

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				
Public Works	FY2020	FY2021	FY2022	FY2023
Department	Actual	Actual	Budget	Request
Personnel Services	3,679,084	3,659,614	4,405,779	4,445,138
Expenses	5,601,195	6,287,386	7,109,288	7,424,825
Total	9,280,279	9,947,000	11,515,067	11,869,963
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STAFFING						
	FY2020	FY2021	FY2022	FY2023		
Public Works	Actual	Actual	Budget	Request		
Managerial	7	7	7	7		
Clerical	3	4	4	4		
Professional/Technical	5.86	5.7	5.36	6.57		
Public Works	45.00	45.00	45.00	45		
Total	60.86	61.7	61.36	62.57		

Budget Statement

The Administration Department Personnel Services increases by \$80,234. The increase is due primarily to the creation of a new position.

The Expense budget is a level-services budget.

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



PROGRAM COSTS					
Public Works	FY2020	FY2021	FY2022	FY2023	
Administration	Actual	Actual	Budget	Request	
Personnel Services	410,588	442,078	512,671	594,933	
Expenses	17,966	21,411	20,600	20,600	
Total	428,554	463,489	533,271	615,533	

STAFFING						
Public Works	FY2020	FY2021	FY2022	FY2023		
Administration	Actual	Actual	Budget	Request		
Managerial	2	2	2	2		
Clerical	2	3	3	3		
Professional/Technica	1.86	1.7	1.36	2.57		
Custodial / Bldg. Maint	0	0	0	0		
Total	5.86	6.7	6.36	7.57		

FY2023 Objectives

- Continued oversight of new DPW Facility construction. Project currently schedule for completion in FY 24.
- Extend Solid Waste program contract with proposed improvements to service.
- Creation of a Systems Analyst/GIS Director. Position will be tasked to modernize business processes and workflows of the various DPW divisions through better use of technology.

- Management of the DPW Facility improvement project including:
- Project awarded and construction commenced.
- Successfully coordinated the temporary relocation of Natural Resources, Engineering and Inspectional Services.
- Held twelve monthly recycling events and added weekday events by appointment
- Successfully completed the Recycling IQ Program in the fall of 2020,
 The Recycling IQ Program was developed by MassDEP to help cities
 and towns work with recycling facilities and haulers to: better target
 education and outreach to the public, give residents direct feedback at
 curbside or drop-off, and track and report the results of these efforts.
- Hired a part-time Waste and Diversion Compliance Officer, expanding both our enforcement capacity as well as our ability to carry out program updates, expansions, and improvements
- Received a \$38,000 MA Department of Environmental Protection (DEP) Sustainable Materials Recovery grant called the Recycling Dividend Program, with funding designed to continue to support waste diversion activities

Performance / Workload Indicators				
	FY2019	FY2020	FY2021	FY2022
Administration	Actual	Actual	Actual	Estimated
Purchase Orders processed	1,310	1,259	1,265	1,300
Water/Sewer bills generated	50,340	50,890	50,420	50,500



- 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 Office with the betterment process.

Budget Statement

This is a level-services budget.

PROGRAM COSTS				
	FY2020	FY2021	FY2022	FY2023
Engineering	Actual	Actual	Budget	Request
Personnel Services	318,297	333,385	357,971	360,396
Expenses	36,852	11,249	88,500	88,500
Total	355,149	344,634	446,471	448,896

STAFFING				
	FY2020	FY2021	FY2022	FY2023
Engineering	Actual	Actual	Budget	Request
Managerial	0	0	0	0
Clerical	0	0	0	0
Professional/Technica	4	4	4	4
Public Works	0	0	0	0
Total	4	4	4	4

