

City of  
**Fitchburg**



Department of  
**Public Works**

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

**DPW Weekly Update January 27 – February 3, 2020**

DPW is fortunate to have many talented Professional Engineers (PEs) on staff to manage the City's complex infrastructure systems. One of the responsibilities of a PE is a devotion to continued education and professional development. To this end, PEs often are involved in trade associations and conferences as a means of sharing knowledge and elevating the practice.

This past week, three of our PEs attended the 2020 New England Water Environment Association (NEWEA) conference in Boston. Deputy Commissioner Jeff Murawski, Sewer Systems Manager Tony Maressa, and Civil Engineer Nicholas Erickson are DPW's experts on wastewater and stormwater issues. They represented the City of Fitchburg by presenting two seminars at the conference to their peers:



***“Virtual Tour of Fitchburg’s Easterly Wastewater Treatment Facility”*** – Nick, Tony and Mark McNamara prepared a presentation showing a virtual tour of the city’s wastewater treatment plant. This virtual tour allows a classroom setting presentation of our traditional walking tour of the treatment plant. We plan to use this prepared presentation as a jumping off point to create a more dynamic “virtual tour”, in collaboration with the Fitchburg Public School’s STEM teachers.



***“Multi-Phase Improvements to Address Peak Wet-Weather Flows and Nutrient Limits at Easterly Wastewater Treatment Facility”*** – Jeff and one of our consultants provided a history of Fitchburg & Fitchburg wastewater, and the capital projects implemented to improve performance of the City’s Wastewater Treatment Facility. The presentation included various projects at the East Plant that have helped us to optimize our wet-weather flows treatment, and to improve our ability to treat for nitrogen and phosphorus nutrients. This presentation included a glimpse back to the Fitchburg’s first treatment plant (online in 1914, up to 1974), and focused on the 2009 – 2020 improvements to the existing plant, culminating in the most recent project – the Secondary Systems Upgrades Project.

Sincerely,

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

## CONSTITUENT SERVICES

DPW continued to respond to service requests in a timely manner through the [SeeClickFix](#) program. In the past two weeks DPW received 19 new requests and closed 12 requests. The total outstanding requests backlog is now 155, an increase of 7 from the previous reporting period. We will continue to work on the backlog request in preparation for the spring season.

| <u>Reporting Period</u><br>1/13/20 - 1/26/20 |            | <u>Previous Period</u> | <u>Change</u> |
|--|------------|------------------------|---------------|
| <b>Previous Request Backlog</b>              | <b>148</b> |                        |               |
| New Requests                                 | 19         | 18                     | 1             |
| Completed Requests                           | 12         | 14                     | -2            |
| <b>Total Request Backlog</b>                 | <b>155</b> | <b>148</b>             | 7             |
| Potholes                                     | 24         | 20                     | 4             |
| Storm Drains                                 | 41         | 40                     | 1             |
| Tree & Brush Pruning                         | 15         | 14                     | 1             |
| Traffic, Signals, Signs                      | 7          | 6                      | 1             |
| Berm Repairs                                 | 7          | 7                      | 0             |
| All other categories                         | 61         | 61                     | 0             |
|  |            |                        |               |
| <b>New Requests</b>                          | <b>19</b>  | <b>18</b>              | 1             |
| Acknowledged                                 | 1          | 3                      | -2            |
| Completed & Closed                           | 2          | 8                      | -6            |
| Open   | 17         | 10                     | 7             |

## ROADWAYS

### Snow Operations

|                   | Saturday<br>1/25 | Sunday<br>1/26 | Monday<br>1/27 | Tuesday<br>1/28 | Wednesday<br>1/29 | Thursday<br>1/30 | Friday<br>1/31 |
|-------------------|------------------|----------------|----------------|-----------------|-------------------|------------------|----------------|
| Rain (in)         | 1.08             | 0.0            | 0.0            | 0.0             | 0.0               | 0.0              | 0.0            |
| Snow (in)         | 0.0              | 0.0            | 0.0            | 0.0             | 0.0               | 0.0              | 0.0            |
| Hi/Lo<br>Temp (F) | 34/41            | 34/41          | 32/37          | 28/36           | 21/36             | 12/34            | 25/37          |

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

- Salted and Sanded streets due to icing on some locations after rainfall.
- Sand was hauled from Airport Pit to DPW yard.
- Additional salt was ordered and delivered into the salt shed.
- Trucks and plows continued to be maintained and fixed.

