

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update November 16 - November 22, 2020

Dear Mayor, Councilors, and Colleagues;

This past week UNITIL, through their subcontractor, milled and paved sections of York Avenue, Hannigan Court, Depot Street and Franklin Road. The paving only covered about a 10-foot section of the roadway and some folks have wondered why the whole roadway was not paved. Earlier this year, DPW compiled and consolidated various existing permitting documents into an updated [Street Excavation & Restoration Policy](#). (see [May 17 Weekly Update](#)) The updated policy was developed in coordination with UNITIL Gas who has agreed to perform full depth pavement restoration within their gas trench footprint and mill and pave the top course of the roadway overlapping the trench area. Due to various factors, including the size of the construction equipment that mills and paves roadways, the final paving area is about 10-feet wide. This arrangement has two major benefits: 1) the permanent trench restoration guarantees a long-lasting repair to the pavement; and 2) significant amounts of paving are being accomplished at no cost to the City on roadways that would otherwise not get paved.



Figure 1 - Paving of UNITIL trenches

Sincerely,

Nicolas Bosonetto, PE
Commissioner of Public Works
City Engineer

STREETS DIVISION
Gary Withington - Superintendent

In the past two weeks DPW received 47 new requests and closed 85 requests. The total outstanding requests backlog is now 348, 38 less than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> <u>11/09/20 - 11/22/20</u>		<u>Previous</u> <u>Period</u>	<u>Change</u>
Previous Request Backlog	386		
New Requests	47	41	6
Completed Requests	85	41	44
Total Request Backlog	348	386	-38
Potholes	95	136	-41
Storm Drains	42	44	-2
Tree & Brush Pruning	71	70	1
Traffic, Signals, Signs	6	8	-2
Berm Repairs	21	21	0
All other categories	113	107	6
New Requests	47	41	6
Acknowledged	26	25	1
Completed & Closed	18	16	2
Open	29	25	4

The weather last week became colder with strong winds hitting the city on Sunday night.

	Saturday 11/14	Sunday 11/15	Monday 11/16	Tuesday 11/17	Wednesday 11/18	Thursday 11/19	Friday 11/20
Rain (in)	0.00	0.81	0.00	0.00	0.00	0.00	0.00
Snow (in)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hi/Lo Temp (F)	36/45	27/57	37/48	30/43	18/30	18/41	41/61

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

Snow Operations

No snow storms or events this week. Salt shed is currently at about 65% full (1445 tons).

Signals, Signs & Stripes Crew

- Replaced parking signs on Willow Street.

Paving Crew

- Finished paving driveway aprons on Crawford Street;
- Started to install berm on Billings Road;

- Filled potholes on:
 - Townsend Street,
 - Wilson Street,
 - Otis Street,
 - Smith Street,
 - Rollstone Road,
 - Williams Road,
- Assisted Water and Wastewater Divisions by paving trenches.

Stormwater Crew

- Rebuilt catch basin on Goddard Street.
- Installed drainage at Crocker Field house.

Sidewalk Crew

- Continued working on Allen Place sidewalk along fence and Gougin Park wall.
- Filled sink hole and repaired sidewalk on Upper Common.
- Ground stumps on Shawna Street.

Trash & Streetsweeping & Brush

- Helped Board of Health by picking up illegal dumping on:
 - Fifth Mass Turnpike;
 - Authority Drive;
 - Rindge Road; and
 - Kimball Street.
- Spot streetsweeping around the city;
- Picked up trash on Main Street;
- Picked up trees from wind storm on:
 - Drepanos Drive,
 - Carey Street,
 - Ashburnham Street and
 - Rindge Road.

Mechanic Shop

- Continued repairing and preparing spreaders on large trucks for the winter season.
- Continued getting trucks new inspection stickers.

PARKS DIVISION AND RECREATION DEPARTMENT

Nate LaRose – Recreation Director

- Parks Division crew is down to two men due to injuries and vacancies.
- Park Crew continued to winterize the parks by blowing out irrigation and water systems;
- Continued to pick up leaves in the parks;
- Recreation Director continued to assist IT Department with installation of new computers.

