

City of  
**Fitchburg**



Department of  
**Public Works**

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

DPW Weekly Update July 20 – July 26, 2020

Dear Mayor, Councilors, and Colleagues;

The Beech Street reconstruction project is underway and will be making significant progress this week. This project will reconstruct the roadway and westerly sidewalk from Kimball Street to Pratt Street. Beech Street is a major collector roadway in the Cleghorn neighborhood with a pavement condition index (PCI) of 50, which means it is in poor condition.

The City's contractor, PJ Albert (PJA), in the last two weeks has lowered 18 drain and sewer catch basin and manhole structures to the elevations required to allow for the proposed finished grades along the roadway. They also begun removing the existing sidewalk and curbing. DPW Engineering is performing daily site visits and inspections of the work.

This week, PJA will continue demolishing the sidewalk and commence full-depth reclamation of the roadway using a large pulverizer. This large machine will grind up the existing roadway pavement and subbase into a new road base. This new base will be strengthened using liquid calcium chloride. The new road base will be graded, compacted and a new asphalt surface will be paved. New ADA compliant sidewalks will be built using concrete and granite curbing along the westerly side of the street, providing an accessible pedestrian route from Kimball Street to Pratt Street.

Due to the narrow width of Beech Street, on-street parking will be prohibited along the whole westerly side and along the easterly side from Litchfield Street to Kimball Street. DPW has sent letter to residences that have limited parking to try and find alternative parking solutions.

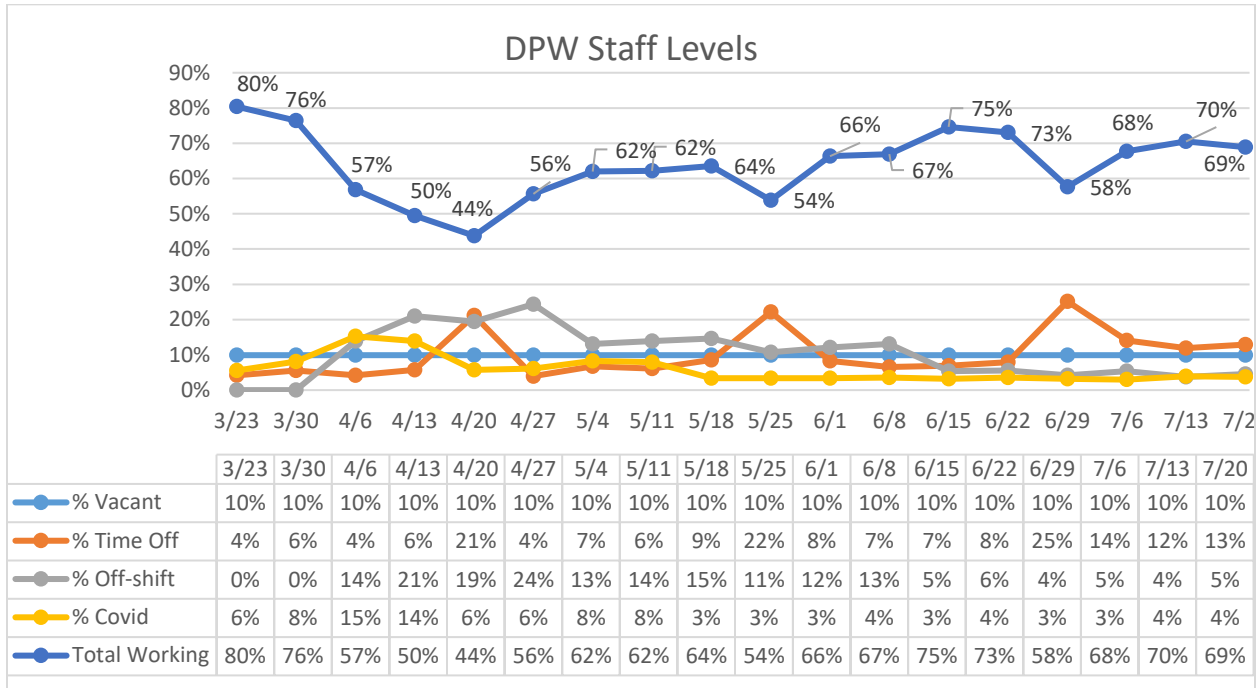
The estimated cost of the project is \$800,000 with UNITIL and Wastewater Division contributing approximately \$70,000 toward the costs. The remainder of the costs will be paid through last year's Chapter 90 allocation.

