

DEPARTMENT OF PUBLIC WORKS

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MONTHLY REPORT March 2020

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

Due to the current Coronavirus pandemic and emergency declaration, the Ayer DPW has changed our operations to insure that we can continue to provide essential services, protect the DPW staff and respond to Town issues and emergencies.

The Ayer DPW provides critical essential services to the Town of Ayer including water supply, wastewater collection and treatment, road safety, solid waste disposal, vehicle and equipment repairs and business operations.

In general, the DPW Pandemic Operations Plan is:

- DPW office is closed to the public.
- Superintendent of Public Works will work out of the DPW Office.
- Business Manager and Department Assistant will alternate working from home and working in the office and will continue to support the DPW business functions including customer service, water and sewer billing and permitting
- Town Engineer will work from home unless needed in the office or field.
- Highway, Water and Wastewater Divisions will have split crews to minimize the potential for exposure, maintain 6 ft separation and one to a truck.
- Transfer Station will remain open with normal operations and responsibilities. Highway, Water and Wastewater standby operations will not change.
- All staff will be on call if there is an emergency.
- All contractors have been advised of construction guidelines

Below is a summary of our monthly work project status and a summary of monthly work orders completed.

Engineering and Administration

- Prepared presentation for Water & Sewer Rate Hearing
- Developed Pandemic Response Plan
- Multiple conference calls with MassDEP re Coronavirus response issues
- Designing Complete Streets Grant School St sidewalk
- Awarded contract for High Street water and drain improvements to begin construction in early April
- On-line kick off meeting for Main Street Reconstruction
- Construction of Sewer system repairs is progressing
- Prepared and summarized Municipal Resiliency Planning questionnaire
- Working on Water Master Plan Update Report
- Working on updating Water / Wastewater Emergency Response Plans

- Completed construction of Highway Storage Garage
- Completed Right-of Way easements for East Main Street Reconstruction Project and MassDOT will advertise for bids in early April
- Met with developers for Catania Spagna and Stratton Hill to discuss site and utility issues
- 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
- Finalizing design of West Main Street Bridge Improvements
- Working with ASRSD for bidding of additional parking lot parking for High School
- Construction of 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
- Processed and approved Road Opening Permits, Trench Permits and Water & Sewer Connection Permits

Highway / Stormwater Division

- Installing Parking Management signs throughout Town
- Minor road treatment for snow and ice
- Began moving equipment into new Highway Storage Garage
- Removed debris / beaver blockages from culverts throughout Town
- Began street sweeping through out 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

- Responding to EPA for NPDES Permit Application and phosphorus removal issues
- All NPDES permit requirements were in compliance for the month
- Contractor hauled sludge
- Cleaned UV Disinfection units
- 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

- Preparing MassDEP Annual Statistics Report
- 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
- Purchased new bulk plastic trailer
- Closed “Take it or Leave it” shed in response to emergency declaration