FY2023 Objectives

- Continue coordination for implementation of the construction of the Mystic Street Bridge over Mill Brook. Awaiting design modifications post Mass Department of Transportation (DOT) final review. Next step will involve coordination for Utility Company utility relocations. Construction is anticipated to commence in 2023.
- 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 and accessibility improvements.
- Work with Environmental Team to review requirements to update Town Regulations, By-Laws and report preparations in conjunction with MS4 Permit requirements. MS4 permits authorize cities, counties, or other governmental entities to discharge stormwater collected by their storm sewer systems to waters of the United States. Recent permit requirement updates were made to increase the quality of water being discharged to local water bodies.
- Oversee and coordinate environmental quality monitoring and inspections to ensure compliance with MS4 permit, further implement efficient and effective stormwater management requirements and controls to progress towards meeting the MS4 permit for the stormwater system.
- Coordinate and monitor annual sewer rehabilitation and capital improvements. Supervise, review, and direct Sewer System Investigation and Planning Program (SSIPP) performed by Engineering Consultant and coordinate needs of Water/Sewer Division with the SSIPP.



Public Works Engineering

Objectives (cont.)

- Maintained commitment to perform, coordinate and/or assist the preparation of the following administrative, regulatory and financial requirements:
 - Environmental Protection Agency
 - •Municipal Separate Storm Sewer System (MS4) Annual Report.
 - •Massachusetts Department of Conservation & Recreation (DCR)
 - •Bi-Annual Arlington Reservoir inspection
 - Emergency Action Plan Updates
 - Massachusetts Department of Transportation (MassDOT)
 - •Chapter 90 Administration; Funding and Reimbursement
 - Assistance with DOT Grants and Construction including:
 - •Safe Routes to Schools Program. Grant of approximately \$1M awarded to the Town for improvements near the Stratton School.
 - •Municipal Small Bridge Program: \$500,000 toward the reconstruction of Mystic Street Bridge over the Mill Brook.
 - Annual Municipal Highway Access Permit
 - Massachusetts Water Resources Authority (MWRA)
 - •Annual Municipal Discharge Permit
 - •Annual Sanitary Sewer Questionnaire/Survey
 - •Emergency Response Plan; updates & training
 - •MWRA Loan Assistance; Water & Sewer
 - •Massachusetts Department of Environmental Protection (DEP)
 - •Annual Statistical Report Sanitary Survey for water distribution system
- Assist the Transportation Advisory Committee (TAC) with project planning, review of issues, project designs, and coordination and prioritization of Complete Streets Projects. Also, work with Transportation Planner to review TAC items and perform site analysis and support in determining safety requirements and conditions.

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

Major Accomplishments for 2021

 Performed oversight and monitoring for Town Capital Projects; road rehabilitation, pavement preservation, water rehabilitation, sewer

- rehabilitation, stormwater improvements, sidewalk construction, pavement markings and curb & accessibility work.
- Worked with other Town Departments to provide technical input and assistance for new and on-going projects, including Arlington High School, Reservoir Beach Projects and Wellington Park. etc.
- 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 cooperation with the Water Division and Police Department. This included reviewing and administering work conditions and requirements including outreach, traffic management, trench repairs and annual trench inspection program.
- Administered Traffic Signal Maintenance & Street Light Maintenance contract, receiving and directing maintenance for traffic signals, street lights, lighting projects and transfer requirements of street lights and National Joint Utilities Notification System Double Pole management system, through phone, email, Request Answer Center.
- Completed construction of the Lake Street and Bike Path Traffic Signal Project for a new multimodal signalized intersection.
- Provided technical resource and necessary project and plan review to assist Water Division including; DEP sanitary sewer survey, site plan reviews, unidirectional flushing program, capital water planning and transfer to GIS data collection of cross-connection inspection program.
- On-going scanning and cataloging to digitize plans and records in an electronic format, including upgrade, organization and usability of system in conjunction with GIS System.
- Coordinated construction of the 2021 Green Infrastructure Improvement Project which included the installation of 34 infiltration trenches designed to remove contaminants from stormwater runoff and improve water quality in the Mystic River in accordance with MS4 permit guidelines. This work was funded by a CZM Grant of \$85,000.

