

City of  
**Fitchburg**



Department of  
**Public Works**

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

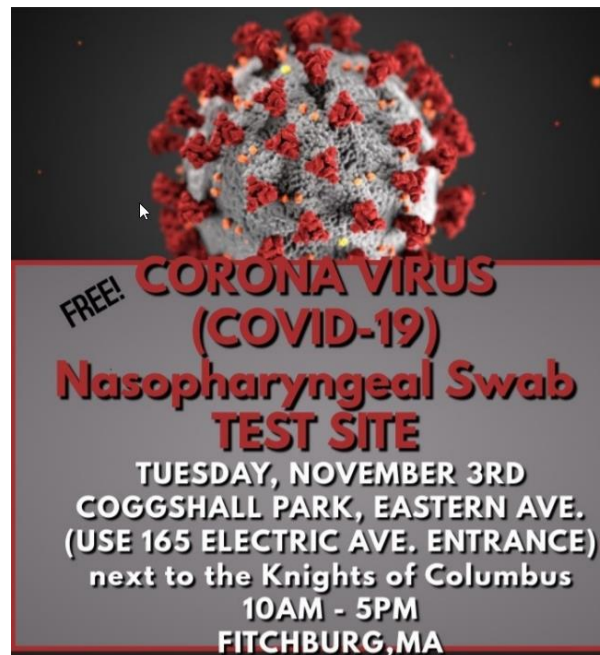
**DPW Weekly Update October 26 - November 1, 2020**

Dear Mayor, Councilors, and Colleagues;

The Board of Health in coordination with the Board of Park Commissioners will be offering free drive-up COVID testing at Coggshall Park tomorrow, Tuesday November 3<sup>rd</sup>, from 10:00 AM to 5:00 PM. The testing is intended to benefit those affected by the Crossroads Church and hockey league outbreaks, but is open to the public and is a free Nasopharyngeal Swab test.

**Coggshall Park will be closed to the public** - only individuals using the COVID testing will be allowed in.

Please enter using the Electric Avenue Entrance and exit through the Mt. Elam Road exit. Traffic will be in a one-way pattern. Staff from the Health Department and the Police Department will be on hand to conduct traffic safety. Signage will be put up at both entrances informing the public that the park is closed and directing traffic in the correct direction.



Sincerely,

Nathan LaRose  
Recreation Director

## STREETS DIVISION

Gary Withington - Superintendent

In the past two weeks DPW received 31 new requests and closed 19 requests. The total outstanding requests backlog is now 385, 12 more than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> 10/18/20 - 11/02/20		<u>Previous Period</u>	<u>Change</u>
<b>Previous Request Backlog</b>	373		
New Requests	31	29	2
Completed Requests	19	20	-1
<b>Total Request Backlog</b>	<b>385</b>	<b>373</b>	<b>12</b>
Potholes	141	134	7
Storm Drains	42	40	2
Tree & Brush Pruning	66	66	0
Traffic, Signals, Signs	11	10	1
Berm Repairs	20	20	0
All other categories	105	103	2
<b>New Requests</b>	<b>31</b>	<b>29</b>	<b>2</b>
Acknowledged	21	21	0
Completed & Closed	1	9	-8
Open	30	20	10

The weather last week was cooling with both rain and snow. The season's first snow fall occurred Thursday night through Friday bringing a total of 5.6-inches of snow.

	Saturday 10/24	Sunday 10/25	Monday 10/26	Tuesday 10/27	Wednesday 10/28	Thursday 10/29	Friday 10/30
Rain (in)	0.00	0.12	0.10	0.12	0.24	0.00	0.00
Snow (in)	0.00	0.00	0.00	0.00	0.00	1.3	4.3
Hi/Lo Temp (F)	43/64	37/48	39/52	45/52	39/46	39/46	27/39

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

### Snow Operations

Last week we received our first snowfall of the season with 5.6-inches of snow accumulating from Thursday night through Friday afternoon. The heavy snow combined with many leaves on the pavement made for slippery conditions in the morning. However, the snow quickly melted by midday due to the combination of warm pavement temperatures and treatment by DPW forces. The timing of the snowfall during the daytime meant DPW forces were able to deal with the storm during regular working hours and with minimal aid from outside contractors. The DPW salt shed is currently about halfway full and the DPW trucks continue to be prepared for the winter. Contractors are continuing to turn in their paperwork.



*Figure 1 - Salt Shed*

### Signals, Signs & Stripes Crew

- Started installing new speed limit signs on Crawford Street.

