

Staff Reports from Town Meetings

- Town Administrators Report
- Assistant Town Administrators Report
- Administration Report
- Treasurer's Report
- Planning Department Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Town Administrator's Report

February 7, 2017 Town Meeting

01/03 Prepared for and attended the Town Meeting

01/05 – 01/06 Completed and gave employee evaluations for seven employees

01/06 Met with staff to discuss a temporary generator for the police department

01/09 met with George Smith and Aaron Ashford regarding the installation of the mixer and aeration system in the 1MG water tank.

01/10 Held a Leadership Meeting with Town Department Heads topics of discussion included review of Town Meeting / Work Session, Landlord / Tenant Licensing for 2017, Coordination of Grant Applications, Coordination of MS4 (stormwater) requirements, Annual Report for 2016, Pier Slip Rentals and Staff sign-up on website for notices

01/12 Met with Wayne Clendaniel, Ben Garvin and staff regarding the Town Hall Needs Assessment

01/17 Prepared for and attended the Work Session

01/18 Met with Phillip Meekins to prepare insurance claim paperwork

01/18 Participated in the VA VSO conference call meeting

01/19 Prepared for, coordinated and attended the Regional Greenway Meeting held at Rodgers Tavern in Perryville.

01/20 Met with Chris Moyer, Susan O'Neill (both of Cecil County Economic Development) and Mary Ann Skilling and Amanda Hickman regarding the proposed Enterprise Zone at the former Perryville Outlets Location and then discussed other town / county economic development cooperation opportunities

01/30 Attended the State of the County Meeting at North East Fire Hall

01/30 Made a site visit to the Community Park during a tree removal operation due to a large tree falling over

Met with Rachel several times during the course of the month to get up to date on the Finance Director duties prior to her final day with the Town.

Daily met with Shirley Miles and Kelli Jamison to sign off on bank balances, purchase orders and weekly on the Accounts Payable Check Run as part of the financial procedures of the Town. We also finalized the December financial statements and prepared the Treasurer's Report for tonight's town meeting.

Continued working on water and sewer rate analysis. Reviewed and several emails with Ed Jones of MCET as well as working on responding to the questions posed by the Board at the work session.

Assistant Town Administrator Report for the January 2017 Town Meeting

Cable TV Franchise Agreement: The Franchise Agreement from Atlantic Broadband is being reviewed with Ms. Ferguson, Esq. to see what our next step will be.

Wage Scale Reassessment: The New Wage Scale was approved and went into effect January 1, 2017.

LGIT – Met with Dick Furst and completed inspections of the Town Property. There were three loss prevention recommendations. The three loss prevention recommendations were fixed or removed on January 12th. I emailed Mr. Furst on January 31st with all the information and the pictures of the loss prevention was rectified.

Advertised for the Financial Director in house and the newspaper. Advertisement in house has been completed for Director of Planning. We will be setting up interviews for the Finance Director. We also have a candidate that we will be interviewing for the Planner position. Offered the Crossing Guard position to Nicole Adams and she will be starting on Monday February 6, 2017. She is replacing the crossing guard at Aiken Avenue and Otsego Street.

Quarterly Reports were completed. Completed W2's and sent to the state and Social Security Administration on January 20, 2017 and were handed out or mailed to the employees on January 25, 2017.

Worked on evaluations with the department heads for merit increases.

Completed the Special Meeting and Closed Meeting from November 29, 2016.

Held an employee luncheon and went over the Safety Committee and some of the accomplishments by the employees. The Town received an Award for prompt reporting. Any accidents should be reported no matter how minor. There were 5 accidents and 57 sick leave days used during 2016. Request training that would help your department or all the employees. Please mention it to your Supervisor or Safety Representative for your department.

ADMINISTRATION REPORT

January 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Porch Repair – DPW repaired porch & power washed.
- Tavern Sign – In design
- Phone/Internet – Installed 01/11/17.

Events:

Current:

- N/A

Upcoming:

- May 13, 2017 – Perryville Community Park – Head of the Bay 5K

Personnel Manual:

N/A

Statistics:

- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Attended Work Session meeting and Town Meeting.
- Processed 8 Deeds.
- Prepared notices for Otsego Street road closure (extension)
- 36 Out of State Boat Ramp Stickers Sold (36)
- 39 In State Boat Ramp Stickers Sold (89)
- Honor Box purchased, envelopes ordered and ready for install.

