



DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of seven divisions: Administration, Engineering, Highway, Water/Sewer Utilities, 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, 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

- Held 11 monthly recycling center events at 51 Grove Street facility accommodating over 1,700 visitors.
- Managed additional volunteer effort to supplement contracted aquatic weed harvesting at the Arlington Reservoir.
- Co-Sponsor of Eco-Fest 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 accordingly.
- 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, ten 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, 2,573 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.
- Initiated an environmental leadership summer youth program.
- Continuation of Department of Environmental Protection funding for a School Sustainability Coordinator (SSC) 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

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throughout the school district buildings.

- Active Green Teams in all school buildings and registered with the state Green Team program.
- Expanded the school textile recycling program, which shares revenue with the public schools.
- All ten public school buildings offer food scrap collection, resulting in lower trash weight, the transition to compostable food service trays, and the elimination of foam trays, plates and bowls.
- A 7% decrease in waste (by weight) generated by the schools from 2017 to 2018.
- Recipient of U.S. Department of Education Green Ribbon School District Sustainability Award.
- Partnership with School Department to provide some funding for the SSC position for FY2019.

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

2018 marked the twenty-first 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 673 carloads from Arlington collected in 2018.

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

- Oversaw and monitored Town Capital Projects: road rehabilitation, pavement preservation, water line rehabilitation, sewer rehabilitation, and sidewalk, curb, and handicap ramp work.
- Completed Town street light replacements and foundation repairs on Rte. 2 Frontage Road.
- Worked with other Town Departments to provide technical input and assistance for additional projects including Spy Pond Bank Stabilization Project, Robbins Farm Park, Wellington Park, and Arlington Reservoir Beach and its parking lot.
- Monitored on-going utility construction projects by major utility providers in Town right of ways including Eversource, Verizon, and National Grid in conjunction with the Water Division and Police Department. This includes 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 coordinated the completion of the Lake Street and Bike Path Traffic Signal Design Plans for a new multimodal signalized intersection.
- Provided technical resource and necessary project and plan review to assist Water Division including: DEP sanitary survey, site

Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)			
Materials	FY2016	FY2017	FY2018
Solid Waste	12,943	12,540	12,684
Single-Stream Recycling	5,452	5,224	5,111
Yard Waste	3,190	2,578	3,894
TV/CRT/Laptops (units)	2,006	1,849	1,826
Appliances (units)	552	495	513

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plan reviews, unidirectional flushing program, capital water planning, and transfer to GIS data collection of cross-connection inspection program.

- Coordinated and assisted the preparation of the following administrative and regulatory requirements:
 - Prepared Notice of Intent for EPA NPDES Municipal Separate Storm Sewer System (MS4) permit.
 - Annual Arlington Reservoir Dam Emergency Action Plan.
 - MWRA Municipal Discharge Permit.
 - MADEP 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; a DEP Grant funded stormwater improvement project located in the Mystic River Reservation.
- Coordinated construction of bioretention basin (rain garden) at intersection of Egerton Road and Herbert for watershed and water quality improvements.
- Coordinated annual High School Internship member project.
- Implemented Internship Program with UMass Amherst Environmental Science Program to prepare water sampling protocol, initiate water sampling, perform GPS location of stormwater infrastructure, and update GIS data.



Completed bioretention basin (rain garden) filtering water during a rain storm at the intersection of Egerton and Herbert.

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 9 events.
- 75 inches total snow for season.

Performance Measurements

- Repaired or replaced 31 catch basins.
- Cleaned 639 catch basins.
- Removed and installed 7,031 l.f. of sidewalk.
- Patched over 2,293 potholes using 1,362 tons of asphalt.

Special Projects

- Placed 150 sand barrels Town wide for winter season.
- Constructed 24' x 24' stage for Town Day event.
- Relocated Firefighters Monument in Mount Pleasant Cemetery creating single area to honor Fire and Police personnel.
- Delivered tax bills to post office for Treasurer's Office.
- Set up and break down for Patriot's Day parade.
- Assisted the delivery of 35 canoes to the Arlington Reservoir to support volunteer cleanup of Water Chestnuts.
- Assisted with Feast of the East and Summer Arts Block Party.

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.

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Performance Measurements

- Replaced 2,828 water meters.
- Provided water use data to the Town Treasurer for billing while changing out meters and electronic reporting equipment.
- Repaired water main leaks at 60 locations.
- Repaired water service lines at 48 locations.
- Replaced 32 hydrants.
- Flushed over 203 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 515 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

- Acquired new Department vehicles; 2-3/4 ton pickups with plows, 3 CY loader, catch basin cleaner, bucket truck, mini-packer trash truck, backhoe, and small work van.



New catch basin cleaner.

Performance Measurements

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



New bucket truck used by Forestry Division.

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. On Massachusetts Avenue the division is responsible for installing event banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

Performance Measurements

- Planted 220 trees.
- Removed 194 trees.
- Maintained "Tree City USA" designation from the National Arbor Day foundation.

Accomplishments

- Expanded Tree Warden to full time position.
- Completed Town Tree Survey/Management Plan with grant from DCR.
- Worked with Friends of Menotomy Rocks Park to repair pond aeration system.
- Rebuilt infield at Robillard Baseball Field.

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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 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-owned sidewalks throughout the winter.



Path along Arlington Reservoir.

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.

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 Service Types	Amount	Revenues Invoiced
New Earth Grave Site Sales	36	\$73,000
New Urn Grave Sales	3	\$1,050
Perpetual Care Sales	38	\$19,000
Grave Site Buy-backs	1	(\$1,200)
Earth Burials	138	\$138,000
Cremain Burials	74	\$22,200
Columbarium Sales	13	\$21,800
Columbarium Fees	8	\$725
Public Lot	0	\$0
Non-Resident Burials	89	\$44,500
Overtime, Holiday Surcharges	50	\$33,100
Mock Burial	1	\$200
Foundation Charge	39	\$7,800
Disinterments	0	\$0
Veteran Graves – earth/urn	4	\$2,000
Recording Fee	7	\$700
Chapel Use, Misc.	4	\$275
Total Gross Revenues		\$363,150

Performance Measurements

- Received CPA funds for study of improvements to the Old Burying Grounds. Study was completed and used to apply for second round of CPA funds.

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.



Arlington Reservoir in early autumn.