

City of
Fitchburg



Department of
Public Works

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

DPW Weekly Update November 2 - November 8, 2020

Dear Mayor, Councilors, and Colleagues;

As you may have seen in the news, the MBTA is facing unprecedented fiscal pressures due to the COVID-induced fall in ridership. Commuter Rail ridership is at 13% of 2019 figures and overall MBTA ridership is at 26% of 2019 figures - 330,000 daily trips compared to 1.26 million daily trips a year ago.

In order to close the large budget gap caused by declining ridership, the MBTA is proposing to reduce services instead of raising fares. Proposed service cuts include stopping all weekend commuter rail service and weekday rail service after 9:00 PM. There are also potential closures of rail stations.

The MBTA has launched a web-based portal to gather public input and discussion through the following links:

[Forging Ahead](#) - MBTA's Portal for information regarding proposed cuts.

Also, several virtual meetings will be held, including one for the Metrowest Region 1 (includes Fitchburg Line):

NOVEMBER 10, 2020, 6:00 PM
[Forging Ahead Virtual Public Meeting: Metrowest \(Region 1\)](#)

Sincerely,

Nicolas Bosonetto
Commissioner of Public Works
City Engineer

STREETS DIVISION

Gary Withington - Superintendent

In the past two weeks DPW received 31 new requests and closed 30 requests. The total outstanding requests backlog is now 386, 1 more than the previous reporting period. Most outstanding requests are for potholes and storm drains.

<u>Reporting Period</u> 10/25/20 - 11/09/20		<u>Previous Period</u>	<u>Change</u>
Previous Request Backlog	385		
New Requests	31	31	0
Completed Requests	30	19	11
Total Request Backlog	386	385	1
Potholes	139	141	-2
Storm Drains	41	42	-1
Tree & Brush Pruning	67	66	1
Traffic, Signals, Signs	11	11	0
Berm Repairs	20	20	0
All other categories	108	105	3
New Requests	31	31	0
Acknowledged	18	21	-3
Completed & Closed	7	1	6
Open	24	30	-6

The weather last week was started with typical fall weather but quickly turned unseasonably warm and dry with temperatures hitting 72°F on Friday.

	Saturday 10/31	Sunday 11/1	Monday 11/2	Tuesday 11/3	Wednesday 11/4	Thursday 11/5	Friday 11/6
Rain (in)	0.00	0.21	0.01	0.00	0.00	0.00	0.00
Snow (in)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hi/Lo Temp (F)	23/39	34/48	30/39	30/39	28/55	46/66	54/72

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. Continued taking delivery of salt and salt shed is currently at about 65% full (1445 tons).

Signals, Signs & Stripes Crew

- Repaired Stop sign at Abbot Avenue and Water Street.
- Replaced 2 No Parking signs at 27 Falulah Street.
- Installed new banners on Main Street.

Paving Crew

- Continued to grind and install driveway aprons on Crawford Street;
- Filled potholes on Lunenburg Street.
- Assisted Water Division by paving top layer on trenches.
- Assisted Wastewater Division by paving trench on John Fitch Highway.
- Graded Caswell Road and Old Princeton Road.

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, Caldwell Street;
- Removed fallen trees from Coggshall Park, 660 Ashburnham Street, One tree that fell in Baker Brook, Mountain Ave and Elizabeth Street, Miami Street.

Mechanic Shop

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

<p style="text-align: center;"><u>PARKS DIVISION AND RECREATION DEPARTMENT</u></p>

<p style="text-align: center;">Nate LaRose – Recreation Director</p>
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- Board of Park Commissioners November meeting cancelled.
- October 30, 2020 Movies at Putnam Place movie cancelled due to Snow Fall.
- 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;
- Changed hours of operations at Coggshall Park.
- Picked up trash on Main Street;
- Placed new bricks at Upper Common near the gazebo.
- Recreation Director continued asset management of park properties and of Parks Division equipment, tools, etc.

- October 31, 2020 Spooky Drive in went well. 19 Cars and over 50 people attended the screening of *The Addams Family* (2019).



Figure 1 - Drive in movies

- Recreation Director Assisted Human Rights Commission and Fitchburg Cultural Council with website updates.
- Parks and Recreation Department Staff assisted the City Clerks Office on November 2, 2020 with Polling Location setup.
- Coggshall Park hosted a Health Department Drive Up Covid Test Site on November 3, 2020. Test site conducted over 400 tests and ran from 10:00 AM to 5:00 PM. Recreation Director assisted with traffic flow. Parks department assisted with site setup.