Sincerely,

Nicolas Bosonetto  
Commissioner of Public Works/City Engineer

**DPW STAFFING**

DPW Staffing levels for the past week were at 69%. This is the time of year when many of our staff take vacation days and personal time off (PTO) has accounted for 13% 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:

Position	Division	Last Date Worked	Working Days Lost
Assistant City Engineer	Engineering	1/6/20	146
DPW Clerk	Administration	3/13/20	97
Dispatcher	Streets	10/26/19	196
Working Foreman	Streets	7/7/19	276
HSMEO	Streets	9/7/18	492
Mechanic	Streets	9/7/18	492
Laborer	Parks	1/6/20	146
General Foreman - Collections	Wastewater	3/8/18	623
Head Water Meter Reader	Water	2/18/20	115
Water Distribution HSMEO	Water	7/19/16	1050
Water Distribution LMEO	Water	12/20/19	157
		Total Man-days lost	3790

**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 50 new requests and closed 51 requests. The total outstanding requests backlog is now 410, one less than the previous reporting period. Most outstanding requests are for potholes and stormdrains.

<u>Reporting Period</u> 7/13/20 - 7/26/20		<u>Previous Period</u>	<u>Change</u>
<b>Previous Request Backlog</b>	411		
New Requests	50	50	0
Completed Requests	51	50	1
<b>Total Request Backlog</b>	410	411	-1
Potholes	142	151	-9
Storm Drains	90	86	4
Tree & Brush Pruning	28	24	4
Traffic, Signals, Signs	7	5	2
Berm Repairs	30	29	1
All other categories	113	116	-3
<b>New Requests</b>	50	50	0
Acknowledged	41	41	0
Completed & Closed	5	6	-1
Open	45	44	1

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

	Saturday 7/18	Sunday 7/19	Monday 7/20	Tuesday 7/21	Wednesday 7/22	Thursday 7/23	Friday 7/24
Rain (in)	0.0	0.0	0.0	0.0	0.9	0.2	0.0
Hi/Lo Temp (F)	66/88	68/93	72/90	68/84	66/82	70/84	70/81

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

Traffic

- Painted crosswalks and stop lines on Main Street.

Stormwater

- Finished installing drainage on Charlton Street.

## Pavement

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

- Exeter Street,
- Hurd Street,
- Patton Street,
- Pearl Hill Road,
- Pine Street,
- Rollstone Street,
- West Street,
- Whalon Street,
- Whittemore Street.

DPW crews continued to mill northbound section 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.

Installed pads for berms on Newtonville Ave and St. Andrews Street.

Installed berms on:

- Cathy Street,
- Mt. Elam Road,
- Walton Street.

## Trash & Streetsweeping

Picked up trash on Main Street.

Continued spot street sweeping in areas around the city.

## Sidewalks & Crosswalks

Poured 120 feet of sidewalks along Claredon Street from Columbus Street to Daniels Street. Sidewalk foreman attended 4 hours of ADA sidewalk course.



*Figure 1 - Claredon Street Sidewalk*

## **PARKS DIVISION AND RECREATION DEPARTMENT**

Nate LaRose – Recreation Director

- Park Crews continued cleaning up trash from parks and Main Street.
- Continued mowing grass on various parks and traffic islands.
- Installed flag at Monument Park
- Cancelling indoor Henry P. Coggs Hall Events through August 1, 2020
- 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](https://fitchburgma.viewpointcloud.com) under the DPW category.
- Splash Parks at Crocker Playground in Waites Corner and Parkhill Park are now open for public use. Restrooms at Parkhill Park are opened.
- Basketball Courts, Fields, Skate parks, tennis courts, disc golf and the Dog Park are now open. Residents are reminded to practice social distancing when possible, to wear a mask when social distancing is not possible, and to remain home when you are not feeling well. The Parks Department is asking residents to practice carry in and carry out with trash when possible, please help us protect the health of Parks Department staff.
- Free Friday Night Movies at Putnam Place:
  - The Karate Kid – July 31, 2020
  - 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:
  - A Night of Zeppelin – July 29, 2020
  - 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

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 .....	2
Inurnments.....	2
Up righted monuments.....	3
Uncovered/cleaned flat monuments .....	0
Foundation marking for monuments.....	2
Catch basin repair .....	0
Trimmed Trees .....	0
Trimmed shrubs.....	0
Meeting with Families.....	5
Payments - invoiced/processed.....	6
Family Genealogy .....	9