### Paving Crew

- Continued to grind and install driveway aprons on Crawford Street;
- Filled potholes on Wanoosnoc Road.
- Assisted Water Division by paving binder layer on trenches.

### Stormwater Crew

- No work this week.

### Sidewalk Crew

- Continued working on Allen Place sidewalk along fence and Gougin Park wall.

### Trash & Streetsweeping & Brush

- Helped Board of Health by picking up illegal dumping;
- Spot streetsweeping around the city;
- Picked up trash on Main Street, Upham Street;
- Removed fallen tree from Southwick Street:

## Mechanic Shop

- Continued repairing and preparing spreaders on large trucks for the winter season.



*Figure 2 - Truck getting new turbocharger installed*

### **PARKS DIVISION AND RECREATION DEPARTMENT**

Nate LaRose – Recreation Director

- Parks Division crew is down to two men due to injuries and vacancies.
- Park Crew continued to winterize the parks by blowing out irrigation and water systems;
- Continued to pick up leaves in the parks;
- Picked up trash on Main Street;
- Recreation Director continued asset management of park properties and of Parks Division equipment, tools, etc.

#### Other Updates:

- Following conversations with Fitchburg State University we have the sad news to announce that due to the Covid-19 Pandemic the annual Winter Walking Club at the Fitchburg State Recreation center will be cancelled this year. We appreciate all the support we've received from Fitchburg State for this long running program and look forward to returning in future years.

**CEMETERIES DIVISION**

Jaquelyn Poirier - Superintendent

The Cemetery crews continued to clean, mow, and maintain the cemetery grounds. Also maintained the walking trails around Forest Hill Cemetery. In addition to routine maintenance and administration tasks, the following were completed:

Full Interments .....	2
Inurnments.....	1
Up righted monuments.....	0
Uncovered/cleaned flat monuments .....	0
Foundation marking for monuments.....	2
Catch basin repair .....	0
Filled Sink Holes .....	0
Trimmed Trees .....	0
Trimmed shrubs.....	0
Meeting with Families.....	7
Payments - invoiced/processed.....	0
Family Genealogy .....	7

**ENGINEERING DIVISION**

Nicholas Erickson, P.E. - Assistant City Engineer

Administrative/Engineering

- Attended Baystate Roads webinar titled “Stormwater System Maintenance and Green Infrastructure Retrofitting in MA”.
- Held call with Arcadis to discuss various action items related to the Supervisory Control and Data Acquisition (SCADA) System Upgrade Project being undertaken by DPW Water. This is a project to replace the various control and telemetry systems at the City’s two water treatment plants and various remote sites located throughout the water supply and distribution systems.
- Held call with Weston & Sampson to discuss the City’s recent Municipal Vulnerability Preparedness (MVP) Program Action Grant award for a project to design traffic and green infrastructure improvements for John Fitch Highway between Lunenburg Street and Summer Street. The City received approximately \$270,000 from the Executive Office of Energy and Environmental Affairs (EOEEA) to begin the design and permitting for this project.
- Prepared MVP Action Grant progress report for the month of October and sent to the EOEEA.
- Provided Councilor Beauchemin with printable PDFs of City Code section 169-80 to provide to parking violators along the newly constructed concrete sidewalks along the northern end of Clarendon St. and Beech St.
- Checked on the sewer connection status as well as the sewer location for a property on Richardson Drive.
- Provided sewer location information as well as connection fee requirements for lot 6 on Skyview Drive.

- Reviewed current Main St. light pole specifications and forwarded to community development.
- Assigned two Valley Street addresses for Fitchburg Housing Authority buildings in the Valley Street complex. Notified NextGeneration E911 services to update their records accordingly.
- Provided a list of bonded contractors to a homeowner seeking an emergency water line renewal and answered some general excavation questions.
- Provided address confirmation for a developer purchasing recently subdivided lots on Williams and McIntire Road.
- Checked on the availability of water and sewer for 60 Scott Rd. and 52 Walnut St.
- Provided the City Solicitor with records relating to the Construction of Victoria Lane and had discussion about various stormwater-related issues that need to be reviewed out there.
- Provided a list of bonded contractors to a homeowner seeking an emergency sewer line replacement.
- Coordinated various repairs with MuniTech, a company used by the City to pursue repairs to City property that occur due to motor vehicle accidents.