Monthly Work Order Summary

Location		Work Type	Date	Division	Description
0	East main st spill way	Dam Inspection	03/20/20	Highway	3 guys put boards back in the spill way for the ponds
0	game farm	Dam Inspection	03/20/20	Highway	2 guys pulled game farm beaver dam
60	W Main St	Repair Broken Sign	03/19/20	Highway	Tightened up sign post
92	Washington St	Repair Broken Sign	03/19/20	Highway	Fixed leaning stop sign on Howard and Nashua
50	Norwood Ave	Misc Special Event	03/17/20	Highway	
11	Forest St	Add New Sign	03/11/20	Highway	The guys installed 6 new Resident Only Parking sign on Forest St 3 on new sign posts and 3 on telephone polls.
7	Faulkner St	Add New Sign	03/11/20	Highway	The guys installed 3 new Resident Only Parking signs on Old East Main St and Faulkner St.
42	Pearl St	Add New Sign	03/11/20	Highway	The guy are installed 4 new Resident Only Parking sign on posts and installed 4 sign on Electric polls. From Groton St to Taft St.
7	-9 Groton Street	Sidewalk Sweeping	03/10/20	Highway	Wally took MB tractor with broom on it up to the rail trail and swept it of to the Groton end as part of are spring cleaning of town sidewalks
61	Pleasant St	Add New Sign	03/09/20	Highway	The guys installed 5 new brake away posts on Pleasant St from Groton St to Taft for those Resident Parking only signs to be installed.
8	Newton St	Add New Sign	03/05/20	Highway	Guys installed 3 new town Hall employee only parking signs on Newton St per order of town hall.
65	Littleton Rd	Replace Sign	03/05/20	Highway	Guys replaced broken Stop sign and post at Shaker Rd and Littleton Rd
14	Moore Dr	Outfall Cleaning	03/05/20	Highway	Guys cleaned and cut around outfall at the end of Moore Dr by house 14
134	Washington St	Outfall Cleaning	03/05/20	Highway	Guys cleaned and cut brush around 8 outfalls in veriest areas on WashingtonSt by schools
112	Washington St	Outfall Cleaning	03/05/20	Highway	Guys cleaned up and cut back brush around outfall by 112 Washington St.

24	Highland Ave	Outfall Cleaning	03/05/20	Highway	Guys cut and cleaned up outfalls on both sides of Highland Ave by house 26
91	Washington St	Outfall Cleaning	03/05/20	Highway	Guys cut and cleaned up outfall on Coolidge Rd by house 31
22	Shirley St	Catch Basin Repair	03/03/20	Highway	Guys repaired a catch basin
25	Brook St	Complaint/Investigation - Water	03/03/20	Highway	
	High St	Dig-Safe - Highway	03/27/20	Highway	Dig Safe Mark-out
	Turtle Hill Rd/Loon Hill Rd	Pot Hole	03/25/20	Highway	large pot hole on Loon Hill Rd, possibly at corner of Turtle Hill Rd - large rock on sidewalk-I have forwarded the email from resident
	Groton Harvard Rd near Central	Pot Hole	03/23/20	Highway	pot hole on same side as gym near yellow line-blown tire
	Sunflower Ct	Dig-Safe - Highway	03/13/20	Highway	Dig Safe Mark-out
4	Bishop Rd	Dig-Safe - Highway	03/05/20	Highway	Dig Safe Mark-out
25	Groton School Rd	Dig-Safe - Highway	03/04/20	Highway	Dig Safe Mark-out
10	Old Towne Rd	Dig-Safe - Highway	03/04/20	Highway	Dig Safe Mark-out
12	Wright Rd	Dig-Safe - Highway	03/30/20	Highway	Dig Safe Mark-out
11	Elm St	Dig-Safe - Highway	03/30/20	Highway	Dig Safe Mark-out
15	Oak Ridge Dr	Dig-Safe - Highway	03/30/20	Highway	Dig Safe Mark-out
67	Main St	Dig-Safe - Highway	03/23/20	Highway	Dig Safe Mark-out
22	Hibiscus Ln	Dig-Safe - Highway	03/23/20	Highway	Dig Safe Mark-out
	Marshall St - Vacant Lot	Dig-Safe - Highway	03/18/20	Highway	Dig Safe Mark-out
139	Woodland Way	Dig-Safe - Highway	03/16/20	Highway	Dig Safe Mark-out
5	Littleton Rd	Dig-Safe - Highway	03/16/20	Highway	Dig Safe Mark-out
13	Shaker Rd	Dig-Safe - Highway	03/10/20	Highway	Dig Safe Mark-out
4	Taft St	Dig-Safe - Highway	03/06/20	Highway	Dig Safe Mark-out
50	- 60 Barnum Rd Community Garden	Dig-Safe - Highway	03/06/20	Highway	Dig Safe Mark-out
24	Forest St	Dig-Safe - Highway	03/06/20	Highway	Dig Safe Mark-out
7	Old Towne Rd	Dig-Safe - Highway	03/02/20	Highway	Dig Safe Mark-out
14	Washington St	Dig-Safe - Highway	02/27/20	Highway	Dig Safe Mark-out
8	Groton School Rd	Dig-Safe - Highway	02/26/20	Highway	Dig Safe Mark-out
76	Sandy Pond Rd	Dig-Safe - Highway	02/26/20	Highway	Dig Safe Mark-out
82	Pleasant St	Dig-Safe - Highway	02/20/20	Highway	Dig Safe Mark-out
	Sunflower Ct	Dig-Safe - Wastewater	03/13/20	Wastewater	Dig Safe Mark-out
4	Bishop Rd	Dig-Safe - Wastewater	03/05/20	Wastewater	Dig Safe Mark-out
25	Groton School Rd	Dig-Safe - Wastewater	03/04/20	Wastewater	Dig Safe Mark-out
10	Old Towne Rd	Dig-Safe - Wastewater	03/04/20	Wastewater	Dig Safe Mark-out
	Marshall St Vacant Lot	Dig-Safe - Wastewater	03/18/20	Wastewater	Dig Safe Mark-out
139	Woodland Way	Dig-Safe - Wastewater	03/16/20	Wastewater	Dig Safe Mark-out
5	Littleton Rd	Dig-Safe - Wastewater	03/16/20	Wastewater	Dig Safe Mark-out
4	Copeland Dr	Dig-Safe - Wastewater	03/11/20	Wastewater	Dig Safe Mark-out
13	Shaker Rd	Dig-Safe - Wastewater	03/10/20	Wastewater	Dig Safe Mark-out