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	3
Inurnments.....	0
Up righted monuments.....	0
Uncovered/cleaned flat monuments	0
Foundation marking for monuments.....	1
Catch basin repair	0
Filled Sink Holes	0
Trimmed Trees	0
Trimmed shrubs.....	0
Meeting with Families.....	11
Payments - invoiced/processed.....	16
Family Genealogy	6

ENGINEERING DIVISION
Nicholas Erickson, P.E. – Assistant City Engineer

Administrative/Engineering

- Held conference call with MEMA and their 3rd party consultant to discuss Fitchburg's forthcoming grant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program. DPW Engineering intends to submit an application for funding to rehabilitate the North Nashua River Flood Damage Reduction System (the FDR System). Originally constructed in 1937 by the United States Army Corps. Of Engineers (USACE), the FDR system consists of a network of concrete and stone flood walls, stone slope protection, stone channel paving, and other engineered features at 23 locations along 4.4 miles of the North Nashua River designed to protect various industrial, commercial, and residential properties in low-lying areas along the river.
- Attended the Central Massachusetts Stormwater Coalition (CMRSWC) Annual Meeting and the November Steering Committee Meeting, which were both held virtually. Nick Erickson, assistant City Engineer, was re-elected to the Steering Committee.
- Attended a utility coordination meeting with Unitil, which was held virtually.
- Met with Unitil to discuss various options for bringing three-phase power from Elm Street to the FSU Theater Building. Unitil will need to relocate a pole on Central Street and install a new pole on Brook Street to accomplish this.
- Held conference call between DPW, Building, Planning, and an individual looking to purchase four lots along an unimproved section of McIntire Road to discuss the City's requirements for roadway improvements that would be needed to qualify the lots as buildable.
- Attended the Economic Development Task Force Meeting, which was held virtually.
- Attended a 100% design workshop for Phase 2 of DPW Water's Supervisory Control and Data Acquisition (SCADA) Systems Upgrade Project. This is a project to replace the aging

control and telemetry systems at the City's two Water Treatment Plants and various other remote sites across the water supply and distribution systems. The workshop was hosted by Arcadis at the City's Falulah Water Treatment Plant.

- Provided street layout plans for Sheldon Road to GRAZ Engineering per request.
- Provided street layout plans for Valley Street to Pera Land Surveying, LLC per request.
- Provided Munitech with signed authorization and release forms for various repairs associated with motor vehicle accidents.
- Provided Street Layouts for extents of Laurel St as requested by Weston & Sampson.
- Made GIS edits to paving layer.
- IT provided Engineering staff with new hardware and software upgrades. Worked with IT to restore appropriate files and applications.

Street Lights

- Coordinated various streetlight repairs with Dagle Electric, the City's streetlight service contractor. Closed corresponding work request tickets in See-Click-Fix.

Road Construction

- ***Allen Place Sidewalk/Wall Repair*** - This is a project by DPW crews to repair the sidewalk, retaining wall, and fencing along Allen Place at the intersection with Daniels Street. DPW Engineering conducted field visits and provided construction administration as needed.
- ***Beech Street Reconstruction Project*** - This is a project by the City's paving contractor, PJ Albert (PJA), to reconstruct Beech Street from Pratt Street to Kimball Street. PJA has completed the majority of the road and sidewalk reconstruction thus far with the exception of various punch list items. DPW Engineering met on site with PJA to review the punch list items. It is unclear at this time when PJA will complete this work.
- ***Crawford Street Paving Project*** - This is a unique project involving collaboration between the DPW and two of the City's contractors to resurface Crawford Street from the Nashua River to the Leominster city line. Indus, the City's pavement preservation contractor, used an innovative technology called Cold-In-Place Recycling to mill and pave a 4-inch binder course of pavement. PJA, the City's paving contractor, used traditional hot mix asphalt to pave the top 1.5-inch wearing course. DPW crews have now finished milling and paving the driveway aprons. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Valley Street Extension Project*** - This is a project to extend Valley Street by a few hundred feet in order to create several new buildable lots. The project includes water, sewer, and drainage work along with new pavement. Over the summer the developer completed the majority of the underground utility work and paved the binder course of pavement. Over the past few weeks the developer raised castings, installed berm along the extents of the new roadway, and milled keyways and water trench extents to receive the final top course of pavement. This past week, the developer paved the final top course of pavement. DPW Engineering conducted field visits and inspections of the final product, and plans to prepare a punch list of items to be fixed before the road can be accepted by the City.