## Sidewalks



*Figure 1- Lunenburg Street sidewalk repairs*

A resident came in to speak to the Commissioner regarding a trip and fall injury suffered last year. The resident presented documentation of his injuries sustained after he tripped over a piece of rebar protruding from the bridge deck on Lunenburg Street over Baker Brook. He suffered both leg and arm/shoulder injuries. Unfortunately, since he did not file a claim within 30-days, there was no recourse to seek relief for his injuries. Furthermore, the bridge and roadway in that location are under MassDOT jurisdiction.

We contacted MassDOT on the resident's behalf and reported the problem and requested the sidewalk be fixed. MassDOT District 3 responded very promptly and made temporary repairs to the sidewalk along the bridge.

Last week the City received almost \$400,000 in Complete Streets Grants from MassDOT. Lt. Governor Polito, Secretary Pollack, Highway Administrator Gulliver and Senator Dean Tran were on hand to present the Mayor with the award. This grant will fund sidewalk and crosswalk improvements for two separate projects: Main Street (\$320,000) and Electric Avenue (\$80,000). The Electric Avenue project will improve crosswalks and sidewalks from Cogshall Park entrance to Mt. Elam Road intersection.



*Figure 2 - Complete Streets Grant Ceremony*

## Stormwater

DPW Streets crews finished cleaning drainage swales along Williams Road.

Crews inspected culverts on Ashby West Road.

Started cleaning out swales and culverts on Ashburnham Hill road.

Started repairs on washout on Roper Road.

Began repairs to culvert on Steam Line Trail.

## Potholes

Pothole patching efforts continued during the week using cold-patch and the hot box at various locations, including the following:

- Alice Ave,
- Billings Road,
- Brier Street
- Caldwell Place,
- Central Ave,
- Elm Street,
- Falulah Street,
- Glen Ave,
- Industrial Road,
- John Fitch Highway,
- Lunenburg Street,
- Maplewood Terrace,
- Marshall Street,
- Oak Hill Road,
- Olin Ave,
- Page Ave,
- Pearl Hill Road,
- Pleasant Street,
- River Street,
- South Street,
- Stevens Road.

## PARKS & RECREATION

Parks crews picked up branches at Coggshall, Coolidge and Upper Howarth Parks.

A large tree was removed from the Steam Line Trail.

Met with the North of Main TDI group to discuss the Leap Year Festival of Lights celebration tentatively scheduled for February 29 at the River Front Park. Discussed logistics of lighting, snow removal, trash and porta-potties.

Met with Greenways Committee to discuss the Rollstone Trail project.

Biddy League PeeWee Games began on Tuesday, January 14, 2020. Elementary Division games continued on Thursday, January 16, 2020.

Fitchburg State welcomes Fitchburg residents of all ages to walk or jog on the 1/11th of a mile track, which is suspended above the gymnasium on the second floor. Minors must be accompanied by an adult. Starting on October 1, 2019, the program is open Mondays through Fridays from 6:00 AM to 12:00 PM, Saturdays from 10:00 AM to 3:00 PM and Sundays from 3:00 PM to 10:00 PM. The walking club ends on April 1, 2020. Registration is required and is now available in the City of Fitchburg Recreation Department.

