

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update July 27 – August 2, 2020

Dear Mayor, Councilors, and Colleagues;

The Water Division's personnel dedicated to distribution (versus treatment or watershed) has had three positions vacant since the beginning of 2020. This has dramatically reduced our ability to flush hydrants throughout the City and complete other normal maintenance of Fitchburg's distribution systems. The existing distribution personnel have been dedicated to completing emergency repairs such as water main breaks, service line leaks, and hydrant replacements/repairs. Typically, when fully staffed, the Water Division is able to dedicate two to three people to flushing hydrants on a daily basis but, being down three people, there has been only intermittent availability of personnel for this work. When flushing one of the City's four pressure zones, it is necessary to start at the "beginning" of the respective system and flush hydrants through to the "end" of the system so that all sediments that have been deposited in the water mains are carried through to the end of the system and flushed/removed.

Intermittently flushing sections of water mains, and not flushing on a consistent day-by-day process from the beginning to the end of the system is not effective for removing the maximum amount of sediments from water mains. The end result is that water quality issues/complaints (e.g., discolored water) are on the rise this year after gaining on these issues since FY 2016, when the Water Division added staffing for this exact reason.

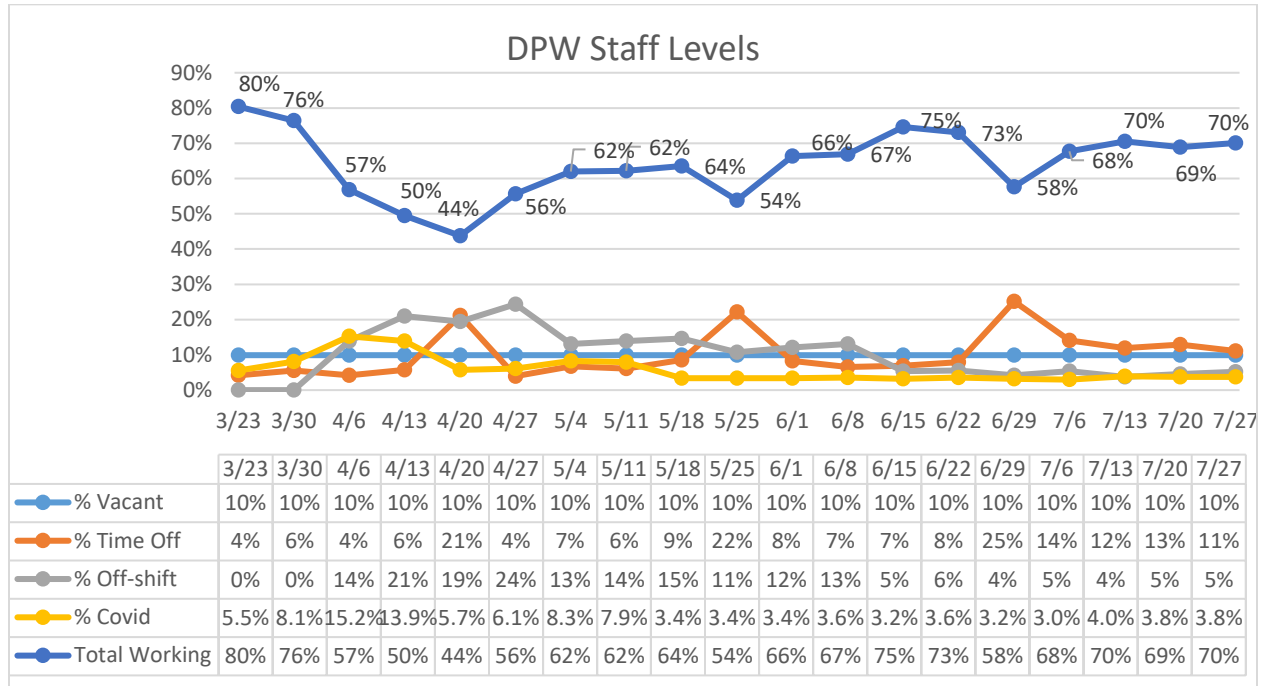
Adding to the staffing issue is the COVID-19 crisis, which has resulted in a loss of workdays (due to quarantining of employees, not illness). Presently, at the current staffing level, it is very difficult to keep up with repairs/maintenance of the distribution system – if there are any significant impacts from COVID, such as personnel being out ill for an extended period, it would be extremely challenging to complete even emergency repairs in a timely manner. The three vacant positions not only provide the staffing that can be dedicated to hydrant flushing on a daily basis but also are the "buffer" that is needed for coverage when personnel are out. Also, the type of employee needed to fill these positions are those that are skilled and knowledgeable in the water works field and have Drinking Water Operator licenses. MA DEP requires that the personnel operating and working on public water systems have the skills and knowledge to properly operate/maintain water systems so that the water remains safe for drinking/use and is of good quality. For these reasons, it is important to not only be adequately staffed but to also have personnel who have sufficient experience, knowledge, and proper licensure.

