



MONTHLY REPORT January 2018

Below is a summary of the Ayer DPW's operations for the month of January. 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.

Please note that in addition to a summary of our monthly work order report, we have attached a DPW project status report.

Engineering and Administration

- Met with Capital Plan Committee to finalize FY19 Plan
- Designing Oak Street and Pleasant Street Road and Utility Improvements for CDBG grant application
- Working with Recreation Department on Perone Park garage and storage building
- Working with Recreation Department on Perone Park Walking Path Design
- Assisting Town Hall / MART with design for Depot Square and Commuter Parking Lot project including detailed site plan review
- Active involvement in Comprehensive Plan Committee. Worked on the Transportation and Infrastructure sections of the plan
- Construction Administration of DPW Administration Building Project (shop drawings)
- Working with MassDEP, EPA and Devens on the PFAS Water Quality issue at Grove Pond Wells. Developed action plan to address future regulation. Completed additional water quality testing and coordinating treatment design report.
- Working on LED Streetlight Upgrade bidding and procurement, have procured lights, installation and controls. Installed Gateway Control Hardware and Software.
- Overseeing construction of Spec Pond Well 2 Replacement Well
- Overseeing construction of Ayer Dog Park
- Completed construction of Snake Hill Road water services
- Completed construction of Sandy Pond Rd – Wright Road loop
- Coordinating design of West Main Street Bridge Improvements
- Meetings with MRPC – MPO to program the East Main Street TIP project
- Coordinating design of Wastewater Treatment Plant Improvements – Phase 1 (Safety / Code related)
- Managing meter upgrade project including emphasis on commercial meters
- Quarterly water and sewer bills were prepared and sent out for 3 routes
- Sold Transfer Station permits and PAYT bags
- 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 / Stormwater Division

- See specific work order tasks attached **Work Order Summary**
- Plowing and salting of roads, schools and Town buildings
- Equipment maintenance and cleaning of plows, sanders and trucks
- Ordered and mixed salt
- Repaired pot holes and shoulders throughout town
- Installed new signs and / or repaired existing signs at various locations in town
- DPW garage / facility maintenance
- Trash and recycling pickup at numerous locations in town
- Completed DIGSAFE mark-outs

Wastewater Division

- See specific work order tasks attached **Work Order Summary**
- All NPDES permit requirements were in compliance for the month
- Total flow for the treatment plant was 46 million gallons with an average of 1.5 mgd and a maximum of 1.8 MGD
- Contractor hauled 25 loads of sludge
- Plant was in compliance for the month
- Implemented Mobile311 into daily Pumping Station maintenance
- Implemented Maintenance Edge into WWTP maintenance work orders
- Performed mechanical maintenance on pump stations
- Backwashed filter units
- Repaired Wastewater Division trucks
- Jetting and cleaning of sewer blockage at various locations in town
- Performed daily inspections of wastewater pumping stations
- Performed daily operations, laboratory testing and reporting for WWTP
- Completed DIGSAFE mark-outs
- Completed and **submitted** Monthly Operations Report for DEP and EPA

Water Division

- See specific work order tasks attached **Work Order Summary**
- Water Main break on Littleton Rd. Fixed in extreme cold weather
- Added data to H2O Water Reporting software and submitted monthly reports to MADEP
- Maintenance of chemical feed systems at Grove Pond WTP
- Maintenance of chemical feed systems at Spec Pond WTP
- Regenerated filters at Grove Pond Well 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
- Began working on DEP Annual Statistics Report