Figure 2 - Coggshall COVID Testing set up

- Met with City Hall Construction staff to discuss space allocation and moving support for Recreation Supplies and Administrative material at the DPW, Landry Arena and Putnam Place.
- Attended Civic Days meeting with Mayor’s Office, Civic Days Co-Chair, Fire, Police and DPW to discuss potential fireworks displays on November 4, 2020.

<p><u>CEMETERIES DIVISION</u> Jaquelyn Poirier - Superintendent</p>
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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	1
Inurnments.....	2
Up righted monuments.....	2
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.....	9
Payments - invoiced/processed.....	0
Family Genealogy	2

<p><u>ENGINEERING DIVISION</u> Nicholas Erickson, P.E. - Assistant City Engineer</p>

Administrative/Engineering

- Researched deeds and easement rights over a parking lot between 937 and 973 Main Street.
- Attended webinar hosted by EJ Prescott on stormwater pre-treatment units available commercially through the company.
- Performed reviews of the following Planning Board submittals and prepared a memo summarizing comments:
 - 135 Intervale Road
 - 139-140 Warner Avenue
 - 0 Read Street
- Registered for the FEMA GO system in advance of submitting a grant application to MEMA to obtain funding for the rehabilitation of the North Nashua River Flood Damage Reduction System.
- Performed records search for 46 Development Road per request of property owner and sent resulting record plans via email.

- Performed records search for Carey Street per request from a surveyor with Whitman & Bingham.

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 various punch list items. 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 70% 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. DPW Engineering staff are meeting with the developer on November 10 to discuss outstanding work and schedule.

Dig Safe

- Conducted a dig safe mark-out of a private sewer service for 72 Alice Ave.
- Conducted dig safe mark outs along Lovisa St. where Unitil is setting multiple new utility poles.

Permitting, Inspections & Site Visits

- Conducted site visit to Warner Ave. to investigate reports of a property owner clear-cutting a large swath of land.
- Conducted a site visit to 937 Main Street to mark out abutting lot lines and edge of ROW. Explained curb cut application requirements to resident.

- Site Inspection at 347 River St where JTT is placing new concrete sidewalks with granite curbing. Project met the DPW specification requirements for concrete sidewalks and was placed correctly per plan.
- Conducted site visit to Stickney Road to inspect paving restoration performed by Tandem Construction. Trench was milled and placed in 2 lifts as specified.
- Completed Trench Restoration Inspections for 160 Stickney Rd sewer extension.
- Conducted site visit to 663 Rindge Road to inspect paving restoration performed by Tandem Construction. Trench was milled and overlaid as specified for this moratorium location
- Completed Trench Restoration Inspections for 663 Rindge Road and closed out permits.
- Conducted site visit to 36 Frankfort St to inspect new sewer installation performed by Tandem Construction.
- Conducted site visit to 39-41 Myrtle Ave to witness backfilling and compaction of trench where Water Division performed an emergency water main repair on 11/4.
- Conducted site visit to 579 South St to inspect trench restoration of water service connection made by Glenn Hines Excavating.
- Conducted site visit to 87 Alpine Rd to inspect trench restoration and paving of water service renewal conducted by Glenn Hines Excavating.
- Conducted two Site Visits to a culvert on Authority Drive to document and evaluate beaver control issues.

Engineering Services			
		<u>Number</u>	<u>Fees</u>
<u>Type</u>			
PERMITS	Street Occupation Permits (No Fee)	0	n/a
	Trench Permits (\$75)	5	\$375
	Excavation/Road Opening Permits (\$250/\$350)	16	\$2,050 ¹
	Driveway/Curb Cut Permits (No Fee)	1	n/a
	Sign Permits (No Fee)	0	n/a
	Sewer Permits (See Ch. 149 for Fees)	1	\$2,000
	Application Reviews	21	n/a
	Engineering Plan Reviews	2	n/a
INSPECTIONS	Driveway Inspections	0	n/a
	Trench Inspections	8	n/a
	Site Visits/Inspections	26	n/a
	Dig-Safe requests	2	n/a
	Sewer/Drain Inspections	3	n/a
	Street Light Inspection	2	n/a
	Totals	87	\$4,425

¹ Includes 9 permits for DPW Water/Wastewater at \$0 each (fees waived), 4 permits for public utilities at \$250 each (inspection fees waived), and 3 permits for private contractors at \$350 each.