Treasurer's Report
Town of Perryville, Maryland
February 7, 2017

Projects:

- **Water & Sewer Rate Study**
 - Contracted with MCET - October 14, 2016
 - Initial report received – November 17, 2016
 - Met with Ed Jones to discuss initial findings and schedule possible date to present finds to the Board.
 - Ed Jones presented initial findings to the Board at the January 17 work session. Recommendation to increase water rates by 9% for 3-6 years and sewer rates by 5% for 3-6 years.
 - Currently working on answering Board questions to see if recommendation may change.
- **FY16 Audit**
 - Final Audit Report due – October 31, 2016
 - Presentation of Final Audit – at December's Town Meeting
- **FEMA**
 - The Town **received** \$28,139.31 for January snow storm reimbursement.
 - The Town submitted another Project Worksheet for the Perryville Fire Co. as a donated resource. Funds received will be reissued to the Fire Co.
 - **Update:** FEMA has approved the PW, but the County is waiting for it to be obligated.
- **Police Station Financing**
 - Bond documents signed by Mayor and Staff on Tuesday, August 23rd.
 - Bond closed August 31st.
 - First reimbursement payment received September 26th.
 - Second reimbursement payment received on October 28th.
 - Third reimbursement payment received on November 21st.
 - Fourth reimbursement payment received on December 21st.
 - Fifth reimbursement payment received on January 30th.
- **Retention Policy – on hold until Finance Director is hired**
 - To resume in 2017
- **Disposal of Surplus Items (MUNICIBID Auction)**
 - Surplus items listed on www.municibid.com

January 2016 Statistics:

- 252 purchase orders were processed totaling \$1,037,426.97.
- 143 accounts payable checks were processed totaling \$1,589,395.64 (included a loan payment of \$747,545.60 for water and sewer plant upgrades).
- Invoices sent out totaling \$98,468.24.

Treasurer's Report
Town of Perryville, Maryland
February 7, 2017

- Processed cash & equivalent receipts totaling \$740,355.61.
- We received October & November's Slot revenue from Cecil County for **\$98,286.37** and **90,284.28**, respectively. Life to date (Sep-10 to Nov-16) slot revenue received **\$8,786,270.92**. As of 01/31/17 we have not received December's Slot revenue.

Mayor & Commissioners
Planning Department Report for the Month of January 2017

Planning & Zoning:

Zoning Certificates – Processed seven (7) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area.

Planning Commission Meetings – meeting held January 23rd included vote for Chairman and Co-chairman; update for active projects and general discussion.

Board of Appeals – no meeting held in January.

Training – No activity this month.

Planning Department Meetings/ Projects:

- Met with property owners to discuss subdivision options for properties in the downtown.
- Met with business owner regarding potential new use at 304 Aiken Avenue.
- 1/11 Attended the Safety & Health Committee meeting.
- 1/25 Organized Employee Appreciation lunch.
- Revised Town Zoning Ordinance/code for approved amendments (Ordinance 2016-21 and 2016-23), posted to website and distributed copies.
- Lower Ferry Park – The final billing for the construction of the comfort station was paid. The connection to town water and sewer is to be completed this week, weather permitting. An Interim Report and request for an additional \$30,000 was submitted to MHAA.
- Corporate Boundary Survey: Field control establishment, boundary corner location and staking work continues throughout town. Invoices paid to date \$34,786.75 with a balance of \$85,363.25. Mr. Sutton indicated that he plans to have a preliminary plan submitted to the town by April and final work completed by July.
- 1/19 Attended Regional Greenway held at Rodgers Tavern and gave tours of the building.
- 1/19 Met with representatives from DNR regarding potential stream restoration project at Ice House Park and the stream behind the homes on Aleta Lane. Need to pursue design funding prior to any restoration construction. Stream restoration is heavily weighted for credits toward meeting State and Federal stormwater requirements.
- 1/20 Attended a meeting with the new Economic Development Director for Cecil County. Discussed the Town's application for Enterprise Zone, development projects, and discussion of plans for the department.

