



## MONTHLY REPORT November 2019

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.

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**

- Preparing DPW Operating budgets for Administration/Engineering; Highway; Stormwater; Snow Operations; Mechanic; Streetlights; Fuel; Tree Management; Water; Sewer; Solid Waste.
- Designing Complete Streets Grant School St sidewalk
- Designed and bid Main St Streetlight upgrades
- Obtained grant for Electric Vehicle Charging Station at 0 Park Street
- Completed and submitted Green Community Annual Report
- Updating the Facility CMMS System
- Designing High Street Water and drain improvements
- Bid Sewer System Upgrade project
- Started Municipal Resiliency Planning process
- Performed Balch Pond Dam inspections
- Prepared and submitted Wastewater NPDES Permit Application
- Working on Water Master Plan Update Report
- Working on updating Water / Wastewater Emergency Response Plans
- Construction Administration for Highway Storage Garage
- Working on Right-of Way easements for East Main Street Reconstruction Project
- Completed Oak and Prospect St CDBG project.
- Working with Architect for Senior Center Feasibility Study to identify and evaluate potential sites
- Construction of the Grove Pond PFAS Treatment Plant.
- Design of Spectacle Pond Wellfield PFAS Treatment Plan
- Working with Parks Department on construction of Parks office / garage
- Working with Planning Department on updating subdivision regulations
- Working with Planning Board on review of Subdivisions
- Finalizing design of West Main Street Bridge Improvements
- Working with ASRSD Superintendent designing additional parking for High School
- Bid Wastewater Treatment Plant Improvements – Phase 2
- Quarterly water and sewer bills were prepared and sent out for 3 routes
- Sold Transfer Station permits and PAYT bags
- Processed Dig Safe Requests

- Reviewed and responded to questions and issues related to water and sewer bills and process abatement requests
- Processed and approved Road Opening Permits, Trench Permits and Water & Sewer Connection Permits

#### **Highway / Stormwater Division**

- Storm drain and catch basin repair
- Final mowing of Town properties and fall clean-up
- Removed debris / beaver blockages from culverts throughout Town
- Paved potholes, shoulders and utility trenches throughout town
- Installed new signs and / or repaired existing signs at various locations in town
- Equipment and vehicle maintenance
- DPW garage / facility maintenance
- Trash and recycling pickup at numerous locations in town
- Completed DIGSAFE mark-outs

#### **Wastewater Division**

- All NPDES permit requirements were in compliance for the month
- Contractor hauled sludge
- Cleaned UV Disinfection units
- Repaired sludge pumps
- Performed mechanical maintenance on pump stations
- Backwashed filter units
- Repaired Wastewater Division trucks
- 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**

- Working with US Army Corp of Engineers for installation of temporary treatment at Grove Pond Wellfield
- Added data to H2O Water Reporting software and submitted monthly reports to MADEP
- Continued media cleaning and regeneration at Grove Pond and Spec Pond WTPs
- Maintenance of chemical feed systems at Grove Pond WTP
- Maintenance of chemical feed 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

#### **Solid Waste Division**

- Normal transfer station operations including site clean-up, organization and monthly reports
- Working with organic food waste collection operation
- Brush chipping and hauling fall leaves to brush dump / compost area off Bishop Road
- Coordinated solid waste / recycling disposal including waste oil, scrap metals, textiles