WATER SUPPLY DIVISION

John Deline – Deputy Commissioner of Water

The Water Supply Division produced 28.4 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. Reservoirs continued to be inspected and patrolled on a daily basis.

Water Treatment

Reservoir Levels as of 11/5/20			
Northern Reservoirs	Elevation below spillway		Southern Reservoirs
Fitchburg/ Ashby	-3.16 feet	- 0.60 feet	Meetinghouse
Scott	-4.48 feet	-5.46 feet	Mare Meadow
Lovell	-2.14 feet	-3.20 feet	Bickford
Water Filtration Plant Flows/Production from 10/30/20 through 11/5/20			
	Falulah Plant	Regional Plant	Totals
Raw Water Inlet (Gal)	7,856,000	23,726,000	31,582,000
Backwash to waste (Gal)	986,000	2,212,000	3,198,000
Finish Water - Treated & Distributed (Gal)	6,870,000	21,514,000	28,384,000
Capacity	(6 MGD) 18.7%	(12 MGD) 28.2%	(18 MGD) 25.1%
Efficiency	87%	91%	90%

- The fall removal of sludge/settled solids from the backwash residuals settling lagoons at the Regional Plant continues. Lagoon #1 was completed on 10/14 (21 loads total) and the contractor will start 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).
- MPC informed us that the leaking boiler at the Regional needs replacement. There is a crack in one of the sections and the rest are severely corroded. MPC will supply a quote for replacing it.
- Worked with Weston & Sampson and the contractor (Waterline) for the Narrows Road Hydroturbine project throughout the week answering, or finding answers, to questions about the station and the function of some of the appurtenances within the station.
- Called and emailed Big Power again about the voltage selector switch on the portable generator still waiting on a response as to the repair of this switch.

Water Distribution

- Patrolled and inspected all Water Division dams/dikes.
- Repaired the gate at the entrance to the Water Division’s property off Billings Road.

- The Reservoir Caretaker was notified by Treatment personnel that the padlocks on the gate to the Scott Storage Tank had been cut overnight. Replaced locks, set up trail cams, and ordered new padlocks (a heavier duty version also designed to prevent cutting).
- Removed fallen trees from Wyman Dam and the Meetinghouse dike access road, also cleared leaves/debris from the Mare Meadow and Bickford Dam access roads.
- Patrolled the perimeter of Bickford Reservoir and lower Falulah Brook on foot to inspect areas for any beaver activity.
- FWD personnel worked several days at the Narrows Road PRV station preparing and installing a 6-inch temporary water line to bypass the station while work is being performed. A couple small leaks at couplings will be repaired on Monday, 11/9, and a test of the bypass will be completed on Tuesday, 11/10, before the shutdown of the Narrows Road Station scheduled for Thursday, 11/12. This bypass connects to the hydrant just above the station and runs approximately 300 feet to an existing 8-inch blow off below the station.



Figure 3 - Bypass

- FWD personnel responded to a water main break in front of 42 Myrtle Avenue on Wednesday morning at 3:05 a.m. The 12-inch water main was shut down, excavated, and a 9-foot section was replaced. The trench was backfilled, compacted, and water service was restored to the impacted area.



Figure 4 - Cracked Main

- FWD personnel responded to a possible water main break at 100 Jackson Avenue on Wednesday morning at 7:30 a.m. It was discovered to be a leak on a two-inch water service on the owner’s side. A contractor (Tandem) renewed the two-inch service on Thursday.
- FWD personnel flushed two blow-offs on Macintosh Lane.
- 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; however, due to a heavy work load and limited personnel, only 10 hydrants were flushed during the course of the week.
- FWD personnel shut off the seasonal water service to the Police Memorial on Main Street.
- 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	5	0	2	0	0	10

Administration and Meters/Billing

- Total of 16 real estate closings – final readings completed along with preparation of final bills for attorneys/realtors. Future real estate closing final readings also scheduled.
- 15 invoices totaling \$53,283.34 were processed for FY21 warrant WG21020 for the week ending 11/6/20.

