

# 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. With JRM as our contractor since 2012 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 in 2012 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 November. Since that time the event has grown into a twice-yearly day where over 600 residents are serviced. 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 known 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 29 tons of waste diverted and recycled annually.

### 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](http://arlingtonma.gov/recycle).

### Household Hazardous Waste Collection

2014 marked the seventeenth 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, 595 carloads in 2014, of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, and household cleaning products.

### Accomplishments

- Held two Community Collection Days to promote recycling and reuse.
- Oversaw contracted aquatic weed harvesting contract in Spy Pond and the Arlington Reservoir.
- Assisted with launch of new Town website.
- Lead Agency with annual EcoFest event at Town Hall.

<b>Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*</b>			
<b>Materials</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>
Solid Waste	14,214	12,602	12,846
Commingled (paper/glass/plastic/metal)	4,652	5,257	5,271
Yard Waste	2,381	3,986	3,488
TV/CRT's	2,317 (units)	2,211 (units)	1,977 (units)
Appliances	140 (units)	423 (units)	377 (units)

# PUBLIC WORKS

- Prepared extensive annual reports for DEP and MWRA.
- Continued to monitor playing field conditions (March-Nov.) with regard to weather related usability and updated website accordingly.
- Managed contracted curb side collection and disposal of 12,846 tons of solid waste.
- Managed contracted curb side collection/disposal of 3,488 of yard waste for composting.
- Managed contracted curb side collection and disposal of 5,271 tons of recyclables.
- Completed Study of DPW facility with regard to long range structural and operational improvements.
- Awarded FEMA grant of \$1.5 million dollars to investigate and construct improvements to reduce Mill Brook flood events.

- permit procedures, tracking of trench repairs and approved contractors.
- Developed requirements and preparation with consultant to prepare town-wide inventory of sidewalk ramps, curbs and sidewalks for use in capital planning and assisting in developing plans for greater accessibility and data management.
- Oversaw the development of specifications, contract preparation and construction for the 2014 Capital Improvement projects including: Handicap Ramps, Curb and Sidewalks, Roadway Rehabilitation Improvements, Sewer Rehabilitation Improvements, Water Rehabilitation Improvements, Cemetery Water Distribution System Upgrades, Traffic Signal Upgrades to Signal Controls, Stormwater System inspection and evaluation.
- Increased communication and outreach to residents and abutters for major construction projects including email notices, flyer notification, web alerts, vehicle message board and project web updates etc.
- Reviewed/approved submittal plans associated with the Stormwater Mitigation bylaw.
- Oversaw construction administration services, design services and investigation of the Sanitary Sewer Inflow and Infiltration Improvement Program.
- Updated annual reports and regulatory requirements for permits EPA NPDES MS4 permit, DCR Reservoir Dam Emergency Action Plan, MWRA Discharge Permit, DEP Public Water Supply Emergency Response Plan.



## 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).
- Served as Community Liaison with MassDOT for Mass. Ave. Rebuild Project.
- Administered and updated street opening

## 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 28 snow and ice events.

# PUBLIC WORKS

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



## Performance Measurements

- Repaired or replaced 99 catch basins.
- Cleaned over 600 catch basins.
- Removed and installed 4,003 l.f. concrete sidewalk.
- Removed and installed 3,752 l.f. asphalt sidewalk.

## Special Projects

- Constructed 24' x 24' stage for Town Day event.
- Delivered tax bills to post office for Treasurer's Office.
- Prepared Reservoir parking lot to allow for snow storage and repaired lot in spring.
- Assisted with DPW Community Collection Days.
- Placed 150 sand barrels Town wide for winter season.
- Constructed foundation for memorial bench at Town Hall Garden.
- Re-decked bridge at cemetery.
- Set up and break down for Patriot's Day parade.
- Constructed site improvements for Visitor's Booth at Uncle Sam Park.
- Removed granite structure at Broadway Plaza and repaired brick surface.

