

City of  
**Fitchburg**



Department of  
**Public Works**

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

DPW Weekly Update December 2020 - January 3, 2021

Dear Mayor, Councilors, and Colleagues;

As we close out the 2020 calendar year, we reflect on a challenging time for DPW with the COVID pandemic causing personal hardships as well as departmental staffing and budget constraints. Throughout the pandemic, the men and women of the Administration, Cemetery, Engineering, Parks, Recreation, Streets, Water, and Wastewater Divisions dutifully continued to report for work to accomplish the essential functions that keep the City of Fitchburg open for business.

In spite of the challenges of 2020, DPW was still able to accomplish significant modernization improvements to the City's infrastructure:

- Reconstructed and repaved a total of 4.2 miles of roadway:
  - Berkley Street, Lenox Street, Garfield Street, and Richmond Street neighborhood. This project included full-depth reclamation and repaving of the roadway, installation of three new catch basins, replacement of two sewer manholes, and installation of new berm and driveway aprons.
  - Beech Street, from Kimball Street to Pratt Street. This project included full-depth reconstruction and repaving, significant work to the underground drainage and sanitary sewer systems, new granite curbing and ADA-compliant concrete sidewalks and crosswalks, and new asphalt berm along the eastern edge of the roadway.
  - Crawford Street from the bridge over the Nashua River to the Leominster city line. DPW utilized an innovative technology to recycle the existing pavement in place. This Cold-In place-Recycling technique produced a thicker base layer at lower costs and on a quicker schedule. The roadway was then paved with an additional 1.5-inch layer of traditional hot mix asphalt.
  - DPW crews were able to mill out and repave deteriorated pavement in many areas of the City, including high-traffic areas on Temple Street, North Street, and Moran Square, East Prospect Street, and Meadowbrook Lane.
  - DPW crews also paved a 1.5-inch overlay along a 1.5-mile section of Ashby West Road.
- Reconstructed 3,600 feet of sidewalk and installed 14 ADA ramps:
  - 2020 represented major advances in the DPW's in-house sidewalk construction capabilities. DPW crews installed new sidewalks at the intersection of Oak Hill Road and Franklin Road, along Clarendon Street, along Daniels Street, and along a section of Allen Place.

- DPW crews also became experts at installing ADA-compliant ramps for crosswalks, and installed a number of them along Franklin Road and Water Street.
- New sidewalks were installed on Beech Street from Pratt to Kimball Street.
- In 2020 DPW also made great strides in modernizing our winter maintenance operations through training of staff and transition to salt. Overall DPW realized a cost savings of \$175,000 in plowing and street sweeping costs as a result.
- Climate Resiliency was a key goal in 2020 for our Engineering Division. The Municipal Vulnerably Preparedness (MVP) and Hazard Mitigation Plan were completed and the City is now designated as a Climate Change MVP Certified Community. With this designation, DPW applied for and received an Action Grant in the amount of \$271,787 to design green infrastructure and pedestrian improvements to the John Fitch Highway corridor.
- DPW Engineering and Wastewater Divisions collaborated in the design of the Combined Sewer Separation project to assure that the newly separated stormwater system was compatible with projected year 2070 storm events. The Wastewater Division initiated the \$10 Million separation project within Wards 1 and 2 of the City and construction is underway.
- The Wastewater Division also completed the \$24 Million capital improvement project to the treatment plant that was mandated by the Consent Decree. This project has already resulted in improved performance at the plant.
- The Water Division was awarded a \$96,600 MassDEP grant to develop a GIS-based asset management system for improved operations, maintenance and planning of the City's water distribution system.
- The Water Division initiated the replacement of 11,458 water meters throughout the city. The project has faced delays due to COVID, but to date over 65% of meters have been replaced. The new meters all both DPW and customers to access real time and historic billing data through an online app.

These accomplishments are in addition to countless other daily tasks that the DPW men and women complete each day to keep improving our City. The DPW looks forward to 2021 with optimism and a new sense comradeship, after all it is adversity and hardships that build character and strength.

Sincerely,

Nicolas Bosonetto, PE  
 Commissioner of Public Works  
 City Engineer

**STREETS DIVISION**

Gary Withington - Superintendent

In the past two weeks DPW received 24 new requests and closed 6 requests due to holidays and winter storms. The total outstanding requests backlog is now 366, 18 more than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> 12/21/2020 - 1/3/2021		<u>Previous Period</u>	<u>Change</u>
<b>Previous Request Backlog</b>	<b>348</b>		
New Requests	24	47	-23
Completed Requests	6	85	-79
<b>Total Request Backlog</b>	<b>366</b>	<b>348</b>	<b>18</b>
Potholes	94	95	-1
Storm Drains	47	42	5
Tree & Brush Pruning	76	71	5
Traffic, Signals, Signs	10	6	4
Berm Repairs	25	21	4
All other categories	114	113	1
<b>New Requests</b>	<b>24</b>	<b>47</b>	<b>-23</b>
Acknowledged	11	26	-15
Completed & Closed	4	18	-14
Open	20	29	-9

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

	Saturday 12/26	Sunday 12/27	Monday 12/28	Tuesday 12/29	Wednesday 12/30	Thursday 12/31	Friday 1/1
Rain (in)	1.71	0.74	0.00	0.00	0.00	0.32	0.00
Snow (in)	0.00	0.00	0.00	0.00	0.00	1.5	0.00
Hi/Lo Temp (F)	25/34	21/34	27/45	19/37	19/37	28/39	25/34

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).

- Hauled sand from Airport Pit to DPW yard;
- Hauled snow from Senior Center, Main Street and Parking Garages;
- Plowed and sanded roadways and sidewalks during last storms:
  - 12/6 - 5.1 inches of snow
  - 12/17-12/18 - 12.7 inches of snow
  - 12/20 - 2.4 inches of snow
  - 12/25 - 2.45 inches of rain + melting of almost 2 feet of snow
  - 1/2 thru 1/4 - 1.5 inches of snow mixed with 0.84 inches of freezing rain

### Signals, Signs & Stripes Crew

- Made and mounted new sign for Congress Street, Myrtle Street Green Street
- Picked up downed streetlight from Blossom Street.