**ENGINEERING DIVISION**

Nicholas Erickson - Civil Engineer

Administrative

- Attended meeting to discuss winter road maintenance operations with the Superintendent of Streets and the Commissioner of Public Works
- Attended meeting with DPW Wastewater and their consultant, Weston & Sampson, to discuss multiple projects in various stages of design and implementation.
- Worked with Weston & Sampson to obtain all of their AutoCAD drawing related to the City’s treatment plants and remote sites in order to assist Arcadis with preparation of plans and specs for Phase 2 of DPW Water’s Supervisory Control and Data Acquisition (SCADA) Upgrade Project.
- Performed plans and records search for St. Joseph Avenue per request from Andrysick Land Surveying and sent resulting record plans.
- Held phone call with Katrina Proctor from Central MA Mosquito control to discuss various City projects they might be able to assist with. Scheduled site visit for 7/30 to take a look at one of these potential projects.
- Provided Muni-Tech, Inc. with signed release forms for materials delivered to DPW to replace signs damaged by motor vehicle accidents on Bemis Road at Falulah Street, Day Street, and Lincoln Street at Pearl Street.
- Performed plans an records search for 94 Highland Street per request from HST Group and sent resulting record plans.
- Continued to look into records to determine if sewer connection fees were ever paid for the partially finished development at 18 Blossom Street.
- Performed plans and records search for sewer records along Cobbler Drive and Blueberry Lane per request from David E. Ross Associates and sent resulting record plans. One of their clients (Peterbilt) has a failing septic system and is looking into tying into the sewer system.

- Responded to request from a resident on the private portion of Linwood Street to pave the road. It was determined that this portion of Linwood Street was never accepted by the City, and is therefore not eligible to be paved by the DPW.
- Applied 6 GIS LOC\_ID updates for Assessors and forwarded to CAI tech to host on our Online Tax Maps.
- Discussed bonding/inspection/permitting requirements with Associated Building Wreckers from Springfield. They will be working with the city on our demolition properties.
- Attended (2) two-hour long webinar workshops hosted by Baystate Roads on the topic of ADA compliant infrastructure construction.

### Road Construction

- Beech Street Reconstruction Project
  - Visited 63 Beech Street to set property stakes to clearly mark the extents of the city owned lot where DPW and PJ Albert will be creating a parking/staging area for equipment and future parking for abutters.
  - Performed site visit with the Water Distribution System Manager, Superintendent of Streets, and PJA to discuss relocating a fire hydrant in front of 83 Beech Street.
  - Worked with the DPW Wastewater GIS Engineer to set survey benchmarks along Beech Street to support PJA's work.
  - Reviewed and approved PJA invoice No. 1 for the Beech Street Reconstruction Project.
- Clarendon Street Sidewalk Reconstruction Project
  - Performed daily construction oversight and inspections for reconstruction of ADA compliant ramps, aprons, and sidewalks by DPW crews on Clarendon Street (5 visits).
  - Ordered concrete to pour in sections at Clarendon St sidewalk.
  - Hand delivered "No-Parking" reminders to odd numbered (#101 to #137) Clarendon St. apartments between Columbus and Daniels Streets.

### Permitting

- Put together timeline of involvement for a house demolition and rebuild due to fire at 141 Depot Street in response to property owner complaint about the permitting process.
- 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 to 49 Pine Street to investigate a resident complaint of a sinkhole forming along a utility trench. Determined this to likely be a failing sewer service connection. Informed DPW Wastewater of the issue for further investigation.
- Performed site visit to 35 Nutting Street to determine ownership of dead/dangerous trees located on Beckwith Street, an abutting paper street. Tree location is on n/f Beckwith St.
- Performed four (4) site visits to 663 Rindge Rd. to inspect a force main installation performed by Tandem Construction. Tandem paved the trench binder flush, and plans to go back out and perform a 1.5" grind and inlay for a nice smooth, finished wearing surface.



*Figure 2 - Rindge Road Trench*

- Performed two (2) site visits for survey of Electric Ave. ROW. Took GPS elevations at 5 cross streets then used level to determine relative elevations for cross-sections.
- Inspected DPW Water trench restoration on Westminster Hill Rd. at house #121.
- Performed site visit to 269 Blossom Street to investigate report of a driveway being installed without a permit. Informed the contractor that driveway permits must be obtained.
- Performed site visit to 5 Cross Street to investigate report of a driveway being installed without a permit. Informed the contractor that driveway permits must be obtained and instructed him to clean up material and debris in the roadway.
- Performed two inspections to investigate reports of malfunctioning streetlights.



