

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 78, 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.

Accomplishments

- Expanded monthly recycling center at 51 Grove Street facility along with many volunteers.
- Managed additional volunteer effort to supplement contracted aquatic weed harvesting at the Arlington Reservoir.
- Co-Sponsor Civics Day 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 communicated via multiple channels (web, email, social).
- Managed contracted curbside collection and disposal of solid waste, recyclables, and yard waste.

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.

The Department hosts monthly Recycling Center events to collect harder-to-recycle materials that cannot be collected as part of our curbside program. At the Recycling Center, residents can drop off bulky rigid plastic items such as broken trash, recycling, and storage bins, packing foam (expanded polystyrene coolers and the like), electronic waste/TVs/CRT computer monitors, scrap metal, clothing, textiles, books, and media such as CDs and DVDs. The Department maintains free electronic waste drop off programs during regular business hours. During the year 1,723 households visited the Recycling Center.

Accomplishments

- Awarded MA DEP Recycling Dividends grant as a result of our recycling activities, which further funds our extended waste diversion reach into the community.
- Provided discounted rain barrel and compost bins sales.
- Received 2017 Hometown Media Award for Government Activities for Recycle Right, a twelve minute educational video produced in partnership with the Recycling Committee and Arlington Community Media, Inc.
- Continuation of Department of Environmental Protection funding for a School Sustainability Coordinator position, providing waste reduction education and technical support for students, teachers, principals, administrators, food service, and facilities staff. This position has led to:
 - Improved recycling signage throughout the school district buildings.
 - Active Green Teams in all school buildings and registered with the state Green Team program.
 - Six of the nine Arlington Public School buildings offer food scrap collection, re-

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sulting in lower trash weight, the transition to compostable food service trays, and the continued elimination of foam trays.

- Initiation of a textile recycling bin program that shares revenue with the schools.

Yard Waste Collection

JRM collects yard waste curbside on a weekly schedule from mid-April through the first week of December. Additional recycling information can be found online at arlingtonma.gov/recycle.

Household Hazardous Waste Collection

2017 marked the twentieth year of Arlington's membership in the regional household hazardous waste collection program. 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, oil based paints and solvents, and household cleaning products. There were 622 carloads from Arlington collected in 2017.

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

- Performed oversight and project closeout requirements for Massachusetts Avenue Rebuild Project (East End) as liaison with MassDOT for Town related and other pertinent

issues and served as liaison with MassDOT for Town related and other pertinent issues.

- Performed oversight of project completion for the Arlington Center Safe Travel Project and monitoring and evaluation of project including improvements and updates to Mass/Swan intersection and additional project improvements.
- Monitored, coordinated, or completed these miscellaneous projects: Gray Street Complete Streets Sidewalk, Westminster Wall Reconstruction, and Mystic Bank Drain Line.
- Monitored ongoing utility construction projects by major utility providers in Town right of ways including Eversource and National Grid in conjunction with the Water Division and Police Department, reviewing and administering work conditions and requirements including outreach, traffic management and trench repairs.
- Administered Arlington, Belmont, and Cambridge Tri-Community Stormwater Flooding Group, including meeting agenda and presentation considerations.
- Administered and managed the planning, design development, and utility coordination requirements for the Mystic Street/Mill Brook Bridge Project.
- Administered and coordinated the Lake Street and Bike Path Traffic Signal Design Review Committee to develop goals, plans, and outreach requirements for the preparation and plan development of a new multi-modal signalized intersection.
- Coordinated planning for curb and walk construction using prioritization planning in accordance with ADA Transition Plan and Town Complete Streets Policy.
- Provided technical resource and necessary project and plan review to assist Water Division, including DEP sanitary survey, site plan reviews, unidirectional flushing program, capital water planning and transfer to GIS data collection of cross-connection inspection program.

Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*			
Materials	FY2015	FY2016	FY2017
Solid Waste	12,603	12,943	12,540
Single-Stream Recycling	5,297	5,452	5,224
Yard Waste	3,505	3,190	2,578
TV/CRT/Laptops	1,688 (units)	2,006 (units)	1,849
Appliances	332 (units)	552 (units)	495

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Gray Street sidewalk updates

- Coordinated and assisted the preparation of the following administrative and regulatory requirements:
 - Updated EPA NPDES Municipal Separate Storm Sewer System (MS4) permit.
 - Annual Arlington Reservoir Dam Emergency Action Plan.
 - MWRA Municipal Discharge Permit.
 - DEP Sanitary Survey for water distribution system.
- Worked with Conservation Commission to prepare plans, specifications, and administer procurement requirements and construction inspection of the Mystic 35 Project and a DEP Grant funded stormwater improvement project at the Mystic River Reservation.
- Coordinated and liaised with the Mystic River Water Shed Association to implement a stormwater pilot project at Egerton Road and Herbert Road Intersection for watershed and water quality improvements.
- Coordinated annual High School Internship project.

