

Town of Marshfield
Department of Public Works
Mission, Functions and Tasks



FY 07
OPERATIONAL PLAN,
Revision 2

“We will plan our work and work our plan to the maximum extent practicable.”

**Town of Marshfield
Department of Public Works (DPW)**

This FY-07 Operational Plan describes the DPW mission, functions and tasks that we plan to perform in the upcoming fiscal (and budget) year. The functions and tasks that each DPW division will accomplish will be updated from time to time to account for new work and changing priorities as determined by the DPW staff or as directed by the Board of Public Works.

Mission Statement:

Our mission is to provide high quality, timely and cost effective engineering, water, wastewater, highway, solid waste management, cemetery and public parks services to the people of Marshfield consistent with generally accepted municipal standards.

Our Vision:

To be recognized by the people of Marshfield as an important and valued component of government services.

Guiding Principles:

- We will strive for performance excellence in all of our services to the Town.
- We are a learning organization dedicated to continuous improvement in our skills and degree of professionalism.
- We are committed to environmentally friendly practices in all that we do.
- We are courteous and responsive to our customers, the taxpayers and ratepayers of the Town.
- We will find ways to be more efficient, cost effective, and competitive in our services to the Town.
- We are accessible to the public and businesses that use our services.
- We value the contribution that each employee provides for the Town, and we treat each other with dignity and respect.
- We are a highly skilled and competent Team.

**Town of Marshfield
Department of Public Works**

I. Overview

The Town of Marshfield elects a three-person Board of Public Works to oversee the Department of Public Works. The Department of Public Works is managed by a Superintendent. The Department of Public Works (DPW) consists of the following Divisions reporting to the Superintendent:

- Engineering Division (Town Engineer)
- Cemetery, Trees and Greens Division
- Highway Division/Solid Waste Transfer Station (Operations)
- Wastewater Division (Waste Water Treatment Facility)
- Water Division

Water, Wastewater, and Solid Waste services are funded through user fees established by Enterprise Accounts (ratepayers). Other DPW services are funded by general tax revenue (taxpayers).

The following are the DPW priority functions and roles that guide work plans and budget development:

- Legally mandated functions of the DPW including maintenance and repair of roadways, traffic signs, signals and markings; construction, repair and maintenance of highway drains and sidewalks; trash and septage disposal; tree trimming; operation of cemeteries, the water system and the sewer system; and snow and ice removal.
- Essential functions and services including maintenance of Town vehicles and equipment; fence and guardrail repairs; tree removal; mowing roadsides; material control; storage and dispensing of fuel; maintenance of tide gates and seawalls; and street sweeping for safety and drainage maintenance purposes.
- Non-essential services including maintenance of floats at town piers; carpentry and painting; rubbish pickup at Town facilities including beaches and athletic fields; maintenance and mowing of school grounds, town buildings, recreational facilities and cemeteries; renovation of athletic fields at schools and recreation grounds; and maintenance and repair of playground equipment.

II. Functions and Tasks

1. **Engineering Division (Town Engineer)**

The Engineering Division provides the Town of Marshfield with professional engineering, landscape architecture, and project management services required to plan, develop, coordinate, design, construct, and maintain Town facilities and infrastructure. The Engineering Division responsibilities include:

Planning and Design Services

- Developing and reviewing studies, designs, plans, and specifications for Town projects.
- Designing and preparing plans for proposed construction, maintenance and landscape projects.
- Reviewing plans for conformance to Commonwealth and Town standards.
- Preparing specifications, estimates of quantities and preparing reports to governmental agencies (local, state and federal) to fulfill regulatory requirements.
- Reviewing subdivision and land survey plans from private engineers.
- Developing easement plans for footways, roadways, bridges, seawalls, drainage structures, and utility installations.
- Develop and conduct periodic competitive electricity / energy supply solicitations to reduce costs.

Survey and Inspection Services

The Engineering Division performs surveys, provides contract administration, and inspects construction for DPW projects. The Engineering Division is responsible to ensure compliance with approved plans and specifications, and conformance to applicable design standards, bylaws, special acts, Massachusetts General Laws, and standard engineering practices for:

- DPW engineering, design, construction and maintenance projects.
- Roadway, intersection, and sidewalk design and construction.
- Drainage installations and projects and Subdivision construction.
- Seawall / revetment installations and projects.
- Water and Sewer systems engineering, design and construction.