#### Street Lights

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

#### Road Construction

- ***Allen Place Sidewalk/Wall Repair*** - This is a project by DPW crews to repair the sidewalk, retaining wall, and fencing along Allen Place at the intersection with Daniels Street. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Beech Street Reconstruction Project*** - This is a project by the City's paving contractor, PJ Albert (PJA), to reconstruct Beech Street from Pratt Street to Kimball Street. PJA has completed the majority of the road and sidewalk reconstruction thus far with the exception of paving driveway aprons and various punch list items. Due to inclement weather, PJA was only able to get a half day of work in this past week. DPW Engineering conducted field visits and provided construction administration and oversight as needed.
- ***Crawford Street Paving Project*** - This is a unique project involving collaboration between the DPW and two of the City's contractors to resurface Crawford Street from the Nashua River to the Leominster city line. Indus, the City's pavement preservation contractor, used an innovative technology called Cold-In-Place Recycling to mill and pave a 4-inch binder course of pavement. PJA, the City's paving contractor, used traditional hot mix asphalt to pave the top 1.5-inch wearing course. DPW crews are now working on milling and paving the driveway aprons, also using traditional hot mix asphalt. After this week they are approximately 50% complete. DPW Engineering conducted field visits and provided construction administration and oversight as needed.

- **Valley Street Extension Project** - This is a project to extend Valley Street by a few hundred feet in order to create several new buildable lots. The developer has completed the majority of the underground utility work and has paved the binder course of pavement. This past week no substantial roadway work was completed. The developer plans to have this project completed before the asphalt plants close on November 15<sup>th</sup>.

Permitting, Inspections & Site Visits

- Performed Dig Safe mark out in front of 42 Flicker Drive for new utility connections.
- Performed site visit to investigate a drainage issue behind 175 Kimball Road and along the Pan-Am Railway. This appears to be a private issue between the railroad company and the property owner.
- Began inspecting DPW Water and Wastewater trench restorations that were performed over the summer.
- Performed one site visit to 91 Ashburnham Street to inspect Trench and Road Opening for water service renewal.
- Performed site visit to Salem Street to mark out the location of a drainage culvert suspected of causing the formation of sink holes near St. Anthony's School. The culvert appears to be quite a distance from the sink holes, however, so it is unknown if it is causing or contributing to the problem.

<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)	4	\$300
		Excavation/Road Opening Permits (\$250/\$350)	2	\$350 <sup>1</sup>
		Driveway/Curb Cut Permits (No Fee)	8	n/a
		Sign Permits (No Fee)	0	n/a
		Sewer Permits (See Ch. 149 for Fees)	0	\$0
		Application Reviews	16	n/a
		Engineering Plan Reviews	8	n/a
<b>INSPECTIONS</b>		Driveway Inspections	1	n/a
		Trench Inspections	1	n/a
		Site Visits/Inspections	16	n/a
		Dig-Safe requests	1	n/a
		Sewer/Drain Inspections	2	n/a
		Street Light Inspection	1	n/a
<b>Totals</b>			<b>60</b>	<b>\$650</b>

<sup>1</sup> Includes 1 permit for DPW Water at \$0 (fees waived) and 1 permit for a private contractor at \$350.

**WATER SUPPLY DIVISION**

John Deline - Deputy Commissioner of Water

The Water Supply Division produced 27.5 million gallons of drinking water this past week. Water is being transferred from Fitchburg and Scott Reservoirs to Lovell Reservoir, which is the terminal reservoir to the Falulah Plant. The pump at Mare Meadow Reservoir was shut off this week (water is no longer being transferred from Mare Meadow Reservoir to Meetinghouse Reservoir, which is the terminal reservoir to the Regional Plant). Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 10/29/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-3.14 feet	- 0.29 feet	Meetinghouse
Scott	-4.64 feet	-5.64 feet	Mare Meadow
Lovell	-3.24 feet	-3.42 feet	Bickford
Water Filtration Plant Flows/Production from 10/23/20 through 10/29/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	7,794,000	22,812,000	30,606,000
Backwash to waste (Gal)	957,000	2,149,000	3,106,000
Finish Water - Treated & Distributed (Gal)	6,837,000	20,663,000	27,500,000
Capacity	(6 MGD) 18.5%	(12 MGD) 27.2%	(18 MGD) 24.3%
Efficiency	88%	90%	90%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continued. Lagoon #1 was completed on 10/14 (21 loads total) and the contractor started on Lagoon #2 on 10/15. One load per day is being pumped from the lagoons and disposed of at the West Plant (a total of 15-20 loads needs to be removed from each of the lagoons, which takes 5-8 weeks to complete depending on precipitation/ weather).
- Continued to experience on and off again problems with the pressure settings at the Lacava Pump Station. These fluctuations affect the pressures at Lacava as well as at the Narrows Road PRV Station. Personnel were able to temporarily correct it by putting one pump in hand and then switch it back to auto. The pressure fluctuations began again shortly after. Laviolette Controls was called in and made an adjustment to the PID loop, which corrected the fluctuations. These settings will have to be readjusted again once Great Wolf reopens - the issues are likely occurring because there is little to no water use at Great Wolf.
- Contacted Ruel Electric for them to determine what the smallest 3-phase generator would be required to operate the traveling screens and rinse pump at the gatehouse at Meetinghouse Reservoir. They will be out on 11/13/20 to complete an evaluation.
- A chlorine booster pump at the Regional Plant started to leak at the seal. Replaced it with the one we had rebuilt by Morse Electric; however, the seal in the replacement unit also