2018 ANNUAL PUMPING REPORT FOR THE AYER DPW WATER DIVISION

From: 2018-01-01 To: 2018-01-31

| Annual Statistical Data | Well 8 - Grove Pond | Well 6 - Grove Pond | Well 7 - Grove Pond | Well 1A - Spectacle Pond | Well 2 - Spectacle Pond | | Source Totals |
|-------------------------------------|------------------------|------------------------|------------------------|--------------------------------|-------------------------------|--------------|-------------------|
| Total Days Pumped - January 2018 | 31 | 31 | 31 | 29 | 31 | 0 | 31 |
| Total Pumpage (MG) - January 2018 | 7.585 | 13.632 | 9.654 | 8.077 | 7.303 | 0 | 46.331 |
| Total Pumping Days | 31 | 31 | 31 | 29 | 31 | 0 | 31 |
| Total Pumpage (MGY) | 7.585 | 13.632 | 9.654 | 8.077 | 7.303 | 0.000 | 46.331 |
| Average Daily Pumpage (MGD) | 0.245 | 0.440 | 0.311 | 0.261 | 0.236 | 0.000 | 1.495 |
| Maximum Daily Pumpage (MGD) | 0.368 | 0.534 | 0.500 | 0.725 | 0.400 | 0.000 | 1.858 |
| Maximum Daily Pumpage (Date) | 2018-01-15 | 2018-01-27 | 2018-01-27 | 2018-01-30 | 2018-01-11 | | 2018-01-10 |
| Maximum Week Pumpage (MGW) | 1.942 | 3.212 | 2.621 | 2.387 | 2.531 | 0.000 | 11.338 |
| Maximum Week Pumpage (Date) | 2018-01-09 | 2018-01-06 | 2018-01-31 | 2018-01-24 | 2018-01-31 | | 2018-01-09 |

Solid Waste Division

- Normal transfer station operations including site clean-up, organization and monthly reports
- Extra time spent on maintaining compactor, loader and other equipment due to extreme cold weather
- Completed Annual Report
- Working with organic food waste collection operation
- Xmas Tree grinding and hauling to brush dump / compost area off Bishop Road
- Coordinated solid waste / recycling disposal including waste oil, scrap metals, textiles

Monthly Work Orders Completed – By Division

| | Address | Work Type | Date | Division | Description |
|-----|--------------------------|-------------------------|----------|-------------|--|
| 100 | Groton Harvard Rd | Vendor Coordination | 1/10/18 | Solid Waste | 1/9/18 Single stream recycling change out |
| 100 | Groton Harvard Rd | Vendor Coordination | 12/19/17 | Solid Waste | 12/18/17 MSW trailer schedule for Wednesday 12/20/17 |
| 100 | Groton Harvard Rd | Vendor Coordination | 12/19/17 | Solid Waste | 12/18/17 Single stream recycling schedule for Tuesday 12/19/17 |
| 100 | Groton Harvard | Vendor Coordination | 12/11/17 | Solid Waste | 12/11/17 Waste oil pick up. to be determined |
| | Prospect and Oak Streets | Inspection - Wastewater | 1/24/18 | Engineering | Please perform sewer manhole inspections using Survey123 on Prospect and Oak Streets. Specific manholes included are: 3SM45, 3SM46, 3SM23, 3SM24, 3SM25, AND 3SM41.1 |
| 47 | Norwood Ave | Misc Highway Work Order | 1/23/18 | Engineering | Receive call from Page Hilltop School that a tree fell down in the woods of the water tower property. |
| 102 | E Main St | Dig-Safe - Wastewater | 1/30/18 | Wastewater | 20180501361 103 E Main Street Emergency gas repair |
| 103 | E Main St | Dig-Safe - Wastewater | 1/30/18 | Wastewater | 20180501361 103 E Main Street Emergency gas repair |
| 6 | Willow St | Dig-Safe - Wastewater | 1/30/18 | Wastewater | emergency #201805001139 6 Willow Rd water (fire)on private property |