- Traffic counts and surveys.

Town Plans and Records

The Engineering Division maintains the following Town plans, files and records for the coordination of Town projects:

- Town plans, aerial photographs, construction and easement plans, as-built drawings, street acceptance plans, zoning maps and land plans, and drawings relevant to the Town's water and sanitary sewer system.
- Deed files, plot plans, photographs and contract files.
- Traffic counts; capital improvement contracts, state and local permits, and federal/state grant records relevant to water and sewer construction, solid waste and recycling programs.

Public and Private Ways

The Engineering Division maintains records and plans of street acceptances. If a street or road is accepted by the Town Meeting and subsequently acted upon by the Board of Public Works, then it is a "public way". Otherwise it is a "private way" or "common driveway". Engineering Division records indicate whether a partial way was accepted, when it was accepted, its length and the location of the street acceptance recording at the Plymouth County Registry of Deeds (Book # and Page #.)

Recycling Coordinator

The Engineering Department oversees the Town's MSW Disposal and Recycling Programs, and the functions and tasks of the Recycling Coordinator. The Recycling Coordinator conducts the following:

- Assists in developing, implementing, managing, coordinating, and evaluating progressive solid waste and recycling programs within the community and workplace.
- Conducts outreach and education programs to encourage community participation in various recycling programs.
- Coordinates household hazardous waste and source reduction programs.
- Investigates the implementation of incentive-based recycling programs.
- Collects and analyzes data relating to the solid waste management and recycling activities of the municipality.

- Acts as a liaison with the school administration and other Town organizations regarding MSW disposal and recycling activities.

2. Cemeteries, Trees and Greens Division (CTG Supervisor)

The CTG Division is responsible for the care and upkeep of the Town's cemeteries, parks and greens. The CTG Division also maintains the Town's athletic fields, recreation areas, roadsides and Town-owned trees. The CTG Division also helps the Highway Division with snow and ice removal, roadway and sidewalk work when required to do so. The CTG Division also shovels snow and sands walks around public buildings for foot traffic to schools, libraries and other public facilities.

The Cemetery Division maintains the following cemeteries:

- Cedar Grove Cemetery
- Winslow Cemetery
- Marshfield Hills Cemetery
- Center Marshfield Cemetery
- Old Chapel Cemetery
- Couch Memorial Cemetery

Cemeteries work includes mowing (April thru November), trimming, leaf removal, pouring cement foundations, interments and sale of cemetery lots (at Couch Memorial Cemetery only).

Trees

The CTG Division prunes and trims Town owned trees as required, and maintains about 280 miles of roadsides (accounting for both sides of the roadways) and intersections to assure needed roadway visibility. The CTG Division removes dead or diseased trees on public lands and plants healthy new trees.

Greens

The CTG Division mows, trims, cleans and removes trash at all Town cemeteries, playgrounds, ball fields (39), parks and recreation facilities, including the Town Hall, Police Station, Fire Stations (3), Daniel Webster Estate (Historical Site), Ventress Library, Coast Guard Station, Senior Citizen Center and the Grace Ryder Complex. Maintenance work includes weed control, overseeding and fertilization, irrigation, seating area preservation and rubbish removal.

Parks maintained include:

- Harbor Park
- Tower Avenue Park
- Peter Igo Park
- Marshfield Hills Fire Station
- Marshfield Mazes
- Coast Guard Station
- Skate Park
- Recreation Center

Schools maintained include:

- South River School
- Daniel Webster School
- Governor Winslow School
- Eames Way School
- Martinson School
- High School Complex
- Grace Ryder Complex

Roadway Islands: (Adopt-an-Island Program)

The CTG Division manages the highly successful Adopt-an-Island Program that includes voluntary citizen maintenance of 63 traffic islands and small pieces of Town owned land in Marshfield. The CTG Division maintains 16 traffic islands not yet adopted. The Adopt-an-Island Program is supported by the Chamber of Commerce that holds an annual awards ceremony.

3. Highway Division (Operations)

The Highway Division is managed by the Director of Operations or Highway Supervisor. The Highway Division is responsible for the following:

Streets (Roadways): Snow plowing, sanding, paving roads, patching potholes, and sweeping public streets and sidewalks for Town maintained

streets. Certain roadways (e.g. Route 3A and portions of Route 139) are maintained by the Massachusetts Highway Division – Region V.