### **Monthly Work Order Summary**

Location		Work Type	Division	Date	Description
2+A2:F1087	Harvard Rd	Dig-Safe - Highway	Highway	11/1/2019 14:04	Dig-Safe Mark out
86	Fox Run Dr	Dig-Safe - Highway	Highway	11/1/2019 14:13	Dig-Safe Mark out
156	Washington St	Dig-Safe - Highway	Highway	11/1/2019 14:14	Dig-Safe Mark out
33	Pleasant St	Dig-Safe - Highway	Highway	11/1/2019 14:28	Dig-Safe Mark out
6	Groton Street	Dig-Safe - Highway	Highway	11/1/2019 14:34	Dig-Safe Mark out
2	Trevor Trail	Dig-Safe - Highway	Highway	11/1/2019 14:38	Dig-Safe Mark out
1	Groton School Rd	Dig-Safe - Highway	Highway	11/1/2019 14:48	Dig-Safe Mark out
25	Brook St	Dig-Safe - Highway	Highway	11/1/2019 15:09	Dig-Safe Mark out
156	Washington St	Dig-Safe - Highway	Highway	11/7/2019 8:25	Dig-Safe Mark out
53	Shirley St	Misc Debris Removal	Highway	11/7/2019 13:13	Please do a fall clean up within the gated area in front of 53 Shirley Street. Can the gate be straightened?
22	Faulkner St	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
3	Hibiscus Ln	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
165	Hemlock Dr	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
75	Sandy Pond Rd	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
	Bligh St Pirone Park	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
11	Groton School Rd	Dig-Safe - Highway	Highway	11/14/2019 7:40	Dig-Safe Mark out
73	Pleasant St	Dig-Safe - Highway	Highway	11/14/2019 8:24	Dig-Safe Mark out
156	Washington St	Dig-Safe - Highway	Highway	11/14/2019 9:51	Dig-Safe Mark out
48	Main St	Dig-Safe - Highway	Highway	11/18/2019 12:22	Dig-Safe Mark out
6	Groton Street	Dig-Safe - Highway	Highway	11/18/2019 13:01	Dig-Safe Mark out
1	Trevor Trail	Dig-Safe - Highway	Highway	11/18/2019 13:04	Dig-Safe Mark out
58	Groton Harvard Rd	Dig-Safe - Highway	Highway	11/18/2019 13:09	Dig-Safe Mark out
65	Littleton Rd	Dig-Safe - Highway	Highway	11/18/2019 13:32	Dig-Safe Mark out
37	Main St	Dig-Safe - Highway	Highway	11/18/2019 13:54	Dig-Safe Mark out
	Central Ave at Columbia	Repair Broken Sign	Highway	11/21/2019 12:15	Blinking STOP sign is not blinking
	Bligh St.	Dig-Safe - Highway	Highway	11/21/2019 14:28	Dig-Safe Mark out
37	E Main St	Dig-Safe - Highway	Highway	11/21/2019 14:32	Dig-Safe Mark out
28	Harvard Rd	Dig-Safe - Highway	Highway	11/21/2019 14:33	Dig-Safe Mark out
	Cambridge St	Dig-Safe - Highway	Highway	11/21/2019 14:42	Dig-Safe Mark out