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|-----|---------------|-----------------------|----------|------------|---|
| 11 | Atherton St | Dig-Safe - Wastewater | 1/30/18 | Wastewater | 20180500801 replacing pole & grounding rod at side of road near 11 Atherton St |
| 25 | Brook St | Dig-Safe - Wastewater | 12/28/17 | Wastewater | 20175202030 3 soil test borings at 25 Brook St |
| 33 | Washington St | Dig-Safe - Wastewater | 12/28/17 | Wastewater | 20175202004 33 Washington St-abandon gas service for demolition |
| 38 | E Main St | Dig-Safe - Wastewater | 1/26/18 | Wastewater | Nature of work: Sewer line repair. Extent of work: Center of St. to house across from Ayer Courthouse parking area. |
| 215 | W Main St | Dig-Safe - Wastewater | 1/23/18 | Wastewater | Nature of work: Environmental Soil Boirings/MW Installation. Extent of work: In dirt lot between storage building & bike work. |
| 28 | Harvard Rd | Dig-Safe - Wastewater | 1/22/18 | Wastewater | Nature of work: Test holes & boundary markers. Extent of work: Mark small parking area of exiting plumbing company. |
| | Harvard Rd | Dig-Safe - Wastewater | 1/18/18 | Wastewater | Previous request 20174800477 11/27/17 Nature of work: Installing utility poles & electric wiring. |
| | Sandy Way | Dig-Safe - Wastewater | 1/9/18 | Wastewater | Nature of work: Install Anchor Extent of work: Side of road & private property, near house #2. |
| 9 | Depot Sq | Dig-Safe - Wastewater | 1/3/18 | Wastewater | Nature of work: Install New Water Line Extent of work: Work from street to front of bldg. Area is pre-marked. |
| 30 | Park St | Dig-Safe - Wastewater | 1/3/18 | Wastewater | Nature of work: Dispenser & underground storage tank repair/replacement. Extent of work: Entire private property. Area is pre-marked |
| | Willow Rd | Dig-Safe - Highway | 11/27/17 | Highway | Installing utility poles & electric wiring. Contractor: Dagle Electric |
| | central ave | Clean Wet Well | 12/14/17 | Wastewater | do bar racks at central pump station |
| 13 | Brook St | Clean Wet Well | 12/14/17 | Wastewater | do bar racks at main pump station |
| | Brook St | Misc Water Work Order | 1/31/18 | Water | clean service truck |
| 99 | Barnum Rd | Misc Water Work Order | 1/31/18 | Water | multiple labs and chem pump adjusting, work on new pump adjustment worksheet |
| 99 | Barnum Rd | Misc Water Work Order | 1/31/18 | Water | drive to Cat dealer to pick up parts needed to repair backhoe |
| | Townwide | Water Tank Inspection | 1/31/18 | Water | inspect all water facilities |
| 60 | Barnum Rd | DEP Report | 1/31/18 | Water | EASR |
| 99 | Barnum Rd | Misc Water Work Order | 1/31/18 | Water | custodial |