## CEMETERIES

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.....  | 0 |
| Catch basin repair .....               | 0 |
| Trimmed Trees .....                    | 0 |
| Trimmed shrubs.....                    | 0 |
| Meeting with Families.....             | 1 |
| Payments - invoiced/processed.....     | 5 |
| Family Genealogy .....                 | 3 |

## ENGINEERING

- Assisted MassIT with E-911 address assignments and address confirmations for the state wide emergency database.
- Provided Fitchburg PD extents of city owned right-of-way for the purpose of parking enforcement on Hazel Street.
- Assisted property owner with correct Address assignment for a 3 Family on Harrison Avenue with the correct property address of 71-73-75 Harrison St for the purpose of obtaining the Lead Inspection certificate.
- Staff attended the New England Water Environment Association (NEWEA) Annual Conference in Boston. This conference featured 32 technical sessions and two floors of over 200 exhibitors featuring the industry’s latest products. Specific technical sessions attended include:
  - Stormwater I: Tools of the Trade
  - CSO/Wet Weather 1: Long-term CSO Control Plans – Creating or Assessing
  - Operator Ingenuity: Wastewater Treatment Facilities Throughout New England – A Virtual Tour from the Operator’s Perspective
  - Watershed Management: New Tools and Technology for a Changing World
  - Plant Operations 3: Wet Weather/Upgrades
  - Stormwater 3: Green Infrastructure – Sizing, Implementing & Maintaining our Stormwater Infrastructure
  - Stormwater 4: Flood Mitigating Solutions, from Technology to Implementation

DPW staff presented during the “Operator Ingenuity: Wastewater Treatment Facilities Throughout New England – A Virtual Tour from the Operator’s Perspective” technical session on Tuesday, and gave a “Virtual Tour” of the City’s East Wastewater Treatment Facility alongside Deputy Commissioner of Wastewater Jeff Murawski.

- Worked with Tighe & Bond to finalize edits to the Alternatives Analysis for McTaggart's Pond Dam. The report is now complete and DPW Engineering will begin outreach sessions with the Mayor and City Council to discuss.
- DPW Engineering held a meeting between the City's stormwater consultant, Arcadis, and the Mayor, his Chief of Staff, and the City Auditor to discuss potential funding options for the City's Municipal Separate Storm Sewer System (MS4) permit program. The program is required in order to meet the City's MS4 discharge permit, which is administered through the US EPA. The permit regulates stormwater discharges from urbanized areas across Massachusetts.
- Visited two culverts on Ashby West Road with the Superintendent of Streets to inspect their condition. The culvert closest to Rindge Road appeared to have a failed pipe joint near the downstream end. DPW Streets will attempt to fix by re-setting the failed section of pipe. The second culvert, located approximately 200' south, appeared to be in fair condition and requires no maintenance at this time. An additional inspection should be performed during low-flow periods to verify condition of the wall footings.
- DPW Engineering began compiling a new paving list for 2020. This list is based on paving contributions from completed infrastructure work throughout the City, presence of underground utilities, Pavement Condition Index (PCI), and a number of other factors. Once the list is finalized it will be reviewed by Commissioner Bosonetto.

#### Project Reviews

- DPW Engineering continued review of the 25% Design Submission for the Twin Cities Rail Trail project, which is being designed by Stantec through MassDOT. Once review comments are finalized they will be provided to MassDOT/Stantec for consideration.
- Continued review of 25% Design Submission for the Westminster Hill Road over Phillips Brook bridge.
- Coordinated with MassDOT regarding layout and construction of Water Street bridge over RR. MassDOT's consultants were able to provide base map files that contained their latest survey of Main Street, Boulder Drive and Water Street. MassDOT's consultants are also designing the section of Boulder Drive under the bridge to coincide with their bridge construction plans. These base maps and design efforts are being forwarded to the City's consultants working on the Downtown 2-Way Conversion, which should help to accelerate the design timeframe.
- Met with City's consultants on the Downtown 2-way Conversion project. Discussed traffic needs and design options at the Upper Common intersection.
- Met with Sean Morrison regarding proposed dispensary at 223 Lunenburg Street. Estimated cost of repaving Perkins Street to be \$43,000 and discussed options including splitting costs and abandoning the street to the abutting property owners.