## 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 quarterly bills on just under 13,000 accounts.

## Performance Measurements

- Implemented Quarterly Billing cycle for all user accounts.
- Replaced 297 water meters.
- Provided water use data to the Town Treasurer for billing.

- Repaired water main leaks at 49 locations.
- Repaired water service lines at 80 locations.
- Replaced 30 hydrants.
- Flushed over 204 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 766 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.

## 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 preventative maintenance and repairs on 150 motor vehicles, including vehicles assigned to the other Town departments.
- Provided staff to Community Safety repair shop as needed.
- Maintained snow and ice vehicles during events.
- Vehicles and Equipment: acquired a Side-walk Plow; Snow Fighter Plow; 3YD Front End Loader; 1 Ton Pickup Truck; and a new Heavy Vehicle Lift to replace failing existing equipment.



*Spy pond in spring.*

# PUBLIC WORKS

## 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 Properties Division	
<b>Arlington Schools</b>	<b>Central Services</b>
Arlington High School	Town Hall
Athletic Field Snack Shack	Town Hall Annex
Ottoson Middle School	<b>Public Works</b>
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
<b>Non-Public Schools</b>	Cemetery Chapel
Gibbs (Private Use)	Cemetery Garage
Crosby (Dearborn Academy)	Reservoir Pump house
Parmenter (Private Use)	<b>Library</b>
	Robbins Library
	Fox Library
<b>Public Safety</b>	<b>Miscellaneous</b>
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
<b>Recreation</b>	Mount Gilboa
Recreation Ice Rink	23 Maple Street (Senior Center)
Spy Pond Fieldhouse	27 Maple Street (House)
Bath House	

- Rooftop snow removal.
- Peirce School: Installed 90 ton Daiken chiller and added FDD onto HVAC systems.
- Provided assistance to numerous Town Department for building maintenance.



Menotomy Rocks Park

## 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.

### Forestry

During the year the Division maintains Town trees including those 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 also cleans and maintains traffic islands around Town, and on Massachusetts Avenue takes care of installing event banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

## Performance Measurements

- Interior painting: Peirce, Brackett, Ottoson, and High School locker rooms.
- Bishop School: added additional snow guards.
- Hardy School: Maintenance to building envelope: pointing, waterproofing and masonry repairs.
- Restored mulch levels on school playgrounds to manufacturer levels.
- Oversaw lighting upgrades through Mass energy save grants.
- Energy Management Systems additions and upgrades followed by selective retro-commissioning at several buildings.
- Restored corroded stairways at DPW and Ottoson Middle School.

## Performance Measurements

- Maintained approximately 19,000 shade trees town wide.
- Planted 166 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.

# PUBLIC WORKS

## Performance Measurements

- Maintained all Town fields to accommodate various sports leagues.
- Continued to put a priority on prompt graffiti removal.
- Demolished failing bleacher seats at Summer Street baseball field.

## 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 gravestones, 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 2014	Number	Revenues Invoiced
New Earth Grave Site Sales	34	\$ 73,250
New Urn Grave Sales	6	\$ 2,100
Perpetual Care Sales	40	\$ 20,000
Grave Site Buy-backs	0	\$ 0
Earth Burials	165	\$ 165,000
Cremain Burials	68	\$ 20,400
Public Lot	0	\$ 0
Non-Resident Burials	97	\$ 48,500
Overtime, Holiday Surcharges	38	\$ 27,520
Mock Burial	6	\$ 1,400
Foundation Charge	45	\$ 9,000
Disinterments	0	\$ 0
Veteran Graves – earth/urn	4	\$ 1,500
Recording Fee	4	\$ 400
Chapel Use, Misc.	2	\$ 276.27
<b>Total Gross Revenues</b>		<b>\$ 369,346.27</b>

## Performance Measurements

- Upgraded the Cemetery Mapping system to GIS and Website.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery.
- Began design development of a columbarium project.



## 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.

