



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

DPW Weekly Update August 17 - August 23, 2020

Dear Mayor, Councilors, and Colleagues;

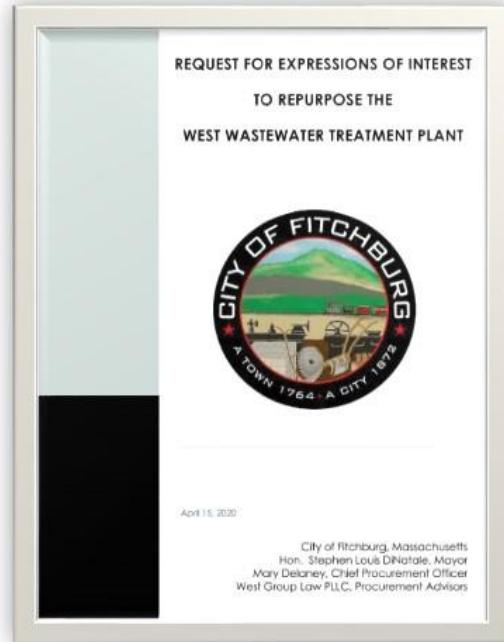
The Request for Expressions of Interest (RFEI) to Repurpose the West Wastewater Treatment Facility was issued on April 15, 2020. Responses were due to be received by June 22, 2020. The City received seven (7), responsive Expressions of Interest (EIs) from companies interested in providing long-term treatment of the City's biosolids. The EIs were reviewed by the City's procurement team for the project, supported by their procurement advisors, West Group Law PLLC.

The EIs were complete, responsive to the offering, diverse with respect to technology platforms and feedstock options, facility size, residual offtake and energy or fuel production options. Options, offered both encouraging economic and environmental benefits for the City vis-à-vis its current method of managing biosolids from the wastewater treatment process. Responses from well-qualified industry leaders provided information necessary for the City to structure an effective, full procurement (Request for Proposals, or RFP).

From a project viability standpoint, the EIs confirmed that the City's initial feasibility study and continued pursuit of this project is beneficial and the RFP should proceed. The RFP and selection process, including contract award can be completed during FY 2021, if we begin in the next several weeks.