Development Projects:

- Cedar Corner/Loring Park – No activity
- Magraw Subdivision –Final Subdivision Plans (12 lots) is being reviewed and should be on the agenda February Planning Commission Meeting. Contacted Fairgreen's attorney regarding request for road dedication to the Town. Since the road was constructed and paid for by Fairgreen Senior Housing, authorization from the management entity is needed prior to presenting to the Town Board. The Subdivision Plan cannot be recorded until the Street becomes a public street as required by the Zoning and Subdivision Regulations.
- Frenchman Land Company –Work has been finalized in State ROW. As-built drawing of private and SHA construction have been requested but not received to date.
- Royal Farms at Heather Lane – Final approval from SHA regarding access on to MD 222 has not been received. Engineers are moving forward with stormwater approvals and Forest Conservation mitigation. Landscape Plans have been submitted and tentatively approved. Town engineer tentatively approved the water and sewer extension plan for Planning Commission review in February.

- Perryville Outlets, LLC – Peter Matheson (realtor for owner) contacted the Town regarding his marketing of and allowed uses of the property.
- **Code Enforcement** –Continue to work with property owner on Aleta Lane regarding debris and stone in the stream buffer. 10 door hangers and 7 registered letters. To date there have been 491 units that have be registered for rental units.

Landlord Tenant Board – A meeting was held with one member of the Board in January. Continue to solicit new members. Continue to work on rental licensing.

ECONOMIC DEVELOPMENT:

- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- 1/4/17 Attended EDC meeting
- Attended work session to discuss Chapter 26 and Farmers Market
- Began advertising for 2017 Farmers market, received one application
- 1/20/17 Met with County Economic Development
- 1/18/17 Regional Greenway meeting
- Continue to work with staff and attorney to update code
- 1/25/17 Hosted informational workshop for Façade Grant, applications are due February 17
- Met with Alpha Graphics to discuss Town brochure and updated marketing materials
- Assisted with installation of Town gateway sign
- Have disbursed reimbursement funds for 4 completed revitalization grant projects (\$12,748)
- Continue to work with grant recipients

FARMER'S MARKET:

- Market to begin May 2017, will begin marketing for new vendors January 2017. Will need to make a request for wine tasting and potential beer festival for the 2017 season. To be included on the January 2017 Work Session.

GRANT OPPORTUNITITES/OTHER:

- Award of \$50,000 from Community legacy to fund the 2017 Town Façade Grant – applications available online, in Town hall and have been mailed or delivered to each business within downtown
- Submitted the Intent to apply for fy18 MHAA grant to cover installation of sidewalks and gateway sign at Lower Ferry Park.

- Proposed EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - I attended a county DPW meeting discussing new regulations the Town of Perryville must soon be required to carry out to appease new EPA and MDE laws. I know that one of the many requirements of the laws is that the Town must “restore” 20% of the Town’s impervious ground surface to pervious ground surface. That means that without provocation (such as new construction development or new businesses moving to Perryville), the Town must spend significant time and money creating urban “environmental” projects such as the following –
 - (1) Bioretention Projects (facilities similar to that being constructed for the Police Station)
 - (2) Ditch Improvements (such as grass channels and Bioswales)
 - (3) Upland Reforestation & Forest Riparian Buffers
 - (4) Retrofit existing Dry SWM ponds (update old SWM facilities)
 - (5) Street Sweeping
 - (6) Stream Restoration
 - (7) Wetland Restoration & Constructed Wetlands
 - Most listed “environmental” projects will require engineering plans, specialized contractors, Erosion & Sediment plans with significant SWM mitigations just for the disturbance of land due the project construction itself. Finally the projects will require permits from MDE, Army Corp., and the county. These projects will not be cheap, running anywhere between \$100,000 to millions of dollars based on Cecil county experience. In addition, no single project can fully satisfy and new EPA and MDE laws, so multiple projects will be necessary.
 - The reduction of 20% impervious of ground surface requirement is only one aspect of many other new requirements the Town must adhere to. Other aspects involve extensive documentation & categorizing of Town SWM BMPs, impervious and pervious ground surface mapping. Education to the public about the importance of environmental concerns, and public outreach involved with local environmental issues and more. Many, if not most of these new demands and requirements are outside my area of expertise. It will take some time to get better familiar with the new requirements, let alone implement them. Cecil county DPW has been implementing these requirements for years and have offered their help to the Town. These new regulations will be a major burden to the Town and future development and urge the Mayor and Commissioners to protest.
 - I plan, along with Denise, to attend the upcoming MS-4 workshop meeting in February in Baltimore regarding implementation.
- Reservoir Road Dam
 - Reservoir is maintaining minimal water levels. I believe the Town should wait until GTA’s stream restoration project is complete before we implement the actions of the Dam Breaching.
 - Developers represented by GTA (an environmental engineering firm) have begun construction / restoration of Mill Creek in January. Mill Creek by the reservoir dam is in a state of disrepair and this project will restore (at least partially) the eroded channel for the purposes of off-site SWM / Stream restoration mitigation.
 - The Town will be working with McElroy Contracting for their estimated cost of \$15,000. Submitted Cecil County demolition permit, contacted necessary agencies per the permit requirements. Health Department has notified me that I must submit an additional application to MDE. MDE required the town to have an Asbestos Survey conducted on the old Reservoir Water Plant. A permit application has been submitted to MDE with the Asbestos Survey. I do not yet know the extent of the asbestos