Sincerely,

John M. Deline, Jr.
Deputy Commissioner of Water Supply

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. The inmates came back to assist us with facility maintenance work last week.



DPW continues to have a high vacancy rate (10%) with 10 open positions across multiple divisions and one Workers Comp extended absence. Nicholas Erickson has been promoted from Civil Engineer to Assistant City Engineer, but continues to perform both functions:

Position	Division	Last Date Worked	Working Days Lost
Civil Engineer	Engineering	7/22/20	9
DPW Clerk	Administration	3/13/20	102
Dispatcher	Streets	10/26/19	201
Working Foreman	Streets	7/7/19	281
HSMEO	Streets	9/7/18	497
Mechanic	Streets	9/7/18	497
Laborer	Parks	1/6/20	151
General Foreman - Collections	Wastewater	3/8/18	628
Head Water Meter Reader	Water	2/18/20	120
Water Distribution HSMEO	Water	7/19/16	1055
Water Distribution LMEO	Water	12/20/19	162
		Total Man-days lost	3703

STREETS DIVISION

Gary Withington - Superintendent

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 48 new requests and closed 43 requests. The total outstanding requests backlog is now 416, five more than the previous reporting period. Most outstanding requests are for potholes and stormdrains.

<u>Reporting Period</u> 7/20/20 - 8/02/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	411		
New Requests	48	50	-2
Completed Requests	43	50	-7
Total Request Backlog	416	411	5
Potholes	142	151	-9
Storm Drains	90	86	4
Tree & Brush Pruning	34	24	10
Traffic, Signals, Signs	8	5	3
Berm Repairs	27	29	-2
All other categories	115	116	-1
New Requests	48	50	-2
Acknowledged	43	41	2
Completed & Closed	7	6	1
Open	41	44	-3

The weather last week was hot with thunderstorms on Wednesday night. We are currently in a Level 2- Significant Drought declaration.

	Saturday 7/25	Sunday 7/26	Monday 7/27	Tuesday 7/28	Wednesday 7/29	Thursday 7/30	Friday 7/31
Rain (in)	0.0	0.0	0.0	0.0	0.03	0.11	0.0
Hi/Lo Temp (F)	68/86	77/88	72/91	70/88	66/88	66/84	66/84

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

Traffic

- Installing school zone signage and paint on Summer Street in front of St. Bernard elementary school.
- Moved changeable message sign to Monty Tech for graduation ceremony.
- Cleared brush next to stop sign on Fisher Road.
- Installed new speed limit sign on Pear Hill Road.

Stormwater

- Rebuilt catch basin on Canton Street.

Pavement

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

- Academy Street,
- Canton Street,
- Caswell Road,
- Gage Place,
- North Street,
- Pine Street,
- Prospect Street
- Wallace Ave,
- Ward Street,

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



Figure 1 - Clarendon Curb Reset

Backfilled berms with loam on:

- Cathy Street
- Fisher Road
- Mt Elam Road,
- Pearl Hill Road,
- Walton Street,

Trash & Streetsweeping

Picked up trash on Main Street.
Continued spot street sweeping in areas around the city.
Picked up old computers and placed in electronics dumpster.

