



## MONTHLY REPORT December 2020

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

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

### **Engineering and Administration**

- Working on 25% Main Street Transportation Improvement Project Design
- Submitted reimbursement request (SF270) to Army for PFAS grant.
- Submitted Tree Management Grant Application
- Engineering and project management for West Main Street MassWorks Grant.
- Subdivision inspections – Woodland Way, Trevor Trail and Littleton Rd.
- Designed Wright Road Water Main Upgrade project
- Completing construction of the School Street Sidewalk.
- Coordinating construction of East Main Street Upgrade (MassDOT).
- Working on Water Master Plan Update Report.
- Started construction of Spectacle Pond Wellfield PFAS Treatment Plant.
- Working on Spectacle Pond Well1A Replacement
- Construction management of the Groton Shirley Road Water and Sewer Improvements.
- Design of FY21 Sewer System Rehab project.
- Input water and wastewater equipment maintenance data into CMMS system
- Hiring process for new Highway Mechanic
- Quarterly water and sewer bills were prepared and sent out for 2 routes.
- Sold Transfer Station permits at Transfer Station and on-line due to COVID19.
- Processed and approved Road Opening Permits, Trench Permits and Water & Sewer Connection Permits.

### **Highway / Stormwater Division**

- 2 Plowing events Dec 7 and Dec 17
- Downtown snow removal Dec 8
- Removed debris / beaver blockages from culverts 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**

- Construction of Upgrade Phase 2 completed
- 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**

- PFAS Treatment plant start-up
- SCADA Remote hardware / software upgrade
- 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
- 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
- Lots of leaves this fall
- 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

	Address	Work Type	Date	Division	Description
117	Oak Ridge Dr	Pump/Compressor Maintenance	11/1/2020	Wastewater	MONTHLY OAK RIDGE 1
38	E Main St	Dig-Safe - Water	11/19/2020	Water	Dig Safe Mark-Out
29	Jonathan Dr	Dig-Safe - Wastewater	11/19/2020	Wastewater	Dig Safe Mark-Out
1	School St	Dig-Safe - Wastewater	11/24/2020	Wastewater	Dig Safe Mark-Out
6	Elm St	Dig-Safe - Wastewater	11/24/2020	Wastewater	Dig Safe Mark-Out
236	Snake Hill Rd	Dig-Safe - Wastewater	11/30/2020	Wastewater	Dig Safe Mark-Out
236	Snake Hill Rd	Dig-Safe - Water	11/30/2020	Water	Dig Safe Mark-Out
10	Rosewood Ave	Pot Hole	11/30/2020	Highway	Large pot hole at the beginning of Rosewood Ave.
130	Woodland Way	Dig-Safe - Highway	11/30/2020	Highway	Dig Safe Mark-Out
130	Woodland Way	Dig-Safe - Wastewater	11/30/2020	Wastewater	Dig Safe Mark-Out
130	Woodland Way	Dig-Safe - Water	11/30/2020	Water	Dig Safe Mark-Out
	Main St	Dig-Safe - Highway	12/1/2020	Highway	Dig Safe Mark-Out
	Main St	Dig-Safe - Wastewater	12/1/2020	Wastewater	Dig Safe Mark-Out
	Main St	Dig-Safe - Water	12/1/2020	Water	Dig Safe Mark-Out
	E Main St	Dig-Safe - Highway	12/1/2020	Highway	Dig Safe Mark-Out
	E Main St	Dig-Safe - Wastewater	12/1/2020	Wastewater	Dig Safe Mark-Out
	E Main St	Dig-Safe - Water	12/1/2020	Water	Dig Safe Mark-Out
	Harvard Rd	Dig-Safe - Highway	12/1/2020	Highway	Dig Safe Mark-Out
	Harvard Rd	Dig-Safe - Wastewater	12/1/2020	Wastewater	Dig Safe Mark-Out
	Harvard Rd	Dig-Safe - Water	12/1/2020	Water	Dig Safe Mark-Out
114	Pleasant St	Misc. Highway Work Order	12/1/2020	Engineering	Check the catch basins on Trevor Trail to see if there are hoods installed. The developer is asking for Street Acceptance.
39	Wright Rd	Pot Hole	12/2/2020	Highway	Large pot hole next to sewer cover near mailbox of 39 Wright Rd.
	Rosewood Ave	Pot Hole	12/2/2020	Highway	very deep pot hole on left hand side as you approach hill
	Copeland Dr	Dig-Safe - Highway	12/2/2020	Highway	Dig Safe Mark-Out
	Copeland Dr	Dig-Safe - Wastewater	12/2/2020	Wastewater	Dig Safe Mark-Out
	Copeland Dr	Dig-Safe - Water	12/2/2020	Water	Dig Safe Mark-Out
25	Brook St	Misc. Wastewater Work Order	12/3/2020	Wastewater	DRAIN SECONDARY CLARIFIER FOR INSPECTION AND POSSIBLE OBSTRUCTION
1	Forest St	Dig-Safe - Highway	12/3/2020	Highway	Dig Safe Mark-Out
1	Forest St	Dig-Safe - Wastewater	12/3/2020	Wastewater	Dig Safe Mark-Out
1	Forest St	Dig-Safe - Water	12/3/2020	Water	Dig Safe Mark-Out
112	Washington St	Outfall Repair	12/3/2020	Engineering	A PVC pipe at the 112 Washington Street Outfall serves no purpose and needs to be removed. Please see Dan to discuss.
	Lawton St	Edging & Trimming	12/4/2020	Highway	Resident complaining that the shrubs are overgrowing into the street. Closest to Groton St end.
46	Cambridge St	Misc. Highway Work Order	12/4/2020	Highway	Drainage issue-there is standing water in his yard from the last rain storm-he feels the basin must be clocked

