

# PUBLIC WORKS

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works (DPW) is made up of several working divisions: Administration, Engineering, Highway, Water/Sewer, Properties, Natural Resources and Motor Equipment Repair. With a staffing strength of 135 full-time personnel, it is the goal of the department to provide citizens, boards, commissions, and other town departments with superior service and support through the consistently managed efforts of the department.

### Administration

The Administration Division provides the following services: financial (including invoice payment, invoicing, grant management, and water/sewer reading and billing), personnel and payroll management, customer service, oversight of contracted solid waste and hazardous waste collection services, supervision of contracted cleaning, and oversight of contracted streetlight and traffic light maintenance on public ways and parking lots.

### Curbside Solid Waste Collection

Waste Management provides curbside and dumpster collection of solid waste and bulky items from residential and business locations. Through this contract the DPW collects solid waste at over 19,000 residences and 150 commercial accounts. Solid waste is also collected from the following municipal locations: Town Hall and eight other municipal buildings, community safety, three fire stations, two libraries, nine public schools, over twenty municipal parks, and approximately sixty public trash barrels. In 2007, 16,562 tons of solid waste were collected. In addition to collecting everyday household trash the contractor also collects large items like couches, tables, and sinks as part of the bulky item collection program.

### Recycling

Waste Management also collects recyclable items at the curbside on a biweekly schedule. Items need to be sorted as: paper and chipboard (cereal boxes etc.), commingled glass, plastic, and metal containers; and corrugated cardboard. The department issues an annual guide with all the information needed for residents and businesses to make our recycling efforts successful. In an effort to increase the rate at which Arlington residents and businesses recycle the DPW added a part-time recycling coordinator to the staff this year. This new position enables the town to increase the amount of disposable items that are recycled and decrease the overall amount of solid waste. The focus of the work during this first year will be to increase the recycling rate at apartment complexes. The department received a Massachusetts Department of Environmental Protec-

tion grant to help with this process. The state will be providing supplies and technical expertise.

2007 Recycling and Solid Waste Statistics	
Solid Waste	16,562
Paper/chipboard	3,345
Commingled (glass/plastic/metal)	1,176
Yard Waste	2,390
Abitibi paper recycling	38
Got Books book recycling	19
<b>TOTAL (Tons)</b>	<b>23,530</b>
<b>RECYCLING RATE</b>	<b>29.6%</b>
TV/CRT's (units)	2,023
Appliances(units)	1,850
Florescent bulbs (mercury based) (linear feet)	8,415
Other Mercury containing Items (pounds)	95

### Household Hazardous Waste Collection

Marking ten years of membership in the regional household hazardous waste collection facility at 60 Hartwell Avenue in Lexington, Massachusetts, Arlington residents participated in eight monthly collection days from April through November 2007. The program continues to collect large quantities of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, and household cleaning products. In 2007 the town properly disposed of 578 carloads of hazardous materials.

### Engineering Division

The Engineering Division of the Department of Public Works continues to provide a wide variety of support services to other DPW divisions, various Town departments, commissions, contractors, public utilities, and to the general public. The Engineering Division works closely with the Highway, Water, and Sewer Division upgrading and improving the infrastructure of the Town by providing surveys, engineering design, construction plans, field layouts, and field inspection services. The Engineering Division also provides technical design and specification for municipal infrastructure improvements; oversees contracted maintenance of the Town's traffic signals; reviews and makes recommendations on the impacts of planned private construction projects; and reviews and provides regulation on proposed private way projects and improvements.

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## Major initiatives in 2007:

- Provided local oversight with the Massachusetts Highway Department for the Summer Street improvements project. Forty-two abutter concerns/complaints were catalogued and arbitrated. Staff of the division was on the job site nearly every day of the workweek.
- Provided support to the Transportation Advisory Committee for the purpose of solving traffic problems in the town. These support services include data collection, traffic counts, and geometric design improvements. Phase 1 – emergency traffic control measures were designed and installed on Westminster Avenue. Access, safety and signage improvements were designed and implemented for the Stratton School.

## Highway Division

The Highway Division of the Public Works Department maintains 102 miles of roads, 175 miles of sidewalks, 175 miles of curbing, eight parking lots; along with numerous guardrails, stairs, walls, and fences. The division also performs street sweeping services and maintains traffic lines, signs and drainage systems (culverts, pipes manholes, catch basins and drain channels).