Work includes line striping; sweeping of roadways, schools, cemeteries and public parking facilities; curb repair and installation; catch-basin cleaning and repair; repair and installation of drainage systems; installation of street and traffic signs; and grading of non-paved roads. The Town has about 140 miles of roadway maintained by the DPW along with about 60 miles of sidewalks and parking lots.

Sidewalks: Repair or replace damaged municipal sidewalks. Plow sidewalks where accessible. Facilitate the construction and maintenance of new municipal sidewalks where authorized and designed.

Beaches: Maintaining beach accesses and winter storm (tide) gates, picking up beach rubbish and containers, and maintaining beach areas safe for use. This work includes maintaining seawalls, stairways, and revetments within Division responsibilities.

Foreshore Protection Structures: Maintenance and repair of foreshore protection structures (seawalls and appurtenances) for preservation and safety purposes, within limits of authorized budgets.

Vehicle/Equipment Maintenance: Maintaining, repairing and inspecting a fleet of 135 Town vehicles including Police and Fire vehicles.

Transfer Station: The Transfer Station functions as a collection point for curbside, residential, and commercial rubbish; recycling materials; and for processing brush and leaves for compost. The Transfer Station foreman is the central point for DPW construction materials management and materials storage.

The Director of Operations or Highway Supervisor also oversees DPW response for all winter storms and storm emergencies.

4. Wastewater Division (Chief Operator)

The Wastewater Division is responsible for the collection, pumping and treatment of wastewater (sewer system) and septage. Personnel are charged with overseeing the installation of sewer connections to assure their compliance. Pump stations are inspected daily. Stopped lines are cleared and cleaned to allow proper flow and reduce potential health risks. The Waste Water Treatment Facility (WWTF) is continually in operation and staffed every day of the year; samples are taken to certify that the discharge complies with all applicable federal, state, and local regulations.

The sewer extension known as "sewer 2000" was completed in FY-05. Service connections continued to be made during FY 06 and as of June 2006 there were 50 of the 604 total service connections remaining to be completed that have not been waived. It is the abutters' responsibility to connect to the sewer system within one year of the time the line passing by their property is completed. The combination of the Meadowview and "Sewer 2000" sewer extensions added an additional three pump stations to the Towns existing four pump stations. The current number of sewer connections is 4,638 to the Town's sewer system.

The Town has submitted the required renewal application for the NPDES (National Pollutant Discharge Elimination System) permit for its Wastewater Facility. This permit is issued jointly by USEPA (United States Environmental Protection Agency) and the Massachusetts DEP (Department of Environmental Protection). The existing permit stays in effect until the USEPA and Massachusetts DEP issue a renewed NPDES Permit. The Draft renewed NPDES Permit has been issued for public comment.

The DPW has completed lining and replacement of portions of the sewer line located in Plymouth Avenue. Over time the cement piping used has deteriorated and those sections not salvageable through the Cast in Place lining process were replaced. The Town and contractor have identified potential areas of concern and will prioritize cleaning and inspecting these areas in an ongoing process to perform this process throughout the Towns Sewer System. Town meeting has approved additional funds for the DPW to continue the lining process as areas of concern are identified.

The DPW is seeking engineering services to update the WWTF master plan which is over 10 years old. In addition the DPW is investigating potential systems and processes to replace the original aerators in the Wastewater Treatment Facility. Funds to do this were approved in a previous Town Meeting. The DPW is also renovating the main WWTF buildings that were constructed over thirty years ago.

The Annual Town meeting in April of 2006 has approved funds for the WWTF to address screening at the Main Pump Station and grinders in the return sludge lines. Also approved were funds to replace failed underground electric cable feeders and conduit between the Wastewater Treatment Facility and the Main Pump Station. Several electrical lines failed earlier in 2006 and the Town was fortunate that the electrical contractor for the WWTF was able to patch the cables over an emergency three day work session so that the WWTF could continue operations until proper repairs could be funded and completed.

The Town's WWTF and Engineering staff is also taking action to minimize the infiltration (from groundwater) and inflow (from surface water or sump pumps) that the WWTF must process. Minimizing infiltration and inflow is a requirement of the NPDES Permit and the USEPA Phase II Storm Water Regulations.

The WWTF is designed to treat an average of 2.1 MGD. Actual average daily flow was 1.33 MGD in FY 2006.