precautions for demolition, perhaps water could be used in the asbestos remediation. MDE should contact me soon regarding their permit application.

- Town Hall Site & Police Station
 - Perryville Police Station project is approximately 41% complete and on schedule. The water and sanitary sewer connections have been established from Otsego Street and are ready to tie-in to the future building. The storm drain system is now complete. Otsego Street is now open to normal traffic conditions as boring operations under the railroad are complete. The contractor has begun grading the police station site and has encountered poor subgrade soil conditions throughout the extents of the project area. The site soil conditions indicate that the site was at one time used as a dumping ground, making soil subgrade bearing capacity strength unpredictable. The contractor has undercut and replaced portions of the building foundation's subgrade soil with suitable material in some locations by several feet. The same undercut and replacement must be conducted along the projects parking lot and roadway. The use of structural geogrids to strengthen the subgrade has been warranted. The use of geogrids lessen the need to dig deeper into the subgrade until suitable soils are found, thus lowering the project costs. To date, the contractor has finished rough grading the building pad foundation at 100% complete. The contractor finished the construction of the building footings at 100% complete. Plumbing below slab at 90%, Electrical conduits below building slab at 30%. Parking Lot subgrade remediation has been delayed due to wet weather, dryer conditions must exist for parking lot construction to take place.
 - I was ordered to find prices and alternatives for a temporary generator for the Police Station Trailer. The Town has found that acquiring a temporary generator is not warranted, the decision has been made to neither purchase a new generator nor fix the old generator.
 - Delmarva and Atlantic Broadband have relocated their utility equipment from the old pole to the newly placed utility pole. Verizon plans to start relocating their equipment in February.
- Otsego Street
 - Developing the construction plans for Otsego Street. The Otsego Street project has now expanded the scope of improvements, extending from Roundhouse Drive to Aiken Ave. A topographic survey must be completed along Otsego Street if the Town expects the project to move forward. I would like a very detailed survey along the more "urban" areas of Otsego Street in order to better protect the owners' property. Things like porches, fences, front door steps, and even flower beds must be documented in detail if it will interfere with the project.
- Fire House Station 16 Water Tie-in
 - Received a quote from AECOM (URS) to develop a Preliminary Engineering Report & Environmental Report using USDA criteria and guidelines for \$20,800. If the Town were to apply for Federal funding, both a PER and Environmental Report are necessary. If applying for State funding, only the PER is necessary. Government subsidy for the project will not be guaranteed despite perfectly formatted USDA guidelines performed by AECOM. A Preliminary Engineering Report can be developed by the Town Engineer in order to help Station 16 with project progress.



Perryville Police Department

448 Otsego Street • P.O. Box 511 • Perryville, MD 21903

Allen Miller
Chief of Police

Tel: 410-642-3725 • Fax: 410-642-3724

James L. Eberhardt
Mayor

CURRENT PROJECTS:

Waiting on two new police vehicles for our fleet.

Dealer is still installing rifle racks in our vehicles.

Working with the DOD and the MSP for surplus military equipment.

Working with Danielle at Outreach to improve services.

MONTHLY MEETINGS/TRAINING ATTENDED:

Bi-weekly meeting in the construction trailer on the progress of our police department.

Secretary Kim attended the DHMH meeting in Elkton.