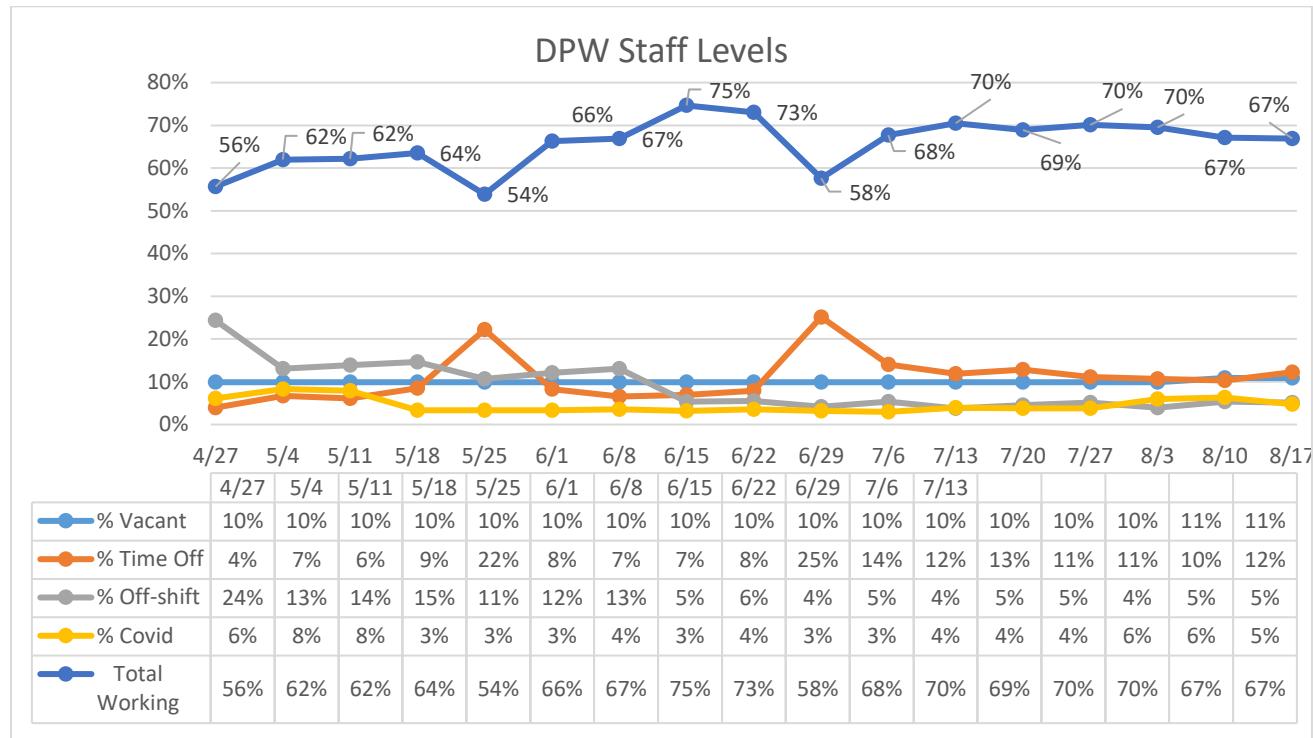
Sincerely,

Jeff Murawski, PE
Deputy Commissioner of Wastewater



DPW STAFFING

DPW Staffing levels for the past week were at 67%. The average staffing levels have been at 65% since mid-march which means we have been operating at 2/3 staffing levels for 22 weeks. Overall the work continues to get accomplished but staff morale is definitely suffering and there is continued frustration with the COVID situation.



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	22
DPW Clerk	Administration	3/13/20	117
Dispatcher	Streets	10/26/19	216
Working Foreman	Streets	7/7/19	296
HSMEO	Streets	9/7/18	512
Mechanic	Streets	9/7/18	512
Laborer	Parks	1/6/20	166
General Foreman - Collections	Wastewater	3/8/18	643
Head Water Meter Reader	Water	2/18/20	135
Water Distribution HSMEO	Water	7/19/16	1070
Water Distribution LMEO	Water	12/20/19	177
Recreation Assistant	Recreation	8/11/20	10
		Total Person-days lost	3876

STREETS DIVISION
Gary Withington - Superintendent

Due to continued decreased staffing levels, outstanding service requests have increased from 151 on March 1st to 438 on August 21st. This is an increase of 190% (+287) 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 42 new requests and closed 65 requests. The total outstanding requests backlog is now 438, 23 less than the previous reporting period. Most outstanding requests are for potholes and stormdrains.

<u>Reporting Period</u> 8/10/20 - 8/23/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	461		
New Requests	42	50	-8
Completed Requests	65	23	42
Total Request Backlog	438	461	-23
Potholes	127	156	-29
Storm Drains	89	90	-1
Tree & Brush Pruning	57	51	6
Traffic, Signals, Signs	12	12	0
Berm Repairs	29	28	1
All other categories	124	124	0
New Requests	42	50	-8
Acknowledged	10	18	-8
Completed & Closed	9	1	8
Open	33	49	-16

The weather last week was warm and dry. The

	Saturday 8/15	Sunday 8/16	Monday 8/17	Tuesday 8/18	Wednesday 8/19	Thursday 8/20	Friday 8/21
Rain (in)	0.00	0.01	0.16	0.00	0.03	0.00	0.00
Hi/Lo Temp (F)	63/72	61/68	61/79	64/81	57/75	57/75	57/84

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

Signs & Stripes Crew

Up righted street name sign at Blossom Street and Norcross Terrace.
 Replaced two yield signs on Day Street and Union Street.

