



Program Description

The Public Works Department comprises seven separate divisions to maintain the Town infrastructure.

The Divisions are:

- Administration
- Engineering
- Cemeteries
- Natural Resources (Parks and Trees)
- Highway
- Motor Equipment Repair
- Water and Sewer Utilities

The Department is responsible for 100 miles of public roadways, 250 miles of water and sewer pipes, 75 miles of storm drains including 3,500 catch basins, numerous parks, playgrounds, athletic fields and open lands, and approximately 19,000 public trees. In addition, the Department maintains over 150 Town vehicles and operates three service utilities: Water, Sewer and Solid Waste.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Public Works Department				
Personnel Services	3,651,385	3,679,084	4,384,308	4,387,977
Expenses	5,846,142	5,601,195	7,059,340	7,109,288
Total	9,497,528	9,280,279	11,443,648	11,497,265

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Public Works				
Managerial	7	7	7	7
Clerical	3	3	4	4
Professional/Technical	5.86	5.86	5.7	5.36
Public Works	45.00	45.00	45.00	45.00
Total	60.86	60.86	61.7	61.36



Budget Statement

The Administration Department Personnel Services decreases by \$15,586. The reduction is due to the assignment of the High School Sustainability Coordinator's full salary to the School Department.

The Expense budget is level-funded.

Other budget changes are described in each division's section.

FY2022 Objectives

- Oversight of new DPW Facility construction.
- Draft Solid Waste program to be bid and awarded.

Major Accomplishments for 2020

- Continued Management of the DPW Facility improvement project including:
 - Site plan for project developed in coordination with ongoing High School Project.
 - Hired Owner's Project Manager
 - Hired Construction Manager
- Beginning at the end of June, held nine monthly recycling center events, making public safety protocols and accommodations to protect the public during the pandemic.
- Initiated online SignUp Genius registration systems for all drop off waste diversion activities.
- Secured School Sustainability Coordinator's position in the school budget for FY2022, including increased capacity for school Green Team activities and youth environmental leadership opportunities.
- Received a \$40,000 MA DEP education and outreach grant to undertake Recycling IQ Program to improve curbside recycling quality

Major Accomplishments (cont.)

in the areas of town identified as having the highest percentage of contamination.

- Received a \$42,000 MA DEP Sustainable Materials Recovery Program grant in recognition of our waste diversion activities. Grant funds are designated for use to continue to support and expand waste diversion.
- Responded to the initial wave of the COVID-19 pandemic by establishing "A" and "B" work shifts and staggering attendance to minimize staff contacts while maintaining essential operations. Acquired PPE for all staff prior to returning to full attendance.

PROGRAM COSTS

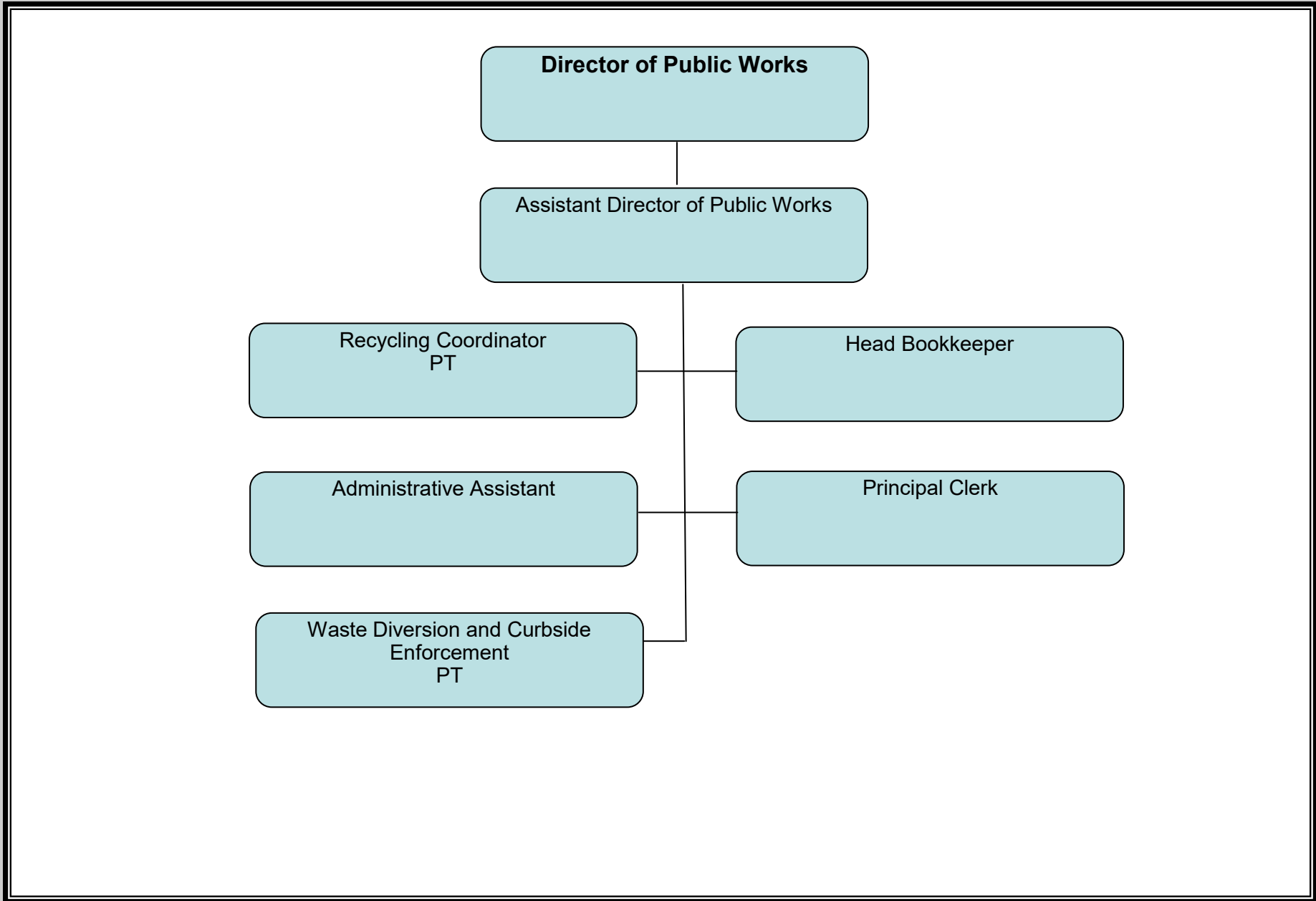
	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Public Works Administration				
Personnel Services	465,410	410,588	523,220	507,674
Expenses	21,090	17,966	20,600	20,600
Total	486,500	428,554	543,820	528,274

