

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of seven divisions: Administration, Engineering, Highway, Water/Sewer, Motor Equipment Repair, Natural Resources, and Cemeteries. With a staff of 77, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

In July the Properties Division became a separate department. Please read the Facilities Department report for more information on this change.

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 saw a 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 event 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 know as sharps (needles, syringes, and lancets). At each event DPW also collects TVs and CRTs (for a fee).

In July the Department expanded the twice-yearly collection event schedule. DPW now offers a monthly collection event on one Saturday a month. At these events DPW collects: bulky rigid plastic, foam, textiles, books/dvd's/cd's, rechargeable batteries, ink cartridges, scrap metal, and electronic waste. This program provides an outlet for residents to dispose of difficult to recycle items. The Department also maintains a free voluntary drop-off program for electronic waste during regular business hours.



Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*			
Materials	FY2013	FY2014	FY2015
Solid Waste	12,602	12,846	12,603
Commingled (paper/glass/plastic/metal)	5,257	5,271	5,297
Yard Waste	3,986	3,488	3,505
TV/CRT's	2,211(units)	1,977 (units)	1,688 (units)
Appliances	423 (units)	377 (units)	332 (units)

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Yard Waste Collection

JRM collects yard waste curbside on a weekly schedule from early April through the first week of December. 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 three foot lengths and tied into bundles not exceeding 30 pounds. Additional recycling information can be found online at arlingtonma.gov/recycle.

Household Hazardous Waste Collection

2015 marked the eighteenth 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, 514 carloads in 2015, of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, oil based paints and solvents, and household cleaning products.

Accomplishments

- Held two Community Collection Days to promote recycling and reuse with the assistance of 20 volunteers. Serviced 1,015 visits.
- Established monthly recycling center at 51 Grove Street facility along with 10 volunteers. Had 756 visits in the first 5 events.
- Oversaw contracted aquatic weed harvesting at the Arlington Reservoir.
- Co-Sponsor of the annual EcoFest event at Town Hall.
- Prepared extensive annual reports for DEP and MWRA.
- Continued to monitor playing field conditions (March-November) with regard to weather related usability and updated website, email, and social media accordingly.
- Managed contracted curbside collection and disposal of solid waste, recyclables, and yard waste.
- Applied for reimbursement from the Federal Emergency Management Agency for over \$250,000 in snow and ice expenditures.



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, Water, and Sewer Divisions 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 the Transportation Advisory Committee for planning, projects, and recommendations.
- Administered Arlington, Belmont, and Cambridge Tri-Community Stormwater Flooding Group.
- Monitored, coordinated, and completed annual infrastructure improvement projects including road rehabilitation and preservation, sewer rehabilitation, and water rehabilitation.
- Monitored work, events, and issues associated with the Massachusetts Avenue Rebuild Project and served as liaison with MassDOT for Town related and other pertinent issues.
- Monitored administration and development of CLAMP Project.
- Coordinated inspection and testing associated with investigation of existing traffic signal mast arms and soil borings for future replacement in the area of Arlington Center.
- Monitored ongoing construction projects in Town right-of-ways including Eversource, National Grid, and MWRA contractors.
- Monitored, coordinated, or completed the following project: Mt. Pleasant Cemetery driveway replacement.
- Reviewed, updated, and maintained procedures for managing utility trench repairs, street permitting, Approved Contractor licensing, and tracking of necessary repairs in addition to coordinating permit conditions and requirements in conjunction with the Water Division and Police Department.
- Completed coordination of Town-wide inventory of curb, walk, and ramps.
- Oversaw, coordinated, and maintained capital improvements for roadways, water

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- distribution, and sewer collection systems.
- Oversaw the development of specifications, contract preparation, and construction for Capital Improvement projects including: roadway resurfacing improvements, sewer rehabilitation services, water rehabilitation, and curb/sidewalk/ramp work.
- Coordinated and monitored stormwater investigation and I/I program, and continued Stormwater Awareness Presentation Series.
- 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, and MWRA Municipal Discharge Permit.



Winter view of Cyrus E. Dallin sculpture Menotomy Indian Hunter at Robbins Memorial Garden, Town Hall.

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 27 snow and ice events.

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

Performance Measurements

- Repaired or replaced 71 catch basins.
- Cleaned over 950 catch basins.
- Removed and installed 4,976 l.f. concrete sidewalk.
- Removed and installed 5,933 l.f. asphalt sidewalk.
- Patched over 5,500 pot holes.

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.
- Set up and break down for Patriot's Day parade.
- Repaired brick walk sections at Town Hall Annex.
- Assisted with paving of renovated Central Fire Station.
- Assisted in delivering 35 canoes to the Arlington Reservoir to support volunteer cleanup of Water Chestnuts.

Water/Sewer Division

The Water and Sewer Division continues to maintain 130 miles of water mains, 117 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

- Replaced 173 water meters.
- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 53 locations.
- Repaired water service lines at 79 locations.
- Replaced 40 hydrants.
- Flushed over 184 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 493 mark outs for underground excavation work.
- DPW Director elected to serve on the Executive Committee of the MWRA Advisory Board.

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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 new 1.5 CY Backhoe/Loader, Snow Fighter Plow, 2-Pickup Trucks, and Trailer for Water/Sewer emergency generator.



Spy pond in spring.

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, on Massachusetts Avenue,

and 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

- Maintained approximately 19,000 shade trees town-wide.
- Planted 150 trees.
- Installed approximately 2,000 holiday lights.
- Maintained "Tree City USA" designation from the National Arbor Day foundation.
- Developed new holiday light decorations for the newly renovated Capital Square District along Massachusetts Avenue.



Menotomy Rocks Park

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

- Maintained all Town fields to accommodate various sports leagues.
- Continued to put a priority on prompt graffiti removal.
- Maintained Town sidewalks throughout the winter in which over 100 inches of snow fell.

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 is provided by four staff members.

Mount Pleasant Cemetery is expected to run out

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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 underway.

Mount Pleasant Cemetery Revenues in 2015	Number	Revenues Invoiced
New Earth Grave Site Sales	39	\$ 75,250
New Urn Grave Sales	8	\$ 2,800
Perpetual Care Sales	46	\$ 23,000
Grave Site Buy-backs	0	\$ 0
Earth Burials	171	\$ 171,000
Cremain Burials	69	\$ 20,700
Public Lot	2	\$ 300
Non-Resident Burials	100	\$ 50,000
Overtime, Holiday Surcharges	36	\$ 25,400
Mock Burial	2	\$ 600
Foundation Charge	45	\$ 9,000
Disinterments	1	\$ 500
Veteran Graves – earth/urn	5	\$ 2,200
Recording Fee	3	\$ 300
Chapel Use, Misc.	4	\$ 213
Total Gross Revenues		\$ 381,263

Performance Measurements

- Completed first phase of the cemetery road-way rehabilitation project.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery.
- Awarded construction contract for the columbarium project.
- Completed renovations to the exterior of the Chapel. Work included roofing repairs as well as repointing of brick facade and replacement of copper gutters.

Recognitions

The following Public Works Employees completed their service to the Town and its residents in 2015 with over twenty-five years of service: James Dodge, operations manager, 42 years of service and David Giorgio, park maintenance supervisor, 39 years of service. The Town is grateful for their dedicated and loyal service.

We wish to acknowledge the passing of longtime DPW employee Scott Enwright. Scott was originally hired in 1988 as a laborer and rose through the ranks to become a water systems maintenance craftsman. Scott's loyal service and infectious grin will be missed by all.

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.



Autumn view of Menotomy Rocks Park