### Street Sweeping

The Town is swept three times annually.

- Spring sweeping of all paved streets completed
- Summer sweeping of all paved streets completed
- Fall sweeping cut short by early snowfalls (sixteen of thirty-five routes were completed)
- Sweeping on main streets done weekly (31 times)

### Snow and Ice Control

There were sixteen (16) snow and ice events from 12/5/06 through 4/5/07

- Private contractors used for two events
- 30 inches +/- total snow fall for season
- 3,920 tons road salt ordered and used
- 600 tons sand/salt mix used
- 18 plow damage complaints received and attended to

### Highway/ Division Performance Measurements for 2007

- Striping of centerlines and crosswalks (171,128 linear feet) throughout the town using the international layout for crosswalks was accomplished using in-house staff
- Painting of stop lines, parking bays (21,666

linear feet) and stencil arrows (88) throughout the town using in-house staff

- Special painting requests by the TAC, Planning Department and Arlington Boys & Girls Club were completed at Arlington High School, Pierce Elementary School, Stratton Elementary School, Masonic Temple Lot, Senior Center lot and Boy's & Girls Club.
- Repaired or replaced 39 catch basin frames and covers.
- Installed or repaired cement concrete and bituminous concrete sidewalks throughout various sections of town.
- Cleaned 820 catch basins on town streets with in-house personnel.
- Street sweeping of all sections of the Town from April to December.
- Managed 16,562 tons of solid waste disposal, 4,521 tons of recycling, and 2,390 tons of yard waste disposal.
- Collected 2,023 CRTs from televisions or computer monitors.
- Collected 1,851 white goods (washers, dryers, etc.).

## Water / Sewer Division

The Water and Sewer Division continues to maintain 135 miles of water mains, 127 miles of sewer mains and numerous hydrants, valves, manholes and approximately 30 public lands other than parks.

### Major initiatives in 2007:

- Read 14,000 meters twice and produced Water and Sewer Bills.
- Replaced 322 faulty water meters.
- Worked with Fire Services to perform annual fire hydrant inspections.
- Completed 73 service renewals.
- Repaired 43 street leaks.
- Responded to 96 possible leaks.
- Performed 121 markouts for Keyspan, Nstar and Verizon.
- Replaced 8 fire hydrants.
- Repaired 4 main sewer breaks.
- Assisted and inspected 113 contractor repairs.
- Operated and maintained the Town's 9 sewer lift stations daily.

## Motor Equipment Repair Division

The Motor Equipment Repair Division continues to maintain 105 over the road vehicles, including three large front end loaders, five backhoes, two farm tractors, nine heavy duty dump trucks, nine small dump trucks, twenty-two pickup trucks, six utility body trucks, 10 snow fighters, nine school buses, three street sweep-

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ers, two sewer flushing trucks, one rubbish packer, one compressor trucks, one generator truck, six sedans, two welding trucks, three vans, one heavy duty crane, one rack body, one holder, one flat bed and one wrecker.

Community Safety continues to maintain forty-six road vehicles, twenty-six cruisers, two motorcycles, twelve fires trucks, five fire cars and one van.

The average age of our construction vehicles is 9.3 years, and we have three vehicles that are over 20 years old. The efficiency and productivity of our work demands that we stay with an annual replacement program for our oldest vehicles.

### Properties Division

The mission of the Properties Division is to provide the Town of Arlington with a degree of quality service in custodial services, maintenance, and improvements to its public buildings and facilities. The Division is responsible for the maintenance of forty individual public buildings including: Town Hall, nine public schools, Jarvis House, Robbins Library, Whittemore-Robbins House, Grove Street complex, and the Fox Library.