Sidewalks & Crosswalks

Reset curbing and forming of sidewalks along Clarendon Street from Columbus Street to Daniels Street. Approximately 100 feet of original granite curb will be reset.

Weed wacked Laurel Street sidewalk.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

Recreation Director conducted 16 Park site visits to review for cleanliness and maintenance needs. Parks visited include:

- Babe Diconza Park,
- Caldwell Park,
- Coggsall Park,
- Crocker Playground,
- Daniels Street Park,
- Decaria Park,
- Emile Goguen Park,
- Franco Park,
- Gateway Park,
- Grant Park,
- Howarth Park,
- Parkhill Park,
- Pat Moran Park,
- Phillips Street Park,
- Sadie Quatrala Park,
- Stanley Park,

Recreation Director also began discussions with IT department to 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.
- Picked up fallen tree on Alpine Road.
- Installed fountain on Mirror Lake.
- Painted floor at Stone House in Coggsall Park.
- Cancelling indoor Henry P. Coggsall Events through August 31, 2020
- Recreation Department is now accepting applications for use of the Gazebo and Patio areas at Coggsall Park. All Applications must include a Covid-19 Control Plan based on the Mass Executive Office of Housing and Economic Development guidelines for Outdoor Events.
- Continued discussions with Community Development to submit an application for construction of a Stage at Riverfront Park. Moving forward with the Riverfront Parks and Trails Fund at the Community Foundation to have initial drawings brought forward to Construction ready plans.
- 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 now allowed to permit for use of the fields. Types of use and games are regulated by the EOEEA guidance for Youth and Adult Sports Phase III Step 1.
- Board of Park Commissioners authorized Outdoor Events to be scheduled through the Recreation Department in the Parks. All events must comply with the Governor's Reopening Plans. Permitting for outdoor events can be found online at fitchburgma.viewpointcloud.com under the DPW category.
- Splash Parks at Crocker Playground in Waites Corner and Parkhill Park continue to be open to the public. Public Restrooms at Parkhill Park opened on Friday, July 24th. Restrooms are open from 11am-6pm.

- Concerts on the Common held its first performance on July 29th with A Night of Zeppelin. Event was hosted in compliance with state guidelines for Outdoor Performance Venues. Attendance averaged about 60 people.
- Friday Night Movie Series was on July 24, 2020. The movie screened was “The Goonies.” Joint attendance between the River Styx Brewing seating and the Fitchburg Recreation Seating area was approx. 75 participants. The Recreation Dept. seating hosted 26 participants.
- Weekly Reoccurring Events:
 - Free Friday Night Movies at Putnam Place:
 - Toy Story 4 – August 7, 2020
 - The Muppet Movie – August 14, 2020
 - Star Wars: The Force Awakens – August 21, 2020
 - Pirates of the Caribbean: Curse of the Black Pearl – August 28, 2020
 - Jumanji: The Next Level – Rain Date: September 7, 2020
 - Concerts on the Common Schedule:
 - The Mighty King Snakes – August 5, 2020
 - 4EVERFAB – August 12, 2020
 - Celebration of the Lizard – August 19, 2020
 - Fellowship of the King – August 26, 2020
 - The Outcrops – September 2, 2020
 - A Fine Connection – September 9, 2020
 - Blue Honey – September 16, 2020

CEMETERIES DIVISION

Jaquelyn Poirier - Superintendent

For fiscal year 2020, the cemeteries realized revenues of \$109,878.24. Approximately \$71,500 of these revenues revert back to the City’s General Fund, with the remaining Perpetual Care and Revolving funds being used to maintain the cemeteries.