STAFFING

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Public Works Administration				
Managerial	2	2	2	2
Clerical	2	2	3	3
Professional/Technical	1.86	1.86	1.7	1.36
Custodial / Bldg. Maint.	0	0	0	0
Total	5.86	5.86	6.7	6.36

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Administration				
Purchase Orders processed	1,426	1,310	1,259	1,225
Water/Sewer bills generated	50,632	50,340	50,890	50,900
Citizen inquiries (estimated)	33,000	>30,000	>30,000	>30,000





Program Description

- The Engineering Division has the following responsibilities:
- Coordination and preparation of technical designs, engineering plans, and specifications for municipal infrastructure improvements and other capital projects.
 - Oversee contracted construction projects, including field inspections and administrative requirements.
 - Inspection for construction quality assurance within public properties and roadways, including inspection of trench and property restoration work by private contractors and other utilities.
 - Provide recordkeeping and update plans for Town roadways, sidewalks, water/sewer lines, parks, and infrastructure.
 - Technical support and construction oversight assistance for the Department of Public Works and other Town Departments, including the Planning and Community Development and Recreation Departments.
 - Overseeing and managing Traffic Signals maintenance contractor.
 - Reviewing, preparing reports on, and regulating the impact of private developments on our water/sewer and storm water utilities, roadways, sidewalks, and other Town assets.
 - Performing private way improvement cost estimates and assisting the Select Board's Office with the betterment process.

Budget Statement

Departmental Personnel Services is lower by \$3,799. The reduction is due to the filling of a vacant position at a lower pay step.

The Departmental request for operations expenses is reduced by \$3,907 due to a decrease in the funding line for engineering consulting services.

FY2022 Objectives

- Coordination for implementation of the construction of the Mystic Street Bridge. Currently delayed and awaiting utility company design completion. (Anticipated construction Spring 2021).
- Prepare construction specifications and contract documents and coordinate, supervise and monitor annual construction projects: road rehabilitation, water rehabilitation, curb/walk & ramp improvement projects, and other miscellaneous projects as needed.
- Implement annual road rehabilitation projects utilizing updated pavement condition assessment and pavement management system to identify locations and identify additional areas suitable for pavement preservation techniques.
- Work with Environmental Team to review requirements to update Town Regulations and By-Laws in conjunction with MS4 Permit requirements.
- Coordinate and monitor annual sewer rehabilitation and capital improvements. Supervise, review, and direct Sewer System Investigation and Planning Program (SSIPP) performed by Engineering Consultant.
- Coordinate repair and maintenance of traffic signals, bridges & culverts, street lights, Arlington Reservoir Dam, and other miscellaneous capital projects, as required.
- Oversee and coordinate environmental quality monitoring and compliance requirements of the MS4 permit, further implement efficient and effective stormwater management requirements and controls to progress towards meeting the MS4 permit for the stormwater system.
- Provide permitting and regulatory updates as required for the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater 4 (MS4) permit as well as coordinating the inspection and updates for the Arlington Reservoir Dam and Emergency Action Plan to the Massachusetts Office of Dam Safety.
- Assist the Transportation Advisory Committee with project planning, review of issues, project designs, and coordination and prioritization of Complete Streets Projects. Also, work with Transportation Planner to review existing regulations and consider preparation of a long term transportation plan.

Road, water and sewer projects are listed at www.arlington.gov/projects.