- 6 purchase requisitions and 1 change order were entered into Munis for approval by Purchasing.
- Completed payroll for the two week period ending 11/13. Total payroll was \$62,419.05, including \$4,491.81 in overtime. Longevity payments were also made to eligible FAMASS and Clerical Union employees.
- During the course of the week, a total of 223 meters were changed out to Neptune meters, of which 216 were replaced by Baystate WinSupply and 7 by Water Division personnel. 7,259 meters have now been replaced, with 4,199 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.
- The monthly progress meeting for the meter upgrade project was held among Water Division, Weston & Sampson, and Baystate WinSupply personnel.
- Customers have (finally) received their October bills and there has been extremely high call volume regarding complaints about high bills/usage. Water Division personnel spent considerable amounts of time with customers troubleshooting and assisting with how to check for leaks.
- Attended the November Water/Wastewater Commission meeting. Also posted the meeting minutes for the September meeting of the Commission to the City website.
- Completed review of plans for a proposed distribution center at 135 Intervale Road.
- Completed reviews of projects/requests before the Fitchburg ZBA.

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	5
Inspections of Work on Water System	4
Record Plan Updates	14
Special Permit Applications Reviewed	5
New Water Service Applications	0
View Permits reviewed	1
Curb Stops Turned off/on	12
Located/cleaned gate/curb boxes	26
Final Readings/Real Estate Closings	1
New Meter Installations	7
Backflow Preventers Tested	6
Cross Connection Surveys	0
Residential Appointments Made	0
Totals	82

WASTE WATER DIVISION

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

The WWTF processed 36.13 million gallons of sewage during the first week of October. In total, 80.9 tons of organics and 377.7 tons of solids were removed and prevented from entering the Nashua River.

Week of 10/25/2020 - 10/31/2020		
Sewage Flow	36.13	Million Gallons
Rainfall	1.84	Inches
Secondary Bypass	0.00	Million Gallons
BOD _{in} (lbs)	163,871	Pounds
BOD _{out} (lbs)	1,965	Pounds
BOD Removal (%)	98.57%	
TSS _{in} (lbs)	758,042	Pounds
TSS _{out} (lbs)	2,556	Pounds
TSS Removal (%)	99.42%	

WWTF Maintenance & Operations:

- Fournier Press No. 3, Polymer Feed Pump: repaired a leak in the discharge line.
- Aerated Grit Chamber No. 2: completed chamber grit cleaning on Monday - Nov. 2nd.
- Primary Basin Cross Collector Project: assembled the cross-collector shafts on Wed. Nov. 4th, and will start the project work in the final Primary Basin (Basin No. 2) beginning next Monday (Nov. 9th); (*ongoing*).
- Performed Groundskeeping, at East & West Plants.
- 2nd Stage, Pumps Gallery, Outside Lighting: lighting circuit breaker tripped; when we troubleshooted the condition, we discovered shorted wiring; we replaced the wiring and 'photo-eye' (light-sensing actuator).
- Blower Building, Aerzen Blower No. 3, Failed Motor: Picked up motor at AEM, in Springfield, MA, and brought the motor to Ruby Electric, in Worcester, MA, for evaluation and possible repair cost quotation; based on Ruby Electric's assessment, the motor is worth repairing (P.O. has been issued), and the repaired motor will be saved as a stand-by spare.
- Preventative Maintenance rounds were performed this week, by available maintenance staff, using "Staffing Minimization" hours (75 person-hours in total).

Work Order Report: October 31st - November 6th, 2020					
Demand Statistics		PM Statistics		Averages	
Rejected Work Orders	0	Rejected Work Orders	0	% Total Work Orders Completed On Time	66.70%
Demand Work Orders	2	PM Work Orders	13	Avg. Days Late / All Work Orders	2.6
Demand Work Orders Completed Late	0	PM Work Orders Completed Late	5	Avg. Days to Complete / All Work Orders	13.75
Demand Work Orders Completed On Time	2	PM Work Orders Completed On Time	8	Total Maintenance Man Hours	59
% Demand Work Orders Completed On Time	100.00%	% PM Work Orders Completed On Time	61.50%		
Avg. Days Late / Demand Work Order	0	Avg. Days Late / PM Work Order	2.6		
Avg. Days to Complete / Demand Work Order	0	Avg. Days to Complete / PM Work Order	13.75		

- Participated in daily video conference calls with Wastewater Management.