<u>MONTH</u>	<u>OPENING</u>	<u>LAND SALES</u>	<u>PERPETUAL CARE</u>	<u>REVOLVING</u>	<u>TOTAL</u>
July	\$3,875.00	\$1,925.00	\$2,640.00	\$595.00	\$9,035.00
August	\$3,200.00	\$3,195.00	\$3,400.00	\$620.00	\$10,415.00
September	\$5,850.00	\$3,340.00	\$2,890.00	\$440.00	\$12,520.00
October	\$4,670.00	\$1,000.00	\$1,470.00	\$551.50	\$7,691.50
November	\$5,075.00	\$3,745.00	\$6,362.00	\$95.00	\$15,277.00
December	\$3,235.00	\$1,700.00	\$2,226.00	\$410.00	\$7,571.00
January	\$2,920.00	\$3,180.00	\$3,650.00	\$1,122.50	\$10,872.50
February	\$1,177.00	\$300.00	\$410.00	\$300.00	\$2,187.00
March	\$3,075.00	\$2,730.00	\$1,480.00	\$415.00	\$7,700.00
April	\$2,150.00	\$500.00	\$350.00	\$100.00	\$3,100.00
May	\$3,725.00	\$415.00	\$2,700.00	\$267.17	\$7,107.17
June	\$6,850.00	\$3,665.00	\$4,370.00	\$1,517.07	\$16,402.07
TOTALS	\$45,802.00	\$25,695.00	\$31,948.00	\$6,433.24	\$109,878.24

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.....	0
Up righted monuments.....	0
Uncovered/cleaned flat monuments.....	0
Foundation marking for monuments.....	2
Catch basin repair	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	9
Payments - invoiced/processed.....	5
Family Genealogy	7

ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

Nicholas Erickson was promoted from Civil Engineer to Assistant City Engineer within the DPW Engineering Division. Mr. Erickson grew up in Fitchburg and graduated from Worcester Polytechnic Institute (WPI) with a Bachelor's of Science in Civil and Environmental Engineering. He worked in the private sector for 8 years as an Environmental Engineer and is a licensed Professional Engineer. Since 2016, he has served as DPW's Civil Engineer supporting the city's MS4 permit, flood control system, and various projects with the Water and Wastewater Divisions. Since January of 2020, Mr. Erickson has taken on the extra responsibilities of the vacant Assistant City Engineer position and has helped update and modernize our permitting system through the on-line portal.

Engineering

- DPW's consultant, Weston & Sampson, performed a 6-month follow up inspection of McTaggart's Pond Dam.
- Obtained the City's front-end specifications from Purchasing and sent to Arcadis for inclusion in the bid package for Phase 2 of the Water Division's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project.
- Awarded pavement preservation contract to Indus. This contract includes crack sealing, fog sealing, microsurfacing, cape seals, and cold-in-place recycling. These methods are used to extend pavement life without a full reconstruction or repaving of a roadway. Instead of waiting for a roadway to fall apart, DPW uses these methods to extend the life of a roadway and maintain good pavement quality at a lower cost.
- Performed records search for five properties being demolished by Associated Building Wreckers, Inc. for the City and emailed them the resulting plans showing drain and sewer. The five properties include:
 - 617 Water Street – 7/30-8/3
 - 22 Third Street – 8/5