5. Water Division (Water Supervisor)

The Water Division is responsible for providing an adequate supply of safe water for Marshfield's needs (domestic use and fire protection). This responsibility involves the installation, maintenance and repair of water mains and service lines, including fire hydrants; the maintenance and operation of wells, pumps and related infrastructure, including chlorine injection (or UV exposure) for bacteria control and lime injection for pH control; water meter installation and reading; and water sampling and water resources protection and management. The Division also conducts community outreach and education, including the promotion of water resources conservation. The Division is instrumental in providing for the future water requirements of the Town (pumping and storage), and works closely with the Engineering staff to achieve stated goals.

The Water Division also assists the Highway Division, CTG Division and WWTF staff in excavation, snow removal and other services to the Town.

The number of connections to the water system stands at 9,804. This number varies as homes are tied in or removed from the water system.

In FY 2006, the capacity / demand balance was determined to be:

	<u>FY-06</u>	<u>FY-05</u>	<u>FY-04</u>
• Current Safe Yield	4.3 MGD	4.3 MGD	4.3 MGD
• Average Daily Use	2.8 MGD	3.0 MGD	3.0 MGD
• Maximum Daily Use	6.0 MGD	6.6 MGD	5.9 MGD

Therefore, the average daily use (year round) is within safe yield. The current available water supply and storage capacity is adequate to meet water demand requirements (maximum daily use). The supply/demand situation could be exacerbated on hot summer days or during drought conditions, and could threaten the availability of safe drinking water concurrent with adequate fire protection capacity. New sources of water supply, pumping, and storage may be required under those circumstances.

The Town is currently planning installation of new sources of water supply (pumps) and storage (tanks) to provide improved drinking water and fire protection capability, and to support expected growth in demand in the years ahead.

Current storage and pumping capacity is:

Tanks

Tank Location	Year Built	Capacity
Forest Street	1972	2.1 MG
Pudding Hill	1928	0.7 MG
Telegraph Hill	1991	2.3 MG

Pumps

Pump Location	Year Built	Rated Capacity	Actual Capacity
Church Street	1982	575 GPM	450 GPM
Ferry Street 1	1979	400 GPM	350 GPM
Furnace Brook 1	2006	700 GPM	550 GPM
Furnace Brook 2	1991	700 GPM	600 GPM
Furnace Brook 3	1956	300 GPM	300 GPM
Furnace Brook 4	1960	1000 GPM	800 GPM
Mt. Skirgo	1927	400 GPM	230 GPM
School Street	1972	350 GPM	300 GPM
South River St.	1971	350 GPM	350 GPM
Spring Street	2000	275 GPM	275 GPM
Union Street 1	1985	1000 GPM	1000 GPM
Union Street 2	1989	350 GPM	350 GPM
Webster Street 1	1974	400 GPM	350 GPM
Webster Street 2	1979	250 GPM	250 GPM

The Marshfield DPW is in the process of planning for siting, permitting, design and construction of a new storage tank at Carolina Hill, and upgrading the storage capacity of the existing Pudding Hill Tank. Also, the Marshfield DPW is refurbishing the Furnace Brook #1 Pump Station and getting permits for new Pumping Stations (Ferry Street #2 and Fairgrounds #1). The Mt. Skirgo Pump Station will be refurbished beginning in FY-07.

FY-06 Operational Plan

Each DPW Division plans the following functions and tasks for FY-06 (01 July 2005 - 30 June 2006). Note that this listing will be updated from time to time to incorporate new requirements and work.