Major Accomplishments for 2020

- Arlington Town Engineer presented US Environmental Protection Agency Merit Award for work protecting New England's environment related to stormwater quality. EPA New England's annual Environmental Merit Awards are given to community leaders, scientists, government officials, business leaders, schools, and students who represent different approaches, but have a common commitment to environmental protection.
- Worked with other Town Departments to provide technical input and assistance for additional projects, including Arlington High School and Reservoir Beach Projects.
- Prepared, administered and awarded 3-year contract for Traffic Signal Maintenance. Integrated Town street lights into contract for ease of service and cost efficiencies.
- Coordinated construction of 2020 Green Infrastructure Improvement Project including twenty (20) infiltration trenches and two (2) bioretention facilities at the intersection of Milton St. & Herbert Road for watershed and water quality improvements.
- Administered and coordinated the construction of the Lake Street and Bike Path Traffic Signal Project for a new multimodal signalized intersection. Updated Pedestrian Push Buttons at one intersection in conjunction with Arlington Center Sidewalk Project.
- Performed oversight and monitoring for Town Capital Projects; road rehabilitation, pavement preservation, water rehabilitation, sewer rehabilitation and sidewalk, curb and handicap ramp work.
- Managed Street Opening Permit Program and monitored on-going utility construction projects by contractors and major utility providers in Town right of ways including Eversource, Verizon and National Grid. Oversight was performed in a cooperative effort with the Water Division and Police Department. This included reviewing and administering work conditions and requirements including outreach, traffic management and trench repairs.
- 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.
- Continued to scan plans and records and upgrade organization and usability of system.

Major Accomplishments (cont.)

- Coordinated and assisted the preparation of the following administrative and regulatory requirements:
 - EPA NPDES Municipal Separate Storm Sewer System (MS4) Annual Report.
 - Annual Arlington Reservoir Dam Emergency Action Plan
 - MWRA Municipal Discharge Permit
 - MADEP Sanitary Survey for water distribution system

STAFFING

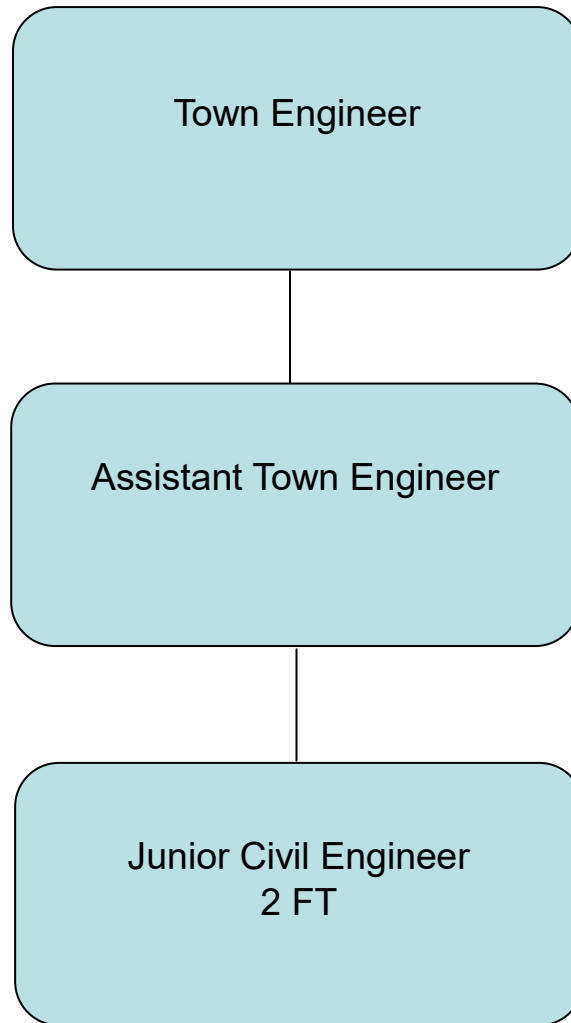
	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Engineering				
Managerial	0	0	0	0
Clerical	0	0	0	0
Professional/Technical	4	4	4	4
Public Works	0	0	0	0
Total	4	4	4	4

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Engineering				
Roadways Rehabbed/Paved	20,200	20,394	27,705	22,250
Sidewalks replaced	12,400	10,544	8,625	12,500
Granite Curb- Placed or Replaced	5,150	5,798	5,910	5,000

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Engineering				
Personnel Services	321,739	318,297	359,118	355,319
Expenses	15,493	36,852	92,407	88,500
Total	337,232	355,149	451,525	443,819





Program Description

The Cemetery Division is responsible for the care and maintenance of the Mt. Pleasant Cemetery and the Old Burying Ground. The Mt. Pleasant Cemetery is an active cemetery comprising 62 acres of land and accommodates an average of 200 burials per year. The Old Burying Grounds is an inactive, historical community cemetery of six acres. Three volunteer Cemetery Commissioners make recommendations to the Town Manager on rules, regulations, and fees.

FY2022 Objectives

- Develop plan to improve Mill Brook Bridge crossing and address bank erosion.
- Look for opportunity to improve parking at various locations for visitors.

Budget Statement

The Cemetery Department Personnel Services increase by \$3,179 due primarily to contractual changes in the Town's pay plan resulting from Collective Bargaining negotiations.

The Expense budget is level-funded.

Major Accomplishments for 2020

- Installed new street signs throughout cemetery.
- Began repairs to historic burial vaults and with support from CPA, begin construction of improvements within the Old Burying Grounds.
- Completed significant preventative tree care pruning and removal of unhealthy trees.
- Performed 149 earth burials and 78 cremains burials.