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|-----|-------------------------|---------------------------------|---------|-------|--|
| 99 | Barnum Rd | Misc Water Work Order | 1/31/18 | Water | cal column and adjust chlorine pumps |
| 99 | Barnum Rd | Misc Water Work Order | 1/31/18 | Water | order inventory for chem pumps and distribution |
| 1 | Atherton St | Dig-Safe - Water | 1/31/18 | Water | |
| 99 | Barnum Rd | DEP Report | 1/31/18 | Water | gather info, prepare to start EASR |
| 38 | E Main St | Dig-Safe - Water | 1/29/18 | Water | |
| 6 | Willow Rd | DEP Report | 1/29/18 | Water | |
| 6 | Willow Rd | Complaint/Investigation - Water | 1/29/18 | Water | water in road, locate and shut off fire and domestic, give property owner contractor list, repair holes in parking lot |
| 99 | Barnum Rd | Misc Water Work Order | 1/26/18 | Water | admin |
| 99 | Barnum Rd | Misc Water Work Order | 1/26/18 | Water | custodial, clean lab |
| 25 | Brook St | Misc Water Work Order | 1/26/18 | Water | clean truck |
| 99 | Barnum Rd | Misc Water Work Order | 1/26/18 | Water | lab |
| 99 | Barnum Rd | Misc Water Work Order | 1/26/18 | Water | rounds, inspect water facilities, batch chemicals |
| 99 | Barnum Rd | Misc Water Work Order | 1/25/18 | Water | plant maint, plugged injectors and headworks, repair and clean area |
| 99 | Barnum Rd | Misc Water Work Order | 1/25/18 | Water | lab and adjust pumps |
| | Standpipe | Water Tank Inspection | 1/25/18 | Water | inspect all water facilities |
| 21 | 3rd St | Hydrant Replacement | 1/25/18 | Water | Tom from Ti Sales, gave a demo on AVK hydrant disassemble and repaired |
| 21 | 3rd St | Water Service Work | 1/25/18 | Water | Serviced and repaired Stijl chainsaw |
| 0 | Grove plant | Water Service Work | 1/25/18 | Water | Prepped garage door frames and new skirts for welding |
| 99 | Barnum Rd | Misc Water Work Order | 1/24/18 | Water | admin |
| | Standpipe | Water Tank Inspection | 1/24/18 | Water | inspect all water facilities, rounds |
| 3 | Willow Rd | Dig-Safe - Water | 1/24/18 | Water | |
| 8 | Groton Harvard Rd | Dig-Safe - Water | 1/24/18 | Water | |
| 136 | Snake Hill Rd | Dig-Safe - Water | 1/24/18 | Water | |
| 28 | Harvard Rd | Dig-Safe - Water | 1/24/18 | Water | |
| 99 | Barnum Rd | Misc Water Work Order | 1/24/18 | Water | lab |
| 60 | Barnum Rd | Misc Water Work Order | 1/24/18 | Water | high managanese,low pumping KMNO4, troubleshoot, disassemble headworks , unplug, valves and lines, reassemble and clean area |
| 33 | Washington St | Water Service Work | 1/24/18 | Water | Water shut off |
| 13 | Highland Ave | Water Service Work | 1/24/18 | Water | Repaired curb box top |
| 21 | 3rd St | Misc Water Work Order | 1/24/18 | Water | Worked on weather strips for garage doors. 1/2 personal day |
| | fitchburg | Misc Water Work Order | 1/23/18 | Water | pick up service truck from dealer it Fitchburg |
| 99 | Barnum Rd | Misc Water Work Order | 1/23/18 | Water | admin |
| 100 | Washington St standpipe | Water Tank Inspection | 1/23/18 | Water | inspect tanks and booster |
| 25 | Brook St | Misc Water Work Order | 1/23/18 | Water | prepare for and attend Foremans meeting |
| 21 | 3rd St | Misc Water Work Order | 1/22/18 | Water | Made steel plated to mount to garage doors, to help with weather stripping |
| 21 | 3rd St | Misc Water Work Order | 1/22/18 | Water | Worked on making garage doors more wheather tight. Trip to Atlantic rubber |
| 21 | 3rd St | Misc Water Work Order | 1/22/18 | Water | Plow snow |