Performance / Workload Indicators				
	FY2019	FY2020	FY2021	FY2022
Engineering	Actual	Actual	Actual	Estimated
Roadways Rehabbed/Paved, linear				
feet	20,394	27,705	23,682	27,363
Sidewalks replaced, linear feet	10,544	8,625	6,815	10,400
Granite Curb- Placed or Replaced linear feet	5,798	5,910	1,400	7,600



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.

Budget Statement

The Cemetery Department Personnel Services decreases \$3,767 due primarily to filling a vacant position at a lower pay step.

The Expense budget is a level-services budget. An increase of \$30,000 is offset by an increase in the Offset funding.

PROGRAM COSTS						
	FY2020	FY2021	FY2022	FY2023		
Cemetery	Actual	Actual	Budget	Request		
Personnel Services	226,921	179,645	274,178	271,310		
Expenses	133,482	126,642	162,500	192,500		
Total	360,403	306,287	436,678	463,810		

STAFFING				
	FY2020	FY2021	FY2022	FY2023
Cemetery	Actual	Actual	Budget	Request
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

FY2023 Objectives

- Pursue grant funds to improve Mill Brook Bridge crossing and address bank erosion.
- Paint gate along Medford Street property line.
- Begin evaluation for expanding columbarium space.

- Completed installation of new street signs throughout cemetery.
- Completed repairs to historic burial vaults and with support from CPA, began construction of improvements within the Old Burying Grounds.
- Planted 15 trees throughout Mt. Pleasant.
- Defined a "Green Field" area for cremation burials.
- Performed 139 earth burials and 105 cremains burials.

Performance / Workload Indicators				
	FY2019	FY2020	FY2021	FY2022
Cemetery	Actual	Actual	Actual	Estimated
New Grave Sales	37	45	42	40
Funeral Excavations/Closures	215	227	244	200
Loam & Seed - Areas restored	385	295	253	300
Headstones Straightened	114	85	50	200
Restore/Place markers	96	101	82	100
Foundations Repaired/Constructed	39	33	20	25
Flowers / Bushes - Areas Planted	104	47	45	75
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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

This is a level-services budget.

PROGRAM COSTS						
	FY2020	FY2021	FY2022	FY2023		
Natural Resources	Actual	Actual	Budget	Request		
Personnel Services	938,282	938,400	1,194,884	1,197,760		
Expenses	331,639	429,376	549,000	549,000		
Maintenance Town Fields	44,680	65,600	50,000	60,000		
Total	1,314,601	1,433,376	1,793,884	1,806,760		

STAFFING						
	FY2020	FY2021	FY2022	FY2023		
Natural Resources	Actual	Actual	Budget	Request		
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		

FY2023 Objectives

- Continued planting of larger trees annually in addition to Street Tree Program.
- Begin implementation of remote monitoring systems for field irrigation systems.

Major Accomplishments for 2021

20 Landscaped Traffic Islands (acres)

- Planted 424 trees. The number of planted trees exceeded the annual goal of 300. This was done to make up for a shortfall the previous year related to the Covid Pandemic.
- Continued treatment of at-risk trees against Emerald Ash Borer insects.
- Maintained "Tree City USA" designation from the National Arbor Day foundation. Arlington has been a "Tree City USA" community since 2001. Awarded a "Growth Award" (third year in a row) for additional work in protecting and providing for trees in Arlington.
- Maintained sidewalks adjacent to Town properties throughout the winter.
- Worked with Arlington Tree Committee to support Community Tree Planting Program. Partnership to provide discounted trees for planting on private property (57 trees distributed).
- Continued the 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 for display on the Arlington Tree Committee website of its progress.