## GIS/Asset Management

- Continued digitizing the “sidewalks” feature dataset for DPW Asset Management geodatabase. Once the sidewalk connectivity framework is complete, the data will be imported from StreetScan sidewalk assessments and input manually where required.
- Received geodatabase of StreetScan assessment data. After conducting a routine QA on the results, it was determined that there are still issues with the grading that results in inconsistent scoring. StreetScan acknowledged that they neglected to apply a stress deduction curve. StreetScan is currently working to repair this issue.
- Met with representatives of Dude Solutions, a provider of GIS based work order system. They demonstrated their product, which allows work order creation and tracking through a cloud based system. This system allows managers, foremen, and labor crews to create and share work orders via GPS enabled tablets. The tablets allow crews to take pictures and enter data regarding each work order. The system in turn produces reports and tracks maintenance of each asset (i.e. catch basins, manholes, hydrants, pot holes, etc...). As part of the Consent Decree, the Wastewater Division is required to have a work order system to manage the sewer assets.
- Submitted job description for part-time GIS Intern position that is funded through the various division’s budgets.

## Permits & Inspections

- CC TV sewer service inspection for demolition at 137 Green St.
- Trench inspection at 491 Oakhill Rd., needs permanent restoration.
- 2 trench inspections for Unitil gas service work on Circle St.
- 4 sewer inspections for new homes on Valley St. by MP Crowley.
- Street light inspection for ornamental knockdown on Cortland Ave. at McIntosh Ln.
- Site inspection to investigate concerned resident complaint about safety of children crossing the bridge to get onto the school bus on Sanborn St. Barrels had been knocked down, reset them to MassDOT specs. Children are to use sidewalk, not cross in street.
- Site inspection to verify house number for new home at 141 Damon Rd.
- Driveway permit review and site inspection for 38 Turkey Hill Rd.

## Digsafe

- 14 Digsafe/site visits for Unitil pole installations on Beech, Chester, Frankfort, Hurd, King, Theresa, and Woodland Streets.

## Streetlights

- Ornamental street light at 196 Tibbett Circle was repaired.
- Ornamental street light at 265 Tibbett Circle was repaired.
- New street light was installed on pole #9 at trail head on Caldwell St. and needs to be energized by Unitil.
- 4 new repairs were added to contractors repair list.
- Unitil has 5 outstanding repairs to be made at various locations.

Miscellaneous

- Street line/property line survey was done at 270 Westminster St. to determine parking lot ownership.
- Street line survey for Chester St. to alleviate neighbor dispute.
- Cleaned up site from ornamental street light knockdown on Cortland Ave., placed barrel over base. Waiting on insurance company to have repair made.

| <b>Engineering Services</b> |  |                         |               |             |
|-----------------------------|--|-------------------------|---------------|-------------|
|                             |  | <u>Type</u>             | <u>Number</u> | <u>Fees</u> |
| <b>PERMITS</b>              |  | Dumpster Permits        | 0             |             |
|                             |  | Trench Permits          | 0             | \$          |
|                             |  | Excavation Permits      | 0             | \$          |
|                             |  | Driveway Permits        | 1             | n/a         |
|                             |  | Sign Permits            | 0             | n/a         |
|                             |  | Sewer Permits           | 0             | \$          |
| <b>INSPECTIONS</b>          |  | Driveway Inspections    | 1             | n/a         |
|                             |  | Trench Inspections      | 3             | n/a         |
|                             |  | Site Inspections        | 16            | n/a         |
|                             |  | Dig-Safe requests       | 14            | n/a         |
|                             |  | Sewer/Drain Inspections | 4             | n/a         |
|                             |  | Street Light Inspection | 5             | n/a         |
| <b>Totals</b>               |  |                         | <b>44</b>     | <b>\$</b>   |

**WATER SUPPLY**

The Water Supply Division produced 28.85 MGD million gallons of drinking water this past week. No transfer of water between reservoirs is taking place. Reservoirs continued to be inspected and patrolled.

Wyman Pond gate was opened to 10 inches on 1/26 and then closed down to 4 inches on 1/30 to maintain the 2-foot drawdown for the winter months. The Reservoir Caretaker is monitoring the level on a daily basis and opening/closing the discharge gate as needed to maintain winter/seasonal drawdown.