### Paving Crew

- Started to install berm and apron on 107 York Ave.
- Over the past month potholes have been filled on the following streets:
  - Ashburnham Hill Road,
  - Authority Drive,
  - Bemis Road,
  - Benson Street,
  - Blossom Street,
  - Causeway Street,
  - Charles Street,
  - Dwight Street,
  - Fifth Mass Turnpike,
  - Fisher Road,
  - Franklin Street,
  - Harvard Street,
  - High Street,
  - Fitch Hill Ave,
  - Hollywood Street,
  - Intervale Road,
  - Kelly Ave,
  - Klondike Ave,
  - Lee Ave,
  - Lunenburg Street,
  - Mack Road,
  - Main Street,
  - Marshall Street,
  - Mechanic Street,
  - Miami Street,
  - Mt Vernon Street,
  - Nashua Street,
  - Oak Hill Road,
  - Olin Ave,
  - Pearl Hill Road,
  - Pleasant Street,
  - Prichard Street,
  - Princeton Road,
  - Read Street,
  - River Street,
  - Rollstone Road,
  - Shattuck Street,
  - Sheldon Street,
  - Sheridan Street,
  - Simons Street,
  - South Street,
  - Steward Road,
  - Summer Street,
  - Thomas Street,
  - Walnut Street,
  - Wanoosnoc Road,
  - Water Street,
  - West Street,
  - Westminster Hill Road,
  - Willow Street,
  - Winter Street

- Backed filled firms on Billings Road, JFH, and Cathy Street.
- Assisted Water Division by paving trenches on:
  - Beekman Street,
  - Lincoln Street,
  - Oak Hill Road.
  - Pratt Street,
  - Ward Street,
- Assisted Wastewater Division by paving trench on Westminster Hill Road.

### Stormwater Crew

- Checked and cleaned out culverts and catch basins in anticipation of rain/snow storm.
- Rebuilt manhole on River Street and Wallace Avenue.

### Sidewalk Crew

- Rebuilt fence on Sprague Street.

- Installed fence on Allen Place and closed construction site for the winter.

#### Trash & Streetsweeping & Brush

- Helped Board of Health by picking up illegal dumping on:
  - Couch on Ashburnham Hill Road,
  - Mattress on Oak Hill Road.
- Spot streetsweeping around the city;
- Picked up trash on Main Street;
- Hauled bricks from City Hall construction site.
- Picked up down trees from
  - Ashburnham Hill Road
  - Columbus Street
  - Elm Street,
  - Fisher Road,
  - Oak Hill Road,
  - Princeton Road
  - Southwick Street,
  - Winch Street,

#### Mechanic Shop

- Continued repairing and calibrating spreaders on large trucks.
- Replaced drive train, repaired heater, adjusted brakes and tightened chain on sidewalk plow.
- Continued to repair trucks and plows.

<b><u>PARKS DIVISION AND RECREATION DEPARTMENT</u></b>
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Nate LaRose – Recreation Director
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- Parks Division crew is down to two men due to injuries and vacancies.
- Picked up trash in parks and on Main Street.
- Plowed Coggshall Park and other parks.
- Shoveled sidewalks and bridges.
- Removed the flags from around the city for storage during the winter.
- Placed and then removed nativity scene in Upper Common.
- Helped with lights decorations along downtown.
- Placed and removed Santa Mailbox.

The Santa Mailbox was another big hit this year with the children. Hundreds of letters are collected every year and an [article was published this year in the Sentinel](#) shedding positive news on the city. Special thanks to Councilor Squailia, Salvation Army, and the rest of the community for making this possible. DPW installs and stores the mailbox, but we are more than happy to have a small role in bringing joy to the children during the Christmas Season.

The Holiday decorations were also a big hit on Main Street and the Upper Common lights were absolutely amazing this year. Joan David and Mayor's Office organizes the light display and does a great job every year.



Figure 2 - Santa Mailbox (courtesy Sentinel)



Figure 1 - Holiday Lights on Main St

<p><b><u>CEMETERIES DIVISION</u></b>          Jaquelyn Poirier - Superintendent</p>
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The Cemetery crews continued to clean, plow, and maintain the cemetery grounds. Also maintained the walking trails around Forest Hill Cemetery. The crews delivered holiday arrangements to the graves and cleaned up afterwards.

In addition to routine maintenance and administration tasks, the following were completed in the month of December:

Full Interments .....	4
Inurnments.....	3
Up righted monuments.....	0
Uncovered/cleaned flat monuments .....	0
Foundation marking for monuments.....	5
Catch basin repair .....	0
Filled Sink Holes .....	0
Trimmed Trees .....	0
Trimmed shrubs.....	0
Meeting with Families.....	12
Payments - invoiced/processed.....	18
Family Genealogy .....	11

## ENGINEERING DIVISION

Nicholas Erickson, P.E. – Assistant City Engineer

### Administrative/Engineering

- Held virtual non-mandatory pre-bid conference for the construction phase of DPW Water's Supervisory Control and Data Acquisition (SCADA) Systems Upgrade Project. This project will upgrade/replace the control and telemetry systems at the City's two water treatment facilities and various remote sites located throughout the water supply and distribution systems (water supply reservoirs, water storage tanks, pumping stations, pressure reducing stations, etc.). Also worked with Purchasing and the City's engineering consultant, Arcadis, to prepare and distribute Addendum No. 1 to answer questions that arose during the pre-bid conference.
- Continued working on preparation of bid documents with Arcadis for Phase 2 of DPW Water's Supervisory Control and Data Acquisition (SCADA) Systems Upgrade Project. This is a project to replace the control and telemetry systems at the City's two water treatment facilities and various remote sites throughout the water supply and distribution systems.
- Performed records search to determine the date of sewer connection at 129 Whalon Street per request from AECOM.
- Sent a realtor guidance on the City's responsibilities for private/paper streets per request.
- Prepared a draft of DPW Engineering's portion of the State of the City Address and sent to Commissioner for review.
- Reviewed Weston & Sampson invoice for work on the Arbor Way Retaining Wall Repair project.
- Reviewed Arcadis invoices for compliance assistance work regarding the City's Municipal Separate Storm Sewer System (MS4) permit from the Environmental Protection Agency (EPA).
- Reviewed Weston & Sampson invoice for Phase I dam safety inspection work.
- Reviewed proposals from TEC and Fuss & O'Neil regarding traffic/transportation design for the City's Municipal Vulnerability Preparedness (MVP) Action Grant to design stormwater, traffic, and pedestrian access improvements for John Fitch Highway between Summer Street and Lunenburg Street.
- Reviewed three invoices from Waterline Industries for DPW Water's Narrows Road Hydrogenerator Project and approved for payment.
- Assisted land surveyor with Street Layout plans for Berry Street and Hardy Passway.
- Assisted land surveyor with Street Layout plans for Alpine Road, McIntire Road and Williams Road.
- Assisted land surveyor with Street Layout plans and the specific date of corner rounding for Broad Street at River Street.
- Assisted land surveyor with Street Layout plans for Chestnut Street.
- Performed one plan review of Mass DOT Alterations along the state owned segment of Lunenburg Street. The state will be obtaining temporary easements to make sidewalk improvements at cross streets.