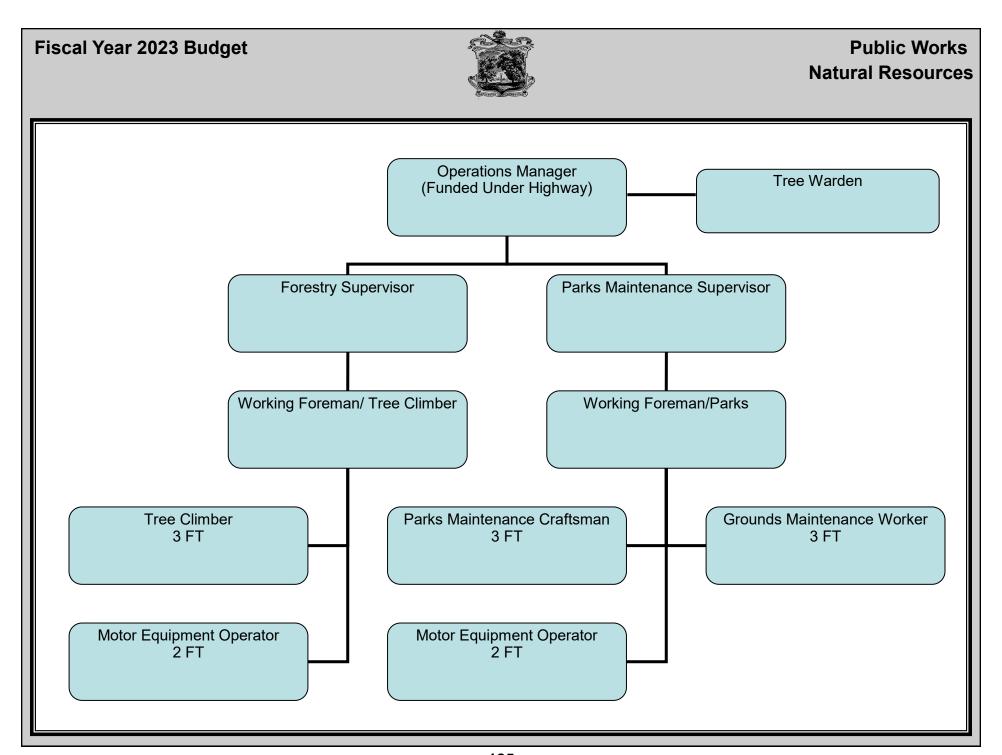
Performance / Workload Indicators				
Natural Resources	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated
Trees Planted	322	154*	424	400
Trees Removed	228	179	112	200
Stumps Removed	229	215	159	200
8 Large Parks Maintained (acres)	66.3	66.3	66.3	66.3
(acres)	20.5	20.5	21.0	21.0

1.8

1.8

1.8

1.8





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 decreased by \$45,944 due primarily to filling of vacant positions at a lower pay steps.

The request for Highway expenses is level-services.

PROGRAM COSTS					
	FY2020	FY2021	FY2022	FY2023	
Highway	Actual	Actual	Budget	Request	
Personnel Services	1,368,689	1,365,173	1,618,017	1,572,569	
Expenses	488,639	474,079	638,000	653,000	
Total	1,857,328	1,839,253	2,256,017	2,225,569	

STAFFING				
	FY2020	FY2021	FY2022	FY2023
Highway	Actual	Actual	Budget	Request
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

FY2023 Objectives

 Continued coordination 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.

