RECEIVED
NOV 08 2017
OFFICE OF THE MANAGER

MEMO

TO: Thomas Yennerell, Town Manager
Springfield Select Board

FROM: Jeffery F. Strong, Director
Highway Department
Water/Wastewater Department

DATE: November 8, 2017

RE: Monthly Reports

Attached please find the monthly reports for the Highway, Water and Wastewater Departments for June – October 2017.

Monthly Activities

Springfield DPW

Highway Division

June 2017

1. Weekly rubbish and recycling removal at town buildings.
2. Hot mix potholes, culvert cuts and water cuts.
3. Summer gravel road grading continued, 1700 gallons dust control put down as needed.
4. Cleaning of culverts and ditch lines continued.
5. Finished sweeping the streets in town as well as the secondary paved roads.
6. Brush was cut in problem areas and around street signs and bridges.
7. Street sign posts were straightened as needed, new signage was put up.
8. Catch Basin and Manhole frame repairs continued prior to paving.
9. All Islands were mowed and trimmed as needed.
10. Roadside mowing began.
11. Culvert was replaced on Spencer Hollow Rd.
12. Culverts and Headers replaced on French Meadow and Fairbanks Roads prior to paving.
13. Parade route was cleaned up prior to Alumni day festivities.
14. Sink hole repaired on Seavers Brook Road.
15. Loam was placed behind the new curbing on Meadow Drive
16. Line Striping equipment prepped.
17. Four employees attended Traffic Control Class.
18. Two employees attended Trenching and Shoring Class.
19. Brush was moved from the pile at the Transfer Station to the Burn pile at DPW.
20. Glass was moved from the Transfer Station to the Crush site at DPW.
21. Crushed containers regularly at Transfer/Recycle facility.
22. Books were moved from the Library to the Armory as well as from the Armory to Recycle prior to their annual book sale.
23. This has been a very busy mowing and trimming season for the Cemetery Crew of two. There were one full burial and seven urn burials.

TOWN OF SPRINGFIELD
WATER SYSTEM DIVISION
MONTHLY REPORT
JUNE, 2017

Along with the following projects the Water Division personnel performed daily, routine monitoring of pump stations, water tanks, telemetry pits and the Reservoir.

1. Repaired water service leak at 15 Bacon St
2. Performed Ten (10) water on and or offs
3. Replaced Four (4) meters.
4. Installed or replaced Four (4) remote readers.
5. Ten (10) routine Coliform samples taken.
6. Replaced curb stop box and rod at 10 School St.
7. Trimmed all Pump Stations.
8. Located water lines and curb stops for various contractors and homeowners
9. Turned water on to football field
10. Repaired 8" water main on Cemetery Rd.
11. Adjusted various gate valve boxes to grade for street paving project.
12. Replaced curb stop and rod at 128 Olive St.
13. Replaced fire hydrant at the intersection of Olive and Furnace St.
14. Collected on delinquent accounts.
15. Investigated water leak on Grace Dr.
16. Repaired gate valve box on Fairbanks Rd.
17. Assisted wastewater Collection Division.
18. Performed Seven (7) closings (sale of property)
19. Started locating street valves, hydrant valves, and sprinkler valves for the Lead Reduction Grant.

20. Worked with EJP on the water inventory.

21. Met with Weston and Samson on meeting our needs for an electrical contractor to handle our variable speed drive motors and working with the water departments SCADA system.

22. Worked with Aldrich and Elliott Engineering and Zaluzny Construction on the location of the water and sewer mains on Mineral St. area.

Monthly Activities

WW Collection

June 2017

1. We performed the daily checks of known trouble spots throughout town to ensure a good running collection system.
2. Inspected outfalls regularly and filed the State report.
3. Removed grit and rags from the river crossings and various trouble spots on a regular basis.
4. Vine Street – plugged service line
5. Furnace Street – dyed customer service line
6. Duke's Root Service came in and treated problem areas on Cutler Drive, Cooper Street and Stanley Road.
7. Dewey Street – flushed plugged sewer main
8. Mount Vernon – customer contact about sewer main location
9. Furnace Street – flushed sewer main, customer service line was plugged.

The personnel for WW Collection performed daily checks to ensure that the collection system runs and performs to the best of its ability.