<b>Engineering Services</b>			
<u>Type</u>		<u>Number</u>	<u>Fees</u>
<b>PERMITS</b>	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	1	\$75
	Excavation/Street Opening Permits (\$250/\$350)	1	\$250*
	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	3	n/a
	Engineering Plan Reviews	11	n/a
<b>INSPECTIONS</b>	Driveway Inspections	2	n/a
	Trench Inspections	5	n/a
	Site Visits/Inspections	26	n/a
	Dig-Safe requests	0	n/a
	Sewer/Drain Inspections	4	n/a
	Street Light Inspection	2	n/a
<b>Totals</b>		<b>55</b>	<b>\$325</b>

\*Includes 1 Unitil permit at \$250.

<p><b><u>WATER SUPPLY DIVISION</u></b>          John Deline - Deputy Commissioner of Water Supply</p>
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The Water Supply Division produced 32.9 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, and from Fitchburg and Scott Reservoirs to Lovell Reservoir, which is the terminal reservoir to the Falulah Plant. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

- Mowed and trimmed/weed-wacked Narrows Road, Bickford Reservoir dike and access road, 1200 Rindge Road/Lovell Dam, Ashby Compensating dam, Falulah Tanks and lagoon area, and Regional Plant.
- Patrolled areas around Lovell Reservoir, the Scott transmission main easement, and Falulah Brook, also inspected water ways in these areas for beaver activity.

Reservoir Levels as of 7/23/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-0.39 feet	- 0.97 feet	Meetinghouse
Scott	-2.03 feet	-2.43 feet	Mare Meadow
Lovell	-1.24 feet	Full	Bickford
Water Filtration Plant Flows/Production from 7/17/20 through 7/23/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,617,000	30,164,000	36,781,000
Backwash to waste (Gal)	978,000	2,851,000	3,829,000
Finish Water - Treated & Distributed (Gal)	5,639,000	27,313,000	32,952,000
Capacity	(6 MGD) 16%	(12 MGD) 36%	(18 MGD) 29%
Efficiency	85%	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 get the Overlook Water Storage Tank to turn over. The chlorine residual in the Overlook Tank had been slowly decreasing over the last couple weeks - it is believe 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. The chlorine residual was increased last week at the Regional Plant by 0.1 to 0.2 parts per million (to 1.4 parts per million leaving storage tanks). On 7/17, the chlorine residual in Overlook had increased to 0.27 mg/l (from 0.14mg/l the previous few days), and, as of 7/24 it was at 0.47 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.
- Some of the UCMR4 testing results were received this week and the levels of contaminants (toxins associated with cyanobacteria, or cyanotoxins) that were tested for were all below detection limits, which is excellent news and demonstrative of the benefits of protecting the City’s watersheds from development/misuse. Information on the Unregulated Contaminant Monitoring Rule (UCMR 4) can be found here: <https://www.epa.gov/dwucmr/fourth-unregulated-contaminant-monitoring-rule>

### Water Distribution

- FWD personnel prepped and paved the trench and berm at 121 Westminster Hill Road.
- FWD personnel turned on the water to the Nikitas Field blockhouse.
- FWD personnel flushed the blow-off at the end of Omena Place to clear up discolored water on that street.
- Continued investigating the water flow issue on Hurd Street. Next Tuesday FWS crews will excavate and remove/replaced the 6-inch X 8-inch reducer in order to visually inspect the inside of both the 6-inch and 8-inch water mains and confirm that the reducer itself is not restricted.
- Investigated a sink hole in the driveway at 1005 Westminster Hill Road, performed leak detection on the two-inch service that runs up the middle of the driveway and no leak could be heard.
- Completed weekly inspections and maintenance/cleaning of Water Division vehicles and equipment.
- FWD personnel cleaned/disinfected steering wheels, shifters door handles and knobs in all Water Division vehicles.
- Completed housekeeping/disinfection of common surfaces at 1200 Rindge Road throughout the course of the week

### Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Maintenance Completed	Painted	Flushed
1,632	3	0	2	82	21	2

- FWD personnel checked the hydrant at East treatment plant near Building #8, the hydrant had barely any water coming out. Upon further investigation, it was discovered that a gate valve almost fully closed, upon opening it back up flow was restored to what would be expected.
- FWD personnel changed-out heavily corroded nuts and bolts on hydrants on Ashby State Road - during routine hydrant maintenance personnel discovered the bolts had deteriorated (likely due to the use of salt/calcium during winter de-icing operations) to the point that some lacked adequate integrity.
- FWD personnel repaired/installed a new break-away kit on the hydrant at 170 Heywood Street that was hit on Wednesday night.
- FWD personnel continued lubing/greasing/painting hydrants on the on the High System.
- Reviewed the hydrant location on Beech Street near house #83 with DPW Engineering to determine the location to relocate the hydrant to in order to accommodate the new sidewalk at this location. FWD crews will excavate and relocate the hydrant on Monday.