- Provided a Walton Street resident with a list of bonded contractors. Answered questions regarding permits and fees.
- Provided a homeowner with a list of bonded contractors who are permitted to excavate within the city's right-of-way.
- Provided a bonded contractor with sewer plans for a private sewer connection on Klondike Ave.
- Prepared a scope of work and cost estimate for a CDBG application to repair/replace sidewalks in the Day Street/Snow Street/Cherry Street area. Included a breakdown of cost items and plans detailing proposed work.
- DPW Business manager submitted Ch. 90 reimbursement requests for 2020 Spring Paving and 2020 crack sealing.
- Reviewed Weston & Sampson invoice for a 3-month follow-up inspection of McTaggart's Pond Dam.
- Reviewed Arcadis invoice for Municipal Separate Storm Sewer System (MS4) permit compliance assistance.
- Worked with FEMA to obtain Repetitive Loss data for use in a grant application.
- Submitted November progress report to the Executive Office of Energy and Environmental Affairs (EOEEA) for the City's Municipal Vulnerability Preparedness (MVP) Action Grant to design green infrastructure, traffic, and pedestrian access improvements along John Fitch Highway.
- Performed records search for Boylston Street per request from McCarty Companies and sent the resulting plans via email.
- Provided Fitchburg layout plans scanned to Gilmac Surveyors/Engineers.
- Updated GIS paving shapefile with all 2020 paving and paving preservation projects such as crack-sealing and cold-in-place recycling.
- Provided StreetScan with an up-to-date copy of paving GIS layers so that they can rescan our streets.
- Provided an engineering firm with layout plans for River St.
- Responded to multiple inquiries regarding online permit applications and bonded contractor requirements for excavations.
- Attended the December 8<sup>th</sup> Planning Board Meeting.
- Discussed proposed driveway location at 410 Williams Road with Building Department and Planning.
- Worked with DPW Water, Purchasing, and the City's engineering consultant Arcadis to finalize bid documents for the construction phase of DPW Water's Supervisory Control and Data Acquisition (SCADA) Systems Upgrade Project and post the solicitation for bids to the City's website. This project will upgrade/replace the control and telemetry systems at the City's two water treatment facilities and various remote sites located throughout the water supply and distribution systems (water supply reservoirs, water storage tanks, pumping stations, pressure reducing stations, etc.).
- Coordinated with Weston & Sampson to begin field survey for the City's Municipal Vulnerability Preparedness (MVP) Action Grant to design stormwater, traffic, and pedestrian access improvements for John Fitch Highway between Summer Street and Lunenburg Street.



- Worked with Wastewater Division to inspect a culvert on Salem Street running through the St. Anthony's Elementary School property. Several sinkholes have formed in the parking lot and it was believed the culvert might be the cause. During inspection, the condition of the culvert was noted to be excellent and no issues were discovered. Therefore it was determined that the sinkholes are likely due to buried trash or debris (stumps, etc.) that have decomposed over the years.
- Reviewed Unitil proposal to install new gas service for a new development on Blossom Street at Crescent Street.
- Reviewed proposed mast arm and signal pole base locations for the Main Street/Boulder Drive 2-way conversion project and provided feedback to Tighe & Bond.
- Met with Anthony DiLuzio to discuss work outstanding items to be performed by DPW on Wood Place as part of the newly renovated City Hall project.
- Performed records search for 45 Pepper Road due to property owner complaints of water seeping into his basement. Located sewer connection ties but could not find any information related to a foundation drain, etc.
- Held call with the EPA regarding a surprise inspection performed in Fitchburg on October 27<sup>th</sup>. The team from the EPA conducted outfall sampling at nine locations and provided the City with the results. The City's consultant, Arcadis, plans to cross-check these sampling results with work already completed, and reprioritize investigations of upstream catchment areas if needed.
- Held call with one of the City's engineering consultants, Fuss & O'Neil, to discuss geotechnical engineering needs for the City's dams and traffic/transportation engineering needs for the City's MVP Action Grant to design stormwater, traffic, and pedestrian access improvements for John Fitch Highway as mentioned above.
- Provided Weston & Sampson Engineers with layout plans for a project on John Fitch Highway.
- Provided New England Engineering Group with sewer & drain plus layout plans for a Frankfort St project.
- Assisted a homeowner with a failing sewer line by provided a list of bonded Fitchburg Contractors who may excavate.
- Created a complete list of excavation moratorium streets in Fitchburg. All newly paved streets are under moratorium from excavation for 5 years except for emergencies (gas leak, etc.).
- Contacted Building Department about a complaint received that a retaining wall on Valley St. was being built without a permit.
- Provided Hannigan Engineering surveyor with layouts for Hazel Street.
- Performed search of permitting database who performed a trench restoration in the roadway in front of 170 and 172 Bemis Road. The property owner of 172 Bemis Road experienced a sewer backup and a plumber snaking the line hit a pipe obstruction located at the edge of a patch out in the roadway.
- Coordinated with Unitil to perform trench restoration of a sewer service repair completed for 91 Payson Street.

- Met with resident project representative for the ongoing combined sewer separation project being conducted by DPW Wastewater to discuss trench restoration standards and review project scope.