Monthly Activities
Springfield DPW
Highway Division

July 2017

1. Weekly rubbish and recycling removal at town buildings.
2. Continued Road Grading to summer specifications.
3. Dust control was used as needed, 2200 Gallons.
4. Basin & Manhole repair continued prior to paving.
5. Fairbanks road prepped for paving.
6. Annual Copy paper order picked up from school and delivered to each department.
7. Cut and removed brush from Wall St and Valley St parking lots.
8. Trimmed bushes at mall parking lot.
9. Provided Traffic Control for Gurney Brothers on Valley St erosion job.
10. Replaced Culvert and header at the WWTP.
11. Cleaning of culverts and ditch lines on Massey Road.
12. Brush cut around street signs.
13. Roadside Mowing continued.
14. Street signs were replaced as needed.
15. Mowed and trimmed all 23 islands as needed.
16. Assisted Trees Inc. with tree removal.
17. Crushed containers regularly at Transfer/Recycle facility.
18. Moved brush from Transfer Station to DPW.
19. Cleaned out Bakery Building and brought to Transfer Station.
20. Moved books from Library to Armory for FOSTL.
21. Cemetery Division continued with mowing and trimming as well as performed 5 Urn burials.

TOWN OF SPRINGFIELD
WATER SYSTEM DIVISION
MONTHLY REPORT
JULY, 2017

Along with the following projects the Water Division personnel performed daily, routine monitoring of pump stations, water tanks, telemetry pits and the Reservoir.

1. Located curb stop and water main at and around 409 River St.

2. Performed Seven (7) water off and or on

3. Four (4) Closings were done. (Sale of Property).

4. Replaced Two (2) meters.

5. Installed or replaced Two (2) remote reader.

6. Located water main and curb stop at and around 170 Wall St.

7. Ten (10) routine Coliform samples taken.

8. Located curb stops and valves in various locations for town paving project.

9. Replaced water valve covers for paving project.

10. Located water line at the intersection Valley and Common St. area for Green Mountain Power Co..

11. Replaced one of the two vacuum pumps at the Chapman 1 pump station with the recommendation from Flowrite Company and ordered a second pump to be installed.

12. Located curb stops and water main in the area of Holt and Bailey St. for the drainage work to be taking place in that area.

13. Collected on delinquent accounts.

14. Assisted WasteWater Collection Division.

15. Mowed and trimmed well field and pump stations.

16. Shut down water main on Olive St. for installation of temporary water line by Zaluzny Excavating Co.

17. Rebuilt fluoride pump at the Gilchrist Pump Station.

18. Met with an Engineer at 12 North Main on the bank erosion.

19. Located cross country water main from the V.F.W. to North Main St.

20. The Water Dept. worked with E.J.Prescott in locating a water leak on Cooper St. using Prescott's correlators to pin point the location of the leak.

21. Turned water main off and on several times on Mineral St and School St area due to the location of the water main being in conflict of the sewer line replacement project taking place in the area.

MONTHLY ACTIVITIES
WW COLLECTION
JULY

1. We performed the daily checks of known trouble spots throughout town to ensure a good running collection system.

2. Inspected outfalls regularly and filed the State report.

3. Removed grit and rags from the river crossings and various trouble spots on a regular basis.

4. We marked Furnace Street for the landowner to install a new service line.

5. We flushed Dewey Street. Our Main line was starting to plug.

6. We ran our sewer camera up Cooper Street looking for water infiltration. The Water Department had a leak.

7. We ran our camera on Mineral Street for the sewer project.

8. We flushed Summer Street because of roots in our main.

The personnel for WW Collection performed daily checks to ensure that the collection system runs and performs to the best of its ability.

Monthly Activities
Springfield DPW
Highway Division
August 2017

1. Weekly rubbish and recycling removal at town buildings.
2. Continued Road Grading to summer specifications.
3. Dust control was used as needed, 3700 Gallons.
4. Hauled gravel as needed.
5. Tree clean up following wind and rain storms.
6. Cleaning of culverts and ditch lines.
7. Brush cut around street signs.
8. Roadside Mowing.
9. Street signs were replaced as needed.
10. Mowed and trimmed all 23 islands as needed.
11. Removed trees cut by Trees Inc.
12. Street line painting began.
13. Replaced culverts, rebuilt catch basins & manholes, corrected ditchlines and swept road prior to paving.
14. Cleaned sidewalk on state Rt 106 from Eaton Ave to Carpet King.
15. Took delivery of and unloaded wagon full of mulch hay.
16. Brush moved from Transfer Station to DPW.
17. Crushed containers regularly at Transfer/Recycle facility.
18. Moved bathtub in children's room at library.
19. Moved books from Library to Armory for FOSTL.
20. Installed Solar powered speed signs by Union Street School for Police Dept.
21. Cemetery Division continued with mowing and trimming as well as performed 2 Full burials and 6 Urn.

TOWN OF SPRINGFIELD
WATER SYSTEM DIVISION
MONTHLY REPORT
AUGUST, 2017

Along with the following projects the Water Division personnel performed daily, routine monitoring of pump stations, water tanks, telemetry pits and the Reservoir.