failed. Put the original pump back in (it was leaking less than the rebuilt pump) and brought the pump that Morse had rebuilt and they replaced the seal that was leaking while personnel waited for it (no charge). Treatment personnel then reinstalled the rebuilt pump and brought the original pump that was leaking to Morse to have it rebuilt. We are beginning the process of retrofitting for a new pump style that is more reliable than the existing chlorine booster pumps.

- Called and emailed Big Power about the voltage selector switch on the large, portable generator - still waiting on response regarding its repair and/or a workaround.

#### Water Distribution

- Patrolled areas around Bickford Reservoir/Pump Station, Scott Storage Tank/Reservoir, Marshall Station, Fitchburg Reservoir, and the Oak Hill Pump Station.
- Replaced/repainted markers for snow plowing at Regional, Meetinghouse, and Mare Meadow.
- Installed the sander/snow plow on W-3 and cleaned/greased/inspected this equipment
- Attended site walk at 67 Davis Road with the Westminster Conservation Agent, Matt Marro. The Westminster Conservation Commission will be sending a letter to the homeowner (and copying us on it) regarding concerns and issuing a cease and desist for any further work in the resource areas and the respective buffer zones.
- The Reservoir Caretaker inspected the Crocker property for adherence to the conservation restriction held by the City.
- FWD personnel excavated and shut off the temporary/seasonal water service for Waterfront Park on Cushing Street.
- FWD personnel excavated and renewed the water service at 91 Ashburnham Street, a private contractor (Tocci) renewed the owner's side of the water service.
- FWD personnel prepped and paved trenches at 27 Taft Street (excavated curb stop in driveway apron), Oliver Street at Prichard Street (water gate repair, trench was creating a hazard), and Cushing Street.
- FWD personnel performed numerous turn off/on of water services for the water meter replacement project.
- FWD personnel continued hydrant flushing on the High and Low Systems but, due to work loads and limited personnel, only 17 hydrants were flushed this week.
- Ahead of the cold snap over the coming weekend, FWD personnel shut off seasonal water service at the Coolidge pool, Riverfront Park, Rindge Road rotary, 81 View Street, Policemen's Memorial on Main Street, 81 View Street, and the Nikitas Field blockhouse.
- FWD personnel/Reservoir Caretaker performed plowing/sanding operations on Friday.
- 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	4	1	0	0	0	17

- FWD personnel excavated and removed the hydrant barrel from the shoe at Boutelle and Harvard Streets and installed a new barrel and hydrant. Hydrant was returned to service and the FFD notified.

Administration and Meters/Billing

- Total of 25 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 39 invoices totaling \$78,147.66 were processed for FY21 warrant WG21019.
- 4 purchase requisitions were entered into Munis for approval by Purchasing.
- During the course of the week, a total of 184 water meters were replaced with new Neptune meters - 11 were changed by FWD personnel and 173 by the City’s contractor, Baystate WinSupply. Customer accounts in Munis were updated by office personnel. As of 10/30, a total of 7,041 meters have been upgraded/replaced with Neptune meters, leaving 4,417 Badger meters remaining to be replaced/upgraded, so the city-wide meter upgrade project is 61.5% complete.
- Calculated longevity for FAMASS, which is to be paid on the payroll of 11/13, and sent figures to the Auditor for review/approval.
- Scheduled appointments for customers for meter changes. This is being done thru the website set up by Bay State WinSupply. Missy also scheduled large meter changes as these are handled differently than a standard size meter change.
- Answered a large number of customer calls about not receiving the water/sewer bills. The bills were generated on October 16 and mailed on October 19. They have been lost between Pennsylvania and Fitchburg. Touchpoint had a conference call on 10/29 with USPS representatives in Wilmington, DE, Belmar, NJ, and Springfield, MA about the status of the bills. The bills were located, but USPS did not disclose where they were found. They were, according to the USPS, sent to central MA on 10/30 and should be received Saturday or Monday. The USPS will refund the postage paid for the batch, which is a total of \$3,824.79.
- The agenda for the 11/4/2020 Water/Wastewater Commission Meeting was posted to the City website and sent to the City Clerk.
- Interviewed several candidates for the open LMEO positions within the Water Division. Two candidates were selected and HR verbally notified the individuals on Friday afternoon that we would like to hire them. HR will be sending offer letters by the beginning of next week.