PROGRAM COSTS

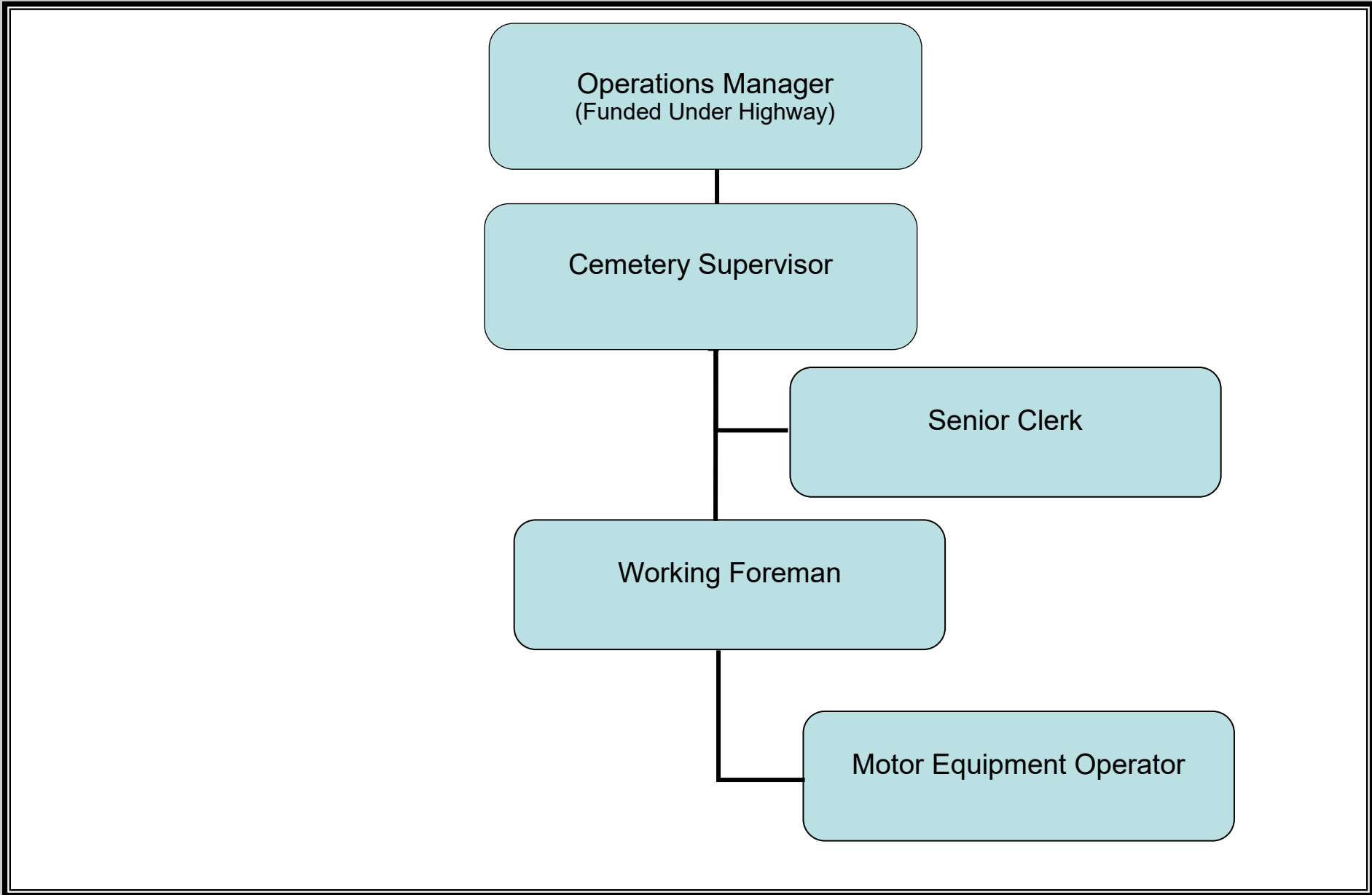
	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Cemetery				
Personnel Services	263,589	226,921	269,001	272,180
Expenses	119,909	133,482	162,500	162,500
Total	383,498	360,403	431,501	434,680

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Cemetery				
New Grave Sales	46	37	45	40
Funeral Excavations/Closures	227	215	227	200
Loam & Seed - Areas restored	291	385	295	300
Headstones Straightened	270	114	85	200
Restore/Place markers	89	96	101	100
Foundations Repaired/Constructed	9	39	33	25
Flowers / Bushes - Areas Planted	80	104	47	75
Chapel Cleanings	20	25	24	24

STAFFING

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Cemetery				
Managerial	0	0	0	0
Clerical	1	1	1	1
Professional/Technical	0	0	0	0
Public Works	3	3	3	3
Total	4	4	4	4





Program Description

The Natural Resources Division provides management, care, and maintenance of the Town’s open space lands, public parks, playgrounds, and athletic fields. The primary facilities include nineteen (19) athletic fields, twenty-six (26) playgrounds, and parks including Reservoir Beach, North Union Spray Pool, Menotomy Rocks Park, McClennen Park, Town Hall Gardens, Minuteman Bike Path, Broadway Plaza, and the Whittemore-Robbins grounds. The division also maintains plantings and lawn care in twenty-one (21) traffic islands. The Tree Division is responsible for the management, care, and maintenance of more than 19,000 public trees.