29	Wright Rd	Misc Debris Removal	Highway	11/26/2019 8:39	Mrs. White at 29 Wright Road - back driveway is on Wright Way, there is a pile of broken up asphalt adjacent to their driveway and she wants it taken away. Please & Thank you!
	Sunflower Ct	Dig-Safe - Highway	Highway	11/26/2019 8:51	Dig-Safe Mark out
17	Shaker Rd	Dig-Safe - Highway	Highway	11/26/2019 9:07	Dig-Safe Mark out
119	Willard St	Dig-Safe - Highway	Highway	11/26/2019 9:12	Dig-Safe Mark out
14	Whitcomb Ave	Pot Hole	Highway	11/26/2019 9:12	Christine Logan 978-772-4610 called to report pot holes on Whitcomb Ave
	Littleton Rd/ Willard St Intersection	Dig-Safe - Highway	Highway	11/26/2019 9:17	Dig-Safe Mark out
25	Brook St	Town Hall/Library Trash	Highway	11/27/2019 9:18	
25	Brook St	Dam Inspection	Highway	11/27/2019 9:22	Bruce pulled shaker rd beaver dam and dam behind blue northern
100	Groton Harvard Rd	Vendor Coordination	Solid Waste	11/4/2019 7:48	10/28/19 MSW trailer to be changed out Tuesday 10/29/19
100	Groton Harvard Rd	Vendor Coordination	Solid Waste	11/4/2019 7:48	10/28/19 zero sort containers to be changed out Tuesday 10/29/19
100	Groton Harvard Rd	Vendor Coordination	Solid Waste	11/4/2019 7:48	10/14/19 zero sort container change out Tuesday 10/15/19
86	Fox Run Dr	Dig-Safe - Wastewater	Wastewater	11/1/2019 11:35	Dig-Safe Mark out
27	Harvard Rd	Dig-Safe - Wastewater	Wastewater	11/1/2019 11:45	Dig-Safe Mark out
33	Pleasant St	Dig-Safe - Wastewater	Wastewater	11/1/2019 13:39	Dig-Safe Mark out
1	Groton School Rd	Dig-Safe - Wastewater	Wastewater	11/5/2019 10:03	Dig-Safe Mark out
6	Groton Street	Dig-Safe - Wastewater	Wastewater	11/5/2019 10:18	Dig-Safe Mark out
2	Trevor Trail	Dig-Safe - Wastewater	Wastewater	11/5/2019 10:21	Dig-Safe Mark out
156	Washington St	Dig-Safe - Wastewater	Wastewater	11/5/2019 10:22	Dig-Safe Mark out
22	Faulkner St	Dig-Safe - Wastewater	Wastewater	11/5/2019 10:30	Dig-Safe Mark out
25	Brook St	Check Controls/Alarms	Wastewater	11/5/2019 13:16	Check all small stations and record numbers
25	Brook St	Daily Inspection	Wastewater	11/5/2019 13:16	
25	Brook St	Misc Wastewater Work Order	Wastewater	11/5/2019 13:16	Take all sample and process control in lab for week 21-25 oct
25	Brook St	Sampling	Wastewater	11/5/2019 13:16	DO ALL SAMPLING AND PROCESS CONTROL FOR THE MONTH October
25	Brook St	Daily Inspection	Wastewater	11/5/2019 13:56	do dayly inspections of Main and all other pump stations for the month of November

25	Brook St	Misc Wastewater Work Order	Wastewater	11/5/2019 13:57	check RAS pumps 1&2 for debri and leaves and clear pumps and return online
25	Brook St	Reports - Wastewater	Wastewater	11/5/2019 13:58	send out dmr report
112	Oak Ridge Dr	Inspection - Wastewater	Wastewater	11/5/2019 14:15	check force main and pressure valve on oakridge drive
4	SM8	Inspection - Wastewater	Wastewater	11/5/2019 14:29	Force main air release valve
0	Washington & Moore	Inspection - Wastewater	Wastewater	11/6/2019 13:05	Air release valve
0	Washington St	Inspection - Wastewater	Wastewater	11/6/2019 13:08	Air release valve
0	Central Ave	Inspection - Wastewater	Wastewater	11/6/2019 13:45	Air release valve MH 4SM32
0	Bennett's Xing/Littleton Rd	Inspection - Wastewater	Wastewater	11/6/2019 13:48	Air release valve MH 6SM29
0	Pond View #1	Inspection - Wastewater	Wastewater	11/6/2019 13:50	Air release valve 8SM109
25	Brook St	Reports - Wastewater	Wastewater	11/7/2019 7:20	do NET DMR report for EPA
156	Washington St	Dig-Safe - Wastewater	Wastewater	11/7/2019 13:30	Dig-Safe Mark out
15	- 20 High St	Dig-Safe - Wastewater	Wastewater	11/7/2019 13:30	Dig-Safe Mark out
75	Sandy Pond Rd	Dig-Safe - Wastewater	Wastewater	11/12/2019 10:34	Dig-Safe Mark out
165	Hemlock Dr	Dig-Safe - Wastewater	Wastewater	11/12/2019 10:48	Dig-Safe Mark out
11	Groton School Rd	Dig-Safe - Wastewater	Wastewater	11/12/2019 11:03	Dig-Safe Mark out
73	Pleasant St	Dig-Safe - Wastewater	Wastewater	11/12/2019 11:21	Dig-Safe Mark out
	Bligh St Pirone Park	Dig-Safe - Wastewater	Wastewater	11/12/2019 13:14	Dig-Safe Mark out
25	Brook St	Misc Wastewater Work Order	Wastewater	11/13/2019 12:42	wash down secondary clarifer's
25	Brook St	Misc Wastewater Work Order	Wastewater	11/13/2019 12:42	Replace coolant sensor and hose in plant generator
138	Central Ave	Building Maintenance	Wastewater	11/13/2019 12:47	un plug drain line of toilet at central ave pump station
25	Brook St	Misc Wastewater Work Order	Wastewater	11/13/2019 12:48	clean and wash down filter 1
48	Main St	Dig-Safe - Wastewater	Wastewater	11/14/2019 13:57	Dig-Safe Mark out
3	Hibiscus Ln	Dig-Safe - Wastewater	Wastewater	11/14/2019 14:50	Dig-Safe Mark out
58	Groton Harvard Rd	Dig-Safe - Wastewater	Wastewater	11/15/2019 8:42	Dig-Safe Mark out
6	Groton Street	Dig-Safe - Wastewater	Wastewater	11/18/2019 10:16	Dig-Safe Mark out
65	Littleton Rd	Dig-Safe - Wastewater	Wastewater	11/18/2019 10:46	Dig-Safe Mark out
37	Main St	Dig-Safe - Wastewater	Wastewater	11/18/2019 14:06	Dig-Safe Mark out
1	Trevor Trail	Dig-Safe - Wastewater	Wastewater	11/18/2019 14:16	Dig-Safe Mark out

