

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of eight divisions: Administration, Engineering, Highway, Water/Sewer, Motor Equipment Repair, Properties, Natural Resources, and Cemeteries. With a staff of 115, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

Administration

The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billings, grant management, and water/sewer reading - billing, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste/recycling and hazardous waste collection services, supervision of contracted custodial services, and oversight of contracted streetlight maintenance on public ways and parking lots.

Solid Waste Collection

The Town is contracted with waste hauler, JRM Hauling and Recycling. This new contract completed a two-year long process of analyzing our needs and ultimately selecting a vendor who best meets those needs. With JRM as our contractor the Town is able to provide weekly curbside and dumpster collection of solid waste and bulky items from residential and business locations. We were able to expand our services to include weekly collection of recyclables and yard waste. 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 fifty public trash barrels. The bulky item collection program collects large items like couches, tables, and sinks.

The Town also provides contracted dumpster trash collection at schools, municipal buildings, non-profit organizations, apartment complexes, and condominium complexes.

Recycling

With the advent of weekly mandatory recycling the Department has seen reduction in the solid waste tonnage and an increase in the amount of materials recycled. The shift in the amount of materials recycled translates to savings for all residents.

Twice a year the Department holds a recycling event in conjunction with the Recycling Committee at the DPW facility on Grove Street. The first year of this program was 2003 when the Department gave out recycling bins as part of America Recycles Week in No-

vember. Since that time the event has grown into a twice-yearly event at which the Department collects clothing, shoes and sneakers, used toys, books, DVD's and CD's, bicycles, and scrap metal. Additionally, a company is available to shred documents. The Board of Health also comes to the event and collects medical waste items know as sharps (needles, syringes, and lancets). At each event the DPW also collects TVs and CRTs for a fee.

The Department maintains a free voluntary drop-off program for electronic waste. This resulted in 28 tons of waste diverted and recycled.

Yard Waste Collection

JRM collects yard waste curbside on the expanded weekly schedule from early April to the end of November. Leaves and grass clippings can be placed curbside in barrels with a yard waste identification sticker or in compostable 30-gallon paper bags. Branches up to 1" in diameter can be placed curbside if cut into 3 foot lengths and tied into 30 pound maximum bundles. Additional recycling information can be found online at arlingtonma.gov/recycle.

Household Hazardous Waste Collection

2013 marked the sixteenth year of Arlington's membership in the regional household hazardous waste collection facility at 60 Hartwell Avenue in Lexington. Eight monthly collection days were held from April through November. The program continues to collect large quantities of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, and household cleaning products.

Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*		
Materials	FY2012	FY2013
Solid Waste	14,214	12,602
Commingled (paper/glass/plastic/metal)	4,652	5,257
Yard Waste	2,381	3,986
TV/CRT's	2,317 (units)	2,211 (units)
Appliances	140 (units)	423 (units)

Accomplishments

- Hired new Energy Manager.
- Completed majority of LED streetlight changeover.
- Completed DPW facility building light efficiency project.
- Prepared application for FEMA reimbursement resulting from February blizzard.

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- Prepared application for reimbursement for expenses resulting from microburst in East Arlington.
- Prepared application for reimbursement for expenses resulting from fuel truck spill on Mystic Valley Parkway.
- Oversaw contracted aquatic weed harvesting/treatment at Spy Pond and the Arlington Reservoir.

Engineering Division

The Engineering Division 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 and 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, reviews and provides regulation on proposed private way projects and improvements.

Accomplishments

- Provided technical support to several projects of the Transportation Advisory Committee (TAC).
- Monitored, coordinated, and completed the following projects: Arlington High School (AHS) athletic practice field rehabilitation, AHS culvert rehabilitation, Downing Square intersection improvement project.
- Monitored and coordinated the ongoing project of water line rehabilitation at Mt. Pleasant Cemetery.
- Reviewed, updated, and maintained procedures for managing utility trench repairs, street permitting, approved contractor licensing, and tracking of necessary repairs.
- Continued to develop a Town-wide inventory of sidewalk ramps and locations where sidewalk ramps are needed.
- Oversaw and coordinated development of a 10-year capital improvement plan for water distribution system.
- Oversaw the development of specifications, contracts, and construction for the 2013 Capital Improvement projects including: handicap ramp program (\$190,000), roadway resurfacing improvements (\$1,500,000), sewer rehabilitation services (\$1,000,000),

water rehabilitation (\$950,000), Arlington High School culvert rehabilitation (\$400,000), Arlington High School practice athletic field rehabilitation (\$100,000), collaborate with EPA to implement a pilot project to promote the Soak Up the Rain Program.