Installed stop sign at Pratt Street and Harugari St/Quary Lane. Residents have complained about speeding through this intersection next to the Busy Bees Preschool Center.

Completed installation of new school zone signage, markings, and crosswalks at St. Bernard's Elementary on Summer Street. Continued painting school zones throughout the city.



Figure 1 - New markings and signage at St Bernard's elementary

Paving Crew

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

- Arcadia Ave,
- Brandon Ave,
- Causeway Street,
- Clarendon Street,
- Fairmount Street
- Madison Street,
- Old South Street.

Supported the Sidewalk Crew by paving Clarendon Street curbing work.

Supported the Sewer Collections Crew by paving manholes on 5th Mass Pike and Authority Drive.

Milled the right-most lane on Main Street heading into Summer Street. The DPW Paving Crew used the small milling machine to grind down the old heavily-potholed section. We are now waiting for the various utilities to come back and adjust their structures. Paving is tentatively scheduled for Wednesday of this week. DPW was initially awaiting for the Harper Furniture project to perform the sidewalk and paving improvements, but due to delays in the project we decided to proceed with this work. This pavement will not be considered under moratorium.



Figure 2 - Grinding Main Street

Community Work Crew

- Cleaned up Kimball Street (Route 2A) of brush and trash.
- Cleaned and disinfected DPW Headquarters.
- Various painting and renovation work throughout DPW Headquarters.

Structures Crew

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

Sidewalk Crew

Continued construction of sidewalk on Clarendon Street. Demolished and removed remaining sidewalk to Daniels Street. Prepped and poured 13 yards of concrete.



Figure 3 - Clarendon Street Sidewalk

Trash & Streetsweeping & Brush

- Picked up trash on Main Street.
- Spot streetsweeping around the City
- Cut brush on Rollstone Road, High Rock Road, Kingsman Road, Arn How Farm Road.
- Picked up trash on Rindge Road and 5th Mass Turnpike.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Conducted Site Visit with Massachusetts Department of Environmental Protection and the Community Development Department at Riverfront Park to review the Activity and Use Limitation (AUL)
- Reviewed and Conducted Site Visits to parks within the proposed Greening the Gateways district for Tree Planting with the Commissioner of Public Works.
- In partnership with the Community Development Department conducted a presentation before the NewVue Art Stewards Program on permitting for the creation of public art and event planning.
- 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 sq 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 fourth performance on August 19 with Celebration of the Lizard. Due to Covid-19 Guidance onoutdoor events are now limited to 50 people. As such in partnership with FATV and the Fitchburg Schools the event has been relocated to Crocker Field for the remainder of the season. Event was well attended with the maximum participation of 43 participants.



Figure 4 - Concert at Crocker Field

- Friday Night Movie Series was on August 14, 2020. The movie screened was "Muppet Movie." Joint attendance between the River Styx Brewing seating and the Fitchburg Recreation Seating area was approx. 50 participants. The Recreation Dept. seating hosted approximately 10 participants.

- Weekly Reoccurring Events:
 - Free Friday Night Movies at Putnam Place:
 - 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:
 - 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
- Picked up trash on Main Street.
- Replaced missing flags at Flag 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.....	0
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	3
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	9
Payments - invoiced/processed.....	6
Family Genealogy	2