					Resident called regarding a large pot hole between the 1st & 3rd house on the left. Has been filled a couple of times, keeps coming out.
8	Rosewood Ave	Pot Hole	12/4/2020	Highway	
	Washington St across from Washington Ct	Inspection - Highway	12/7/2020	Engineering	storm drain on Washington not draining-it is across from Washington Court near fire pull box
46	Norwood Ave	Complaint/Investigation - Water	12/8/2020	Water	house filter has clogged twice in two weeks
62	Sandy Pond Rd	Dig-Safe - Highway	12/8/2020	Highway	Dig Safe Mark-Out
62	Sandy Pond Rd	Dig-Safe - Wastewater	12/8/2020	Wastewater	Dig Safe Mark-Out
62	Sandy Pond Rd	Dig-Safe - Water	12/8/2020	Water	Dig Safe Mark-Out
1	Forest Street	Snow Plowing	12/9/2020	Highway	
25	Brook Street	Sampling	12/9/2020	Wastewater	do all sampling and process control for the month of December
25	Brook Street	Misc. Wastewater Work Order	12/9/2020	Wastewater	cleanout 2nd clarifier get drive working and inspect tank and put on line
23	Fletcher Street	Jetting/Cleaning	12/9/2020	Wastewater	jet fletcher street check manhole for debris
1	Bishop Road	Dig-Safe - Highway	12/9/2020	Highway	Dig Safe Mark-Out
1	Bishop Road	Dig-Safe - Wastewater	12/9/2020	Wastewater	Dig Safe Mark-Out
1	Bishop Road	Dig-Safe - Water	12/9/2020	Water	Dig Safe Mark-Out
26	Pleasant Street	Dig-Safe - Highway	12/9/2020	Highway	Dig Safe Mark-Out
26	Pleasant Street	Dig-Safe - Wastewater	12/9/2020	Wastewater	Dig Safe Mark-Out
32	Pleasant Street	Dig-Safe - Water	12/9/2020	Water	Dig Safe Mark-Out
3	john riley	Inspection - Wastewater	12/9/2020	Engineering	final inspection on sewer ejector and line
67	Nashua Street	Inspection - Wastewater	12/9/2020	Engineering	final inspection for ejector
237	Woodland Way	Inspection - Wastewater	12/9/2020	Engineering	rough inspection of home sewer line and ejector
25	Brook Street	Clean Wet Well	12/10/2020	Wastewater	clean bar rack and dry well
138	Central Avenue	Clean Wet Well	12/10/2020	Wastewater	clean bar rack and dry well
43	Willow Road	Dig-Safe - Highway	12/10/2020	Highway	Dig Safe Mark-Out
43	Willow Road	Dig-Safe - Wastewater	12/10/2020	Wastewater	Dig Safe Mark-Out
43	Willow Road	Dig-Safe - Water	12/10/2020	Water	Dig Safe Mark-Out
9	Pheasant Circle	Pump/Compressor Maintenance	12/14/2020	Wastewater	monthly maintenance on Pheasant circle
114	Pleasant Street	Dig-Safe - Wastewater	12/15/2020	Wastewater	Dig Safe Mark-Out
114	Pleasant Street	Dig-Safe - Water	12/15/2020	Water	Dig Safe Mark-Out
	Trevor Trail	Dig-Safe - Highway	12/15/2020	Highway	Dig Safe Mark-Out
	Trevor Trail	Dig-Safe - Wastewater	12/15/2020	Wastewater	Dig Safe Mark-Out
	Trevor Trail	Dig-Safe - Water	12/15/2020	Water	Dig Safe Mark-Out
51	Pleasant Street	Water Service Work	12/15/2020	Water	water gate cover in driveway, which is at the corner of Washington court is upended & the homeowner cannot re-seat it
1	Bishop Road	Dig-Safe - Wastewater	12/16/2020	Wastewater	Dig Safe Mark-Out
1	Bishop Rd (Nashua River Rail Trail.)	Dig-Safe - Water	12/16/2020	Water	Dig Safe Mark-Out
25	Brook Street	Misc. Wastewater Work Order	12/16/2020	Wastewater	monthly maintenance on clarifier drives
25	Brook Street	Reports - Wastewater	12/16/2020	Wastewater	send in report to ping Yee for DMR-QA 40

25	Brook Street	Misc. Wastewater Work Order	12/16/2020	Highway	install new cutting edge on s-6 plow
25	Brook Street	Misc. Wastewater Work Order	12/16/2020	Water	drain filter 1 and wash down for month of December
43	A Groton Harvard Road	Service Request - Investigation	12/18/2020	Engineering	12-16-2020 - Dan V conducted soil probes in the drainage easement of 43A Groton Harvard Road to search for ledge.
259	Woodland Way	Inspection - Wastewater	12/18/2020	Engineering	final inspection 259 woodland way
67	Groton School Road	Dig-Safe - Wastewater	12/22/2020	Wastewater	Dig Safe Mark-Out
67	Groton School Road	Dig-Safe - Water	12/22/2020	Water	Dig Safe Mark-Out
0	sandy pond & central avenue	Snow Removal	12/22/2020	Highway	Removed snow from island
0	Town Hall	Snow Removal	12/22/2020	Highway	Removed snow from handicap parking area
25	Brook Street	Repair Work	12/22/2020	Highway	Flushed heater core in truck 13 heat is operating normal now
6	Madigan Lane	Dig-Safe - Water	12/28/2020	Water	Dig Safe Mark-Out
114	Pleasant Street	Dig-Safe - Wastewater	12/28/2020	Wastewater	Dig Safe Mark-Out
16	Oak Ridge Drive	Dam Inspection	12/29/2020	Highway	Pulled beaver dam