- Increased communication and outreach to residents and abutters for major construction projects including email notices, flyer notifications, web alerts, vehicle message board, and project web updates.
- Oversaw construction administration services, design services, and investigation of the Sanitary Sewer Inflow and Infiltration Improvement Program.
- Updated EPA NPDES MS4 permit, Arlington Reservoir Dam and Emergency Action Plan, MWRA Municipal Discharge Permit.



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 oversees solid waste services including trash/recycling collections, bulky items collection/disposal, waste fill disposal, and hazardous waste programs. 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 typically swept two times annually (spring and fall). Sweeping on main streets done weekly (twenty-eight times).

Snow and Ice Control – There were eighteen snow and ice events.

- Private contractors used for seven events.
- 64 inches total snow for season.

Performance Measurements

- Repaired or replaced 74 catch basins.
- Cleaned over 610 catch basins.
- Removed and installed 5,107 l.f. concrete sidewalk.
- Removed and installed 2,570 l.f. asphalt sidewalk.

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Special Projects

- Oversaw snow removal operation from Massachusetts Avenue after February blizzard.
- Placed 150 sand barrels Town wide for winter season.
- Assisted with rain garden construction at Hardy School.
- Performed excavation work to find faulty wiring buried at Menotomy Rocks Park.
- Regraded parking lot at Reservoir Beach.
- Constructed 24' x 24' stage for Town Day event.
- Delivered tax bills to post office for Treasurer's Office.
- Assisted with DPW Community Collection Days.
- Assisted with response to fuel truck spill on Mystic Valley Parkway.

Water/Sewer Division

The Water and Sewer Division continues to maintain 135 miles of water mains, 127 miles of sewer mains, 9 Sewer Lift Stations, and numerous hydrants, valves, and service connections/shut offs. Additionally, the Division reads usage meters and prepares bi-annual bills on just under 13,000 accounts.

Performance Measurements

- Worked with the Fire Department to perform annual fire hydrant inspections.
- Replaced 49 hydrants.
- Replaced 336 water meters.
- Worked with Highway Division on annual basin cleaning project.
- Operated and maintained the Town's nine lift stations.
- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 36 locations.

- Repaired water service lines at 68 locations.
- Flushed over 187 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 302 mark outs for underground excavation work.
- Completed a study to review the current billing structure in an attempt to more equitably charge for water and sewer service.
- Provided emergency response crew 24/7 successfully.

Motor Equipment Repair Division

The Motor Equipment Repair Division continues to maintain 105 over-the-road vehicles including three front end loaders, five backhoes, one mini-excavator, two tractors, nine heavy-duty dump trucks, nine small dump trucks, twenty-two pickup trucks, six utility body trucks, ten snow fighters, nine school buses, two street sweepers, two sewer flushing trucks, one rubbish packer, one compressor truck, one generator truck, two welding trucks, six sedans, three vans, one heavy-duty crane, one rack body, one small, multi-use tractor, and one flat bed.

Performance Measurements

- Provided staff to Community Safety repair shop as needed.
- Replaced vehicles and equipment: replaced two supervisor vehicles with more fuel efficient mid-sized SUVs (existing vehicles were at end of life), replaced Water Department vacuum truck, replaced a truck mounted compressor with a trailer mounted unit, replaced 1 ton dump with plow.
- Maintained snow and ice vehicles during events.



February blizzard snow removal operations on Mass. Ave.

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Properties Division

The Properties Division provides the Town with quality custodial services, maintenance, and improvements to its public buildings and facilities. The Division is responsible for the maintenance of forty individual public buildings listed in the table below.