4	Taft St	Dig-Safe - Wastewater	03/06/20	Wastewater	Dig Safe Mark-out
4	Copeland Dr	Dig-Safe - Wastewater	03/06/20	Wastewater	Dig Safe Mark-out
50-60	Barnum Rd Community Garden	Dig-Safe - Wastewater	03/06/20	Wastewater	Dig Safe Mark-out
24	Forest St	Dig-Safe - Wastewater	03/06/20	Wastewater	Dig Safe Mark-out
7	Old Towne Rd	Dig-Safe - Wastewater	03/02/20	Wastewater	Dig Safe Mark-out
	Sunflower Ct	Dig-Safe - Water	03/13/20	Water	Dig Safe Mark-out
4	Bishop Rd	Dig-Safe - Water	03/05/20	Water	Dig Safe Mark-out
25	Groton School Rd	Dig-Safe - Water	03/04/20	Water	Dig Safe Mark-out
10	Old Towne Rd	Dig-Safe - Water	03/04/20	Water	Dig Safe Mark-out
11	Elm St	Dig-Safe - Water	03/30/20	Water	Dig Safe Mark-out
22	Hibiscus Ln	Dig-Safe - Water	03/23/20	Water	Dig Safe Mark-out
	Marshall St Vacant Lot	Dig-Safe - Water	03/18/20	Water	Dig Safe Mark-out
139	Woodland Way	Dig-Safe - Water	03/16/20	Water	Dig Safe Mark-out
5	Littleton Rd	Dig-Safe - Water	03/16/20	Water	Dig Safe Mark-out
4	Copeland Dr	Dig-Safe - Water	03/11/20	Water	Dig Safe Mark-out
13	Shaker Rd	Dig-Safe - Water	03/10/20	Water	Dig Safe Mark-out
4	Taft St	Dig-Safe - Water	03/06/20	Water	Dig Safe Mark-out
4	Copeland Dr	Dig-Safe - Water	03/06/20	Water	Dig Safe Mark-out
7	Old Towne Rd	Dig-Safe - Water	03/02/20	Water	Dig Safe Mark-out
28	West St	Replace Sign	03/02/20	Highway	Janet - Police Dispatch called to let us know that the One Way & No Parking sign is gone.
77	Woodland Way	Snow Plowing	03/24/20	Highway	Isaac 978-408-9293 called stating that the plow damaged front lawn and plowed asphalt onto lawn.
25	Brook St	Reports - Wastewater	03/11/20	Wastewater	do all records and reports for the week 9-13 march
25	Brook St	Misc Wastewater Work Order	03/11/20	Wastewater	do monthly maintenance on blowers
25	Brook St	Sampling	03/11/20	Wastewater	do all samples and Lab plus process control for week 9-13 march
25	Brook St	Reports - Wastewater	03/03/20	Wastewater	DO ALL REPORTS FOR FEBRUARY 2020 FOR DEP AND EPA
25	Brook St	Misc Wastewater Work Order	03/03/20	Wastewater	DO DEEP CLEANING OF BREAK ROOM AT PLANT AND THEN NEW WAX AND BUFF
1	Sunflower Ct	Pump/Compressor Maintenance	03/03/20	Wastewater	DO MONTHLY MAINTENANCE FOR POND VIEW 1 PUMP STATION
19	Willow Rd	Pump/Compressor Maintenance	03/03/20	Wastewater	DO MONTHLY MAINTENANCE FOR WILLOW PUMP STATION
20	Oak Ridge Dr	Pump/Compressor Maintenance	03/03/20	Wastewater	DO MONTHLY MAINTENANCE ON OAK RIDGE 1 PUMP STATION