Dig Safe

- Completed eight (8) dig safe mark outs for the upcoming combined sewer separation project at the following locations:
 - Granite Street from #110 to #120
 - #44 Crown Street

- #56 Rainville Avenue
- Rainville Avenue at Henry Street including 100' easterly
- Henry Street at Mountain Avenue
- #22 Marion Street
- #17 Henry Street
- #44 Thomas Street

Permitting, Inspections & Site Visits

- Performed site visit to Beech Street to review punch list items with PJA.
- Performed site visit to Brook Street to review proposed pole locations with Utilil to bring three phase power to the FSU Theater Building.
- Issued a Sidewalk Occupation permit for Third St.
- Assisted DPW with a sinkhole located on the sidewalk beside Main Streets Upper Common. DPW crews uncovered an abandoned vault with a disconnected junction box.
- Performed two site visits to Billings Road where DPW crews are improving drainage and installing some berm to help control stormwater.
- Performed one site visit to water main break emergency repair located on Oak Hill Rd.
- Performed one site visit for trench restoration on Turkey Hill Road at Mt Elam Road.
- Performed eight site visits to inspect milling and paving of Utilil Gas patches by PJA on and around Depot Street and Franklin Road.
- Performed seven site visits to review proposed driveways on Williams Rd. and McIntire Rd.
- Performed various follow-up inspections of DPW Water and DPW Wastewater patches.

Engineering Services			
	<u>Type</u>	<u>Number</u>	<u>Fees</u>
PERMITS	Street/Sidewalk Occupation Permits (No Fee)	1	n/a
	Trench Permits (\$75)	5	\$375
	Excavation/Road Opening Permits (\$250/\$350)	4	\$700 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	23	n/a
	Engineering Plan Reviews	8	n/a
INSPECTIONS	Driveway Inspections	7	n/a
	Trench Inspections	3	n/a
	Site Visits/Inspections	34	n/a
	Dig-Safe requests	8	n/a
	Sewer/Drain Inspections	3	n/a
	Street Light Inspection	1	n/a
Totals			\$1,075

¹ Includes 2 permits for City projects at \$0 each (fees waived) and 2 permits for private contractors at \$350 each.

WATER SUPPLY DIVISION
John Deline – Deputy Commissioner of Water

The Water Supply Division produced 26.3 million gallons of drinking water this past week. No water is presently being transferred between any reservoirs. Although reservoirs remain slightly low due to the continuing drought conditions, seasonal demand decreases have resulted in a stabilization of reservoir levels. Reservoirs and watershed areas continue to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 11/19/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-3.77 feet	- 1.28 feet	Meetinghouse
Scott	-4.44 feet	-5.47 feet	Mare Meadow
Lovell	-1.20 feet	-3.22 feet	Bickford