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Engineering

- Participated in workshop with DPW Water Division and their consultant, Arcadis, to finalize various design elements for Phase 2 of the Water Division's Supervisory Control and Data Acquisition (SCADA) Upgrade Project. This is the final design phase of a project to replace the control and telemetry systems at the City's two water treatment facilities and various remote sites throughout the water supply and distribution systems including at reservoirs, pressure reducing stations, tank sites, and pumping stations.
- Participated in two meeting regarding the Twin Cities Rail Trail Phase II design. This phase in the project includes the final segments in both Leominster and Fitchburg. The 25% designs submitted last December have apparently been rejected by the railroad as unacceptable because the proposed pedestrian bridge at First and Railroad Streets is in

conflict with the railway signal at this location. Railway signals provide instructions to the engineer regarding authority to proceed and cannot be visually blocked. The result is that the pedestrian bridge design has to go back to the drawing board. The new concept includes closing off Railroad and First Street for landscaping and placing the pedestrian bridge behind the railway signal onto UNITIL property. DPW, FFD, FPD and MassDOT all expressed various concerns with making Railroad and First Streets dead-ends including traffic circulation, accessibility of trucks (fire trucks, garbage trucks, utility trucks), snow plowing as well as the building of infrastructure on top of underground utilities. UNITIL has also voiced concerns about the bridge structure being constructed on their property, which is contaminated. The City of Fitchburg will ultimately own and be responsible for all of the costs associated with the maintenance and upkeep of this pedestrian bridge structure. For this reason DPW has been very vigilant as to the design decisions being made that will ultimately have future financial impacts for the city.

Administrative

- Participated in the biweekly DPW coordination meeting.
- Participated in a workshop hosted by the Central Massachusetts Regional Stormwater Coalition to provide guidance to member communities for completing their annual Municipal Separate Storm Sewer System (MS4) reports to the EPA. These reports are due at the end of September and summarize communities' compliance with their MS4 permits from the EPA throughout the previous year.
- Participated in the monthly Wastewater Project Update Meeting hosted by Weston & Sampson, the Wastewater Division's engineering consultant, to discuss the status of various design and construction projects currently underway.
- Assisted DPW Water Division by setting up a computer belonging to a former DPW Engineering intern at the Falulah Water Treatment Facility for use by the Reservoir Guard in accessing various files on the City's servers related to the City's dams.
- Participated in a pre-proposal conference call for the City's current solicitation for on-call engineering contracts. Also answered various questions on the solicitation that will be issued to all potential respondents via addendum by the Purchasing Department.
- Submitted Fitchburg digital parcel upload to MassGIS for review.
- Reviewed Invoice No. 3 for DPW Water Division's Narrows Road Hydrogenerator Project and approved for payment.
- Performed records search for Snow Street and sent layout plans to Cabco Consult, Inc. per request.

Street Lights

- Performed site visit to 320 Pearl Street to investigate reports of an ornamental light being knocked down. Added to Daigle Electric's repair list.
- Performed site visit to 30 Hartland Ave. to investigate reports of a street light outage. Found light out and added to Daigle Electric's repair list.
- Performed site visit to 27 Hanna Lane to investigate reports of a lens/cover hanging off. Added to Daigle Electric's repair list.
- Performed site visit to 30 Jessica Way to investigate reports of a street light outage. Found light out and added to Daigle Electric's repair list.

- Performed site visit to 10 Marshall Rd. to investigate reports of a street light outage. Found light out at intersection of Marshall Rd. and Townsend St. Added to Daigle Electric's repair list.
- Performed site visit to 20 Linda Street to investigate reports of an intermittently blinking street light. Added to Daigle Electric's repair list.

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 roadway pavement and compacted to ensure it remained drivable.
 - Removed excess material and fine-graded the roadway subgrade to the proper elevations.
 - Applied liquid calcium chloride to the roadway, 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 to the roadway as a top dressing/fog-seal, which further promotes moisture absorption, compaction, and controls dust.
 - Paved the binder course of pavement.
 - 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.

This past week PJA completed the following:

- Graded sidewalks along the western edge of the roadway and removed excess material in preparation for curb and concrete installations.
- Finished grading and paving driveway aprons.
- Pulverized existing paved aprons along the eastern edge of the roadway from Wall Street to Pratt Street and graded and compacted subgrade.
- Patched trench for edge drain with binder.
- Marked out locations for berm along the western side of the roadway and locations for aprons along the eastern side of the roadway.
- Added berm pad in areas along the eastern edge of the roadway where needed in preparation for berm installation.
- PJA's subcontractor, ROU, raised structures to finished grade (catch basin frames and grates, manhole frames and covers, water gate valve boxes, etc.).