#### Street Lights & Traffic Lights

- Reviewed Unutil invoice for street light/pole transfers.
- Investigated missing street light at the intersection of Main and Putnam Streets. Apparently this was knocked down during a hit-and-run motor vehicle accident and was never repaired. Added to the City's street light contractor's repair list. Reviewed and signed a release for Muni-Tech for their work to replace a pedestrian signal at the corner of Main and Putnam Streets that was damaged in a motor vehicle accident.
- Coordinated various streetlight repairs with Dagle Electric, the City's streetlight service contractor. Closed corresponding work request tickets in See-Click-Fix.
- Obtained specifications for ornamental streetlights installed by FSU along Pearl Street. Provided specs to Dagle so that they can source replacements for several knockdowns along Pearl Street.
- Performed site visit to inspect reports of exposed wires on a telephone pole on the Fifth Street Bridge.

#### Asset Management/GIS

- Continued completing GIS edits for recent ANR Edits to be included in the 2021 update of our AxisGIS Portal and for ongoing state compliance of Assessor Mapping.
- Level 3 Parcel Mapping: Edited lot lines in GIS from recent ANRs received during the fall of 2020. Engineering Division will supply an updated TaxParcel geodatabase to Axis GIS before January 1st so that our online assessor portal will be current.

#### Dig Safe

- Completed Digsafe mark outs at (5) five locations for sewer separation project off of South Street. Also did three (3) digsafes at:
  - #37 Fairbanks Street
  - #83 Walnut Street
  - Brigham Street @ Winthrop Street

#### Permitting and Site Visits/Inspections

- Performed two site visits to measure quantities needed to repair/replace sidewalks in the Day Street/Snow Street/Cherry Street area. Quantities used in preparation of scope of work and cost estimate for a CDBG application.
- Performed one (1) site inspection for an emergency sewer repair on Parson Circle. Sewer repair was performed by Tandem Construction.
- Performed two (2) site visits/inspections of sewer repair on Institute Street. Sewer repair performed by JJT Excavating.
- Performed one (1) site visit/inspection of water system repair by DPW Water on Intervale Road.
- Performed one (1) site visit/inspection of excavation by DPW Water at 45 Marshall Road.
- Performed one (1) site visit/inspection of curb stop installation by DPW Water at 82 Pleasant Street.

- Performed one (1) site visit/inspection of curb stop installation by DPW Water for 19 Essex Street.
- Conducted site visit to Day St., Waverly St., and Snow St. to measure quantities needed for sidewalk repair estimate.
- Performed site visit to 77 Richardson Drive to meet with a contractor and review options for a failed septic system. This house will need to be connected to the city sewer.

Engineering Services				
		<u>Type</u>	<u>Number</u>	<u>Fees</u>
PERMITS		Application Reviews	9	n/a
		Engineering Plan Reviews	6	n/a
		Curb Cut/Driveway Permits (No Fee)	0	n/a
		Excavation/Road Opening Permits (\$250/\$350)	13	\$1,600 <sup>1</sup>
		Sewer Connection Permits (Fee Varies)	1	\$0
		Sign Permits (No Fee)	0	n/a
		Street/Sidewalk Occupation Permits (No Fee)	0	n/a
		Trench Permits (\$75)	2	\$150
INSPECTIONS		Dig-Safe Requests	5	n/a
		Driveway Inspections	0	n/a
		General Site Visits/Inspections	2	n/a
		Sewer/Drain Inspections	3	n/a
		Street Light Inspection	2	n/a
		Trench Inspections	7	n/a
<b>Totals</b>			<b>50</b>	<b>\$1,750</b>

<sup>1</sup> Includes 7 permits for City projects at \$0 each (fees waived), 5 permits for licensed public utilities at \$250 each (inspection fees waived), and 1 permit for a private contractor at \$350.

- Performed Utility Site Plan review for a proposed single family home on Skyview Drive. The sewer service for Lot 6 on Skyview Drive is stubbed off street so there will be no need to excavate the roadway.
- Performed plan review for a new sewer connection at 700 Mt. Elam Rd. The homeowner will be connecting to city sewer via force main.
- Issued Dumpster permit for 718 Main St.
- Performed inspection of a new sewer service installation at 55 Minneapolis Ave. The sewer line was installed from the main to the property line so that future trenching will be off street.
- Inspected seven proposed driveway locations along Williams Road and McIntire Road.
- Processed wastewater connection fees for Tri Town Apartment complex off of Youngs Road in Lunenburg.

- Issued a street occupation permit for a resident of Ellis Street to place a pod during moving.
- Issued dumpster permit for 21-23 Omena Place.
- Performed two site visits to Water Street to inspect a temporary trench patch by DPW Water following the repair of a water main leak in front of 495 Water Street.
- Performed one site visit to 91 Payson Street to inspect a trench restoration.
- Performed one site visit to Warner Ave. to inspect pavement restoration for a sewer line extension.
- Performed two site visits to investigate a sewer back up at 172 Bemis Road that appeared to be related to trenching in the roadway. Opened sewer manholes upstream and downstream of the subject sewer service lateral. The upstream manhole was full of sediment, but the downstream manhole was flowing freely.
- Performed approximately 25 inspections of permanent trench restorations by DPW Water and private contractors.

<p><b><u>WATER SUPPLY DIVISION</u></b> John Deline - Deputy Commissioner of Water</p>
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The Water Supply Division produced 26.9 million gallons of drinking water this past week. Water is being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir (the terminal reservoir to the Regional Plant in Westminster) in order to maintain the water level in Meetinghouse Reservoir to prevent any issues associated with ice at intake. Reservoirs and watershed areas continue to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 12/16/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	Full	- 0. feet	Meetinghouse
Scott	Full	Full	Mare Meadow
Lovell	Full	Full	Bickford
Water Filtration Plant Flows/Production from 12/11/20 through 12/17/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	6,757,000	23,546,000	30,303,000
Backwash to waste (Gal)	1,053,000	2,313,000	3,366,000
Finish Water - Treated & Distributed (Gal)	5,704,000	21,233,000	26,937,000
Capacity	(6 MGD) 16.1%	(12 MGD) 28.0%	(18 MGD) 24.1%
Efficiency	84.4%	90.2%	88.9%

- Piper Electric provided quote for installation of a new generator connection at the Meetinghouse Gatehouse.