Budget Statement

Personnel Services are increased by \$9,244 due primarily to contractual changes in the Town’s pay plan resulting from collective bargaining negotiations.

The Expense budget is level-funded.

FY2022 Objectives

- Develop program for public/private partnership to plant trees on private land.
- Continued planting of larger trees annually in addition to Street Tree Program.

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Natural Resources				
Trees Planted	220	322	154*	400
Trees Removed	194	228	179	200
Stumps Removed	215	229	215	200
8 Large Parks Maintained (acres)	66.3	66.3	66.3	66.3
16 Small Parks / Public Spaces (acres)	20.5	20.5	21	21
20 Landscaped Traffic Islands (acres)	1.8	1.8	1.8	1.8

* Numbers down due to COVID-19. Additional plantings planned in FY21 to catch up.

Major Accomplishments for 2020

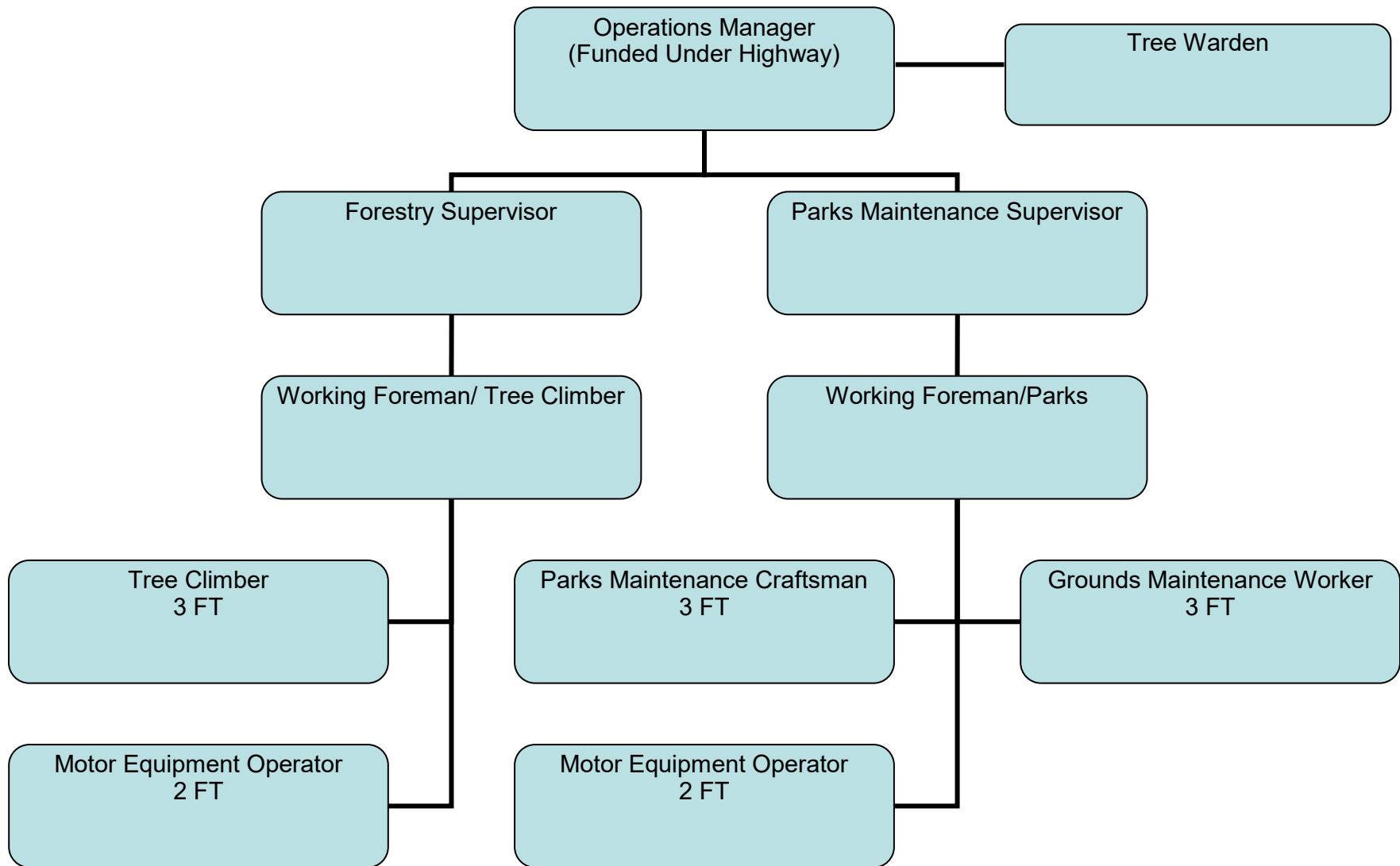
- Planted 154 trees (numbers were down due to COVID pandemic halting 2020 spring planting program).
- Performed significant tree maintenance along ¾ of the Minuteman Bike/Commuter Path (Progress halted by COVID-19 Pandemic).
- Treated at-risk trees against Emerald Ash Borer insects.
- Maintained “Tree City USA” designation from the National Arbor Day foundation. Awarded a “Growth Award” (second year in a row) for additional work in protecting and providing for trees in Arlington.
- Maintained Town sidewalks throughout the winter.
- Developed an Adopt-A-Tree pilot program in collaboration with the Arlington Tree Committee and Amazing Arlington Volunteers. The program allows individuals to “adopt” a tree using a web based program. Those who are involved with the program commit to water their adopted tree, can name it and submit photos of its progress.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Natural Resources				
Personnel Services	888,459	938,282	1,182,858	1,192,102
Expenses	419,999	331,639	549,000	549,000
Maintenance Town Fields	50,000	44,680	50,000	50,000
Total	1,358,458	1,314,601	1,781,858	1,791,102