Water Filtration Plant Flows/Production from 11/13/20 through 11/19/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,487,000	22,532,000	29,019,000
Backwash to waste (Gal)	774,000	1,928,000	2,702,000
Finish Water - Treated & Distributed (Gal)	5,713,000	20,604,000	26,317,000
Capacity	(6 MGD) 15.4%	(12 MGD) 26.8%	(18 MGD) 23%
Efficiency	88%	91.4%	90.7%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continued. Lagoon #1 was completed on 10/14 (21 loads total) and the contractor will begin on Lagoon #2 on 10/15. One load per day is being pumped from the lagoons and disposed of at the West Plant (a total of 15-20 loads needs to be removed from each of the lagoons, which takes 5-8 weeks to complete depending on precipitation/weather).
- Wachusett Mountain Ski Area has completed the installation of new hour meters on the snowmaking pumps at Wachusett Reservoir. Laviolette Controls will be installing new copper tubing on Fitchburg's water meter (the plastic tubing keeps failing due to the high pressures and water hammer) and recalibrating the meter once complete.
- Bigelow Power finally completed the evaluation of the selector switch on the portable generator and provided a quote for its repair/replacement. Presently it is usable but it will need to be repaired.
- Stonkus Hydraulics will be evaluating the surge valves (upstream and downstream) at Narrows Road next week to confirm they are operating correctly. Also will determine what is needed to make them 100%.
- Contractor (Bruce Walker) finished the upgrades to the chlorine system at the Regional Plant. This work along with the new chlorinators

- Weston & Samson Services finished the replacement of the small sprocket on the travelling screens at the Meetinghouse Gatehouse. The previously replaced the large sprocket and had been waiting for the small sprocket to come in.

Water Distribution

- Patrolled areas around Overlook Reservoir (the gate was found open, not sure what happened), Marshall Station, Scott Storage Tank, Bickford Pump Station, Meetinghouse Reservoir (also walked perimeter to inspect for any beaver activity), the tributary to Bickford Reservoir on Rhodes Road (also inspected for any beaver activity), and the Rindge Road watershed access roads.
- Wachusett Wildlife was contacted regarding beaver activity at Mare Meadow and Meetinghouse Reservoirs (one beaver removed from Mare Meadow and one from Meetinghouse). Also breached a beaver dam recently constructed downstream of the outlet pipe for Mare Meadow Dam.
- The Reservoir Caretaker accompanied Weston & Sampson on dam inspections at Ashby Compensating Reservoir and Mirror Lake.
- The Reservoir Caretaker worked on cutting brush at the spillways for the dams at Wyman and Meetinghouse Reservoirs.
- Reservoir caretaker monitored the level of Wyman Reservoir throughout the week. It is being slowly drained down for the annual 2-foot drawdown completed each year to help with control of invasive weeds in shallow areas.
- The Reservoir Caretaker repaired hasps/tightened hinges on the gatehouse for the south dam at Fitchburg Reservoir (an attempt was made to force door). Also, picked up trash on Ashby West Road and Crocker Road in Ashby.
- FWD personnel dismantled/removed temporary water main at the Narrows PRV station and installed an 8-inch cap on the 8-inch drain pipe on Narrows Road between the PRV station and Stone Hill Road.
- FWD personnel turned bleeders back on at Sawyer Passway, Fisher Road, and Monroe Street. They had been turned off while the work was being completed at the Narrows Road PRV Station so that water levels could be better maintained in the storage tanks.
- FWD personnel shut off seasonal water services and removed meters at Crocker Field, Ansin Park, Park Hill Babe Ruth, Gus Johnson Field, and Northern Little League Field (Coolidge).
- FWD personnel excavated and renewed the city side of the water service at 166 Pratt Street, contractor (Tocci) renewed the owners side.
- FWD personnel excavated and renewed the water service at 251-253 Oak Hill Road, backfilled and compacted trench. Contractor (Starzynski) renewed the owner's side.
- FWD personnel repaired/straightened curb boxes at several locations throughout the city that were found unusable during the meter project.
- FWD personnel performed numerous turn off/on of water services for the water meter replacement project.
- FWD personnel investigated a hydrant that got hit on Blueberry Lane, contractor was cutting brush and found the hydrant on its side. Looks like it has been there for a while, notified FFD it's out of service and will schedule it for repair/replacement.
- FWD personnel started the annual winterization of fire hydrants throughout the city.