- Weston & Sampson Services was able to come in to inspect the straps that need to be replaced on the soda ash silo at Regional and provide a quote for the required work. Weston & Sampson Services emailed back regarding replacement of the straps on the soda ash silo at the Regional Plant, someone will be out to take a look at the work/parts/materials required.
- Steve Hope of Ross Valve came in (Friday 11<sup>th</sup>) and was able to get (new) #2 PRV at the Narrows Road PRV Station running correctly but was still having problems with the (new) #1 PRV. He will go back to Ross Valves and discuss the issues with their engineers and get back to us once they had determined a solution. Assisted with the shutdown at the Narrows Road PRV Station on 12/9 to complete the replacement of a 30-inch coupling to have coupling replaced.
- Riccardo Ricci of AFT attempted to install the new pilot valves on the two (new) PRVs at Narrows Road but discovered that the replacements were also too “sensitive” and the PRVs opened/closed too quickly, so the old ones were reinstalled, which functioned correctly. A representative (Steve Hope) from the manufacturer (Ross Valves) will be out next week to evaluate the issues that are being experienced with the new pilot valves.
- On 12/18/20, treatment personnel discovered, when they arrived at work, that the air handler for the chlorine room at the Regional Plant was leaking heavily. Personnel isolated it and called the on-call HVAC contractor (MPC). They determined that the radiator was leaking and technicians were able to silver solder it and return it to service.
- On 12/18/20 there as a communication failure at all stations. Contacted Verizon to open trouble ticket. Verizon technicians traced to issue to a faulty bridge on the Scott Tank communication line. They were able to bypass it and return communications by the end of the work day (if communications had not been restored, personnel would have needed to stay beyond the regular work day to man the plants).
- An issue developed on 12/6 with one of the air compressors (used for powering/operating valves throughout the plant) at the Regional plant. Contacted the company used for repairs to compressors but was told they would not be able to get parts but that if there was a problem with the second compressor they would come in and get one working by scrounging parts from the other. They came in the next day (Monday, 12/7) and completed the repairs and the compressor was returned to service.
- Another issue occurred on 12/8 with one of the two compressors at the Regional Plant, an upload line blow-off began leaking. Compressor repair company came in and replaced a bad check valve on the unload line and returned the compressor to service. While completing this work, they discovered that the #2 compressor has a leaking head gasket that they recommend be replaced and that we should redo the valves at the same time. They will supply a quote for the needed work.
- Emailed Bigelow Power about the parts that were ordered for the portable generator, have not heard back so it is assumed parts have not been received.
- Big(elow) Power has located the parts needed for the large, portable generator and ordered them. Once received they will complete repairs and generator will be 100%.
- Tim Root of Stonkus Hydraulic came in and repaired the downstream surge valve at Narrows Road. He was unable to work on the upstream surge valve due concrete being poured for the roof above, he will return at a later date.
- Laviolette Control was in to install copper piping to replace the plastic piping for the meter at the Wachusett Reservoir Pump Station (Wachusett snowmaking pump); however, the wrong parts were received and the piping could not be upgraded. Laviolette Controls will obtain the correct parts and return on 12/8 to complete the required work.

- Treatment personnel discovered that the straps on the Soda Ash silo separation ring at Regional had broken and needs to be replaced. Due to the difficulty of the project, Weston & Sampson Services was contacted to provide a quote.

#### Water Distribution

- The Reservoir Caretaker patrolled areas around Ashby Compensating Reservoir, Piper Road, Kirby property (on foot), Oak Hill Pump Station and Storage Tank, Mare Meadow Reservoir, Bickford Dam and Pump Station, Overlook Reservoir, Marshall PRV Station, Scott Storage Tank, Frog Hollow Road, Knowler Road, and Lanes Road. Also cleared debris from the screens at Wachusett Reservoir and removed fallen tree from east access road to Bickford Reservoir.
- The Reservoir Caretaker performed plowing and sanding operations of the Water Division facilities on Thursday and Friday.
- The Reservoir Caretaker accompanied Weston & Sampson personnel for dam inspections at Overlook and Scott reservoirs.
- The Reservoir Caretaker monitored level of Wyman's (-1.8 feet), gate is open 6 inches. It is being maintained (to the best of our ability relative to weather events) 2-feet below the spillway for the annual seasonal/winter drawdown to help with control of invasive weeds in shallow areas.
- Reservoir caretaker replaced/installed a new flight chain on the sander.
- The Reservoir Caretaker patrolled the area around the north dam at Fitchburg Reservoir.
- The Reservoir Caretaker inspected the Ashby Compensating Reservoir dam and the south dam at Fitchburg Reservoir.
- The Reservoir Caretaker worked on clearing trees bent over/broken from heavy snow from the access roads to: the north dam at Fitchburg Reservoir, Shattuck Reservoir, Oak Hill Tank, and Lacava Pump Station. Also removed fallen tree on the Lovell Dike access road.
- FWD personnel dismantled/removed the 6-inch temporary main at the Narrows Road PRV station and installed an 8-inch cap on the drain line.
- FWD personnel remove the steel plates from the trench in front of 507 Water Street, added 15 inches of graded base and paved trench. Also paved a water repair trench on Wilmot Street which is where the water service line to 85 Lunenburg Street is tapped.
- FWD personnel excavated and repaired a leak at the corporation for the water service to 400 Highland Avenue.
- FWD personnel replaced a water gate box cover at Hazel Street and Shattuck Street.
- FWD personnel investigated water bubbling out of the ground at 459 Water Street, leak was determined to be on the owner's side of the water service. The property owner was given a contractors list.
- FWD personnel excavated and reset gate boxes on England Avenue at Reingold Avenue, 868 Fisher Road, and 455 Daniels Street.
- 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 reinstalled the 6-inch temporary/bypass water line at the Narrows Road PRV station on Tuesday, 12/8. On Wednesday, 12/9, at 8:00 a.m., the 36-inch transmission

main was shut down and the bypass was used to help supply the city while the contractor replaced an old 36-inch coupling with a new Hymax coupling. The shutdown and replacement of the coupling went very well and the PRV station was put back online at 2:00 p.m.