1. Replaced water service at 3 Cooper St.

2. Performed Seven (7) water off and/or ons.

3. Ten (10) Closings were done. (Sale of Property).

4. Replaced One (1) meters.

5. Installed or replaced Two (2) remote reader.

6. Located water line on Woodland Dr. for contractor.

7. Ten (10) routine Coliform samples taken.

8. Located 12" water main on Southridge St.

9. Repaired 6" water main leak on Cooper St.

10. Located water leak at 49 Cutler Dr. Service leak on resident line.

11. Collected Twenty (20) Lead and Copper Samples.

12. Located water leak on Grace Dr. Service leak on resident line.

13. Collected on delinquent accounts.

14. Assisted WasteWater Collection Division.

15. Mowed and trimmed well field and pump stations.

16. Assisted Flowrite Company with the installation of #1 vacuum pump at the Chapman 1 Pump Station.

17. Monitored the installation of the 8" water main on Mineral St.

18. Raised gate valve boxes and curb stop boxes for the Highway paving contract.

19. Collected Disinfection Byproduct Samples in the Towns distribution system.

20. Collected Nitrate Samples at each of the Pump Stations.

21. Located valves in various locations for the Lead Assessment Grant.

22. Trained water personnel on the maintenance of the chlorine analyzers.

23. Collected Volatile Organic Chemicals (VOC) samples at each Pump Station.

24. Locate water line on County Rd. for the contractor repairing the culvert.

MONTHLY ACTIVITIES
WW COLLECTION
AUGUST

1. We performed the daily checks of known trouble spots throughout town to ensure a good running collection system.

2. Inspected outfalls regularly and filed the State report.

3. Removed grit and rags from the river crossings and various trouble spots on a regular basis.

4. We have done camera work for our contractors this month on Mineral Street. This has been multiple days to keep the work going.

5. We had an odor complaint on Chester Rd. We found that Springfield Health and Rehab had a problem with their system for catching rags. We made contact with them and came up with a plan to have them hire a vactor service to clean their line.

6. We marked our sewer on Woodland Drive for a service line repair.

7. We marked our sewer line on County Road for the bridge repair work.

8. The majority of our time has been working with contractors in town to help get the projects done.

The personnel for WW Collection performed daily checks to ensure that the collection system runs and performs to the best of its ability.

Monthly Activities
Springfield DPW
Highway Division
September 2017

1. Weekly rubbish and recycling removal at town buildings.
2. Continued Road Grading to summer specifications.
3. Dust control was used as needed, 2400 Gallons.
4. Hauled gravel as needed.
5. Tree clean up following wind and rain storms.
6. Cleaning of culverts and ditch lines.
7. Brush cut around street signs.
8. Roadside Mowing.
9. Street signs were replaced as needed.
10. Mowed and trimmed all 23 islands as needed.
11. Street line painting continued.
12. Basin & Drainage repair completed on Union St., all cuts paved.
13. Replaced culverts, rebuilt catch basins & manholes, corrected ditchlines and swept road prior to paving Southridge Street.
14. Grindings were put down on road edge of French Meadow and Elm St NS.
15. DPW crew paved Park Street Bridge with skid box.
16. Brush moved from Transfer Station to DPW.
17. Glass moved from Transfer Station to DPW Crush Site.
18. Crushed containers regularly at Transfer/Recycle facility.
19. Moved books from Armory to Recycle for FOSTL.
20. Mowed Shooting Range for Police Department.
21. Removed and Disposed of Trash collected by BRAT at Hoyt's Landing.
22. Cemetery Division continued with mowing and trimming as well as performed 3 Urn Burials.

TOWN OF SPRINGFIELD
WATER SYSTEM DIVISION
MONTHLY REPORT
SEPTEMBER, 2017

Along with the following projects the Water Division personnel performed daily, routine monitoring of pump stations, water tanks, telemetry pits and the Reservoir.

1. Twenty seven (27) meter books read for billing.
2. Performed Three (3) water off and/or ons.
3. Five (5) closings were done. (Sale of Property).
4. Replaced Seven (7) meters.
5. Installed or Replaced Ten (10) remote readers.
6. Performed Four (4) leak checks.
7. Ten (10) routine Coliform samples taken.
8. Repaired water service on Ellis St.
9. Collected on delinquent accounts.
10. Adjusted curb stop boxes and valve boxes on various streets to be paved.
11. Met with contractor at 34 Summit Ave. about the water service.
12. Reviewed The Source Protection Plan for updating.
13. Assisted Wastewater Collection Division.
14. Mailed the Lead and Copper results to the residents where samples were taken from.
15. Locate valves for Lead Assessment Grant at various locations.
16. Worked with Contractor with the replacement of approximately 500 ft. of 8" water line on Olive St.
17. Located water lines and services in the area of Pine & Lewis St. for the CSO work.