- 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	Winterized/Maintenance	Painted	Flushed
1,632	6	0	0	59	0	0

Administration and Meters/Billing

- Total of 20 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 32 invoices totaling \$78,902.43 were processed for FY21 warrant WG21022.
- 6 purchase requisitions and 3 change order were entered into Munis for approval by Purchasing.
- Submitted payroll for w/e 11/27/2020. Total \$78,902.43. \$16,000 of the total is for stipends due to Local 39 employees. Also included is \$6,854.43 in overtime - overtime was higher in this pay period due to additional work associated with the Narrows Road Hydroturbine project.
- During the course of the week, a total of 178 meters were changed out to Neptune meters, of which 166 were replaced by Baystate WinSupply and 12 by Water Division personnel. 7,596 meters have now been replaced, with 3,862 remaining. Customer accounts in Munis were updated with the new meter/MIU information. Appointments for meter change-outs continue to be made by Water Division personnel through the contractor's website.
- 11,072 water/sewer bills completed and uploaded to Touchpoint. This includes all preliminary reports. Hopefully the bills will make it to the customers sooner than last month. Included with the monthly bills was a flyer about the new WaterSmart customer portal.
- Missy and Jennifer continued entering meter change information into Munis. Now that the November bills have been run they can change the meters in Munis (while the billing was in pre-bill phase, the longitude/latitude was entered for each meter and added the final readings into the bill runs).
- Missy and Jennifer continued contacting customers in an effort to schedule appointments for meter changes. Scheduling is being done thru the website set up by BayState WinSupply.
- Wachusett Mountain Ski Area opened up on 11/20. A total of 9.06 MG of water was pumped from Wachusett Reservoir during the course of the week for snowmaking.
- Attended the 100% design workshop for the SCADA project presented by Arcadis personnel. This was a half-day meeting that went over the entire project, schedule, budget, etc. This project is scheduled to be advertised/bid in December.

- Attended DPW's monthly Utility Coordination meeting between Unitil and DPW Divisions.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	2
DigSafe Mark-outs	13
Inspections of Work on Water System	7
Record Plan Updates	6
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	2
Curb Stops Turned off/on	28
Located/cleaned gate/curb boxes	36
Final Readings/Real Estate Closings	3
New Meter Installations/Checks	11/4
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	112

WASTE WATER DIVISION

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

The WWTF processed 35.23 million gallons of sewage during the first week of November. In total, 69.6 tons of organics and 146.0 tons of solids were removed and prevented from entering the Nashua River.

Week of 11/08/2020 – 11/14/2020		
Sewage Flow	35.23	Million Gallons
Rainfall	0.00	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	140,686	Pounds
BOD _{out} (lbs)	1,577	Pounds
BOD Removal (%)	98.85%	
TSS _{in} (lbs)	294,493	Pounds
TSS _{out} (lbs)	2,445	Pounds
TSS Removal (%)	98.91%	

WWTF Maintenance & Operations:

- 2017 Ford F-350 Fleet Vehicle: performed routine preventative maintenance.

- Second Stage Pumps Gallery Access Building; post-mast mounted exterior lighting on the building roof went out; troubleshooting, it was found the circuit breaker tripped due to shorted wiring; repair was performed, replacing the shorted wiring and the photo-eye actuator.
- Foam Sprayers, at Aeration Basins and Secondary Clarifiers: shut off and drained out spray water lines (seasonal shut off).
- Performed groundskeeping at East Plant.
- Primary Gallery Entrance from the Main Gallery: the process water line was found to be leaking; to repair, we replaced a section of copper water tubing,
- Blower Building, Aerzen Blower No. 3, Failed Motor: Picked up motor at AEM, in Springfield, MA, and brought the motor to Ruby Electric, in Worcester, MA, for evaluation and possible repair cost quotation; based on Ruby Electric's assessment, the motor is worth repairing (P.O. has been issued), and the repaired motor will be saved as a stand-by spare...schedule T.B.D. (*ongoing*).
- Blower Building, Aerzen Blower No. 4: blower's local control panel displayed maintenance codes; staff performed (on Nov. 19th) blower maintenance service, per the called-for maintenance codes.
- Emergency Standby-Electrical Power Generators: winterized the generators fuel with additive.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (71 person-hours in total).