- FWD personnel prepped and paved (binder only) trenches at 20 Ward Street, 166 Pratt Street, 2 Beekman Street, 260 Lincoln Street, and 251 Oak Hill Road.
- FWD personnel investigated a water leak in front of 507 Water Street where water was found flowing out of an old trench patch. After excavating, the water was found to be running under the concrete (this roadway has a concrete base under the pavement). After performing additional leak detection, the leak was located approximately 60 feet north of where the water had surfaced. Distribution personnel excavated this area and found an old 2-inch service on the 12-inch main leaking at the corporation. This service was not on any plans and did not appear to be connected to anything. The corporation was removed and a stainless steel wraparound was installed. The trench was backfilled, compacted, and a temporary hot top patch was completed.
- FWD personnel replaced water gate box covers at 197 Pratt Street, 868 Fisher Road, and Reingold Street at England Avenue.
- FWD personnel excavated and repaired the curb stop at 104 Mechanic Street, the trench was backfilled and compacted.
- A contractor (Tandem) renewed the owner's side of the water service to 94 Highland Avenue and also installed a new fire service at this location.
- FWD personnel repaired/straightened curb boxes at multiple locations throughout the city that were found unusable during the meter project.
- FWD personnel performed numerous turn offs/ons of water services for the water meter replacement project.
- The Reservoir Caretaker cut/removed brush on Overlook Dam.
- The Reservoir Caretaker cut up and removed a fallen tree on the Fitchburg north dam access road.
- Reservoir caretaker monitored the level of Wyman Reservoir throughout the week (presently at -1.6 feet), gate is open 14 inches. Reservoir is being maintained at -2.0 feet (or as closely as possible) for the winter, seasonal drawdown.
- The Reservoir Caretaker, along with one person from distribution, jetted/cleaned culverts along the access road to the Bickford Reservoir pump station.
- FWD personnel excavated and repaired a leak on the 2-inch water service to 85 Lunenburg Street, which is tapped on Wilmont Street.
- FWD personnel paved trenches at 30 Chestnut Street and 85 Lunenburg Street. These trenches are on hills and we did not want them washing out, creating hazardous a hazardous condition(s).
- FWD personnel excavated and installed a complete new hydrant opposite 41 Blueberry Lane. The Fitchburg Fire Department (FFD) was notified that it was back in service.
- FWD personnel excavated and repaired the curb stop box at 17 King Place.
- FWD personnel excavated and renewed the city side of the water service at 160 Ellis Street. A private contractor (Tandem) renewed the owner's side.

- FWD personnel had to shut down the water main on Minneapolis Avenue after a contractor hit the service while excavating to renew the owner’s side of a service line. The contractor repaired the service and renewed the owner’s side.
- FWD personnel repaired/straightened curb boxes at multiple locations throughout the city that were found unusable during the meter replacement project.
- FWD personnel investigated a potential water leak at 136 Culley Street. No leak found.
- FWD personnel investigated a potential water leak at 401 Highland Ave. Treatment tested a water sample from this location and the results indicated it is city water.

Fire Hydrants

Total Hydrants	Out of Operation	Hydrants Replaced	Hydrants Repaired	Winterized/Maintenance	Painted	Flushed
1,632	5	0	1	0/0	0	103

- FWD personnel installed a break-away kit on a hydrant that had been hit on Pearl Street at Longwood Avenue. Personnel found this hydrant broken after the previous snowstorm.
- FWD personnel continued winterizing hydrants throughout the city. Two hydrants were found frozen, both hydrants were thawed and remain in service.
- FWD personnel repaired a broken operating nut on the hydrant at 32 Minneapolis Avenue. Notified FFD that it was back in service.

Administration and Meters/Billing

- Total of 14 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 29 invoices totaling \$158,555.57 were processed for FY21 warrant WG21026.
- 1 purchase requisition was entered into Munis for approval by Purchasing.
- Submitted payroll for the two week period ending 12/11/2020. Total payroll was \$65,914.79 including \$7,170.55 in overtime. Overtime this pay period included double time paid for Thanksgiving and time and a half for the day after Thanksgiving.
- Submitted payroll for the two week period ending 12/24/2020. Total payroll was \$76,924.14 including overtime and \$15,903.14 in PTO and longevity payout to an employee who is retiring this month.
- During the course of the week, a total of 154 meters were changed out to Neptune meters by Baystate WinSupply. 8,097 meters have now been replaced, with 3,361 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.
- Missy and Jennifer continued entering meter change information into Munis. Now that the December bills have been run they can change the meters in Munis. While the billing was in pre-bill phase they entered longitude and latitude to each meter and added the final readings into the bill runs.
- Bills and all supporting reports were run and sent to Touchpoint for printing/ mailing to customers. The total number of bills generated this month was 10,924.



- Held/attended a virtual pre-bid presentation for the SCADA upgrade project. Arcadis provided a Powerpoint presentation that included pictures of the facilities and answered questions from contractors/attendees.
- Completed warrant WG21023 for the week ending 11/25 - 52 invoices were paid totaling \$140,222.59.
- Completed warrant WG21025 for the week ending 12/11, 15 invoices were paid totaling \$20,078.47.
- Attended the December Water/Wastewater Commission meeting, also posted the approved minutes for the 11/4 Commission meeting.
- Loaded laptop for the December monthly billing. Total Badger meter (old meters/reading system) accounts were 3,560, total Neptune meter (new meter/reading system) accounts was 7,836. The puts the city-wide meter upgrade project at 68.8%.
- Completed the meeting minutes for the 11/4 Water/Wastewater Commission meeting. The agenda for the upcoming 12/9 Commission meeting was sent to the City Clerk as well as posted on the City website.

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	2
DigSafe Mark-outs	3
Inspections of Work on Water System	0
Record Plan Updates	13
Special Permit Applications Reviewed	0
New Water Service Applications	0
View Permits reviewed	0
Curb Stops Turned off/on	12
Located/cleaned gate/curb boxes	17
Final Readings/Real Estate Closings	0
New Meter Installations/Checks	3/2
Backflow Preventers Tested	0
Cross Connection Surveys	0
Residential Appointments Made	0
<b>Totals</b>	<b>52</b>

**WASTE WATER DIVISION**

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

The WWTF processed 70.65 million gallons of sewage during the last week of December due to heavy rain (3-in) and melting of over 2-feet of snow. This heavy inflow caused a significant bypass of almost 18 MGD to bypass secondary treatment. In total, 69 tons of organics and 103.5 tons of solids were removed and prevented from entering the Nashua River.