Division	Function / Task	Due
Superintendent	Complete FY-07 Water, Sewer and Trash Rate Reviews (Residential, Commercial and Out-of-Town)	Complete
Superintendent	Complete BPW Policy on Roadway Maintenance Priority and Private Road Acceptance	Complete
Superintendent	Prepare and Issue FY-07 DPW Operational Plan	Complete
Superintendent	Submit FY-06 Drinking Water Supply Protection Land Acquisition Grant documentation to EOEA	Complete
Superintendent	Meet with the State Department of Conservation and Recreation for Foreshore Protection Grant	Cancelled
Superintendent	Draft FY-07 Fall Special Town Meeting Articles	Complete
Superintendent	Waste Water Treatment Plant Wind Turbine Generator Study Committee Nominations	Complete
Superintendent	Prepare BPW Policy for Private Tie-In to the Town's Storm Drainage System	Complete
Superintendent	Submit EOEA Water Resources Protection Grant Application	Complete
Superintendent	Draft FY-08 Operations and Maintenance Budget	Complete
Superintendent	Receive Photos from 430 Holly Road as required by License Agreement	Letter Sent Requesting Photos
Superintendent	Review the Town's Comprehensive Recycling Program	Solid Waste Advisory Committee
Superintendent	Develop MSW Master Plan (to achieve 35% recycling rate and lower waste disposal costs)	Solid Waste Advisory Committee
Superintendent	Develop Plans for New Salt Shed to Increase Winter Salt Storage Capacity	DPW Facilities Plan
Superintendent	Complete Water Agreements with Duxbury, Pembroke and Scituate	Agreements Sent for Approval
Superintendent	Review and Action on DPW Class B CDL and Hoisting Engineer License Requirements	Complete
Superintendent	Prepare Updated Water Resources Protection Land Acquisition Plan	Complete
Superintendent	Draft Updated Position Descriptions for DPW Employees	31 December 2006
Superintendent	Prepare 2006 Supervisor Development Review Process	31 December 2006
Superintendent	Complete Status Review of Anton's Litigation or Settlement Agreement	31 December 2006

Division	Function / Task	Due
Superintendent	Complete Ellis Land Purchase (Fall 2006 STM Article 16) Lot F08-02-10B (off Plain Street)	Complete
Superintendent	Complete Davis Land Purchase (Fall 2006 STM Article 17) Lot H13-02-08 (off Church Street)	Complete
Superintendent	Complete Eminent Domain Taking of Lot F14-02-09 (Carolina Hill)	31 December 2006
Superintendent	Complete Eminent Domain Taking of Unknown Owner Lots C11-02-24 and C13-02-03	31 December 2006
Superintendent	Prepare articles for FY-08 ATM and STM	Complete
Superintendent	Complete Eminent Domain Taking of Wild Lands Trust Land for New Pudding Hill Water Tank	31 January 2007
Superintendent	Prepare Annual Report to Duxbury / Marshfield Sewer Administration Committee	31 January 2007
Superintendent	Prepare Report to Town Counsel on Historical Records and Documents	31 January 2007
Superintendent	Review and Action on DPW Water and Waste Water License Requirements	28 February 2007
Superintendent	Establish plan for an improved filing system (correspondence, specifications and plans)	28 February 2007
Superintendent	Renew the Marshfield / Duxbury Intermunicipal Sewer Agreement	23 May 2007
Superintendent	Conduct DPW Safety Meetings at least once per Quarter	30 June 2007
Engineering	Prepare and Issue Foreshore Protection Infrastructure (Seawall) Master Plan	Complete
Engineering	Prepare Survey and Land Taking Plans for Julian Street and Sea Street Bridges	Complete
Engineering	Prepare Contract for Commercial and Demolition (C&D) Debris Transportation and Disposal	Complete
Engineering	Waste Oil Tank Code Compliance – Highway Garage	Complete
Engineering	Prepare Plan for Priscilla Road Retention Basin Restoration	Complete
Engineering	Complete Damon's Point Fishing Pier Removal Project to Comply with USACE Requirements	Complete
Engineering	Select Engineering Contractor for WWTF / Sewer System Master Plan	Complete
Engineering	Issue Contract for South River Street Water Main Replacement and Phase I Drainage Work	Complete
Engineering	Complete Authorized WWTF Building Repairs – Phase I	Complete
Engineering	Complete MTS Inspection IAW 310 CMR 19.07 and Submit to MA DEP	Complete
Engineering	Complete Highway Garage – Repairs (Locker Room and Men's Restroom)	Complete