37	E Main St	Dig-Safe - Wastewater	Wastewater	11/20/2019 8:15	Dig-Safe Mark out
119	Willard St	Dig-Safe - Wastewater	Wastewater	11/20/2019 8:34	Dig-Safe Mark out
25	Brook St	Misc Wastewater Work Order	Wastewater	11/21/2019 14:07	test under load plant generator after it is re-hooked up to transfer switch
25	Brook St	Daily Inspection	Wastewater	11/22/2019 10:36	do daily inspection for the week of 18-22 Nov
25	Brook St	Misc Wastewater Work Order	Wastewater	11/22/2019 10:51	Due monthly maintenance on aeration blowers
25	Brook St	Misc Wastewater Work Order	Wastewater	11/22/2019 10:51	change belts on main pump station generator
25	Brook St	Misc Wastewater Work Order	Wastewater	11/22/2019 10:54	install new battery's in jetta
25	Brook St	Misc Wastewater Work Order	Wastewater	11/22/2019 10:55	inspect and do maintenance on secondary drives
28	Harvard Rd	Dig-Safe - Wastewater	Wastewater	11/22/2019 10:56	Dig-Safe Mark out
65	Littleton Rd	Inspection - Wastewater	Wastewater	11/22/2019 10:57	inspect ty in at Littleton road
	Cambridge St	Dig-Safe - Wastewater	Wastewater	11/25/2019 8:39	Dig-Safe Mark out
	Williams St	Dig-Safe - Wastewater	Wastewater	11/25/2019 8:39	Dig-Safe Mark out
	Bligh St	Dig-Safe - Wastewater	Wastewater	11/25/2019 8:52	Dig-Safe Mark out
	Intersection of Littleton Rd/Willard St.	Dig-Safe - Wastewater	Wastewater	11/25/2019 9:03	Dig-Safe Mark out
	Sunflower Ct	Dig-Safe - Wastewater	Wastewater	11/27/2019 14:27	Dig-Safe Mark out
3	Groton St	Dig-Safe - Wastewater	Wastewater	11/27/2019 14:55	Dig-Safe Mark out
15	- 20 High St	Dig-Safe - Water	Water	11/12/2019 13:38	Dig-Safe Mark out
48	Main St	Dig-Safe - Water	Water	11/15/2019 11:47	Dig-Safe Mark out
3	Hibiscus Ln	Dig-Safe - Water	Water	11/15/2019 11:50	Dig-Safe Mark out
165	Hemlock Dr	Dig-Safe - Water	Water	11/15/2019 11:51	Dig-Safe Mark out
11	Groton School Rd	Dig-Safe - Water	Water	11/15/2019 11:51	Dig-Safe Mark out
73	Pleasant St	Dig-Safe - Water	Water	11/15/2019 11:52	Dig-Safe Mark out
75	Sandy Pond Rd	Dig-Safe - Water	Water	11/15/2019 11:53	Dig-Safe Mark out
156	Washington St	Dig-Safe - Water	Water	11/15/2019 11:54	Dig-Safe Mark out
83	Central Ave	Dig-Safe - Water	Water	11/15/2019 11:55	Dig-Safe Mark out
156	Washington St	Dig-Safe - Water	Water	11/15/2019 11:56	Dig-Safe Mark out
27	Harvard Rd	Dig-Safe - Water	Water	11/15/2019 11:58	Dig-Safe Mark out