<u>Week of 12/20/2020 - 12/26/2020</u>		
Sewage Flow	70.56	Million Gallons
Rainfall	3.21	Inches
Secondary Bypass	17.93	Million Gallons
BOD <sub>in</sub> (lbs)	147,807	Pounds
BOD <sub>out</sub> (lbs)	9,808	Pounds
BOD Removal (%)	84.85%	
TSS <sub>in</sub> (lbs)	218,011	Pounds
TSS <sub>out</sub> (lbs)	11,025	Pounds
TSS Removal (%)	90.48%	

WWTF Maintenance & Operations:

- Plant Fleet Vehicles have seemed to commonly be experiencing drained batteries; Maintenance have jump started and charged batteries of the Plant Fleet Vehicles.
  - Jump start and charge batteries on multiple Plant Fleet Vehicles; checking 3 times per week (ongoing).
- Plant Wastewater Sampler No. 2: replaced the pump hose & unplugged the sample line.
- Snow Removal: Small snow event (12/20) - performed clean up on Monday (12/21).
- Gas Modem: troubleshooting phone line to gas modem (ongoing).
- Headworks Building: replaced motor on first unit heater.
- Headworks Back Stairwell to Blowers: replaced unit heater fan motor.
- Control Room: replaced broken key lockbox.
- Duall Odor Control System: repaired hypochlorite line and caustic line leaks.
- Snow Removal: 12/5 Saturday snow storm.
- Snow Removal: 12/17th snow storm; prep Wednesday (12/16th); finished clean-up Friday (12/18th).
- Gas Modem: troubleshooting phone line to gas modem (ongoing).
- Bucket Truck, Plant Fleet Vehicle: battery dies after 1 day, troubleshooting (ongoing).
- Battery dies after 1 day; troubleshooting , found positive lead to the versa-lift live all the time must be a stuck solenoid, installed temporary disconnect switch to versa-lift need to troubleshoot further.
- Gravity Belt Thickener No. 1: troubleshot and repaired polymer delivery system; found failed analog control module .
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (58.5 person-hours for the reporting period).

Work Order Report: Dec. 28 <sup>th</sup> , 2020 - Jan. 3 <sup>rd</sup> , 2021					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	100.00%
Demand Work Orders	2	PM Work Orders	5	Avg. Days Late / All Work Orders	0
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	0	Avg. Days to Complete / All Work Orders	1
Demand Work Orders Completed On Time	2	PM Work Orders Completed On Time	5	Total Maintenance Man Hours	60
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	100.00%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	0		
Avg. Days to Complete / Demand Work Order	0	Avg. Days to Complete / PM Work Order	1		

- Participated in daily video conference calls with Wastewater Management.
- 12/05/2020 Rain event (1.91" of rain): Flow peaked at 25.72 MGD, and we bypassed 0.736 MG.
- 12/09/2020 City of Fitchburg Public Education Brochure Meeting with CDM Smith and City Staff.
- 12/10/2020 Completed and submitted November 2020 NPDES Report to MADEP & USEPA.
- 12/17/2020 Substantial snow storm.
- 12/24/2020 Rain event (1.00" of rain): resulted in a peak flow of 32.89 MGD, with a bypass of 1.575 MG around Secondary Treatment.
- 12/25/2020 Rain event (continued - 2.14" of rain): resulted in a peak flow of 38.39 MGD, with a bypass of 13.527 MG. The melting of the early week's snow exacerbated the flow to the Plant.
- Reviewed Wastewater Management Plan Phase II and made corrections for Weston & Sampson.
- Subsequent to discontinuing "Shelter-in-Place" staffing, Treatment Operations staff are now on a normal shift rotation plan but with limited staff ("staffing minimization").
- Beginning 12/01/2020: the "10.5-hr Wastewater Operator" started working reduced staffing schedule on their week day shift, due to cold weather.
- Superintendent out on vacation (week of 12/28/2020 - 01/01/2021).
- Subsequent to discontinuing "Shelter-in-Place" staffing, Treatment Operations staff are now on a normal shift rotation plan but with limited staff ("staffing minimization").
  - Beginning 12/01/2020: the "10.5-hr Wastewater Operator" started working reduced staffing schedule on their week day shift, due to cold weather.
- 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 (Disinfectant Chemical; and Odor Neutralization Chemical).
  - Ferric Chloride (Coagulant Chemical);
  - Sodium Hydroxide (pH Adjusting Chemical);
  - Magnesium Hydroxide (Alkalinity Adjusting 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.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Coordinated with Human Resources Department, for Wastewater personnel needs.