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 – Swept all streets two times (spring and fall).

- Sweeping on main streets done weekly (twenty-eight times).

Snow and Ice Control – There were 24 snow and ice events.

- Private contractors used for 10 events.
- 72.5 inches total snow for season (2016/17).

Performance Measurements

- Repaired or replaced 34 catch basins.
- Cleaned 575 catch basins.
- Removed and installed 7,758 l.f. of sidewalk.
- Patched potholes using 1,295 tons of asphalt.

Special Projects

- Constructed 24' x 24' stage for Town Day event.
- Installed Accessible Parking Space signage as part of the effort to greatly increase HP parking along Mass Avenue.
- Delivered tax bills to post office for Treasurer's Office.
- 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.
- Assisted in delivering 35 canoes to the Arlington Reservoir to support volunteer cleanup of water chestnuts.
- Assisted with Feast of the East and Summer Arts Block Party.



Town Day main stage from Town Hall

Water/Sewer Division

The Water and Sewer Division continues to maintain 131 miles of water mains, 117 miles of sewer mains, 9 Sewer Lift Stations, 1,414 hydrants, and numerous valves, and service connections/shut offs. Additionally, the Division reads usage meters and prepares quarterly bills on approximately 12,500 accounts.

Performance Measurements

- Replaced 2,447 water meters.
- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 81 locations.
- Repaired water service lines at 60 locations.

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- Replaced 18 hydrants.
- Flushed over 144 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 418 mark outs for underground excavation work.

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.

Major Accomplishments

- Funding for new fleet management software was successfully secured through MIIA grant and the software (Fleetmate) was purchased and installed on the Town's computer network system.
- Began training on the new software specifically with regard to:
 - Importing the Town's fleet data into software.
 - Identifying the appropriate preventative maintenance services that are required for each vehicle in accordance with manufacturer recommendations and entered them into the software.

Performance Measurements

- Provided preventative maintenance and repairs on 150 motor vehicles, including vehicles assigned to the other Town departments.
- Maintained snow and ice vehicles during events.

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 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

- Planted 221 trees.
- Removed 130 trees.
- Maintained "Tree City USA" designation from the National Arbor Day foundation.
- Began contracted tree work program to greatly reduce backlog of maintenance work.
- Substantially completed Town Tree Survey in cooperation with the Tree Committee.



Thompson Elementary students plant a tree on Arbor Day with the help of Arlington Public Works

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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/Minute-man 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.
- Began program of Sunday trash removal from Town parks.



Arlington Reservoir in winter.

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 is provided by four staff members.

Mt. Pleasant Cemetery is expected to run out of space for new gravesites within the next few years and planning for future interments is a major priority. The new columbarium was completed in 2017. The Town is now able to provide niches for cremain burial on a preneed basis. The cemetery also has space available for green cremain burials. Chapel improvements for increased functionality were completed.

Mount Pleasant Cemetery Revenues in 2017	Number	Revenues Invoiced
New Earth Grave Site Sales	44	91,000
New Urn Grave Sales	0	0
Perpetual Care Sales	44	22,000
Grave Site Buy-backs	0	0
Earth Burials	155	155,000
Cremain Burials	63	18,900
Columbarium Sales	13	20,600
Columbarium Fees	12	1,125
Public Lot	1	150
Non-Resident Burials	84	42,000
Overtime, Holiday Surcharges	37	25,700
Mock Burial	1	200
Foundation Charge	54	10,800
Disinterments	0	0
Veteran Graves – earth/urn	2	700
Recording Fee	3	300
Chapel Use, Misc.	4	310
Total Gross Revenues		388,785

Performance Measurements

- Completed construction of the columbarium project.
- Completed renovation to chapel.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery and the Old Burying Grounds.

Recognitions

The following Public Works Employee completed service to the Town and its residents in 2017 with over twenty-five years of service: Norman Stanford, Motor Equipment Operator, 32 years of service. The Town is grateful for his dedicated and loyal service.

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.