Administration and Meters/Billing

- Total of 13 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 36 invoices totaling \$26,790.87 were processed for FY20 warrant WG21005.
- 6 purchase requisitions were entered into Munis for approval by Purchasing.
- Verified drinking water license information for first half of license payout stipend on August 7.
- Extremely high volume of calls due to increased usage associated with dry weather, sewer rate increase, and the meter upgrade project.
- Worked with City Auditor on reconciliation of grants/donations/expenses associated with the Jewell Hill and Porter property land preservation projects. Once the reimbursements (total of \$484K) are received from the State, these projects can be completely closed out in Munis. No issues were identified during the reconciliation of these accounts/numbers - the City Auditor’s numbers matched those of the Water Division.
- Worked on finalizing COVID-19 reopening plan for Water Division as well as integrating plan that will be followed by the installation contractor for the water meter upgrade project.
- Reviewed MA DOT’s 25% design plans for the bridge replacement over the Nashua River on River Street at Main Street, the water main should be all set as it runs under the Nashua River and is not within the bridge itself (and, therefore, should not be disturbed during the reconstruction).

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

<b>Water Permits and Inspections</b>	
<b>Type</b>	<b>Number</b>
Emergency DigSafe Mark-outs	0
DigSafe Mark-outs	19
Inspections of Work on Water System	3
Record Plan Updates	18
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	2
Curb Stops Turned off/on	2
Located/cleaned gate/curb boxes	16
Final Readings/Real Estate Closings	5
New Meter Installations	22
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
<b>Totals</b>	<b>87</b>

## WASTE WATER DIVISION

Jeff Murawski - Deputy Commissioner of Wastewater

The WWTF processed 37.89 million gallons of sewage during the third week of July. In total, 39.8 tons of organics and 63.2 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 7/12/2020 - 7/18/2020</u>		
Sewage Flow	37.89	Million Gallons
Rainfall	0.70	Inches
Secondary Bypass	0.00	Million Gallons
BOD <sub>in</sub> (lbs)	81,290	Pounds
BOD <sub>out</sub> (lbs)	1,586	Pounds
BOD Removal (%)	97.93%	
TSS <sub>in</sub> (lbs)	129,592	Pounds
TSS <sub>out</sub> (lbs)	3,188	Pounds
TSS Removal (%)	97.29%	

### WWTF Maintenance & Operations:

- Transformer Fuses & Feeders: Installation of new fuses and feeders were completed on July 21<sup>st</sup>.
- SSU Project: Kusters Water's subcontractor setting up and prepping 2<sup>nd</sup> Stage Secondary Clarifier No. 2 (ongoing).
- Primary Basin Cross Collector Project: received all materials for project; checking fit on all project components (sprockets, wall bearings, shafts, etc.); repair project is planned to commence on Mon. - Aug. 3<sup>rd</sup>. .... (ongoing).
- Primary Basin Speed Reducer Replacement Project: project was successfully completed on Tuesday - July 21<sup>st</sup>.



Figure 1: Primary Basin Speed Reducer.



Figure 3: Replacement Transformer Feeders.



Figure 3: Replacement High Voltage, 100A Fuses.

- Preventative Maintenance rounds and plant repair project work were performed this week, by available maintenance staff, using “Staffing Minimization” hours (86.5 person-hours in total this week).
- Groundskeeping, at East and West Plants.
- Plant Fleet’s Bucket Truck: going in for service on brakes and exhaust on Wed. – July 29<sup>th</sup>.
- Sodium Hypochlorite Fill Station (Bldg. No. 6): replaced the fill valve assembly.
- Septage Station: replaced the coupling on the spare hose.
- Blower Building, Aerzen Blower No. 2AB-4: performed motor service.
- Secondary Clarifiers: greased worm towers.
- 07/10/2020: Took 2<sup>nd</sup> Stage Secondary Clarifier No. 2 off line for SSU Project repairs. Crew persons have been working on the components coatings prep work.
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries:
  - Sodium Hypochlorite (Chlorine Disinfectant and Odors Neutralizing Chemical); and
  - Polymer (C321), for Fournier Presses (Sludge Dewatering Polymer Chemical).

#### Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17<sup>th</sup>).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Deputy Commissioner appeared on WPKZ’s “Morning Kommute” radio program, with Travis & Sherman.
- Meetings (DPW Mgrs’; SSU Project; Weston & Sampson consultant meetings).
- Worked to enable Sr. Sanitary Engineering Aide to be able to return to work (at Plant, and in the field).
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Sewer Billing Abatements.
- Participated in site inspection of Wachusett Brewing Company’s Westminster facility (Industrial Pretreatment Program inspection).
- Working to resolve a frustrating phone situation for the DPW - Wastewater Division:
  - IT has not (as of yet) responded to assistance request for establishing new “call tree” for (978) 829 – 1930 Wastewater Office number.
- Attended (representing Fitchburg DPW) retirement sendoff of retiring Fire Chief Roy (at the invitation of new Fire Chief Anthony Marrama).

#### Sewer System

- Finished building gravel access driveway at 6-inch siphon off of Airport Road. Now we have ample access to the city-owned septic/solids tank for cleaning and inspection.
- Raised a sinking manhole on Exeter Street, at request of City Councilor Beauchemin.
- Raised to grade a buried manhole in Coolidge Park.

- Sawcut out and replaced pavement around a manhole on Townsend Street that was too high.
- Hauled grit from Airport Road siphon cleaning soil containment bin to landfill.
- Conducted an oil change on Chevy Equinox. Picked up parts for brakes.
- Plugged a drain line at #156 Oak Hill Road. Pipe was a stub that was not in use, however it infiltrated heavily in wet conditions to the sanitary sewer.
- Conducted combined sewer overflow block checks: discovered nine (9) activations. The City experienced about 1¼ inches of rain between both rain events on Wednesday and Thursday.
- Reviewed quote from Blue Diamond Equipment for Elm Street Sewer Repair.
- Marked out Highview Street Sewer on top portion of Street to assist Contractor with tree clearing.
- Reviewed and provided comments for proposed sewer connection designs at #119 Alpine Road, Blueberry Lane, and at #140 Whalon Street.
- Marked out sewer at #74 Highview Street for resident.
- Inspected work for separation of one combination manhole (CMH) on Theresa Street. PJ Albert will return next week to complete final two CMH separations.

**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.
  - Submitted reimbursement request for the line painting on the Safe Routes to School Grant at Reingold School.
  - Reviewed FY21 requested departmental budgets with the City Auditor’s office.
  - Calculated costs to date on CDBG projects that DPW is performing work on in FY21.
  - Reviewed old grant accounts with the Civil Engineer to see if there is any work remaining on the projects or if the grants can be closed out.
- Administrative:
  - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
  - All DPW Divisions have been creating FY21 purchase orders.
  - Documented and distributed 4 new petitions for the Public Works Committee.
  - Posted the agenda for the Public Works Committee regular meeting on Tuesday July 28.
  - The Pavement Preservation Services bid was opened this week. The only bidder was Sealcoating Inc DBA Indus. Completed and submitted the required paperwork for MassDOT.
  - Submitted a Chapter 90 project request to MassDOT.
  - Reviewed the contract from the Student Conservation Association (SCA) for services to be performed at the Rollstone Hill Trail late summer/early fall. Submitted modifications to the agreement to SCA for review and comment. The

SCA will provide 8 staff members to complete work at the trail. All work is being performed as part of the trail grant.

- Attended an internal review meeting to discuss the design contractor's recommendation for the Broad St roof replacement, CDBG projects to complete, and snow & ice operations for this winter season.
- Received a lot of calls for sewer abatements as the newest water/sewer billings were recently sent out. The wastewater division is in the process of reviewing requests for abatements. This year has had a large increase in requests for abatements as compared to previous years.

<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	38	\$ 90,447	*Note 1			
Cemeteries						
Parks						
Recreation						
Water Supply	36	\$ 26,791				
Waste Water			*Note 2	\$ 37,995		
			*Note 3			
<b>Total</b>	<b>74</b>	<b>\$ 117,238</b>		<b>\$ 37,995</b>	<b>\$ -</b>	<b>\$ -</b>
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						
		447,000				