	Pounds
TSS Removal (%)	97.02%	

WWTF Maintenance & Operations:

- Primary Settling Basin No. 1, Skimmer Trough: replaced broken key, and re-aligned skimmer.
- SSU Project:
 - Second Stage, Secondary Clarifier No. 2 centering ring adjustment has been completed; recoating of mechanism has been completed;
 - Still waiting to receive replacement mounting brackets, to re-install the fallen scum baffle that was accidentally knocked down;
 - Aerzen Blower 2AB-4 still has a cooling fan issue;
 - Aerzen representative was on site Thursday to help start up 2AB-3 after replacement motor installation & to trouble shoot Blower 2AB-4 cooling fan issue.
 - Settled Effluent Basket Strainer (Tate Andale strainer): Contractor ran wires for signal, so SCADA can see the valve position status (open or closed).
- Primary Settling Basin No. 2, Basin Gear Reducer Replacement: fabricating adaptor plate; gear reducer replacement project is scheduled for Aug. 24th (estimated 2 – 3 day project).
- Primary Settling Basin No. 1, Cross Collector Project: cleaned six (6) wall bearings removed from Primary Settling Basin No. 1, and sent to machine shop to be reworked (2nd set).
- Sample Shed No. 1 Sampler: sampler failed; swapped out failed sampler with a spare, and we are trouble shooting the failed sampler.
- Performed Groundskeeping, at East & West Plants.
- Preventative Maintenance rounds were performed the week and last week, by available maintenance staff, using “Staffing Minimization” hours (66.5 person-hours in total, this week and last week).

- Plant Fleet Vehicle, Bucket Truck: brake lines have been repaired, but the vehicle's exhaust system has parts which are obsolete (and not available); we will follow up with a muffler shop next week, to seek a repair solution.
- 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).
- 07/10/2020: Took 2nd Stage Secondary Clarifier No. 2 off line for SSU Project repairs;
 Update: Crew persons completed coatings application; and is performing post-coatings cleanup work in the Clarifier.
 - In the process of cleaning the Clarifier, the Vactor operator contacted and knocked down the inner weir ring, knocking it off its mounts down to the Clarifier floor.
 - Contractor & Engineer looking into replacement mounting brackets for the resetting of the dislodged weir ring.
- 08/14/2020: completed the July NPDES report for MADEP and EPA.
- 08/14/2020: participated in Lab/Control Room/Locker Room Upgrades Project Kickoff Meeting.
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries:
 - Sodium Hydroxide (pH Adjusting Chemical);
 - Magnesium Hydroxide (Alkalinity Adjusting Chemical); and
 - Polymer (C321) for Fournier Presses (Sludge Dewatering Polymer Chemical).

Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Participated in "Lab Room, Control Room, Locker Room Upgrades Project" kick-off web-meeting, with CDM-Smith.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Sewer Billing Abatements.
- 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).
- Collected "Pre-Construction Video" recording of the project work areas of the 'Highview Sewer Replacement/Rehabilitation Project'.
- Coordinating Wastewater Team's efforts, for Consent Decree 'Semi-Annual Report' deliverable at the end of August, on the City's progress on the Remedial Measures of the Consent Decree.
- Participated in progress discussion meeting on the West Plant Repurposing RFEI, with the City's consultant (West Group Law).

Sewer System

- Checked known Problem Sewer Areas: no issues were discovered.
- Cleared brush for an access path to CSO Regulator No. 064, as result of the rail road easement being inaccessible due to rail trail construction.
- Replaced a manhole frame and cover on 5th Mass Turnpike near Sawmill Brook. This manhole is on our “Problem Sewer Areas” checklist, as it is the head chamber for the siphon sewer under the river.
- Added sand seal/emulsion to Townsend Street at Stockwell Avenue intersection pavement patch, and four manholes.
- Reset three (3) sewer manholes on Authority Drive, and paved the pavement patch base course on 5th Mass and Authority Drive manholes.
- On-Contractor finished the southern riverbank stabilization section of the Riverbank Stabilization Project, at the East WWTF. The stabilization of the Eastern Riverbank will start next week.
- Met the On-Call Contractor at upper Highview Street to discuss test pit locations for possible sewer relocation due to neighborhood concerns. Looking into renting a small drill to determine the ledge profile, in order to determine if an alignment change is viable.
- Reviewed PJ Albert invoice for Theresa Street manhole separations: will process invoice for payment next week.
- Conducted a ‘Dig-Safe’ mark-out at #81 and #84 Maverick Street.
- Filed four (4) road opening permits with DPW - Engineering Division for manhole cover raise projects.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Reviewed FY21 requested departmental budgets with the Mayor’s office and Finance team. Recalculated budgetary needs and worked on revising the requested budgets to balance the overall City budget.
 - Worked with the Community Development department on budgets and actual spend to date on CDBG projects.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions have been creating FY21 purchase orders.
 - Created permissions for the City Auditor’s office in the FEMA grant portal.
 - All DPW Divisions processed the bi-weekly payrolls.

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	\$ 11,333		\$ 63,564
Cemeteries						\$ 12,540
Parks						\$ 7,454
Recreation	1	\$ 1,000				\$ 3,181
Water Supply	39	\$ 239,866				\$ 58,738
Waste Water	45	\$ 129,270	*Note 2	\$ 19,205		\$ 83,039
			*Note 3			
Total	85	\$ 370,135		\$ 30,538	\$ -	\$228,517
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						
225,941						