Lt. Budnick and I met with the Chief of Perry Point in reference to some on-going issues our police department is having with dealing with their patients.

Submitted new bike policy to be implemented ASAP.

Met with Town Administrator over my yearly evaluation.

Secretary Kim attended the monthly Health Department meeting in Elkton.

I completed the Cecil County Radiological Emergency Response Plan and submitted to DES.

Attended the town's Leadership Meeting.

Secretary Kim went to the Safety and Health meeting at town hall.

Obtained 2 cell phones for police officers so that would not use their own phone for company business.

Met with Howard Uniform in Baltimore to compare prices and quality of uniforms.



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Page 2 of 2

MONTHLY MEETINGS AND TRAINING ATTENDED:

Spoke with Jeff from FLETC (Federal Law Enforcement Training Center) who inquired if we have given any thought to a Reserve Police Force.

Lt. Budnick and I attended the HREC Meeting in Elkton.

Attended the town luncheon.

Cpl. Nitz completed the FBI-LEEDA training in Elkton from January 23-27, 2017.

Sent 5 officers to Traffic Incident Training, plan to send the entire department.

Sent 2 officers and myself to Crisis Intervention Training, plan to send the entire department.

Updated the entire police department's personal history sheet for Cathy in Personnel.

Perryville Police Department Monthly Police Report
January, 2017

	January	Year to Date 2017
ROBBERY	0	0
ASSAULT	3	3
BURGLARY	2	2
THEFT	12	12
Auto Theft	0	0
CDS	3	3
DISORDERLY	2	2
MDOP	3	3
ADULT ARREST	8	8
JUVENILE ARREST	0	0
Referrals to Outreach	0	0
CITATIONS	10	10
WARNINGS	20	20
SEROS	1	1
ACCIDENTS	5	5
52 (Investigated)	3	3
89 (no Investigation)	2	2

January 31, 2017

Perryville Police Department

Outreach Program

Town Report

January 2017

Overall Monthly Attendance: 164

Number of New Referrals: 0

Number of New Members: 1

Announcements

The Outreach Program had a busy January! We celebrated Dr Martin Luther King's Birthday by creating an arts and craft project celebrating our differences. We have been making dinner at least 3 times a week and our members have been eager to help in the cooking process. We started the year with a healthy sprit and a few of our members were able to participate in Pura Vida Yoga's Teen Glow Yoga night. We have booked a date for Outreaches first ever fundraiser. We will be doing a 5K in September with the help of our Economic Development Department. We are very excited to bring this opportunity to the town of Perryville and to hopefully bring in some funds to support our program. Report cards came out recently and as long as grades are kept the same, or for some improved, some of our members will be able to participate in a "Great Escape" field trip later this month. We are partnering with the Local barbershop in town and will be offering a trip to The Great Blacks in Wax museum later this month, to celebrate Black History month. We also have ordered some door hangers advertising Outreach in hopes to let more of our community know we are here for them and what we can offer. We have started off the year fresh and ready to try new things!

The Outreach Program participated in Adopt-A-Highway and Outreach Clean Up, along with other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calander for upcoming activities.

DPW Report - January 2017

PUBLIC WORKS:

Projects/Other Events:

- DPW Staff began installing benches at Lower Ferry Park.
- Assistant Supervisor met with Casino officials regarding concerns and pressure needs for upcoming 1MG elevator water storage tank mixer installation project.

Crosswalks/Detectable Warning Devices:

- DPW Staff will continue to install detectable warning devices and new crosswalks as they are needed and time allows.

Traffic Calming:

- DPW staff continues to investigate costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW will continue installing stop bars at intersections throughout town as part of a traffic calming measure in the coming weeks.
- DPW employees are continuing to consolidate street signs where it's possible. This will reduce the number of sign posts but allow for the same traffic control information to be conveyed.

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout as they arise and/or are reported.
- An approved purchase order has been issued to replace a section of sidewalk on Broad Street that is beyond repair, the contractor is trying to schedule this work (As of 1/31/17, contractor is trying to schedule work, weather pending).

Water/Sewer/Stormwater:

- The 0.5 MG elevated water tank mixer project has been completed the tower is back in service.

- A replacement submersible pump was replaced at the Rivershore Pump Station. The previous pump was found to be beyond repair and needed replaced.
- Employees hung door hangers and performed water shut offs for residents who failed to pay their quarterly water/sewer bill.