### Water Treatment

| Reservoir Levels as of 1/31/20                                       |                          |                |                     |
|--|--------------------------|----------------|---------------------|
| Northern Reservoirs  | Elevation below spillway |                | Southern Reservoirs |
| Fitchburg/Ashby  | Full                     | Full           | Meetinghouse        |
| Scott  | Full                     | Full           | Mare Meadow         |
| Lovell   | Full                     | Full           | Bickford            |
| Water Filtration Plant Flows/Production from 1/24/20 through 1/29/20 |                          |                |                     |
|  | Falulah Plant            | Regional Plant | Totals              |
| Raw Water Inlet (Gal)  | 6,276,000                | 26,899,000     | 33,175,000          |
| Backwash to waste (Gal)  | 1,034,000                | 3,291,000      | 4,325,000           |
| Finish Water - Treated & Distributed (Gal)                           | 5,242,000                | 23,608,000     | 28,850,000          |
| Capacity   | (6 MGD) 15%              | (12 MGD) 32%   | (18 MGD) 26%        |
| Efficiency   | 84%                      | 88%            | 87%                 |

- The Oak Hill Water Storage Tank was taken offline and isolated (with valves) from the system for three days to allow for precise monitoring of leakage out of the tank. The Oak Hill System was operated via pressure off of the Rollstone Pump Station during this time. Leakage was 11 gallons per minute (gpm) on first day, 10 gpm on second, and 8 gpm on third - this is approximately 2 gpm greater than it was two years ago when last measured using this methodology. The leakage rate decreases as the level drops due to decreased pressure and is not unexpected (and consistent with past measurements). At this rate, there is no impact to provide adequate water (pressure and volume-wise) to the Oak Hill System. This information/data was conveyed to MA DEP as had been requested as part of their evaluation of the City's request to delay replacement of this tank.
- Received new turbidity meter for the Regional Plant, it will be installed and programmed into the SCADA system by Laviolette Controls.
- Treatment personnel cleaned and completed PM on level probes for the bicarb and soda ash systems at the Regional Plant.
- Received quote for new chlorine scale indicator (\$1,087 plus \$32 shipping) for the Falulah Plant.
- Treatment personnel installed new piping to simplify flushing the PAC line at the Falulah Plant (also flushed/cleaned lines during this work).
- Treatment personnel completed repairs to the hydroxide injector line at the Falulah Plant that had developed a leak.

### Fire Hydrants

| Total Hydrants | Out of Operation | Hydrants Replaced | Hydrants Repaired | Painted | Flushed | Winterized |
|----------------|------------------|-------------------|-------------------|---------|---------|------------|
| 1,632          | 2                | 0                 | 1                 | 0       | 0       | 107        |

## Water Distribution

- FWD crews located and cleaned out curb stop boxes throughout the week to prepare for possible service line shut downs for meter replacements. Service lines that have been determined to be, or potentially be, iron pipe are likely to require shut downs.
- Completed shut downs of water service lines throughout the week to allow the meter replacement contractor to replace meters which had iron services and/or wheel valves that the contractor determined might fail if operated.
- During the course of the week, FWD crews checked/maintained all water trenches repaired with cold patch (final restoration will be completed in the spring when the weather improves and local asphalt plants reopen).
- Excavated and reset the curb stop box for 53 Harrison Avenue and 203 Madison Street.
- Installed a curb stop extension on the service line to 125 Rollstone Street.
- Investigated low pressure at 103 Theresa Street after water meter was changed - no leak/issues detected. Pressure appeared to be fine.
- Investigated a possible leak at 402 Clarendon Street, water sample tested as groundwater.
- Installed a curb stop extension on the service line to 9 Exeter Street.
- Completed several shut-offs at vacant buildings in which water lines/plumbing had frozen and were discovered leaking by owners, etc.
- Continued checking for frozen hydrants and wintering hydrants as needed throughout the course of the week.
- FWD crews repaired broken gate box tops on Elm Street at Grove Street, Mt. Elam Road at Walton Street, and Mechanic Street in front of the church.
- FWD crews repaired/replace a hydrant port cap that was frozen in place, cap was cut off and a new cap was installed (and greased).
- FWD crews assisted with cutting and removing several trees that had fallen across the access road to the Overlook Water Storage Tank.
- FWD personnel picked up parts at Pipe Plus (Leominster).
- FWD crews responded after hours (January 28<sup>th</sup> at 5:00 p.m.) to a reported water leak at 172 Ashburnham Street, leak was found to be on the owner's side of the water service, water was shut off at the curb stop. The owner will contact a contractor to complete repairs.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- Completed housekeeping duties at 1200 Rindge Road.