- 130 Academy Street – 8/7
 - 40 ½ Nashua Street – 8/11
 - 8 Woodland Street – 8/13
- Call with Associated Building Wreckers, Inc. about the permits and inspections from DPW Engineering that would be required for each of the demo's and sent them a copy of DPW Engineering's excavation restoration policy.
- Started review of 25% plans for the Main Street 2-way conversion project.
- Call with Associated Building Wreckers, Inc. about becoming bonded with the City and let them know what our requirements are. They sent DPW Engineering the requisite \$5,000 cash surety bond and Certificates of Insurance, and are now officially bonded with the City.
- Call with the realtor for the property at 663 Rindge Road and per request sent an email verifying that Tandem Construction Co. had completed a sewer service tie-in to the City's system for this property.
- Prepared and sent letter to various DPW Divisions notifying them of the new sewer service at 663 Rindge Road.
- Held 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, however, 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.
- Attended pre-bid meeting for the CSO 007, 011, 039, and 048 Separation/Rehabilitation project being conducted by the Wastewater Division.
- Reviewed and approved for payment an invoice from Arcadis for various Municipal Separate Storm Sewer System (MS4) permit compliance work.
- Performed plans and records search for 175-179 Myrtle Ave. and Klondike Street per request from Heide Messing at Fitchburg State University (FSU) and emailed resulting plans.
- Attended Conservation Commission's virtual meeting to discuss various projects, including the DPW's project to replace the Westminster Hill Road Bridge over Phillips Brook.

- Provided Daupler with an overview of how the DPW performs after-hours response per email request.
- Performed review of the following proposed projects that are on the agenda for discussion at the August 4, 2020 Planning Board meeting and sent review comments to Planning:
 - 0 Fifth Mass Turnpike
 - 17 Simonds Road
 - 344 Summer Street
 - 938 Main Street
 - Angels of Autism - Arden Mills Way
 - S&M Farms - Ashby State Road
- Reviewed a list of properties from the Treasurer's office being considered for foreclosure proceedings in Land Court.
- Performed plans search for Ashburnham Street and Stickney Road per request from Hannigan Engineering, Inc. and emailed the resulting plans.
- Provided Street Occupation permit requirements to property owner at 39 Pinegrove Avenue.
- Assisted City Clerk's office with address confirmations for voter registrations

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 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, and begun to perform full-depth reclamation and grading of the roadway. DPW Engineering performed daily site visits and inspections of PJA's work.
 - Assisted the Water Division with moving a hydrant out of the proposed sidewalk in front of 83-4 Beech Street. Marked out proposed location.
 - DPW Streets Division cleared city owned lot at 63 Beech Street. Nearby residences that are losing on-street parking due to the construction of sidewalks have been notified and made aware of additional parking opportunities.



Figure 2 - Grinding up Beech Street



Figure 3 - DPW crews clear empty lot

- Performed daily construction oversight and inspections for reconstruction of ADA compliant ramps, aprons, and sidewalks by DPW crews on Clarendon Street (5 visits).

Dig Safe

- Performed dig safe mark outs for the buildings being demolished by Associated Building Wreckers, Inc. on behalf of the City, including:
 - 617 Water Street – 7/30-8/3
 - 22 Third Street – 8/5
 - 130 Academy Street – 8/7
 - 40 ½ Nashua Street – 8/11
 - 8 Woodland Street – 8/13
- Performed dig safe mark out for 43-45 Beacon Street
- Performed dig safe mark out at 545 Westminster St

Permitting

- Closed out an old Water Division permit for 16 Providence Street per request from property owner.
- 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 0 Fifth Mass. Turnpike to meet with Steve Seney and discuss his proposed project to construct a Planned Unit Development on the property.
- Performed site visit with the Superintendent of Streets to Shea Street Extension to evaluate options to clean out the sediments that have accumulated in Shea Brook.
- Performed site visit with the Superintendent of Streets to Crescent Street to investigate reports of a sink hole near a building.
- Performed site visit to Ashby West Road with Central MA Mosquito Control Project (CMMCP) to evaluate a project to clean out various stormwater ditches along the roadway. Unfortunately, CMMCP is not interested in assisting with this particular project.
- Inspected Water Division patches at Hurd Street and Simonds Street.
- Performed site visit to 562 South Street to investigate report of street light issue.

- Performed site visit to 555 New West Townsend Road to investigate report of a street light issue.
- Inspected emergency water service replacement at 129 Heywood Street.
- Inspected trench restoration at 129 Heywood St where private water service was repaired in sidewalk from curbstop.
- Inspected sewer lateral repair at 26 Atlantic Avenue
- Inspected new sewer installation at 133 Valley St
- Conducted a complete streetlight supply inventory. Requested quotes for new LED lights from our distributor.