Work Order Report: November 14 th - 20 th , 2020			
Demand Statistics	PM Statistics	Averages	
Rejected Work Orders	0	Rejected Work Orders	0
Demand Work Orders	3	PM Work Orders	11
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	2
Demand Work Orders Completed On Time	3	PM Work Orders Completed On Time	9
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	81.80%
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	3
Avg. Days to Complete / Demand Work Order	18	Avg. Days to Complete / PM Work Order	12.89
		% Total Work Orders Completed On Time	85.70%
		Avg. Days Late / All Work Orders	3
		Avg. Days to Complete / All Work Orders	13.4
		Total Maintenance Man Hours	71

- Participated in daily video conference calls with Wastewater Management.
- 11/13/2020 Rain event: Flow peaked at 25.6 MGD, and we bypassed 0.159 MG around Secondary Treatment.
- 11/18/2020: Participated in "PFAS Biosolids Management and Treatment Webinar", given by on-call engineer Brown and Caldwell.
- 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).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries:
 - 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.
- Starting on Tuesday November 10th, Deputy Commissioner of Wastewater has been experiencing remote computing issues which have been inhibiting ability to conduct work. IT Department and DCWW continue to work to seek a solution.
- Participated in PFAS webinar on treatment plant biosolids.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Coordinated with Human Resources Department, for Wastewater personnel needs.

Sewer System

- Replaced or reset five (5) frames and covers throughout the City, and installed base-course pavement at 4 of the 5 locations; 5th frame & cover location will have base-course pavement installed on Tues. (11/24).
- Reset 2 frames and covers on Ashburnham Street at #427 and #391.
- Added manhole easement markers to the off-road easement off of Appleton Circle.
- Jetted line on South Street at Laurel Street where we had SSO. The jet hose became lodged in the pipe and we had to cut the jet line; however the SSO was stopped and the line will be repaired next week (11/24 – 11/25).
- Responded to sewer service call at #234 Reingold Ave.: the City-sewer was flowing fine, and issue was determined to be a homeowner issue.
- Performed CSO Block Checks: five (5) combined sewer overflows were found to have occurred from the early-week rain event.
- PJ Albert installed 250 feet of new storm drain line on Cascade Street to remove an intermittent stream that was discovered to be connected into the sanitary sewer system.
- Blue Diamond Equipment continued with the Highview Street sewer installation, by installing two (2) manholes and installing a section of sewer pipe. The excavation work is approximately halfway completed.

DPW ADMINISTRATION

Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Continued to work on the FY20 fixed assets reporting for the Auditor's office.
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW Divisions processed bi-weekly payroll which included contractual stipend payments to Local 39 members.
 - Participated in interviews for the DPW Head Clerk position.
- Winter operations:
 - Reviewed plow contracts and required paperwork received and corresponded with potential contractors on anything missing or still needed.

- We currently have 24 approved contractors
- We have partial information received for 11 contractors

Invoicing, Warrants, and Payrolls							
		Invoices		Deposits		Billings	Payroll
Division		Number	Total \$	Number	Total \$		
Streets/Admin/Engineering		21	\$ 5,345	*Note 1			\$ 82,557
Cemeteries		4	\$ 893				\$ 13,674
Parks		3	\$ 372				\$ 9,252
Recreation							\$ 3,570
Water Supply		32	\$ 386,990				\$ 78,902
Waste Water		36	\$ 416,840	*Note 2	\$ 41,740		\$ 91,469
	Total	96	\$ 810,441		\$ 41,740	\$ -	\$ 279,424
*1 - Engineering Permits & Performance Bonds							
*2 - Septage at East Plant (Gallons)							
491,059							

DPW Staffing levels for the last week were 72% due to continued vacancies, time off, and lingering COVID issues.