Figure 5 - Beech St underdrain



Figure 6 - Beech St Berm



DPW Engineering assisted with the following:

- Provided daily construction administration and oversight.
- Recorded adjustments made by ROU along the eastern side of the roadway.
- Reviewed Invoice No. 2 for the project, worked with PJA to correct various items, and approved for payment.
- Coordinated with Utilil an issue with the depth of their gas main at the intersection with Martel Street.

- **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.

Dig Safe

- Performed Dig Safe mark outs for Utilil/Neuco at the intersection of Alden St. and St. Andrew St.

Site Visits & Inspections

- Conducted 1 site visit to Main St at Moran Square. Inspected milling operation performed by DPW to prepare the roadway for a pavement overlay in the eastbound lane.
- Conducted 2 Site visits to 617 Water St. for sewer capping in preparation for building demolition. Capping competed via trenchless insertion performed by NuDrain.
- Conducted 2 site visits to 44 Nashua St. for sewer capping attempts in preparation for building demolition. The sewer service from off-street is in too poor of condition for pipe insert. Service will need to be excavated and capped in the street in order to obtain a demolition permit at this property.
- Conducted 3 site visits to Academy St. at Spring St. for sewer capping sign off and trench restoration of water/sewer cut and cap in preparation for house demolition at 130 Academy St.
- Conducted 2 site visit to Berkley St. at Richmond St. for emergency sewer repair inspection. Repair was able to be made without excavating in the newly paved roadway.
- Inspected trench restoration at 62 Sheridan St. for water service renewal.
- Inspected Water Division's emergency dig and trench restoration on Milk St.
- Conducted site visit to witness the capping of sewer for a house demolition at 55 Minneapolis Ave.
- Conducted site visit to Warner Ave. to investigate resident complaints of an industrial mining operation occurring without any sort of erosion controls in place. It appears Longley Trucking is mining gravel from the property at the end of Warner Ave. and has several pieces of equipment on-site. This is an operation that should be permitted with the Planning Board, but it appears that this has not happened.

Engineering Services			
	Type	Number	Fees
PERMITS	Street Occupation Permits (No Fee)	1	n/a
	Trench Permits (\$75)	4	\$300
	Excavation/Road Opening Permits (\$250/\$350)	16	\$2,850 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	8	n/a
	Engineering Plan Reviews	2	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	4	n/a
	Site Visits/Inspections	14	n/a
	Dig-Safe requests	1	n/a
	Sewer/Drain Inspections	8	n/a
	Street Light Inspection	6	n/a
Totals		64	\$3,150

Notes:

¹ Includes 1 permit for a private contractor at \$350, 10 permits for Unitil at \$250 each (inspection fees waived), 3 permits for DPW Water at \$0 (fee waived), and 2 permits for DPW Wastewater at \$0 (fee waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

The Water Supply Division produced 35.3 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.

- 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.
- Stonkus Valve Service replaced the solenoids for waste dump valves #3 and #4 at the Falulah Plant. Dump valve #2 was also exercised while this work was being completed in order to get it to operate properly. It had been sticking open.
- The chlorine dosage rates were lowered at the Falulah Plant.