<b>List of Public Buildings (40) serviced by Building Maintenance</b>	
<p><b>Arlington Schools</b>                      Arlington High School                      Athletic Field Snack Shack                      Ottoson Middle School                      Peirce Elementary School                      Stratton Elementary School                      Dallin Elementary School                      Brackett Elementary School                      Bishop Elementary School                      Hardy Elementary School                      Thompson Elementary School</p> <p><b>Non-Public Schools</b>                      Gibbs (Private Use)                      Crosby (Dearborn Academy)                      Parmenter (Private Use)</p> <p><b>Public Safety</b>                      Community Safety Building                      Central Fire Station (HQ)                      Park Circle Fire Station                      Highland Fire Station</p> <p><b>Library</b>                      Robbins Library                      Fox Library</p> <p><b>Central Services</b>                      Town Hall                      Town Hall Annex</p>	<p><b>Public Works</b>                      DPW (Grove Street Complex)                      Assembly Hall                      Director/Engineering/Inspection                      Snow Fighting Garage                      Maintenance Garage                      Large Salt Shed                      Small Salt Shed                      Dog Pound                      Cemetery Chapel                      Garage                      Reservoir Pump house</p> <p><b>Recreation</b>                      Bath House                      Recreation Ice Rink                      Spy Pond Fieldhouse</p> <p><b>Miscellaneous</b>                      Jefferson Cutter House                      Robbins House                      Robbins Cottage                      Jarvis House (Legal Dept.)                      Mount Gilboa                      23 Maple Street                      (Old High School)                      27 Maple Street (House)                      Hills Pond Electrical Shed                      (not included in count)</p>

### Natural Resources Division

The Natural Resources Division consists of the Forestry, Park, and Cemetery Sections and is responsible for the proper management, care and maintenance of the Town of Arlington's 18,000 public trees, open space facilities, playgrounds, and athletic field infrastructure. The division manages and operates Mount Pleasant Cemetery, maintains 19 athletic fields, 25 playgrounds, and all open space facilities, including: Reservoir Beach facility, North Union Spray Pool, Menotomy Rocks Park, Town Hall Gardens, Donald R. Marquis/Minuteman Trail, Broadway Plaza, and Robbins House gardens.

### Forestry

The Tree Division removed 240 diseased, storm damaged, or root damaged trees. There were 150 trees planted along public ways during the year and 42 eastern-white pines were planted next to the Skating Rink as screening from the Summer Street neighborhoods. The division responded to 360 calls for service

During the year the division maintains the Minuteman Trail that runs from the Cambridge line to the Lexington line. The division also is responsible for the execution of the seasonal lights program. The division cleans and maintains traffic islands around town. On Massachusetts Avenue the division takes care of the American flags and the banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

### Park Maintenance

The ever-increasing athletic programs are causing very serious maintenance problems for the division. From mid March through November all athletic fields are under extreme duress. It is nearly impossible to maintain grass and other surfaces under these conditions. The division also works diligently to remove graffiti from the parks and playgrounds.

The maintenance of athletic fields, playgrounds, Reservoir Beach Facility, North Union Spray Pool, Town Hall Gardens, Robbins House Area, The Olde Burial Grounds on Pleasant Street, Donald R. Marquis/Minuteman Trail and traffic islands upkeep are taxing our ability to maintain high standards.

- Maintain 28 parks
- Cut and rake 26 traffic islands
- 75 – 100 barrels emptied daily
- Sand or chips added to playgrounds (25) as needed
- Markings for baseball diamonds (17) for games
- Wet markings of athletic fields (20) are done in the spring and fall. Must be gone over weekly
- Playground equipment is maintained and re-

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- paired as needed
- Special Town events such as Town Day, must be cleaned up and disposed of
- Graffiti is addressed in all Town areas (200 hours) and bike path (215 hours)
- Infield improvements were done at Buck Field
- Snow work- cleaning of sidewalks and plowing of Town lots completed during the winter season

## Cemetery

Mount Pleasant Cemetery is very rapidly being used up and planning for future interments is a major priority. A Cemetery Expansion Committee was formed by Town Meeting in 2006 and this group is looking at options for future burial space.

<b>Revenues at Mount Pleasant Cemetery 2007</b>	
Sale of single graves	\$97,100
Perpetual Care	18,200
Openings/Foundations/Sat./Holiday Charges	267,250
<b>Total Revenues</b>	<b>\$414,150</b>
New Graves	48
Total Interments	212
Total Cremains	33

## Recognitions

After twenty-five years of service Paul Comeau retired from his position as Custodial Supervisor. We wish him many long years of fulfilling retirement. The Department welcomed Michael Rademacher as the new Town Engineer in 2007. As part of the 200<sup>th</sup> anniversary of the Town of Arlington James Dodge, Operations Manager, was the recipient of the Joseph P. Greeley Outstanding Town Employee Award.

## In Conclusion

I would like to extend heartfelt thanks to our dedicated Public Works workers who keep our roads repaired and plowed, water flowing, our sewers running, our trash picked up, our, and our parks attractive. Their efforts are an important part of the high quality of life that we enjoy in this community.