Division	Function / Task	Due
Engineering	DPW Highway Garage Stage II Vapor Recovery System Annual In-Use Compliance Certification	Complete
Engineering	Prepare DPW All Hazard Mitigation Plan for FEMA Review (Pre-Application)	Complete
Engineering	Complete Roofing Replacement Contract at the Marshfield Police Station	Complete
Engineering	Submit Municipal Seawall Repair Grant Program Application to MA DCR	Complete
Engineering	Complete Stairway Repairs at Constellation Avenue	Complete
Engineering	Submit All Hazard Mitigation Grant Application for Rexhame Drainage and Bass Creek Projects	Complete
Engineering	Complete Design for South River Street Phase II Drainage Improvements	31 December 2006
Engineering	Complete Design for Telegraph Hill Drainage (Connector Pipe)	31 December 2006
Engineering	Complete Annual Environmental Compliance Review for DPW Garage	31 December 2006
Engineering	Complete EPA Action Items Re: Highway Garage Environmental and Truck Washdown	31 December 2006
Engineering	WWTF Aeration System Upgrade Process Recommendation	31 December 2006
Engineering	South River Street Land Acquisition (Eminent Domain Taking)	31 December 2006
Engineering	Complete Mapping of Storm Drain Outfalls and Detention Basins	31 December 2006
Engineering	Prepare specifications for Highway Services (Paving, Markings, Milling, Signs and Pavement Reclamation and Recycling)	31 December 2006
Engineering	Conduct Periodic Electricity Supply Solicitations to Reduce Electricity Costs in FY-2007 / FY-2008	Complete
Engineering	Draft Storm Water Town Bylaw and BPW Policy on Connections to Storm Drains	Complete
Engineering	Closeout MA DEP Wellhead Protection Grant (Drainage)	31 January 2007
Engineering	Comprehensive Plan and Permits for Rexhame Drainage Project	31 January 2007
Engineering	Prepare and Submit Municipal Recycling Data Sheets (CY-06)	31 January 2007
Engineering	Review and Action re: Licensing Agreements with DPW	31 January 2007
Engineering	Prepare Annual Solid Waste Facilities Report to MA DEP (CY-06)	15 February 2007
Engineering	Prepare and Submit Annual Composting Site Report (CY-06)	15 February 2007
Engineering	Prepare Transportation Improvement Program (TIP) Project Information Forms	15 February 2007
Engineering	Complete Highway Garage Phase IV Contaminated Soil Remediation	31 March 2007

Division	Function / Task	Due
Engineering	Complete Engineering and Design for Grinder Pumps in RAS Lines	31 March 2007
Engineering	Design, Procure and Install Influent Pump Station Screening	31 March 2007
Engineering	Design, Procure and Install Return Line Sludge Grinders	31 March 2007
Engineering	Complete Route 139 Transportation Corridor 25% Design	30 April 2007
Engineering	Design Catch Basin / Run-off Diversion for Erosion Control at the Highway Garage	30 April 2007
Engineering	Design Tight Tank Connections to the Oil / Water Separator and Sewer at the Highway Garage	30 April 2007
Engineering	Complete Permits / Action for Rexhame Beach Parking Dredge Material as Beach Nourishment	30 April 2007
Engineering	Water System Master Plan Update	31 May 2007
Engineering	Complete Design for New Water Tank in High Zone	31 May 2007
Engineering	Select Designer for WWTF Phase II Building Renovation	31 May 2007
Engineering	Complete Permits and Dredging Project for Green Harbor Entrance Channel and Narrows	31 May 2007
Engineering	Develop Engineering Standards for Highway, Drainage, Bridge, Water and Waste Water	30 June 2007
Engineering	Develop Inspection Plan for Town Pedestrian and Vehicle Bridges (Bridge Master Plan)	30 June 2007
Engineering	Evaluate Vulnerability Assessments and Emergency Response Plans for Water System	30 June 2007
Engineering	Complete Wastewater Risk and Vulnerability Assessments	30 June 2007
Engineering	Develop Integrated Water Resources Management Plan with MA EOEA / DEP	30 June 2007
Engineering	EPA Storm Water Phase II Compliance	30 June 2007
Engineering	Closeout Required Action Order (RAO) for High School	Hold (Town Counsel)
Engineering	Bass Creek Channel Restoration Permits	Hold
Engineering	Green Harbor Dredging Permits	Hold
Recycling Coordinator	Summer Events / Town Pier Recycling Containers and Information Table	Complete
Recycling Coordinator	Relay for Life Recycling Containers and Recycling Volunteers	Complete
Recycling Coordinator	Marshfield Fair Recycling Coordination	Complete