Water Treatment

Reservoir Levels as of 8/20/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-1.06 feet	- 0.51 feet	Meetinghouse
Scott	-3.54 feet	-4.99 feet	Mare Meadow
Lovell	-3.25 feet	-0.27 feet	Bickford

Water Filtration Plant Flows/Production from 8/14/20 through 8/20/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	9,479,000	29,663,000	39,142,000
Backwash to waste (Gal)	1,294,000	2,522,000	3,816,000
Finish Water - Treated & Distributed (Gal)	8,185,000	27,141,000	35,326,000
Capacity	(6 MGD) 23%	(12 MGD) 35%	(18 MGD) 31%
Efficiency	86%	91%	90%

- Bordewieck Engineering was in to look at and repair the bicarbonate and soda ash silo level indicators at the Falulah Plant. It was discovered that the bob for the bicarbonate silo had fallen off its line and some hardware was missing from the operator motor. Bordewieck will order a bob replacement. The level indicator for the soda ash silo was operating but, upon inspection, the line holding the bob was found to be badly frayed - the line was repaired/replaced.
- Disassembled the Raw Water/Plant Strainer at the Regional Plant - inspected the internals and completed a thorough cleaning of the strainer.
- Installed a new ball check kit in bicarb solution pump at the Regional Plant.

Water Distribution

- Patrolled areas around Meetinghouse Reservoir, Scott Reservoir and water storage tank, Marshall PRV Station, Fitchburg Reservoir, and Piper Road.
- Mowed/weed-wacked Ashby Compensating Reservoir Dam and Oak Hill Pump Station. Also worked on cutting/removing brush on the Falulah Dam and the Ashby Compensating Reservoir Dam spillway/retaining wall.
- FWD personnel assisted Wastewater department at 470 Blossom Street to repair a sewer lateral that was possibly broke while repairing the water service. Also, assisted with backfilling and paving.
- FWD personnel shut down the water main on Goodrich Street, from Boutelle Street to St. Bernards Street to change the water meter for St. Bernards Cemetery that is located in a pit.
- FWD personnel shut a line gate at 16 Dudley Street and opened the blow off to help with water quality on Dudley Street.
- FWD personnel excavated and repaired a water main break in front of 489 Milk Street and also repaired a section of a sewer lateral to 489 Milk Street that had collapsed. It is believed the break was caused by a large rock that was found just above the sewer lateral and water

main. A temporary asphalt patch was laid down until final trench restoration can be completed.



Figure 7 - Water Main break and repair

- FWD personnel continued hydrant flushing hydrants on the High and Low systems in the Cleghorn and Main Street areas.
- 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	2	1	4	0	10	29

- FWD personnel excavated and replaced/installed a new hydrant on Plymouth Street at Oak Hill Road, trench was backfilled and compacted. The hydrant was returned to service and FFD was notified. A section of curbing still needs to be reinstalled.

Administration and Meters/Billing

- Total of 14 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 31 invoices totaling \$82,870.27 were processed for FY21 warrant WG21009.
- 3 purchase requisitions and 1 change order were entered into Munis for approval by Purchasing.

- A total of 229 meters were replaced with new Neptune meters, 29 completed by FWD personnel and 200 by Baystate WinSupply.
- Sold 3 irrigation/water only meters.
- Billing reports were completed for August bill run. 11,075 bills were generated and sent to Touchpoint. As a side note, the bills were sent to Touchpoint on Tuesday afternoon and customers were receiving them on Thursday, and that is with the bills being mailed from Pennsylvania after being printed, etc. by Touchpoint - excellent turnaround by Touchpoint and speedy delivery by the USPS!
- Attended meeting with Arcadis representatives regarding the schedule/cutover of SCADA systems at the Regional and Falulah plants. It was a very productive meeting with good planning/discussion to mitigate/hedge against any issues that could come up - i.e., plan for the worse and hope for the best. Arcadis is nearing 90% design of the new SCADA system.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	1
DigSafe Mark-outs	7
Inspections of Work on Water System	5
Record Plan Updates	6
Special Permit Applications Reviewed	0
New Water Service Applications	2
View Permits reviewed	4
Curb Stops Turned off/on	15
Located/cleaned gate/curb boxes	38
Final Readings/Real Estate Closings	6
New Meter Installations	20
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	104

WASTE WATER DIVISION

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

The WWTF processed 32.79 million gallons of sewage during the first week of August. In total, 54.9 tons of organics and 89.3 tons of solids were removed and prevented from entering the Nashua River.