### Sewer System

- Sawcut and reset 2 collapsing manholes on Southwick Street.
- Sewer Crew Fleet Vehicle, Chevy 1500: replaced a radiator, brake light, and leaking transmission lines.
- Crew replaced of radiator hoses and brake light on Sewer System Manager pickup truck.
- Conducted overflow checks combination manholes (CMHs), due to heavy rain event on Christmas Day: six (6) overflow activations were found, in the City's remaining 152 CMHs.
- Jetted the City sewer line on St. Peter Street, after a rags build-up was noticed during the CMHs checks.
- Cleaned out sand debris from force main valve manhole on Marshall Road.
- Changed desiccant on all flow meters, and replaced six (6) batteries.
- Jetted Jackson Avenue City-sewer, from Phelps Street to Upham Street, as routine maintenance in a historically known problem area of the sewer system.
- Conducted a 'Dye Test' at #60 Congress Street. As a result of the Dye Test, we found roof leaders tied into the sanitary sewer system, and roots in lateral during CCTV. Called to inform the property owner, and was told that they will correct the problem.
- Performed a 'Push-Cam' CCTV investigations of two catch basins at the intersection of Fredette Street at Franklin Road. We discovered that the catch basins were tied into the sanitary sewer.
- Service call request (Darlene Street): We jetted both the City-drain and City-sewer on Darlene Street; (homeowner had reported a 'gurgling toilet'); the City sewer line was found to be flowing fine, however we jetted the City sewer line as a service-courtesy.
- We vacuumed out accumulated rags at 2 manholes in the intersection of Shea Street at Cathy, and Shea at Gloria, as sewer system preventative maintenance.
- We performed a sewers cleaning of City sewers in Upham Street, from Jackson Avenue to John Fitch Highway, due to frequent overflows in area.
- In response to a sewer service call for #172 Bemis Road: we discovered that the summit manhole on Bemis Road at Intervale was packed with sediment and broken up concrete; we vacuumed out the debris, and jetted the City sewer line (line is now all clear); however, we determined that service issue experienced at #172 Bemis Road is a homeowner issue, on the privately owned sewer service line.
- We cleaned out Jetter/Vac Truck, and washed it down.
- Paved one manhole on Industrial Road.
- Started clean up at East WWTF from river bank repair project, moved excess soil to Airport Road Pit, and brought old scrap steel piping to scrap yard.
- Joint sealed 7 manhole frames and covers.
- Built a swale at the end of Buttrick Ave, to enable surface water to drain off of sewer easement access road.
- Brought E350 Van to West Fitchburg Autobody to have rack system built in box.
- PJ Albert separated one combination manhole at the intersection of Cascade Street and Plain Street.

- Blue Diamond Equipment finished installing the “new sewer” on Highview Street. Installed system to be pressure testing in coming weeks, along with manhole-to-manhole trenches lining. Full yard restoration to occur in the spring time.
- Replaced 3 frames and covers (2 on Stoneybrook Road, 1 on Westminster Street); also installed pavement repairs at the manholes.
- Assisted DPW – Engineering, by inspecting a 4’ diameter culvert at St. Anthony School for DPW Engineering; culvert pipe appears to be in great shape.
- Replaced sprocket on cement mixer that had become worn out.
- Replaced Jetter/Vac Truck’s fill tube piping, in order to hook up to DPW yard hydrant.
- Finished grading and moving soil spoils stockpile at East Plant River bank project.
- Finished checking combination manholes; 7 transfers were found to have occurred, on the 152 remaining combination manholes, resulting from the 1.9” of rain on 11/30/2020.
- P.J. Albert finished separating combination manhole on Overland Street at Cascade Street.
- Cleared blockage at #460 Ashburnham Street. At this location, an SSO occurred due to sediment deposition from a nearby catch basin that is tied into the sanitary sewer system. An SSO report was filed with the EPA and DEP.
- Joint sealed 3 MHs that we raised last week.
- Added blocks and strings to 7 combination manholes that were missing them.
- Had State inspection performed for the Chevy Equinox fleet vehicle.
- Pump Station Checks were conducted: no problem issues were found.
- Cleaned up debris and trash at West Plant where frames and covers are stored.
- Assisting DPW – Engineering, Wastewater placed an order for 2 grates made at Quality Fabrication for drains at City Hall Garage parking deck.
- Started checking known sewer system problem areas: no issues have been discovered so far.
- Helped DPW – Streets Division plow during the 12/16 – 12/17 snow storm.
- J.A. Polito continued with installing 2 manholes on combined sewer separation project.
- Blue Diamond Equipment continued demobilizing equipment from Highview Street Project site.
- P.J. Albert installed a new sewer manhole, and eliminated combination manhole #251 on Theresa Street.
- Three (3) Collections Operators attended 2 days of a 3 day Collection System Certification Class. Will return for a 3rd day on January 5th, 2021.
- Conducted field investigations, and determined 2 catch basins are tied into the sanitary sewer system on Franklin Road, at Fredette Street and at Hope Street.

**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.
  - Reviewed the actual labor workoff (work that is budgeted to be performed for other departments) with the Superintendent of Streets. We are approximately 93% complete with the required workoff. The streets division has done an

excellent job completing work funded by CDBG, Chapter 90 and other funding sources.

- Continued looking into the water department revenues and expenses for an updated rate study.
- Compiled backup, completed the required paperwork, and submitted Chapter 90 reimbursement requests to MassDOT
  - Cracksealing - \$43,065.24
  - Paving Richmond St/Lenox St/Berkley St/Garfield St \$11,483.14
- Submitted the FY21 Q2 required financial update for the McTaggart's Dam grant to the Assistant City Engineer.
  
- Administrative:
  - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
  - We are very happy to welcome the new DPW streets head clerk Ann Rix to our team. Ann brings with her over 20 years of payroll experience as well as experience processing vendor invoices in a construction environment.
  - Correspondence with the Fitchburg Greenway Committee regarding procurements for work to be performed in the spring.
  - Trained the DPW Streets Head Clerk on payroll and vendor invoice payment processes.
  - All DPW Divisions processed bi-weekly payrolls.
  - Reviewed timecards and posted the OT for the laborers to review. This time of year there are a lot of call ins due to storms.
  
- Winter operations:
  - Reviewed plow contracts and required paperwork received and corresponded with potential contractors on anything missing or still needed.
    - We currently have 39 approved contractors
    - We have partial information received for 6 contractors
  - Ordered 36 loads (approx. 1200 tons) of salt from Eastern Salt.
  - Updated budget tracking files for the first significant snowstorm this season.
  - Processed payments to the plow contractors that have billed us for the first storm.

Invoicing, Warrants, and Payrolls						
	Invoices		Deposits		Billings	Payroll
Division	Number	Total \$	Number	Total \$		
Streets/Admin/Engineering	82	\$ 59,351	*Note 1			\$ 73,524
Cemeteries	5	\$ 1,285				\$ 9,414
Parks	1	\$ 156				\$ 5,950
Recreation						\$ 2,380
Water Supply	31	\$ 21,944				\$ 57,099
Waste Water	15	\$ 135,552	*Note 2	\$ 27,310		\$ 82,696
<b>Total</b>	<b>134</b>	<b>\$ 218,290</b>		<b>\$ 27,310</b>	<b>\$ -</b>	<b>\$231,063</b>
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						
		321,294				

DPW Staffing levels for the last week were 59% due to continued vacancies, holidays, and lingering COVID issues.