119	Oak Ridge Dr	Pump/Compressor Maintenance	03/03/20	Wastewater	DO MONTHLY MAINTENANCE FOR OAK RIDGE 2 PUMP STATION
25	Brook St	Check Controls/Alarms	03/03/20	Wastewater	DO DAILY INSPECTION AND RECORD RUN NUMBERS FOR MAIN AND CENTRAL PUMP STATIONS
25	Brook St	Sampling	03/03/20	Wastewater	DO ALL SAMPLES AND LAB FOR THE WEEK OF 2-6 MARCH
25	Brook St	Sampling	02/26/20	Wastewater	do all samples and process control in lab for week of feb 24 - 28
25	Brook St	Misc Wastewater Work Order	02/26/20	Wastewater	do maintenance on clarifer gear boxes
25	Brook St	Misc Wastewater Work Order	02/26/20	Wastewater	make list of stations with transducer record mfg and part number and if there is a spare
25	Brook St	Misc Wastewater Work Order	02/26/20	Wastewater	change oil and filters on s-6 and s-10
45	Barnum Rd	Misc Water Work Order	03/13/20	Water	
0	Bligh Street	Pipe Replacement - Water	03/13/20	Water	
45	Barnum Rd	Misc Water Work Order	03/13/20	Water	
22	Hibiscus Ln	Complaint/Investigation - Water	03/23/20	Water	attempt to locate water service for emergency DIGSAFE.
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	rounds, inspect all water facilities
99	Barnum Rd	Bact-T Sampling	03/23/20	Water	run Grove well 1 to waste, resample for coliform, take to lab
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	begin work on new chlorine feed area, install temp.pump for day tank
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	rounds, inspect all water facilities
99	Barnum Road	Water Quality Sampling	03/23/20	Water	start up Grove # 1 and run to waste, disinfect well house and take bacteria sample, bring to lab, train
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	begin disassembling old chlorine pump, skid and prepare area for new components
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	rounds, inspect all water facilities
99	Barnum Rd	Misc Water Work Order	03/23/20	Water	rounds, inspect all water facilities
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99	Barnum Rd	Misc Water Work Order	03/23/20	Water	shut Grove off so Winston could make new tie in, restart plant
99	Barnum Rd	Water Quality Sampling	03/23/20	Water	train and take Qtr 1 sampling and related paperwork
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Grove numbers. Called and met with Muirfield Mechanical, about servicing heaters and dehumidifiers in Grove filter room. Vac out catch basin on Copeland Dr for Highway. Met with Mark about demotion. Repaired curb stop 4 Samantha. Assessed more curb stop repairs around town, took notes on each future repair
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Plant shut down. Winston builders tied in new finish water line from existing plant to PFAS addition. Start plant back up, bleed air from system, monitor plant and equipment for leaks and problems during this process.
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Stayed at home with children because of school closing
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Numbers at both plants. Dump run. Check retention basin for any breakouts, or soft spots. KOH delivery at both plants. Chlorinate well one Grove.
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Assisted with backwash tank cleanings at Spec and Grove . Repaired water line in Grove garage, where a couple hangers came loose from the concrete wall.
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Inspected rotted air line at Grove plant. Trip to Moores for repair parts. Chlorinated filter 6. Remove spare CL2 pump at Grove. Made special extension cord for CL2 pump. Made a retention basin at DPW gravel pit to hold water and solids that will come from backwash tank cleaning