Engineering Services			
Type		Number	Fees
PERMITS	Street Occupation Permits (No Fee)	2	n/a
	Trench Permits (\$75)	6	\$150 ¹
	Excavation/Road Opening Permits (\$250/\$350)	16	\$2,350 ²
	Driveway/Curb Cut Permits (No Fee)	0	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	0	\$0
	Application Reviews	21	n/a
	Engineering Plan Reviews	12	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	4	n/a
	Site Visits/Inspections	20	n/a
	Dig-Safe requests	7	n/a
	Sewer/Drain Inspections	1	n/a
	Street Light Inspection	3	n/a
Totals		90	\$2,500

Notes:

¹ Includes 2 permits for private contractors at \$75 and 4 trench permits for a City-hired contractor at \$0 (fees waived).

² Includes 1 permit for a private contractor at \$350, 8 permits for Unitil at \$250 each, 3 permits for the Water Division at \$0 each (fees waived), and 4 permits for a City- hired contractor at \$0 each (fees waived).

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water Supply

The Water Supply Division produced 35.97 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. Valves were closed at Scott and Fitchburg Reservoirs this week due to Lovell Reservoir reaching capacity, the rainfall last week helped to refill Lovell, which is the terminal reservoir to the Falulah Plant. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 7/30/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-0.70 feet	- 0.76 feet	Meetinghouse
Scott	-3.30 feet	-2.92 feet	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 7/24/20 through 7/30/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,347,000	33,495,000	39,842,000
Backwash to waste (Gal)	912,000	2,960,000	3,872,000
Finish Water - Treated & Distributed (Gal)	5,435,000	30,535,000	35,970,000
Capacity	(6 MGD) 15%	(12 MGD) 40%	(18 MGD) 32%
Efficiency	86%	91%	90%

- Due to the COVID-19 crisis, treatment personnel have been permanently assigned (for the duration of the crisis) to each treatment plant and no intermingling or transferring of treatment operators between plants will occur.
- 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 second 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 0.14mg/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. Personnel will continue with this pressure changes on a daily basis and will monitor the chlorine residual in the Overlook Tank to ensure that the chlorine residual continues to improve, indicating better turn-over in the 1.5 million gallon water storage tank.

- Stonkus Hydraulics needed to be called in to complete repairs on control valves at the Regional Plant – the plant is now 20+ years old and maintenance issues are becoming increasingly common due to age of equipment.
- Treatment personnel installed new screen on the clearwell vent at the Falulah plant – the screen had deteriorated (due to age) and needed to be replaced. Treatment personnel will be working on replacing screens on other vent pipes at the Falulah/Regional plants in the next few weeks.

Water Distribution

- Mowed/weed-wacked Bickford Dam, Falulah, Scott Tank, Marshall PRV station, Oak Hill Tank, Mare Meadow and Montachusett Pump Stations. Removed brush from toe drain/bank behind the Mare Meadow Pump Station building.
- Patrolled areas around the Scott Storage Tank and Scott transmission main – these areas have been subject to unauthorized activities (someone has cut locks on gates on several occasions in order to access these areas for off road riding with four wheel drive vehicles).
- FWD personnel on Saturday responded to a water main break on Simonds Street at High Street. Crews excavated and repaired the 8-inch water main with 3 feet of 8-inch ductile iron pipe and two, 8-inch Hymax couplings.
- FWD personnel excavated and removed/replaced the 6-inch by 8-inch reducer in front of 12 Hurd Street in order to visually inspect the interior of both the 6-inch and 8-inch water mains as well as make sure the reducer had not become overly restricted with tuberculation. There is some restriction in the old 6-inch main due to tuberculation, the 8-inch main is cement-lined and was not restricted.
- FWD personnel prepped and paved the trenches at 12 Hurd Street and Simonds Street at High.
- FWD personnel installed a new curb stop box extension at 570 Milk Street and replaced a gate box cover at 65 Franklin Road.
- Investigated a leak on the owner's side of the water service at 3 Winthrop Court, owner was given a contractors list.
- Investigated a high bill complaint with Ti-Sales at 14 Linda Street, the water meter (new Neptune meter) was checked out and is working properly, no flow indicated when all fixtures were off and normal flow when operating different faucets/lawn sprinklers. Demonstrated the accuracy of the meter to the owner by filling buckets with approximately 7-1/2 gallons of water (to equal one cubic foot of water) and the meter registered the one cubic foot on the register.
- 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/equipment used during the course of the week.
- 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	0	12	9	2