Training:

- Employees continue to obtain training through the LGIT website.

Town Events:

- DPW Staff removed the Christmas lights that hung on Aiken Avenue for the holiday season and replaced them with "Town of Perryville" banners.

Weather Related Events:

- DPW employees assisted in cutting up a fallen tree from a windy weather event.
- Employees spread salt for a winter weather event on January 7th.

Vehicle/Equipment Maintenance:

- The Public Works Department has taken over the responsibility of maintaining the Town owned Police Vehicles. This will allow for a savings within the Police Department's vehicle repair budget.
- DPW will be maintaining the police department vehicles in the near future. All vehicles will receive an initial service so that they can be placed into the database and records can be kept for each vehicle.

Other:

- A contract has been signed with AEC to receive credits from DelMarva Power to switch the current lighting at the DPW to LED lighting. Incentives have been received regarding this project and details are trying to be worked out prior to moving forward. (This project is still ongoing)

PARKS AND RECREATION:

Projects/Town Events:

- N/A

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Cleaned trucks and serviced equipment.
- Parks staff has cleaned out the buildings at the Community Park to make room for equipment storage throughout the winter months, as well as allow for more usable area in each of the buildings.
- A contractor secured the edges of the Park Road using millings. This will remove large drop offs along the roadway as well as preserve the asphalt along the edges of the road.
- Parks staff painted the floor in their maintenance shop. They also installed additional storage and replaced trim.
- Parks and DPW staff cut up a large tree that fell during a windy weather event.
- Park staff chipped brush and any other fallen tree debris along Tapp Parkway.

Training:

- Parks employees continue to take online training through LGIT.

Rodgers Tavern/Lower Ferry Pier:

- Rodgers Tavern decorations that were hung in celebration of holiday season were removed.

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. in the spring.

- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside.
- **Fire Hydrants/ Extinguishers** –The next fire hydrant flushing will be scheduled to take place prior to the water tower cleanings and mixer installation.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2017

Wastewater:

Plant Influent Monthly Flow:	21.88 Million Gallons
Plant Effluent Monthly Flow:	19.29 Million Gallons
Veterans Center Monthly Flow:	8.23 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2016 and January, 2017 with the January's lab results received to-date.

Activities:

1. Enrolled A. Hathaway as an administrator for net dmr submissions
2. Enrolled J. Morton and T. Cregar in MCET certification test training class
3. EMH Construction continuing installing new belt filter press
4. Ordered parts and supplies to perform routine preventive maintenance
5. Monthly tank cleaning was performed
6. Building housekeeping was performed
7. Submitted annual sludge generator report to MDE
8. Tested all emergency lighting & monthly check of fire extinguishers
9. Installed electric service in potable water vault for new flow meter
10. Submitted annual sludge analysis report to MDE
11. Washed both trucks & cleaned interiors
12. Scheduled preventive maintenance was performed
13. Implemented new 2017 year maintenance check schedules
14. Conducted monthly staff meeting-MOR & DMR results review
15. Continued cross training water and wastewater operators
16. Submitted annual data to apply for \$30,000 MDE grant for enhanced nutrient removal

Water:

Plant Raw Water Monthly Flow:	10.0 Million Gallons
Plant Finished Water Flow:	10.0 Million Gallons

Activities:

1. Scheduled preventive maintenance was performed
2. Submitted certification of work complete to MDE for the installation of equipment in the 0.500 mgd water tower
3. Contacted Utility Service Co to schedule installation of the new mixer and power vent for the 1.0 MGD water tower
4. Staff rebuilding two chemical pumps
5. Plant in compliance with MDE regulations for the month of December
6. Continue training Justin Fain on plant preventive maintenance
7. Installing new parts for raw water vault level indicator
8. Replaced defective flow meter circuit board on membrane train #4
9. Attended MCET water/sewer rate study Town workshop meeting
10. Obtained cost quote from Walker Diving for annual cleaning of the raw water intake screens
11. G. Smith attended water sampler's recertification class
12. Submitted quarterly water withdrawal report to the SRBC
13. Obtained cost proposal to replace filter cassettes for train #3 and #4
14. Continued cross training of water and wastewater operators
15. Monthly housekeeping was performed
16. Distribution pump seal started leaking, replacing under warranty