- 10/23/2020: drained Grit Chamber #2 for Maintenance cleaning. (Update): Remaining empty until flow picks up.
- 11/04/2020: participated in monthly MADEP conference call with Commissioner Suuberg.
- 11/04/2020: drained and cleaned Primary Basin #2 for Maintenance project work.
- 11/05/2020: participated in City of Fitchburg, POTW Public Education Brochure Conference Call Meeting.
- Subsequent to discontinuing “Shelter-in-Place” staffing, Treatment Operations staff are now on a normal shift rotation plan but with limited staff (“staffing minimization”).
 - Weekend operators on their 10.5 hour weekday shift are performing exterior plant duties this week (Secondary Clarifiers cleaning, Gravity Thickeners cleaning, Chlorine Contact Chamber cleaning, and pumps and draft tube cleanings).
- Tested all emergency showers.
- Preventative Maintenance checks on Gravity Belt Thickeners.
- Cleaned the Gravity Thickener.
- Cleaned the Return Activated Sludge Pumps.
- Chemical deliveries: (None).

Administration:

- Deputy Commissioner managing Division remotely (as of Mar. 17th).
- Daily (or more frequent, as needed) conducting video calls with Wastewater Management Team.
- Participated in monthly Zoom Call meeting with the MassDEP Commissioner Suuberg.
- Participated in a webinar, on polyfluoroalkyl substances (or, ‘PFAS’), an emerging contaminant of concern, and a new water quality parameter that regulatory authorities will require NPDES permittees to analyze for (in our influent, effluent, and our biosolids residuals {or, “sludge”}).
- Coordinated for important staff training, for the Sewer System Crew.
- 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

- Jetted-cleaned two problem areas as a preventative maintenance task: (1) Jackson Avenue at Phelps Street; and (2) Jackson Avenue at Jerry Street.
- Jetted City sewer line in front of #510 Franklin Street, as homeowner was having a sewer service back-up: however the issue was found to be within the owner’s lateral (a ‘homeowner issue’).
- Responded to a backup at #36 Ronald Street: upon response to the site, it was found to be a homeowner issue.
- Saw cut the pavement at four (4) manhole frames and covers that are sinking and need replacement (frames & covers to be raised over the next couple weeks); we also picked up new saw blades.

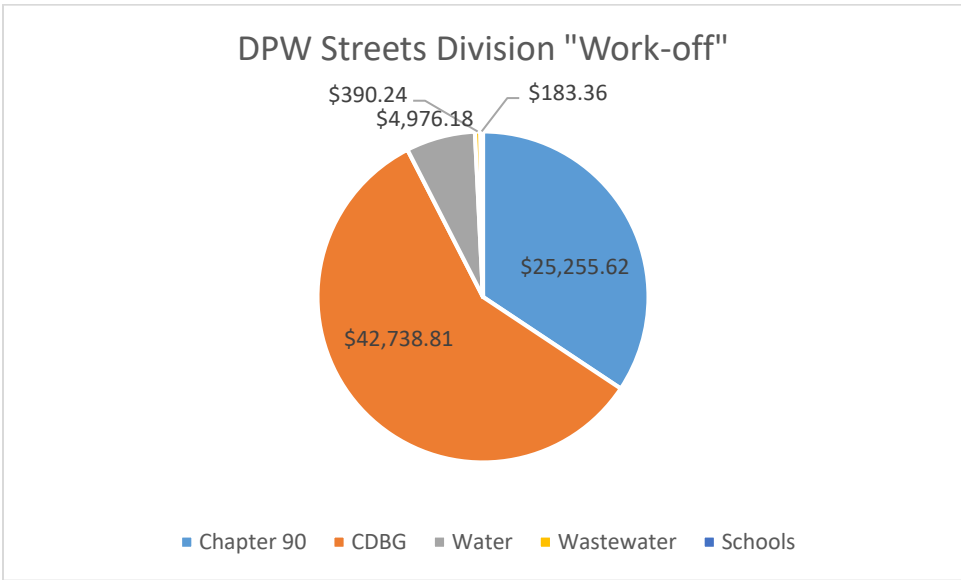
- Reset a manhole cover that was sinking at the intersection of John Fitch Highway at Pearl Hill Road; and assisted DPW – Streets Division with paving the next day.
- Picked up our old Vactor/Jetter, and dropped off at Water Department after testing it.
- Blue Diamond Equipment continued with the sewer repairs on Highview Street. Ledge (bedrock) was encountered at the beginning of the sewer replacement, as seen in the attached picture.
- Performed weekly checks on pump stations: no problematic issues were found.
- Sewer Crew replaced a “DRAIN” cover on the Cobbler Drive force main with a “SEWER” cover.
- P.J. Albert separated two combination manholes (CMHs) on Hurd Street (we now have 159 CMHs remaining).