Public Buildings (40) maintained by the Arlington Properties Division	
Arlington Schools	Central Services
Arlington High School	Town Hall
Athletic Field Snack Shack	Town Hall Annex
Ottoson Middle School	Public Works
Peirce Elementary School	Administration Hall
Dallin Elementary School	Director/Engineering/Inspection
Brackett Elementary School	Snow Fighting Garage
Bishop Elementary School	Maintenance Garage
Hardy Elementary School	Large Salt Shed
Thompson Elementary School	Small Salt Shed
Stratton Elementary School	Dog Pound
Non-Public Schools	Cemetery Chapel
Gibbs (Private Use)	Cemetery Garage
Crosby (Dearborn Academy)	Reservoir Pump house
Parmenter (Private Use)	Library
	Robbins Library
	Fox Library
Public Safety	Miscellaneous
Community Safety Building	Robbins House
Central Fire Station (Headquarters)	Robbins Cottage
Park Circle Fire Station	Jarvis House (Legal Department)
Highland Fire Station	Jefferson Cutter House
Recreation	Mount Gilboa
Recreation Ice Rink	23 Maple Street (Senior Ctr.)
Spy Pond Fieldhouse	27 Maple Street (House)
Bath House	

Performance Measurements

- Responded to over 1,500 Town and School work order requests.
- Replaced the balusters over the High School front entrance.
- Coordinated the exterior painting at the Bishop and Stratton Schools.
- Oversaw improvements to the Library including repairs to the roof and replacement of the boiler with a high efficiency unit.
- Oversaw improvements to the High School including repairs to the Administrative Offices' HVAC system.
- Completed a moisture-proofing/mold remediation project at the Bishop School.
- Coordinated the move into the new con-

structed Thompson School for all staff.

- Coordinated seasonal help with painting the Hardy, Pierce, and Ottoson Schools.
- Performed Town-wide painting.
- Provided assistance to numerous Town Departments for building maintenance.

Cemeteries Division

The Cemeteries Division maintains the sixty-two acre Mt. Pleasant Cemetery and the Old Burying Grounds. Lawn mowing, raking, and tree trimming are done by contracted services. Maintenance of grave-stones, tombs, walls, fences, roadways, trees, and the Chapel continues to be provided by the remaining four staff members.

Mount Pleasant Cemetery is expected to run out of spaces for new gravesites within the next five years and planning for future interments is a major priority. The Cemetery is currently planning for green cremain burials. Chapel improvements for increased functionality are being explored.

Mount Pleasant Cemetery Revenues in 2013	Number	Revenues Invoiced
New Earth Grave Site Sales	35	\$ 73,000
New Urn Grave Sales	2	\$ 700
Perpetual Care Sales	37	\$ 18,500
Grave Site Buy-backs	1	\$ (1,200)
Earth Burials	163	\$ 163,000
Cremain Burials	65	\$ 19,350
Public lot	0	\$ 0
Non-Resident Burials	105	\$ 52,500
Overtime, Holiday Surcharges	29	\$ 20,800
Mock Burial	3	\$ 400
Foundation Charge	36	\$ 7,200
Disinterments	0	\$ 0
Veteran Graves – earth/urn	4	\$ 1,700
Recording Fee	3	\$ 300
Chapel Use, Misc.	0	\$ 0
Total Gross Revenues		\$ 356,250

Performance Measurements

- Upgraded the Cemetery Mapping system to GIS.
- Continued the 4 step turf maintenance program that was put in place.
- Performed 183 total interments.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery
- Began design development of columbarium project.

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Natural Resources Division

The Natural Resources Division consists of the Forestry and Parks sections and is responsible for the proper management, care, and maintenance of Arlington's more than 19,000 public trees.



Mentomy Rocks Park

Forestry

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

Performance Measurements

- Maintained approximately 19,000 shade trees Town wide.
- With the help of the Tree Committee, planted 139 trees.
- Installed approximately 2,000 holiday lights.
- Maintained "Tree City USA" designation from the National Arbor Day foundation.

Park Maintenance

The Division maintains thirty parks, twenty-six playgrounds, nineteen athletic field infrastructure open spaces, and public lands including: the Reservoir forested trails and beach facility, North Union Spray Pool, the Town Hall Gardens, the Donald R. Marquis/Minuteman Trail, Broadway Plaza, the Robbins House gardens, and twenty-one traffic islands.

Performance Measurements

- Implemented improved field turf maintenance schedules.
- Continue to put a priority on prompt graffiti removal.

Recognitions

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



Spy Pond in Spring