Division	Function / Task	Due
Recycling Coordinator	Present Recycling Plan to the Solid Waste Advisory Committee	Complete
Recycling Coordinator	Coordinate Recycling Meeting with the Marshfield Schools	Complete
Recycling Coordinator	Coordinate Marshfield Participation in the Household Hazardous Waste Day	Complete
Recycling Coordinator	Develop Comprehensive Recycling Program for Marshfield Schools (Bottles and Cans)	Complete
Recycling Coordinator	MSW and Recycling for America Recycles Day	Complete
Recycling Coordinator	Conduct Recycling Campaign at Schools for Used Telephone Books	Complete
Recycling Coordinator	Nominations for Five 2007 Waste Management Environmental Scholarships	31 March 2007
Highway	Install Handrails at Concrete Pedestrian Access Stairways to the Beaches	Complete
Highway	Notify Contractors to Remove Material from DPW Property at Salt Shed	Complete
Highway	Stripe Crosswalks at Town Schools with Yellow Paint	Complete
Highway	Develop comprehensive FY-07 Roadway Management Plan that includes: <ul style="list-style-type: none"> ▪ Road Surface Maintenance ▪ Sidewalk Maintenance ▪ Storm Drain Maintenance ▪ Street Sign Maintenance and Upgrade Plan ▪ Winter Storm Management 	Complete
Highway	Improve Street Markings at Crosswalks and Parking Facilities to Enhance Pedestrian Safety	Complete
Highway	Remove Concrete Debris at Brooke Street Seawall	Complete
Highway	Update Equipment / Vehicle Management Plan	Complete
Highway	Develop snow season punch list (tide gates, school buses, school pedestrian traffic)	30 November 2006
Highway	Prepare Concept of Operations (CONOPS) at Highway Garage	31 December 2006
Highway	Verify Conduct and Documentation of Waste Ban Inspections at the MTS	31 December 2006
Highway	Develop plan for ditch maintenance (Ditch Maintenance Management Plan)	30 April 2007
Highway	Install and Repair Guardrails on South River Street and J. Driebeek Way (Town Pier Road)	30 April 2007
Highway	Develop comprehensive plan for seawall inspection and repair (Seawall Maintenance Management Plan)	30 April 2007

Division	Function / Task	Due
Highway	Repair, Seed and Fence the Sediment Trap at Waltham Avenue (Ferry Street)	31 May 2007
Highway	Complete Drainage Work, and Mill and Pave Plymouth Avenue	30 June 2007
Highway	Re-stripe the white and yellow roadway markings on Ocean Street in Downtown Marshfield	30 June 2007
Highway	Repair / Overlay Sidewalks on Snow Road and Town Hall	30 June 2007
Highway	Grade Non-Sewered Roads	30 June 2007
Highway	Complete Seawall Topside Surface Repairs	30 June 2007
Highway	Install or Modify Catch Basins on Snow Road / Town Parking Areas	30 June 2007
Wastewater	Initiate WWTF / Sewer System Master Plan Update	Complete
Wastewater	Complete In-situ Lining of AC Sewer Pipe on Assumption Road and Adjacent Streets	Complete
Wastewater	Repair or Replace WWTF Main Pump Station Power Feed Cables	Complete
Wastewater	Submit Acute Toxicity Report to the USEPA and MADEP as required by NPDES Permit	Complete
Wastewater	Prepare Backup Data for Bi-Annual Duxbury Sewer Bill	Complete
Wastewater	Replace Waste Sludge Line Flow Meters	Complete
Wastewater	Conduct Baseline H2S Testing re: Green Harbor Dredge Spoils Disposal Area	Complete
Wastewater	Annual Report to USEPA Water Technical Unit re: Collection System Program	Complete
Wastewater	Submit Acute Toxicity Report to the USEPA and MADEP as required by NPDES Permit	Complete
Wastewater	Prepare and Submit EPA Report on Sewer Service Connections	Complete
Wastewater	Update MWTF and Sewer System Rules and Regulations based on Town Bylaws Article 54	31 January 2007
Wastewater	Prepare and Submit EPA Sludge Removal Report	15 February 2007
Wastewater	Submit Sewer System I/I Summary Report for CY 2006 as required by NPDES Permit	31 March 2007
Wastewater	Complete Aeration Tank Upgrades	31 May 2007
Wastewater	Design, Procure and Install Influent Pump Station Screening	31 May 2007
Wastewater	Design, Procure and Install Return Line Sludge Grinders	31 May 2007