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

Water Permits and Inspections	
Type	Number
Emergency DigSafe Mark-outs	1
DigSafe Mark-outs	7
Inspections of Work on Water System	2
Record Plan Updates	14
Special Permit Applications Reviewed	1
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	15
Located/cleaned gate/curb boxes	22
Final Readings/Real Estate Closings	6
New Meter Installations	13
Backflow Preventers Tested	2
Cross Connection Surveys	0
Residential Appointments Made	0
<b>Totals</b>	<b>84</b>

**WASTE WATER DIVISION**  
Jeff Murawski, P.E. - Deputy Commissioner of Wastewater

The WWTF processed 35.78 million gallons of sewage during the first week of October. In total, 81.8 tons of organics and 150.2 tons of solids were removed and prevented from entering the Nashua River.

Week of 10/18/2020 - 10/24/2020		
Sewage Flow	35.78	Million Gallons
Rainfall	0.02	Inches
Secondary Bypass	0.00	Million Gallons
BOD <sub>in</sub> (lbs)	165,918	Pounds
BOD <sub>out</sub> (lbs)	2,285	Pounds
BOD Removal (%)	98.54%	
TSS <sub>in</sub> (lbs)	302,954	Pounds
TSS <sub>out</sub> (lbs)	2,556	Pounds
TSS Removal (%)	99.01%	

WWTF Maintenance & Operations:

- Aerated Grit Chamber No. 2: Set up drain pump to start draining on Friday the 23rd; started grit removal Monday (26th)...(*ongoing*); anticipated to be completed Monday - Nov. 2nd.
- Primary Basin Cross Collector Project: cleaned and freed up the seized wall bearings, on Friday the 9<sup>th</sup>; delivered wall bearings to machine shop Wednesday the 14<sup>th</sup>; called

machine shop (Merit) today - Friday the 23<sup>rd</sup>, and was informed that Merit has not started on them yet (Merit received wall the bearings Oct. 28th). .... (*ongoing*).

- Performed Groundskeeping, at East & West Plants.
- 2<sup>nd</sup> Stage, Secondary Clarifier No. 1: RAS box seal appears to be short circuiting; draining clarifier today (Friday the 23<sup>rd</sup>); contacted Wright-Pierce about issue (believing that it is under warranty); was informed that Clarifier is out of warranty. Troubleshooting the seals, we found that the seals had slipped out of position; we repositioned seals & replaced banding clamps that hold the seals in place.
- Blower Building, Aerzen Blower No. 3, Failed Motor: Picked up motor at AEM, in Springfield, MA, and brought the motor to Ruby Electric, in Worcester, MA, for evaluation and possible repair cost quotation; based on Ruby Electric's assessment, the motor is worth repairing (waiting for P.O.), and the repaired motor will be saved as a stand-by spare.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (95 person-hours in total).

Work Order Report: October 24 <sup>th</sup> - October 30 <sup>th</sup> , 2020					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	94.10%
Demand Work Orders	1	PM Work Orders	16	Avg. Days Late / All Work Orders	1
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	1	Avg. Days to Complete / All Work Orders	6
Demand Work Orders Completed On Time	1	PM Work Orders Completed On Time	15	Total Maintenance Man Hours	92.5
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	93.80%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	1		
Avg. Days to Complete / Demand Work Order	1	Avg. Days to Complete / PM Work Order	6		