6	Groton Street	Dig-Safe - Water	Water	11/15/2019 11:59	Dig-Safe Mark out
156	Washington St	Dig-Safe - Water	Water	11/15/2019 11:59	Dig-Safe Mark out
73	Pleasant St	Complaint/Investigation - Water	Water	11/15/2019 12:02	Investigated low water pressure complaint. Found old cast iron service line. Advised homeowner to contact contractor to have service line replaced from curb stop to house
7	Groton Shirley rd	Final Read	Water	11/15/2019 12:02	
55	Littleton rd 26b	Final Read	Water	11/15/2019 12:02	
137	w main st	Final Read	Water	11/15/2019 12:02	
7	Union St	Flushing	Water	11/15/2019 12:02	Flushed hydrant due to water quality complaint at 5 Union St
0	Turtle Hill Rd	Inspection - Water	Water	11/15/2019 12:02	Opened and inspected meter pit for condos at Turtle Hill. Found no infiltration into vault from outside water. Good condition
0	Longview circle lower rotary	Inspection - Water	Water	11/15/2019 12:02	Meter pit pump down
55	Littleton rd	Inspection - Water	Water	11/15/2019 12:02	Vault pumpdown
11	Mark St	Leak Repair	Water	11/15/2019 12:02	Excavated hole in road around leaking line gate. Cleaned around valve, and covered hole with plate. Hydratech scheduled for 11/4 to replace packing.
165	hemlock	New Meter Installation	Water	11/15/2019 12:02	
9	Hibiscus Ln	Water Service Work	Water	11/15/2019 12:03	locate buried shutoff and make tie card
99	Barnum Road	DEP Report	Water	11/15/2019 12:11	train and complete monthly chemical reports
73	Pleasant St	Inspection - Water	Water	11/15/2019 12:13	inspect replacement service
99	Barnum Rd	Misc Water Work Order	Water	11/15/2019 14:29	daily lab
99	Barnum Rd	Misc Water Work Order	Water	11/15/2019 14:30	work with Sovereign and Maher well 8 Grove
99	Barnum Rd	Misc Water Work Order	Water	11/15/2019 14:31	work with A&D bad softstart programming well 6
99	Barnum Rd	Misc Water Work Order	Water	11/15/2019 14:32	lab