STAFFING

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Natural Resources				
Managerial	2	2	2	2
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	16	16	16	16
Total	18	18	18	18





Program Description

The Highway Division responsibilities include:

- Maintenance and repairs to Town streets and parking lots, including paved surfaces, curbs, sidewalks, shoulders, guard rails, bridges, stairs, and grass edges.
- Maintenance and installation of traffic lines, traffic and parking signs.
- Maintenance and repairs to Town drainage systems including pipes, culverts, catch basins, manholes, and waterways (both concrete and vegetated channels).
- Street sweeping services.
- Oversight of Solid Waste services including trash/recycling collections, bulky items collection /disposal, waste fill disposal, and hazardous waste programs.

Budget Statement

Personnel Services are increased by \$8,177 due primarily to contractual changes in the Town's pay plan resulting from collective bargaining negotiations.

The request for Highway expenses is increased by \$15,000. The additional funds are requested to allow for more pavements marking to be installed.

FY2022 Objectives

- Work closely with DPW Facility construction project to maintain high level of operations. Significant attention will be needed on snow/ice response and vehicle fueling operations during construction.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Highway				
Personnel Services	1,308,665	1,368,689	1,606,465	1,614,642
Expenses	437,662	488,639	623,000	638,000
Total	1,746,327	1,857,328	2,229,465	2,252,642

STAFFING

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Highway				
Managerial	2	2	2	2
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	21	21	21	21
Total	23	23	23	23



Major Accomplishments for 2020

- Patched over 1,500 pot holes (1,000 tons of asphalt placed).
- Cleaned approximately 280 catch basins. *
- Highway staff twice swept all the streets in Town.
- Replaced over 1,300 linear feet of concrete sidewalk. *
- Repaired/replaced 37 catch basins/manholes. Implemented GIS software to track work.
- Responded to 11 snow events totaling approximately 24 inches of accumulation.
- Placed 150 sand barrels Town wide for winter season.
- Delivered tax bills to post office for Treasurer's Office.

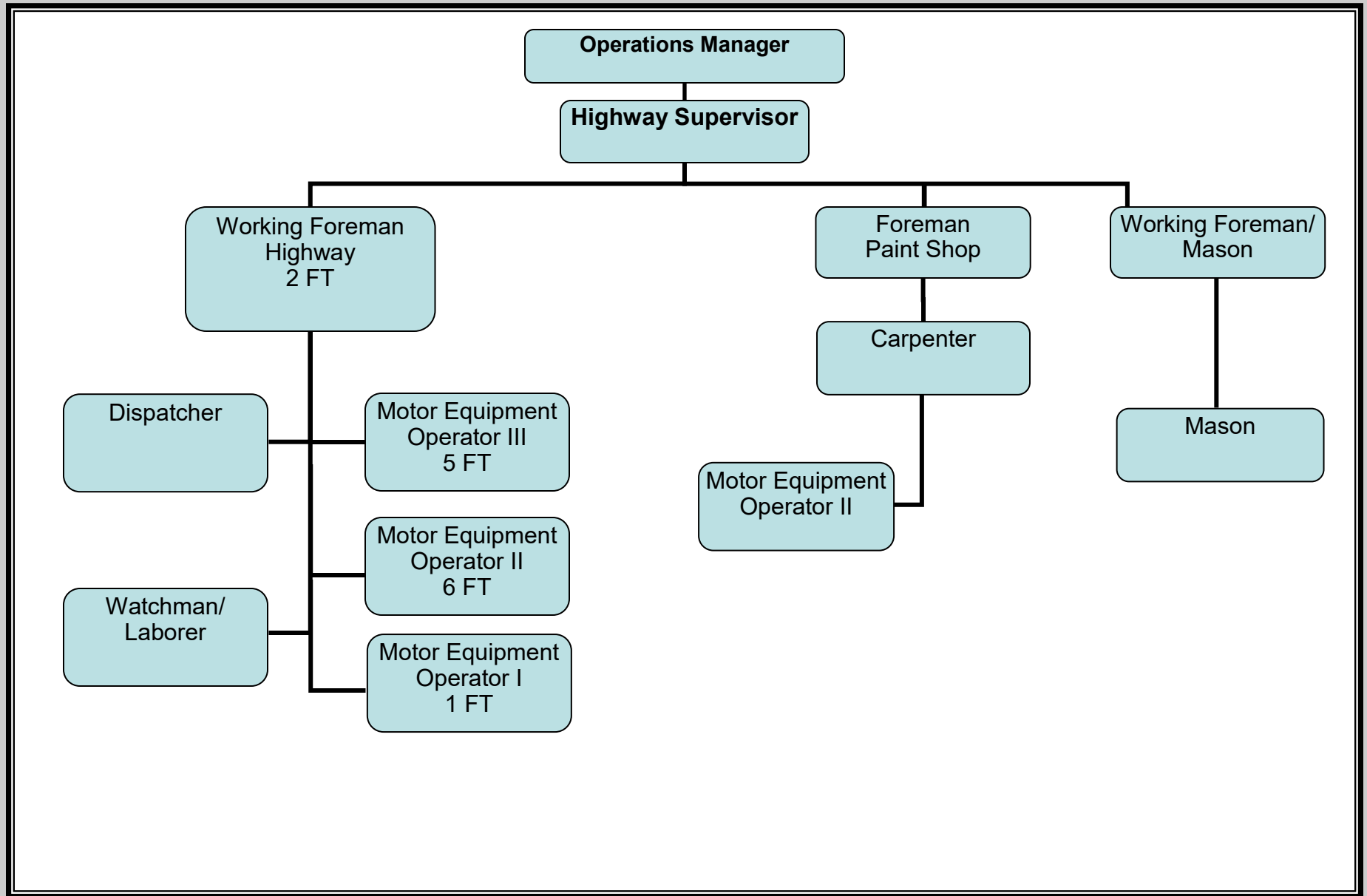
*Numbers lower due to COVID-19.