## Meters and Billing

- Total of 7 real estate closings - final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 28 invoices totaling \$16,891.77 were processed for FY20 warrant WG200032.
- 6 purchase requisitions and 1 change order entered into Munis for approval by Purchasing.
- Completed payroll for w/e 2/7/20. Total payroll for the two week period was \$60,412.22, of which there was \$4,412.38 in overtime.
- Loaded one laptop for February meter reading - a total of 8504 Badger meters were loaded (the number of A section accounts has decreased from 4061 in October to 1916 in February due to replacement of Badger meters with Neptune meters). All Badger accounts can now be read with one laptop (the limit for the number of accounts that can be loaded on one

laptop and read is 9,000 - we are now well below that number). This will save some time reading meters via drive-by from here on out (until all are replaced and are read via the gateways).

- Met with Ti-Sales to complete February Neptune readings. A total of 2734 accounts were loaded. 10 accounts were unable to be read via the Gateways. These accounts have MIUs that are mounted inside (at the request of property owners), resulting in interference with the radio signals (these MIUs will have to be relocated outside).
- Took calls about high bills, payment issues, etc. Met with an upset customer that came to the office about a bill of \$74.95 (6 units total). Homeowner owns a 2 family and had a leak on the Badger meter and now on the Neptune meter. Owner accused Baystate (meter installation contractor for the city) of forging her husband’s signature on the meter change form and of making up the reading. Water Division personnel spent a considerable amount of time with the owner going over paperwork as well as providing documentation of the meter readings, signature, picture of customer’s basement, and previous readings with dates. With all the documentation and paperwork, the owner appeared satisfied that everything was in order (but was not happy about the higher reading which was likely due to more accurate recording of water usage by new meter).
- Continued working on the FY21 Water Division budget and five-year capital plan.
- Continued working on paperwork, submittals, etc. for the ongoing land protection projects (northern watershed area).
- Continued working on response forms for the MA DEP Sanitary Survey completed last fall, will submit final paperwork next week. Had discussion with MA DEP to clarify how to respond to certain parts of the response forms as it was unclear what information was needed.

In addition to routine maintenance and administrative tasks, the following services were completed by Water Division staff:

| <b>Water Permits and Inspections</b> |               |
|--------------------------------------|---------------|
| <b>Type</b>                          | <b>Number</b> |
| Emergency DigSafe Mark-outs          | 2             |
| DigSafe Mark-outs                    | 4             |
| Inspections of Work on Water System  | 3             |
| Record Plan Updates                  | 7             |
| View Permits reviewed                | 5             |
| Curb Stops Turned off/on             | 14            |
| Located/cleaned gate/curb boxes      | 31            |
| Final Readings/Real Estate Closings  | 5             |
| New Meter Installations              | 9             |
| Backflow Preventers Tested           | 18            |
| Cross Connection Surveys             | 5             |
| Residential Appointments Made        | 7             |
| <b>Totals</b>                        | <b>110</b>    |

## WASTE WATER

The WWTF processed 58.42 million gallons of sewage. In total, 42.1 tons of organics and 63.0 tons of solids were removed and prevented from entering the Nashua River.

| <u>Week of 1/19/2020 - 1/25/2020</u> |         |                 |
|--------------------------------------|---------|-----------------|
| Sewage Flow                          | 58.42   | Million Gallons |
| Rainfall                             | 0.86    | Inches          |
| Secondary Bypass                     | 1.82    | Million Gallons |
| BOD <sub>in</sub> (lbs)              | 86,657  | Pounds          |
| BOD <sub>out</sub> (lbs)             | 2,528   | Pounds          |
| BOD Removal (%)                      | 96.8%   |                 |
| TSS <sub>in</sub> (lbs)              | 132,774 | Pounds          |
| TSS <sub>out</sub> (lbs)             | 6,717   | Pounds          |
| TSS Removal (%)                      | 94.9%   |                 |