	no address	Misc Water Work Order	Water	11/15/2019 14:33	
	Holliston	Misc Water Work Order	Water	11/15/2019 14:34	school, training
99	Barnum Rd	Misc Water Work Order	Water	11/15/2019 14:36	work with EII on Grove backwashing sequence for new filter media
99	Barnum Road	Misc Water Work Order	Water	11/15/2019 14:36	lab
26	West St.	Pot Hole	Water	11/19/2019 12:27	Filled large pothole with cold patch
4	Mechanic St Ext	Pot Hole	Water	11/19/2019 12:27	Filled potholes on Central Ave., East Main St., Groton Harvard Rd., West Main St. Sandy Pond Rd., and Main St.
0	Highland Ave.	Pavement Repair	Water	11/19/2019 12:28	Filled water trench
99	Barnum Rd	Misc Water Work Order	Water	11/25/2019 14:37	work with Sovereign, flushing pfos plant, bypassing well house , remove air test recirculation valve and put plant and well 8 online
99	Barnum Road	Misc Water Work Order	Water	11/25/2019 14:38	lab
	Townwide	Bact-T Sampling	Water	11/25/2019 14:40	bacteria, ph and chlorine sampling townwide, train new operator
99	Barnum Rd	Misc Water Work Order	Water	11/25/2019 14:42	rounds, lab
	Grove	Misc Water Work Order	Water	11/25/2019 14:44	work on dosing new filters, and chemical calcs. for filters to go back online
99	Barnum Rd	Misc Water Work Order	Water	11/25/2019 14:44	work on quotes, Spec chlorine day tank, anti siphon valves, flip top at Grove
33	Pleasant St	Dig-Safe - Water	Water	11/25/2019 14:46	Dig-Safe Mark out
61	Main St	Dig-Safe - Water	Water	11/25/2019 14:47	Dig-Safe Mark out
58	Groton Harvard Rd	Dig-Safe - Water	Water	11/25/2019 14:47	Dig-Safe Mark out
86	Fox Run Dr	Dig-Safe - Water	Water	11/25/2019 14:48	Dig-Safe Mark out
1	Groton School Rd	Dig-Safe - Water	Water	11/25/2019 14:49	Dig-Safe Mark out
2	Trevor Trail	Dig-Safe - Water	Water	11/25/2019 14:50	Dig-Safe Mark out



58	Groton Harvard Rd	Dig-Safe - Water	Water	11/25/2019 14:51	Dig-Safe Mark out
6	Groton Street	Dig-Safe - Water	Water	11/25/2019 14:52	Dig-Safe Mark out
65	Littleton Rd	Dig-Safe - Water	Water	11/25/2019 14:54	Dig-Safe Mark out
37	Main St	Dig-Safe - Water	Water	11/26/2019 8:32	Dig-Safe Mark out
1	Trevor Trail	Dig-Safe - Water	Water	11/26/2019 8:33	Dig-Safe Mark out
37	E Main St	Dig-Safe - Water	Water	11/26/2019 8:33	Dig-Safe Mark out
37	E Main St	Dig-Safe - Water	Water	11/26/2019 8:34	Dig-Safe Mark out
119	Willard St	Dig-Safe - Water	Water	11/26/2019 8:35	Dig-Safe Mark out
28	Harvard Rd	Dig-Safe - Water	Water	11/26/2019 8:36	Dig-Safe Mark out
	Williams St	Dig-Safe - Water	Water	11/26/2019 8:37	Dig-Safe Mark out
	Intersection of Littleton Rd/Willard St.	Dig-Safe - Water	Water	11/26/2019 8:38	Dig-Safe Mark out
	Bligh St	Dig-Safe - Water	Water	11/26/2019 8:38	Dig-Safe Mark out
	Sunflower Ct	Dig-Safe - Water	Water	11/26/2019 8:39	Dig-Safe Mark out
9	Moore Dr	Dig-Safe - Water	Water	11/26/2019 12:57	Dig-Safe Mark out
3	Groton St	Dig-Safe - Water	Water	11/26/2019 12:58	Dig-Safe Mark out
17	Shaker Rd	Dig-Safe - Water	Water	11/26/2019 12:59	Dig-Safe Mark out
12	Moore Dr	Misc Water Work Order	Water	11/26/2019 15:02	assist wastewater in locating leak, locate water services
	Cambridge St	Dig-Safe - Water	Water	11/26/2019 15:03	Dig-Safe Mark out
99	Barnum Road	Misc Water Work Order	Water	11/27/2019 15:18	wash and clean service truck
99	Barnum Road	Misc Water Work Order	Water	11/27/2019 15:18	admin