Division	Function / Task	Due
Cemeteries, Trees and Greens	Install Water Gages on the Town's Irrigation (High School, Town Hall, Library Plaza)	Complete
Cemeteries, Trees and Greens	Develop updated plan for tennis, basketball and hockey courts maintenance and repairs	Complete
Cemeteries, Trees and Greens	Complete Ocean Street Tree Planting Project	Postponed
Cemeteries, Trees and Greens	Rehabilitate and Stabilize Monuments at Old Chapel and Town Cemeteries	30 April 2007
Cemeteries, Trees and Greens	Complete Section III of Couch Cemetery Cremation Wall	31 May 2007
Cemeteries, Trees and Greens	Prepare Plan for BPW Approval of Couch Cemetery Phase IV	31 May 2007
Cemeteries, Trees and Greens	Stabilize Slope on Island at the Ventress Memorial Library	31 May 2007
Water	Prepare and Issue FY-2005 Consumer Confidence Report (CCR)	Complete
Water	Replace Canoe Tree Street Water Main (Upgrade)	Complete
Water	Conduct Water Leak Detection Survey for the Water Distribution System	Complete
Water	Complete Pro-longed Pumping Test for Fairgrounds #1 Well Site	Complete
Water	Update plan to replace 2" water mains with 8" DI (2" Water Main Upgrade Master Plan)	Complete
Water	Prepare Fall 2006 STM Article for Painting the Telegraph Hill Tank	Postponed Until FY-2009
Water	Replace South River Street Water Main	15 December 2006
Water	Furnace Brook #1 PS – Construction	15 December 2006
Water	Prepare Plan for Refurbishing the Mount Skirgo Pumping Station	31 December 2006
Water	Read Municipal Water Meters in Preparation for FY-08 Budget and Water Enterprise Rates	Complete
Water	Change Out All Commercial Meters to Read In Gallons (Radio Read)	31 December 2006
Water	Conduct Annual Audit to Verify Reading and Billing Units are Consistent	31 December 2006
Water	Install New and Upgraded Water Mains on Eames Way for New Water Storage Tank	30 June 2007
Water	Complete Ferry Street #2 Pump Station Construction	30 June 2007
Water	Telegraph Hill Tank - Paint Interior And Exterior	Postponed Until FY-2009

Division	Function / Task	Due
Water	Construct Fence around Sediment Trap at Wheelers Pit (Forest Street)	30 June 2007
Water	Install Radio Controlled Water Meters for Commercial and Municipal Customers	30 June 2007

**Department of Public Works
Strategic Capital and Operational Planning
Fiscal Years 2006 - 2009**

Department	Project/Program	Due
Engineering	Canoe Tree Street Drainage Design	FY-08
Engineering	Bass Creek Channel Restoration	FY-08
Engineering	Rexhame Beach Drainage	FY-08
Engineering	Brant Rock Esplanade Traffic Improvements Phase II	FY-08
Engineering	Pedestrian Safety Plan Implementation (Sidewalks)	FY-08
Engineering	Town-wide GIS System	FY-08
Engineering	Town Pier Rehabilitation	FY-08
Engineering	Damon's Point Fishing Pier	FY-08
Highway	Road Reconstruction	Annually
Highway	Cohasset Avenue Milling and Catch Basin Adjustment	FY-08
Highway	Highway Garage – Repairs	FY-08
Wastewater	Pump Station Upgrades	FY-09
Wastewater	Paving Repairs and Additional Parking	FY-09
Wastewater	Grit Chamber Bypass And Primary Flow Measurement Device	FY-10
Wastewater	WWTF Mobile Auxiliary Power Apparatus	FY-10
Wastewater	Grit Chamber Bypass and Primary Flow Measurement	FY-10
Wastewater	Mobile Auxiliary Power	FY-10
Wastewater	WWTF Effluent Pumps	FY-11
Wastewater	Primary Clarifiers Improvement	FY-11

Department	Project/Program	Due
Water	UV Equipment – Furnace Brook #2 PS	FY-08
Water	Repair and Place Into Service the Mount Skirgo Well Fields And Pumping Station	FY-08
Water	Future Water Tank Construction High Zone	FY-08
Water	Highland St. Water Main Replacement	FY-08
Water	So. River St. Water Main - Grove To Main	FY-08
Water	Paint Telegraph Hill Tank	FY-08
Water	Pine Street Water Main Replacement	FY-08
Water	Summer Street Water Main Replacement - Prospect to Main	FY-08
Water	Pudding Hill Tank – Design	FY-09
Water	Ireland Road Water Main Replacement	FY-09
Water	Carlton Road Water Main Replacement	FY-09
Water	Preston Terrace Water Main Replacement	FY-09
Water	Complete Installation of Radio Controlled Water Meters for Residential Customers	FY-09
Water	Pudding Hill Tank – Construction	FY-10