



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Public Works Department Monthly Report

DATE: September 2026

PREPARED BY: Shawn Fortune, Public Works Director

MONTHLY REPORT / PROJECT UPDATE:

Public Works

- Completed daily vehicle inspections, including checks of oil levels, tires, and lights. Truck No. 4 also received its required inspection.
- Conducted daily inspections of the Town playground.
- Emptied trash receptacles along Main Street each week.
- Monitored the Town Hall ballroom dehumidifier daily to maintain humidity near 50 percent.
- Completed the monthly inspection of fire extinguishers in all Town buildings.
- Replaced the flooring in the Finance Department with vinyl plank flooring.
- Mowed grass at all Town-maintained sites each week and watered the Main Street hanging baskets weekly.
- Trimmed the hillside on Chase Street adjacent to the water tower.
- Continued cleaning the geotextile bag at the wastewater treatment plant.
- Moved desks from Fredericksburg to Town Hall and the Police Department on September 8 and 9, and reassembled a desk in the Finance Department on September 11.
- Assisted Town staff with the September 14 relocation from the temporary offices at 113 Courthouse Lane back to Town Hall.

Utilities

- Performed weekly maintenance at all six pump stations to prevent grease buildup on station walls. Staff cleaned station floats and cleaned the probes at Bowling Green Meadows twice during the month.
- Completed daily pump-station inspections and weekly generator inspections.
- Marked 25 Virginia 811 Miss Utility tickets during September.
- Monitored alarmed water meters daily and completed repairs when an issue was located on the public side of the meter. Customers with apparent private-side leaks received water-leak door hangers.
- Received the sludge dewatering box at the wastewater treatment plant on September 14.
- Repaired a water-main break near 153 South Main Street on September 15 by removing and replacing the damaged pipe section. A boil-water notice was issued for the affected area. Required water samples were collected 16 hours apart and met applicable requirements; the notice was lifted on September 17.
- Upgraded the Bowling Green Meadows pump station from vacuum probes to wave sensors on September 16 to improve operating efficiency.

ATTACHMENTS:

None.

HEADS UP ITEMS:

None.