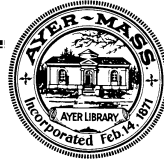


DEPARTMENT OF PUBLIC WORKS

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MONTHLY REPORT November, 2015

Below is a summary of the Ayer DPW's operations for the month of November. In addition to the items below, there are many ongoing projects in various stages that the DPW staff are involved with. If additional detail or information is needed, please let us know.

Engineering and Administration

- Completed and submitted Green Communities Annual Report
- Completed and submitted FY17-FY21 Ayer DPW Capital Plan
- Provided Engineering Services During Construction for Transfer Station Site Improvements Contract (COMPLETED)
- Provided Engineering Services During Construction for Washington Street water main and drainage replacements Contract (COMPLETED)
- Completed report on WWTP evaluation and improvements
- Implementing Work Order Management / Asset Management Software
- Working on GIS mapping and condition assessments of drainage system
- Coordinated/inspected/ reviewed projects for Planning Board including 15 Littleton Road, Kohler Place, Northern Way, Emily's Way
- Active involvement in Comprehensive Plan Committee including presentations at committee meetings
- Working on final design of West Main Street Pumping Station
- Design of Water Division Garage
- Design of Fuel Station Canopy
- Construction coordination for Pingry Hill Water Tank
- Construction coordination for Stony Brook Wastewater Pumping Station Replacement Project
- Working on final design of Pleasant Street CDBG grant improvement project
- Managed meter upgrade project including scheduling and computer account changes
- Advertised and sold Transfer Station Stickers for CY2016 and sold PAYT bags and bulk stickers
- Quarterly water and sewer bills were prepared and sent out for 3 routes
- Reviewed and responded to questions and issues related to water and sewer bills
- Processed and approved Road Opening Permits, Trench Permits and Water & Sewer Connection Permits

Highway Division

- Put up and took down flags on Main Street in honor of Veterans Day
- Paving around catch basin / manhole / drain projects
- Repaired pot holes, trench excavations and sidewalks throughout town
- Cleared brush on ASRHS property for Senior Class Picture (at request of Sr Class)
- Demolished and backfilled truck scale vault at transfer station

- Installed 4 new signs throughout town
- Street sweeping on all main roads throughout Town
- Performed beaver dam debris removal at the usual locations
- Final mowing of Rotary, Town Hall, Police Station, Sandy Pond School and roadways
- Marking locations of catch basins for winter clearing
- Preparing sanders and plows for winter season
- Mixing salt for winter
- Repaired wood shed structure and roof
- DPW garage / facility maintenance
- Equipment and vehicle maintenance
- Trash and recycling pickup at numerous locations in town
- Completed 36 DIGSAFE mark-outs

Water Division

- Implemented H2O Water Reporting software
- Perfuming DEP Q4 sampling and begin Lead and Copper sampling townwide
- Inspected water main extension Wright Rd
- Installed new hydrants on Wright Rd, Shaker Road
- Completed Filter Valve Replacement / rebuild at Spec Pond WTP
- Completed 5 Shirley St service relocation
- Performed seasonal water system flushing
- Cleaned Turbidity and pH meters and probes Grove Pond WTP
- Maintenance of chemical feed systems at Grove Pond WTP
- Maintenance of chemical feed systems at Spec Pond WTP
- Service installation inspections Pingry Hill Phase 5 and Willows
- Performed start-up of new KOH systems at Spec Pond WTP
- Continued radio water meter installations throughout Town
- Completed required DEP monthly coliform and chlorine sampling
- Completed meter readings and assisted customers with leak evaluations and dirty water issues
- Completed DIGSAFE mark-outs
- Normal water treatment duties including daily testing and reports, chemical adjustments, equipment maintenance

Wastewater Division

- All NEPS permit requirements were in compliance for the month of November
- Total flow for the treatment plant was 31.47 million gallons with an Avg. of 1.05 mgd
- Contractor hauled 23 loads of sludge for a total of 207,300 gals which average out to 51,866 pounds of solids
- Streets jetted and camera (if possible) Markham Circle, Old East Main, Groton School Rd, and some storm drains for the highway Dept.
- Performed mechanical maintenance on five pump stations, including pulling pumps and inspecting bearings and seals, plus replacing vacuum lines and cleaning or replacing globes.

- Working with contractor during construction of Stony Brook Pumping Station
- Two weeks spent using and testing SL RAT on various sewer lines for evaluation.
- Heating system started up and serviced
- Performed maintenance on clarifier drives including oil, grease, and replacing seals.
- Washed down secondary clarifiers and outfall, cleaning of tertiary fitters and UV system.
- Performed daily inspections of wastewater pumping stations
- Performed daily operations, laboratory testing and reporting for WWTP
- Completed 36 DIGSAFE mark-outs
- Completed and submitted Monthly Operations Report for DEP and EPA

Solid Waste Division

- Prepared and submitted Transfer Station Operation Certification to MassDEP
- Completed parking lot resurfacing project including painting of lines / parking and installation of T wall system
- Coordinated operations during construction
- Normal transfer station operations including site clean-up, organization and monthly reports
- Leaf hauling to brush dump / compost area off Bishop Road
- Coordinated solid waste / recycling disposal including waste oil, scrap metals, textiles