- FWD personnel excavated and removed an old hydrant and installed a new hydrant and gate valve in front of 83 Beech Street. Hydrant was relocated further back from roadway to accommodate installation of a new sidewalk.
- Installed a bleeder on the hydrant by 1240 Ashby State Road due to issues with discolored water on Ashby State Road – due to the “long” length of 12-inch water main and the lack of any significant water usage at the high school, the water is not “turning over” adequately in this area. It is likely that continued use of the bleeder will be necessary.
- FWD personnel continued lubing/greasing/painting hydrants on the on the High System.

Administration and Meters/Billing

- Total of 11 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 7 purchase requisitions were entered into Munis for approval by Purchasing.
- The Fitchburg Water Division participated in the conference call that is being held every other week with representatives of MA DEP, US EPA, Massachusetts Water Works Association, and several hundred public water suppliers across the state. The Commissioner of MA DEP, Martin Suuberg, provided a status update in regard to COVID-19 and its effects/impacts on public drinking water suppliers. Mr. Suuberg also provided answers to questions submitted by public water suppliers over the past week.
- Completed/submitted payroll - total payroll for the two week period ending 8/7 was \$59,223.13, including \$3,613.42 in overtime and \$4,475 for first half of the FY21 drinking water stipends.
- Loaded laptops for the monthly, city-wide, meter reading. A total of 6,175 Badger meter accounts were loaded. There are also 4,480 Neptune meter accounts which are read via the fixed network. Total number of metered water accounts presently is 10,655.
- A total of 26 water meters were changed out this week by Water Division staff to Neptune meters/electronic registers - change outs were related to house transfers/closings, turn-ons at new/rehabbed houses, buildings, etc.
- Held virtual meeting with Weston and Sampson and Baystate WinSupply about items related to the meter project.
- Four meters for irrigation/water only meters were sold during the course of the week.
- Reviewed plans for multiple projects which had been submitted to the Fitchburg Planning Board for approval. Projects/plans were reviewed to identify and water-related issues and comments were forwarded to DPW for integration in overall comments from public works.
- Continued dealing with water quality complaints (specifically, discolored water) at several locations, including Hurd Street, Longwood Avenue, and Ashby State Road.
- Completed the final list of encumbered funds and submitted to the Mayor for approval, the Mayor signed off and was forwarded to the City Auditor by the 7/31 deadline.

- Met with Purchasing Agent to discuss options for installed VFDs (variable frequency drives) on the three plant water pumps at the Regional Plant. The total cost is approximately \$18K; National Grid will provide approximately \$6K in financial assistance, so the net cost to the City would be around \$12K. Installation of the VFDs (which would replace the existing pressure reducing valves, which need to be replaced no matter what) would provide around \$5K-\$6K in annual savings, so the payback would be about 2.5 years (versus no “payback” with the option of simply replacing the PRVs, which would cost almost \$10K).
- Submitted required paperwork to the Purchasing Department for the advertising/bidding of the pumping/transport of settled solids from the two lagoons at the Regional Plant. These are residuals from backwashing of clarifiers/filters at the Regional Plant. Specifications were revised to reflect a three year contract versus the one year contract that was done previously.