- “Closed the loop” with the abutter to the East Plant, on the improved noise attenuation measures implemented to make the plant compliant with the State’s Noise Policy.
- 01/30/2020: SSU Project’s Instrumentation Update meeting with LCS, Waterline, Wright-Pierce and City personnel.
- 01/29/2020 & 01/30/2020: LCS onsite for SSU project work (further work with the cutover to new PLC in the dewatering area).
- Completed the 4<sup>th</sup> Quarter 2019 Acute/Chronic Toxicity test for our NPDES permit. Results uploaded to the NETDMR website.

### Sewer System

- Combined Sewer Overflow Checks due to weekend rain event; 2 activations were observed and documented.
- Interviewed candidate for “Sewer/Stormwater System Operator” position vacancy.
- Cleared brush at end of Oakwood Ave Easement for manhole access.
- Conducted Weekly Pump Station Checks: no issues were observed.
- Cleaned and televised 3,500 feet of sewers in Hollywood/Parker/Vine Street neighborhood. Two spot repairs will be needed on Parker Ave., as pipe was found to be completely compromised/missing in two locations.
- Assisted East Plant by jetting scum lines from clarifiers.
- Conducted 10 manhole inspections in Rollstone Street neighborhood.
- Attended 3-day New England Water Environment Association Conference in Boston.
  - Volunteered for Sewer Collections Specialty Conference Program Committee.

## ADMINISTRATION

- Winter operations:
  - Processed the invoices for payment that were turned in by plow contractors.
  - Corresponded with insurance agents to secure certificates of insurance for plow contractors who have expired or expiring insurance policies.
- Budgets:
  - Continued working on FY21 budgets. Attended meetings with all DPW divisions to discuss proposed budgets.
  - Reviewed all DPW Department accounts for accuracy and monitored budgets.
  - Calculated current and historical DPW costs associated with CDBG funding for review with Community Development Department.
- Attended meeting with Fitchburg Greenway Committee regarding the Rollstone Hill Trail project and grant requirements and deadlines.
- Attended meeting on MS4 requirements and City progress.
- All DPW divisions processed bi-weekly payrolls.

| <b>Invoicing, Warrants, and Payrolls</b>     |                 |                   |                 |                  |                 |                  |
|--|-----------------|-------------------|-----------------|------------------|-----------------|------------------|
|  | <b>Invoices</b> |                   | <b>Deposits</b> |                  | <b>Billings</b> | <b>Payroll</b>   |
| <u>Division</u>                              | <u>Number</u>   | <u>Total \$</u>   | <u>Number</u>   | <u>Total \$</u>  |                 |                  |
| Streets/Admin/Engineering                    | 29              | \$ 63,379         | *Note 1         |                  |                 | \$ 78,439        |
| Cemeteries                                   | 3               | \$ 1,109          |                 |                  |                 | \$ 10,619        |
| Parks  |                 |                   |                 |                  |                 | \$ 6,820         |
| Recreation                                   |                 |                   |                 |                  |                 | \$ 3,131         |
| Water Supply                                 | 28              | \$ 16,892         |                 |                  |                 | \$ 60,944        |
| Waste Water                                  | 53              | \$ 109,618        | *Note 2         | \$ 11,510        |                 | \$ 75,476        |
|  |                 |                   | *Note 3         |                  |                 |                  |
| <b>Total</b>                                 | <b>113</b>      | <b>\$ 190,998</b> |                 | <b>\$ 11,510</b> | <b>\$ -</b>     | <b>\$235,428</b> |
| *1 - Engineering Permits & Performance Bonds |                 |                   |                 |                  |                 |                  |
| *2 - Septage at East Plant (Gallons)         |                 | 135,412           |                 |                  |                 |                  |
| *3 - Industrial Billing Payments             |                 |                   |                 |                  |                 |                  |