					Trip to Ti Sales for fitting to adapt plumbing to new building at Pirone Park. Change well 8 calving over for flushing and sampling. Shut off service line at 65 Wright Rd, for repair, inspected work done. Contractor turned water back on. Inspect 1100' service line to home on Littleton Rd, done by Pyburn. Made recommendations of placing large stones at all unions, for future reference, as service line runs cross country through the woods.
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Daily numbers and lab at both plants . Investigate why well 8 shut off. Found booster motor and VFD burnt out. Delivered vehicle inspection sheets to Mike. Flush and turn on well 7. Repaired two pressure gauges, and one air regulator, on Grove filters.
45	Barnum Rd	Misc Water Work Order	03/19/20	Water	Inspected Spec generator fuel line repair. Investigated missing roll of copper tubing fromTi Sales. I found it in construction dumpster at DPW. It was strapped to a pallet, under a sheet of plywood. It was easy to not see it, if you weren't looking for it. Inspected KOH pre injection line at Spec, for future removal from mainline and plug. Relocate cabins yes at Spec pond, for access to both backwash tank covers. Loan and seed both service line trenches on Wright Rd
99	Barnum Rd	DEP Report	03/12/20	Water	monthly chlorine and chemical addition reports, train
99	Barnum Rd	Bact-T Sampling	03/12/20	Water	train, coliform, ph and chlorine sampling townwide, related paperwork
99	Barnum Rd	Misc Water Work Order	03/12/20	Water	Lab, high iron and manganese, dose, retreat and regenerate media
99	Barnum Rd	Misc Water Work Order	03/12/20	Water	Well 8 Grove fail, booster pump, work on generating

					new filter media, to put back online
99	Barnum Road	Misc Water Work Order	03/12/20	Water	Prepare for and attend Foremans meeting
99	Barnum Road	Misc Water Work Order	03/04/20	Water	union
15	Hatch St	Complaint/Investigation - Water	03/04/20	Water	possible leak , locate utilities
20	Wright Rd	Water Service Work	03/04/20	Water	repair plugged water services at 20 and 21 Wright Rd
99	Barnum Road	Misc Water Work Order	03/04/20	Water	Admin, begin monthlys, work on Stats EASR
99	Barnum Road	DEP Report	02/28/20	Water	admin, work on data and EASR
99	Barnum Rd	DEP Report	02/28/20	Water	compiling data for easr
45	Barnum Rd	Misc Water Work Order	03/05/20	Water	Fill sink hole 21 Wright Rd. Fixed leaking fuel line Spec generator. Clean mess, dump, fuel truck
45	Barnum Rd	Misc Water Work Order	03/05/20	Water	21 Wright Rd. Fixed mail box. Helped PK McGuane with homeowner side of service line. Numbers at Grove. Changed bag filters. Hydrant meter for sewer line cleaning. Fixed blower belt guard at Spec. Researched intake baffle replacement for blower at Spec.
45	Barnum Rd	Misc Water Work Order	03/05/20	Water	Repaired service lines at 20, 21 Wright Rd.
45	Barnum Rd	Misc Water Work Order	03/02/20	Water	Set up hydrant for sewer cleaning. Numbers at both plants, and booster. Dig safe Old Town Village and 8 Groton school rd. Napa, Fastenall, Paint belt cover. Blow leaves away from pro pain generator and piping. Load trucks for dig
45	Barnum Rd	Misc Water Work Order	02/28/20	Water	