Week of 8/09/2020 – 8/15/2020

Sewage Flow	32.79	Million Gallons
Rainfall	0.00	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	111,132	Pounds
BOD _{out} (lbs)	1,173	Pounds
BOD Removal (%)	98.85%	
TSS _{in} (lbs)	180,332	Pounds
TSS _{out} (lbs)	1,662	Pounds
TSS Removal (%)	98.74%	

WWTF Maintenance & Operations:

- 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.
 - Contractor ended week receiving the new mounting brackets & starting the process of installation of the mounting brackets for the resetting of the dislodged weir ring.
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.

Administration:

- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Attended and video-recorded the bid opening of the Combined Sewer Separation Project to be performed starting this Fall between Water Street & South Street.
- 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).
- Participated in monthly morning drive radio Wastewater segment, with Travis & Sherman, on WPKZ’s “Morning Kommute” radio program.
- 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 meeting with Wastewater’s consulting engineer (Weston & Sampson Engineers).

- Participated in RFP pre-proposal meeting (and Q's & A's resolution) for the Community Development & Planning Department's "On-Call Engineering Services Contract" RFP.

Sewer System

- Conducted repair at #470 Blossom Street where DPW – Division of Water Supply service work appeared to have damaged the sewer lateral for the home.
- Push CCTV and jetted at #200 Daniels Street on an outgoing drain line from a catch basin, to assist property owner in locating a place to re-route roof drain. Determined connectivity of pipe and found a buried catch basin.
- Raised 3 frames and covers on Authority Drive, and paved base course patch pavement at the manholes.
- Picked up Jetter-Vacuum Truck at ATG (warranty repair was finally completed). We ran the truck on Friday all day and it appears to be in good working order.
- Changed turn-signal blinker in Chevy 1500 Pickup Truck, and also cleaned a mouse nest out of Chevy Equinox and replace cabin air filter (we noticed the blower did not seem to be working as well as it should, which alerted us to the issue).
- Swapped out locks at West Plant, CSO-064, and 2 pump stations to have one common lock for all Sewer Collections. Three (3) additional locks will be swapped out next week, at other sewer system easement access areas in the City.
- Had an additional training and service on automatic lube system on new Jetter-Vacuum Truck.
- Continued with the Consent Decree's CSO reporting to EPA and MassDEP, that will be due at the end of August, as part of our "Semi-Annual Report" submission.
- Contractor substantially completed the river bank repair at the East WWT. Utilities to the East Plant (crossing the river) are now protected from further river bank erosion. Contractor used "mud-mats" in the river which kept river disturbance and siltation to a minimum (see picture).



Figure 8 - Nashua River bank repair

DPW ADMINISTRATION
Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Recalculated FY21 budgetary needs and worked on revising the requested budgets to balance the overall City budget. Held meetings with Wastewater and Water Divisions to discuss contributions. A revised DPW budget was submitted to the Mayor's office and Finance team for review.

- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions have been creating FY21 purchase orders.
 - Reviewed divisional required licenses for Local 39 laborers and notified the Superintendent of Streets of renewal license needed for payment of the contractual license stipend in September.
 - Corresponded with the Fitchburg Greenway Committee regarding several procurement requests and a new grant that was recently awarded.
 - Distributed and logged 2 new petitions for the Public Works Committee.
 - Submitted a Chapter 90 project request to MassDOT for Fall 2020 paving to be performed by DPW crews.

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	123	\$ 380,123	*Note 1			
Cemeteries	8	\$ 2,052				
Parks	5	\$ 292				
Recreation	2	\$ 3,096				
Water Supply	31	\$ 82,870				
Waste Water			*Note 2			
			*Note 3			
Total	169	\$ 468,433		\$ -	\$ -	\$ -