MONTHLY ACTIVITIES
WW COLLECTION
SEPTEMBER

1. We performed the daily checks of known trouble spots throughout town to ensure a good running collection system.

2. Inspected outfalls regularly and filed the State report.

3. Removed grit and rags from the river crossings and various trouble spots on a regular basis.

4. We are continuing our camera work on a regular basis for the contractors to help move along the multiple projects throughout town.

5. We located our sewer line using our camera on Rita Street for a new service line installation.

6. We flushed Front Street and Hall Street this month for routine maintenance.

7. The majority of our time has been working with contractors in town to help get the projects done.

The personnel for WW Collection performed daily checks to ensure that the collection system runs and performs to the best of its ability.

Monthly Activities
Springfield DPW
Highway Division
October 2017

1. Weekly rubbish and recycling removal at town buildings.
2. Grading roads to winter specifications.
3. Dust control was used as needed, 500 Gallons.
4. Hauled gravel as needed.
5. Tree clean up following wind and rain storms.
6. Cleaning of culverts and ditch lines.
7. Brush cut around street signs.
8. Roadside Mowing.
9. Street signs were replaced as needed.
10. Stop Sign installed at Recycle Road/Fairground Road intersection, Stop bar painted also.
11. Mowed and trimmed all 23 islands as needed.
12. Street line painting completed , paint machine winterized.
13. Installed new catch basin and drain line on Bellevue Street.
14. Prepped water cut by Library for Springfiled Paving.
15. Assisted Water Dept. with replacing hydrant on Bellows Road.
16. Installed plow frames to vehicles and prepped all winter maintenance equipment
17. Undercoated half on DPW fleet, remainder to be done next month.
18. Repaired floor in sand shed.
19. Replaced fence post damaged last year by plow.
20. Removed leaves from ditch lines with blower to prevent culverts from being plugged.
21. Transported 5 loads of sand to WWTP for their drying beds.
22. Picked up all debris from fall cleanup of Garden Club garden beds.
23. Picked up and brought to storage all wrought iron planter boxes and patio furniture for Garden Club.

24. Brush moved from Transfer Station to DPW.

25. Crushed containers regularly at Transfer/Recycle facility.

26. Moved books from Armory to Recycle for FOSTL.

27. Moved bathtubs at Library.

28. Cleaning Town Office and Library 2x per week while their Janitor is out.

29. Cleaned up and secured Town acquired property at 10 Slack Ave.

30. Cemetery Division continued with mowing and trimming as well as performed 4 Urn Burials and 1 full burial.

TOWN OF SPRINGFIELD
WATER SYSTEM DIVISION
MONTHLY REPORT
OCTOBER, 2017

Along with the following projects the Water Division personnel performed daily, routine monitoring of pump stations, water tanks, telemetry pits and the Reservoir.

1. Repaired Fire Hydrant on Mineral St. with the assistance of E.J.Prescott.

2. Performed fourteen (14) water off and or on.

3. Three (3) Closings were done. (Sale of Property).

4. Replaced seven (7) Meters

5. Installed or replaced seven (7) remote readers.

6. Performed two (2) leak checks. Customers concerned with their water usage.

7. Replaced Fire Hydrant on Bellows Rd.

8. Met with two water users about the amount of chlorine used in the water. Complaining of too much chlorine. The water personnel sampled both places for chlorine residual and found both residents well below the (MCL) maximum contaminant level set by the EPA.

9. Located water and sewer lines on Holt and Bailey St. for contractor.

10. Inspected and flushed all fire hydrants owned by the Water Department.

11. Repaired curb stop box on Slack Ave.

12. Located valves and curb stop boxes for the Lead Assessment Grant.

13. Searched for water service leak on service line for #34 Seavers Brook Rd. with the assistance of E.J.Prescott.

14. Ten (10) routine Coliform samples taken.

15. Met with contractor and owner about water service at 34 Summit Ave.

16. Water personnel attended Back Problem Prevention put on by VLCT at the Town Office.

17. Repaired water leak near 61 Main St.

MONTHLY ACTIVITIES
WW COLLECTION
OCTOBER

1. We performed the daily checks of known trouble spots throughout town to ensure a good running collection system.

2. Inspected outfalls regularly and filed the State report.

3. Removed grit and rags from the river crossings and various trouble spots on a regular basis.

4. We are continuing our camera work on a regular basis for the contractors to help move along the multiple projects throughout town.

5. We located a sewer line on Slack Ave. that was not hooked into the new sewer installed this summer. It is now back to normal.

6. We had a call to Litchfield, the problem was in the service line.

7. We flushed our line down to Common Street this month. The line was plugged but now is back to running correctly.

8. The majority of our time has been working with contractors in town to help get the projects done.

The personnel for WW Collection performed daily checks to ensure that the collection system runs and performs to the best of its ability.