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Highway				
Patch Potholes (units changed from "each" to tons placed in FY16)	1,362	1,175	1,000	1,250
Sidewalk Patching	468	407	455	500
Repair CB's / Manholes	31	36	35	50
Clean Catch Basins	639	610	280**	350
Install / Repair Street Signs	679	741	960	650
Make Specialty Signs	39	118	260	150
Pave Trenches	161	180	175	200
Sidewalk Replacements	7,031	8,300	1,300*	8,000
Curb Work	568	450	380	500
Traffic Lines - 24"	27,010	26,720	34,114	27,000
Traffic Lines - 12"	3,740	4,200	4,560	4,000
Traffic Lines - 4"	950	870	2,840	1,500
Traffic Painted Symbols	72	70	139	100

*Quantity was down due to ongoing pandemic

** Additional cleaning done by a Town Wide Contract





Program Description

The Snow and Ice Division is responsible for clearing snow and ice during and after winter storms.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Snow and Ice Removal				
Snow and Ice Removal	1,084,664	708,058	1,172,013	1,172,013
Total	1,084,664	708,058	1,172,013	1,172,013

Budget Statement

The request for Snow and Ice Removal funds is level funded. Annual increases have been made in recent years in an attempt to build the fund to match the 5 year spending average.

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Snow and Ice				
Plowing/Sanding Storms	14	9	5	8
Sanding Only Storms	10	15	6	7
Inches of Snow	75	43	24	49

- FY2022 Objectives**
- Maintain streets, sidewalks, parking areas and walkways for which the Town is responsible, during and after snow events.
 - Work on acquiring long term solution for snow storage location.

- Major Accomplishments for 2020**
- Responded to 11 weather events totaling approximately 24 inches of accumulation.
 - Significant response to increase in ice events



Program Description

Oversees Solid Waste services, including trash/recycling collections, bulky items collection/disposal, yard waste, waste fill disposal, and hazardous waste programs.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Solid Waste	3,351,482	3,452,213	3,972,820	4,011,675
Total	3,351,482	3,452,213	3,972,820	4,011,675

Budget Statement

The request for Solid Waste expenses are increased by \$38,855 due primarily to contractual increases for solid waste collection and disposal.

Performance / Workload Indicators

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Estimated
Solid Waste (tons)				
Solid Waste	12,684	12,262	12,225	12,500
Yard Waste	3,894	2,521	3,045	3,000
Recyclables	5,111	4,994	5,175	5,000

Major Accomplishments for 2020

- Food scrap diversion programs:
 - Continued pilot of FEED FiDO 24/7 drop off program, growing the number of participants who have used the program to over 700 households
 - Distributed over seven hundred additional "food scrap diversion kits" to residents who actively subscribe to private food scrap curbside collection, reaching the initial goal of 2,000 (10%) households.
- Managed contracted curbside collection solid waste, recycling and yard waste contracts, without interruption, through the onset of the pandemic.
- Provided discounted compost bin program.
- Improved website search ability with the RecycleSmartMa web tool in 2019 resulted in a 2020 Arlington top hit rate of 16,000 in a single month on, gaining MA DEP public recognition
- Provided discounted rain barrel program.

FY2022 Objectives

- Bid and award a 2023 Solid Waste Contract
 - Engage with Board of Health to review and update solid waste regulations to align with future program.
 - Engage with MA DEP on bid preparation timeline and scope
 - Investigate opportunities for regional partnerships.
- Build ReUse programming as co-equal strategy to reduce solid waste
- Continue waste diversion drop off activities, especially the recycling center, in the midst of DPW yard renovations.
- Continue to encourage food scrap diversion as a potential addition to the future solid waste program.