Figure 5 - Contractor hammering ledge, at #110 Highview St

DPW ADMINISTRATION
Courtney Lamoureux – Business Manager

- Financial:
 - Reviewed all DPW Department accounts for accuracy and monitored budgets.
 - Reviewed the actual labor ‘workoff’ - DPW’s budget includes a \$100,000 deficit that needs to be filled through grants and work for other departments. We are approximately 74% (\$73,544) complete with filling the budgeted deficit of \$100,000. The Superintendent of Streets has done an excellent job completing work funded by CDBG, Chapter 90 and other funding sources.



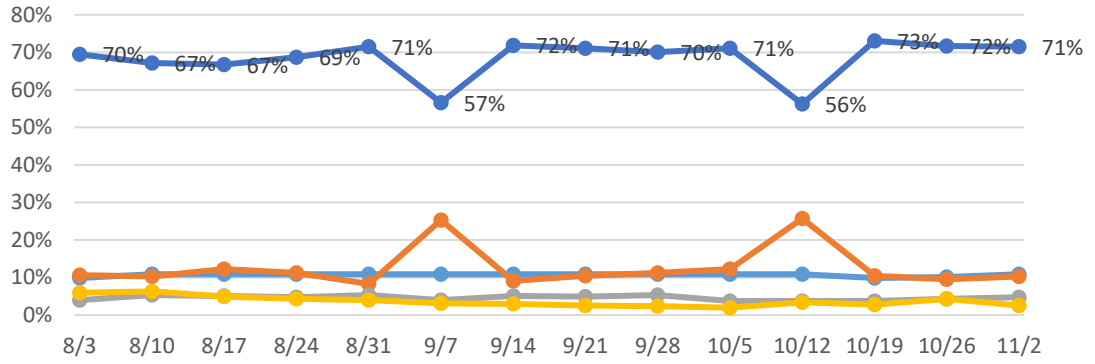
- Administrative:
 - Submitted DPW Department absences due to COVID-19 reasons to the human resources department.
 - All DPW divisions processed bi-weekly payroll which included contractual longevity stipends for FAMASS and AFSCME members.
 - Updated attendance records and provided staff with PTO balances remaining to be used prior to year-end.

- Winter operations:
 - Reviewed plow contracts and required paperwork received and corresponded with potential contractors on anything missing or still needed.
 - We currently have 9 approved contractors
 - We have partial information received for 19 contractors

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	40	\$ 436,842	*Note 1	\$ 5,000		\$ 62,025
			*Note 3	\$ 483		
Cemeteries	2	\$ 1,404				\$ 11,104
Parks	3	\$ 151				\$ 6,218
Recreation						\$ 2,725
Water Supply	15	\$ 53,283				\$ 62,419
Waste Water	32	\$ 100,482	*Note 2	\$ 33,745		\$ 90,638
Total	92	\$ 592,163		\$ 39,228	\$ -	\$235,129
*1 - Engineering Permits & Performance Bonds						
*2 - Septage at East Plant (Gallons)		397,000				
*3 - Monthly lease pmt & refund for cancelled training						

DPW Staffing levels for the last week were 71% due to continued vacancies, time off, and lingering COVID issues.

DPW Staff Levels



—● % Vacant	10%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	10%	10%	11%
—● % Time Off	11%	10%	12%	11%	8%	25%	9%	10%	11%	12%	26%	10%	10%	10%
—● % Off-shift	4%	5%	5%	5%	5%	4%	5%	5%	5%	4%	4%	4%	4%	5%
—● % Covid	6%	6%	5%	4%	4%	3%	3%	3%	2%	2%	3%	3%	4%	3%
—● Total Working	70%	67%	67%	69%	71%	57%	72%	71%	70%	71%	56%	73%	72%	71%