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| | | | | | Cleaned shop bench, cleaned up meter bodies, put away inventory, and organized upstairs. Checked both stand pipe vaults |
| 21 | 3rd St | Misc Water Work Order | 1/22/18 | Water | |
| 21 | 3rd St | Flushing | 1/16/18 | Water | Flushed hydrants |
| 21 | 3rd St | Misc Water Work Order | 1/16/18 | Water | Repaired dump body on F350 |
| 21 | 3rd St | Water Service Work | 1/16/18 | Water | Pump Maintenance |
| 21 | 3rd St | Water Service Work | 1/16/18 | Water | Dr appt, with sick day |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | custodial |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | flush and calibrate chlorine and permanganate pumps and lines |
| 16 | Wright Rd | Complaint/Investigation - Water | 1/12/18 | Water | low pressure, volume |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | drop off truck for repairs |
| 29 | Shirley St | Valve Exercise | 1/12/18 | Water | clean out box, exercise valve |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | admin |
| 99 | Barnum Rd | Water Quality Sampling | 1/12/18 | Water | go to lab, pick up and return bottles after sampling |
| 44 | Park St | Hydrant Replacement | 1/12/18 | Water | repair hydrant damaged by property owner during snowstorm |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | push back , shovel and plow snow prepare for rain |
| 99 | Barnum Rd | Misc Water Work Order | 1/12/18 | Water | remove plows, wash and clean trucks,check fluids |
| | Standpipe | Water Quality Sampling | 1/12/18 | Water | sampling w/ lab |
| | Standpipe | Water Tank Inspection | 1/12/18 | Water | rounds, inspect all facilities |
| 99 | Barnum Rd | Misc Water Work Order | 1/8/18 | Water | lab, flush lines , pumps |
| 25 | Brook St | Misc Water Work Order | 1/8/18 | Water | prepare for and attend foremans meeting |
| | Townwide | Misc Water Work Order | 1/8/18 | Water | plow , shovel hydrants townwide |
| 103 | Sandy Pond Rd | Misc Water Work Order | 1/8/18 | Water | |
| 21 | 3rd St | Misc Water Work Order | 1/3/18 | Water | Repaired Gregs plow, service the rest of the plows, fueled truck. Checked stand pipe roads and vaults. Trip to JC Madigan. Fixed fuel tank in Ricks truck |
| 91 | Fitchburg Rd/ Hood distribution | New Meter Installation | 1/3/18 | Water | Replace frozen, broken meter. Advised how to thaw pipe |
| 21 | 3rd St | Misc Water Work Order | 1/3/18 | Water | Railroad training, irked on plows |
| 99 | Barnum Rd | Misc Water Work Order | 1/3/18 | Water | put and plows and ready trucks for storm |
| 99 | Barnum Rd | Misc Water Work Order | 1/3/18 | Water | lab |
| | Standpipe | Water Tank Inspection | 1/3/18 | Water | rounds, inspect tanks and booster |
| 66 | W Main St | Complaint/Investigation - Water | 1/3/18 | Water | frozen service and meter |
| 128 | Central Ave | Complaint/Investigation - Water | 1/3/18 | Water | frozen pipes, meter thaw |
| | Somerville | Misc Water Work Order | 1/3/18 | Water | Keolis Railroad Safety training |
| 26 | Littleton Rd | Leak Repair | 1/3/18 | Water | water leak, shutdown repair gates,restore site |
| 21 | 3rd St | Grounds Maintenance - Water | 12/28/17 | Water | Checked all buildings for heat, possible problems, shoveled where needed. Plowed wells, and lower yard at Grove. Test run portable heater in new garage, to warm up building. Fueled f250 and auxiliary tank, |

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| | | | | | power washed f250. Revived order from HR Prescott |
| 8 | Hickory | New Meter Installation | 12/28/17 | Water | Upgraded meter and radio |
| 21 | 3rd St | Grounds Maintenance - Water | 12/28/17 | Water | Plowed both stand pipes, and hydrants. Contact holding company for 28 Bligh St, about shutting off water. They will call back. Cleaned F350 |
| 21 | 3rd St | Water Service Work | 12/28/17 | Water | Sick day |
| 21 | 3rd St | Water Service Work | 12/28/17 | Water | Dot physical, self certification at registry |
| 128 | Washington | Water Service Work | 12/28/17 | Water | Dig and locate service line. Repaired curb box, shut off water at curb. |
| 21 | 3rd St | Misc Water Work Order | 12/28/17 | Water | Safety meeting |
| 9 | Pearl St | Shut Off | 12/28/17 | Water | Find, cleaned out curb box, shut off water at curb |
| 7 | Church st | Shut Off | 12/26/17 | Water | Shut off at curb stop |
| 21 | 3rd St | Misc Water Work Order | 12/26/17 | Water | Plow both stand pipes, hydrants, and cleaned up plants. Wash truck |
| 0 | gun club | New Meter Installation | 1/31/18 | Water | |
| 0 | willow rd | Leak Repair | 1/31/18 | Water | Kw tire |
| 44 | park cleaner | Inspection - Water | 1/31/18 | Water | |
| 5 | Jonathan dr | Shut Off | 1/8/18 | Water | Shut off meter replace radio add turn on |