Program Description

The Motor Equipment Repair (MER) Division maintains a fleet of over 150 Town vehicles. Tasks include preventative maintenance, breakdown repairs, and tire management.

Budget Statement

Personnel Services are increased \$2,414 due primarily to contractual changes in the Town's pay plan resulting from collective bargaining negotiations.

The proposed budget for Expenses is level funded.

FY2022 Objectives

- Close coordination with construction of new DPW Garage Facility.

Major Accomplishments for 2020

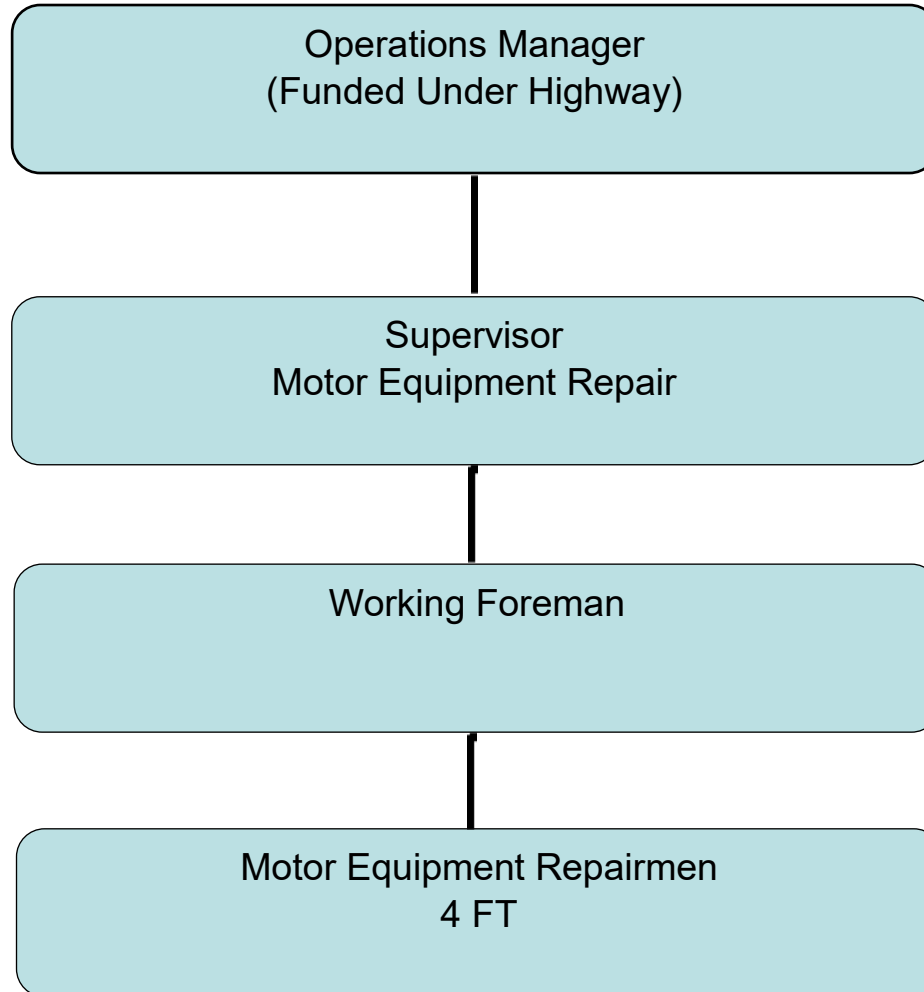
- Assisted in applying for and winning DEP VW Settlement Grant to help replace older less efficient diesel vehicles. Grant award amount over \$275,000 applied to the purchase of 4 vehicles.
- Acquired new Department vehicles; Street Sweeper, 2-3/4 ton pickups with plows, 2-1 ton pickups with plows, 2wd 33,000gvw Dump Truck w/ plow, 4wd-44,000gvw Sander.
- Provided preventative maintenance and repairs on 150 motor vehicles.
- Maintained snow and ice vehicles during snow events.

PROGRAM COSTS

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Motor Equipment Repair				
Personnel Services	403,523	416,307	443,646	446,060
Expenses	140,843	167,666	187,000	187,000
Total	544,367	583,973	630,646	633,060

STAFFING

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Motor Equipment Repair				
Managerial	1	1	1	1
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	5	5	5	5
Total	6	6	6	6





Program Description

The Administration Division oversees the contracted maintenance of the Town streetlights. In 2006, the Town purchased the streetlights from NSTAR (now Eversource) and has since realized considerable savings by contracting out maintenance work. This budget also covers the costs of electrical power usage and the contracted maintenance of traffic signal systems, which is overseen by the Engineering Division.

Major Accomplishments for 2020

- Painted traffic signal equipment from Appleton Street to Franklin Street along Mass Ave.
- Installed new signal system at the intersection of the Minuteman Bike Path and Lake Street and upgraded signal system at Brooks Street.

Budget Statement

The proposed Street Lighting Expense budget is level funded for FY22.

PROGRAM COSTS

Street Lights/ Traffic Controls	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Request
Personnel Services	-	-	-	-
Expenses	185,594	216,411	230,000	230,000
Total	185,594	216,411	230,000	230,000

FY2022 Objectives

- Continued program of updating older, problematic traffic signal control equipment.



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