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	9
Inspections of Work on Water System	4
Record Plan Updates	0
Special Permit Applications Reviewed	4
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	2
Located/cleaned gate/curb boxes	17
Final Readings/Real Estate Closings	9
New Meter Installations	25
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

WWTF Maintenance & Operations:

- Participated in daily video conference calls with Wastewater Management.
- 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 have been working on the components coatings prep work, getting ready to start coatings application (by end of week, and into the weekend).
- 07/29/2020: Participated in conference call with MassDEP about the current COVID-19 situation.
- 07/29/2020: Primary Basin #1 taken off line for Maintenance repairs project (commencing next Monday).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries:
 - Sodium Bisulfite (Chlorine Neutralizing Chemical).

Administration:

- Effective Tuesday, May 26th, 2020, all active and available staff members of the Sewer System Team were on-duty, with protective practices in place to help prevent the transmission of COVID-19.
- Attended the 'CSO 007, 011, 039, 048 Separation and Rehabilitation Project' "Pre-Bid Meeting", held at Broad Street.
- A group call was held by MassDEP this week, Wednesday – July 29th, 2020.
- EPA talked about Water Utility 2020 COVID-19 spreadsheet tool, for determining COVID-19 financial impacts to the utility.
- EPA webinar was held on July 14th on federal funding to help water & wastewater utilities financially (as it relates to COVID-19). Webinar was recorded (recorded link can be requested, from EPA Region 1's Jane Downing, Chief of Drinking Water Branch).
- U.S. Dept. of Homeland Security Tool, Cyber-Security & Infrastructure Security Agency ('exercise kit' for utilities, for continuity plans and recovery from COVID-19).
- The next regular call will be on Wednesday – August 12th, 2020.

Sewer System

- Checked 'Problem Sewer' areas: we noted a slightly surcharged manhole on John Fitch at Rindge Road; we jetted blockage and relieved sewer; likely roots are getting into the sewer, as line runs through woods; we will investigate further and replace pipe (if necessary).
- Went to North Reading, MA CAT to pick up a fuel cap for backhoe.
- Responded to a service call at #55 Cottage Street: was found to be a homeowner issue.
- Swapped 4 meter batteries and scrubbed sensors; all CSO meters seems to be properly working now.
- Rotated 2 ECHO flow sensors at Siphon 3 and Siphon 4; the meters' sensors had become tilted in high flow events.
- Weed wacked brush on Canton Street Easement and South Street.
- Hauled 12 truckloads of grindings from Greek Pit to Quarry, per request of Contractor, in order to access riprap rock for River Bank repair at East WWTF.

- Saw cut edges, and removed 2 temporary patches on Parker Street, from spot repairs performed this past winter. Placed binder and top course paving in the road patches.
- Added emulsion sand seal to patches on Parker Street, and at the Exeter Street manhole.
- Replaced the brakes on the Chevy Equinox.
- Contractor finished excavating for repair on Southern Riverbank at East WWTF.
- A pre-bid meeting was held for the upcoming Combined Sewer Separation Project. Three representatives came to the meeting.
- Reviewed all P.O.s and encumbrances for year-end close out.
- Repaired sewer flow meter database in ADS Profile. Program was unable to connect to meters due to a software issue.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Continued year end reviews and processes for close out of FY20. All encumbrance requests have been submitted to the Mayor and Auditor's office for review and processing.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions have been creating FY21 purchase orders.
 - Posted the minutes for the Public Works Committee regular meeting on Tuesday July 28.
 - All DPW Divisions processed 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	66	\$ 13,566	*Note 1			\$ 65,981
Cemeteries	12	\$ 1,134				\$ 12,600
Parks						\$ 6,490
Recreation	13	\$ 1,941				\$ 3,716
Water Supply	12	\$ 9,895				\$ 29,223
Waste Water	27	\$ 48,500	*Note 2	\$ 38,960		\$ 94,705
			*Note 3			
Total	130	\$ 75,036		\$ 38,960	\$ -	\$212,716
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		458,353				