## OPERATIONS:

- Participated in daily video conference calls with Wastewater Management.
- Submitted the Toxicity lab test results to USEPA (NPDES Permit reporting requirement).
- 10/23/2020: drained Grit Chamber #2 for Maintenance cleaning. Remaining empty until cleaning is complete (expected to be completed early next week).
- 10/26/2020: completed and submitted the 3<sup>rd</sup> Quarter Toxicity report (NPDES Permit compliance requirement) to USEPA. No issues with test results.
- Subsequent to discontinuing "Shelter-in-Place" staffing, Treatment Operations staff are now on a normal shift rotation plan but with limited staff ("staffing minimization").
  - Weekend operators on their 10.5 hour weekday shift are performing exterior plant duties this week (Secondary Clarifiers cleaning, Gravity Thickeners cleaning, Chlorine Contact Chamber cleaning, and pumps and draft tube cleanings).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- 10/21 & 10/22: 22<sup>nd</sup> Annual NERPCA Conference (virtual, via GoToWebinar).
- 10/23/2020: Drained Second Stage, Secondary Clarifier No. 1, as a result of center seal failure. Placed back into service on Tuesday - 10/27/2020.
- Chemical deliveries:
  - Ferric Chloride (Chemical Coagulant); 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.
- Worked with City Solicitor for Ordinance revision of City Code Chapter 147 - Sewers.
- Sewer Billing Abatements.
- Coordinated with Purchasing Department, for Wastewater procurement needs.
- Coordinated with Human Resources Department, for Wastewater personnel needs.

### Sewer System

- Combination manhole checks were performed, as a result of the 1.4" rain event last week. Eighteen (18) transferences were observed and documented of the 159 remaining combination manholes that were checked.
- Final paving and joint sealing was completed on the Elm Street Sewer Replacement Project. Elm Street will likely be excavated again within 4 years for full sewer separation project.



*Figure 3 - Elm Street trench paved*

- Performed preventative maintenance checks of known sewer system problem areas: the sewer manhole on Middle Street was found to have debris built up, and was jetted clean.
- Raised buried force main sewer manhole at Brideau Oil property, off of Cobbler Drive.
- Excavated buried manhole on the Mt. Vernon Street sewer easement, in backyard of #66 Blossom Street; manhole was buried 4 feet down by property owner (current, or former) from owner-installed fill material.
- Conducted a pressure pipe repair at the airport in the 6-inch siphon sewer off of Crawford Street (*see picture*); the DPW -Wastewater Division estimates to have saved at least \$2,000 by having performed this repair in-house.



*Photo #4: City-performed Force Main Piping Repairs.*

- Sanitary Sewer Overflow at #47 Arlington Street: a brick from manhole chimney fell into a manhole and caused a blockage; the blockage was cleared, and the manhole will be raised next week.
- Sheldon Farm pumped the DPW - Wastewater Division owned septic tank off of Crawford Street.
- Assisted DPW - Streets Division salting roads associated with Friday snow weather event.

<p><b><u>DPW ADMINISTRATION</u></b> Courtney Lamoureux – Business Manager</p>
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- Financial:
  - Reviewed all DPW Department accounts for accuracy and monitored budgets.
- Administrative:
  - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
  - Submitted a grant extension request to MassTrails/DCR for the Rollstone Hill Trail Grant. The grant currently has a deadline of December 31, 2020 but due to the pandemic and other factors the project will not be completed by the deadline. Also submitted the required bi-annual project update.
  - Continued to review head clerk candidates and submitted list of candidates to interview to human resources.
  - Calculated contractual longevity stipends due to FAMASS Union members.
  - Assisted the Streets General Foreman with paperwork needed for an upcoming scrap auction.
- Winter operations:
  - Reviewed plow contracts and required paperwork received and corresponded with potential contractors on anything missing or still needed. Approved 9 contractors and notified DPW Dispatch and Superintendent of Streets.
  - With the first snow of the season, we were inundated with calls and visits from contractors and individuals interested in plowing for the City.
  - The storm on Friday October 30<sup>th</sup> was handled with primarily DPW forces. One contractor was called in to sand/salt City roads.

Invoicing, Warrants, and Payrolls						
	Invoices		Deposits		Billings	Payroll
<u>Division</u>	<u>Number</u>	<u>Total \$</u>	<u>Number</u>	<u>Total \$</u>		
Streets/Admin/Engineering	68	\$ 103,129	*Note 1			
Cemeteries	4	\$ 3,111				
Parks						
Recreation	23	\$ 1,816				
Water Supply	39	\$ 78,148				
Waste Water	50	\$ 204,972	*Note 2	\$ 43,385		
			*Note 3			
<b>Total</b>	<b>184</b>	<b>\$ 391,175</b>		<b>\$ 43,385</b>	<b>\$ -</b>	<b>\$ -</b>
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)						
		510,412				

DPW Staffing levels for the last week were 73% due to continued vacancies, time off, and lingering COVID issues.