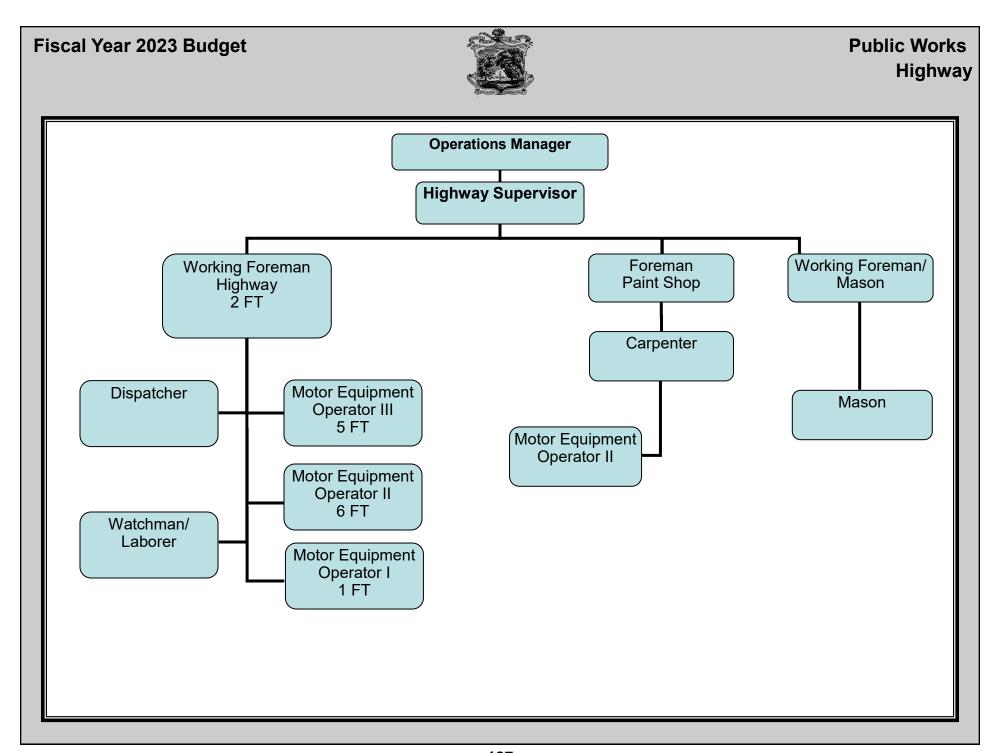
- Patched over 1,300 potholes.
- Cleaned approximately 3,207 catch basins (with the assistance of contracted help).
- Highway staff twice swept all the streets in Town with weekly sweeping of Business districts in season.
- Replaced over 7,435 feet of sidewalk (concrete and asphalt combined)
- Repaired/replaced 38 catch basins/manholes.
- Responded to 18 snow events totaling approximately 50 inches of accumulation.
- Placed 150 sand barrels Town wide for winter season for use by Arlington residents.
- Delivered tax bills to post office for Treasurer's Office.
- Constructed Parklets at several locations, increasing outdoor dining

Performance / Workload Indicators						
Highway	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated		
Patch Potholes in tons	1,175	1,000	1,300	1,250		
Sidewalk Patching	407	455	425	500		
Repair Catch Basins / Manholes	36	35	38	50		
Clean Catch Basins	610	3810***	3,207***	3,000		
Install / Repair Street Signs	741	960	1,044	650		
Make Specialty Signs	118	260	241	150		
Pave Trenches	180	175	105	200		
Sidewalk Replacements in linear feet	8,300	1,300*	7,435	8,000		
Curb Work in linear feet	450	380	330	500		
Painted Traffic Lines - 24" in linear feet	26,720	34,114	35,406	27,000		
Painted Traffic Lines - 12" in linear feet	4,200	4,560	4,447	4,000		
Painted Traffic Lines - 4" in linear feet	870	2,840	134,390**	1,500		
Traffic Painted Symbols	70	139	98	100		

^{*}Quantity was down due to ongoing pandemic

^{**} Signifiacnt amount of contracted work performed requred on peroiodic basis

^{***}Includes cleaning done by Contracted service





Budget Statement

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

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.

PROGRAM COSTS Snow and Ice FY2020 FY2021 FY2022 FY2023 Removal **Actual Actual** Budget Request Snow and Ice Removal 1,172,013 708,058 1,220,622 1,172,013 1,172,013 1,172,013 Total 708,058 1,220,622

FY2023 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.

- Responded to 18 weather events totaling approximately 50 inches of accumulation.
- Significant response to increase in ice events.

Performance / Workload Indicators				
	FY2019	FY2020	FY2021	FY2022
Snow and Ice	Actual	Actual	Actual	Estimated
Plowing/Sanding Storms	9	5	8	6
Sanding Only Storms	15	6	10	15
Inches of Snow	43	24	50	52



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

Budget Statement

The request for Solid Waste expenses are increased by \$260,537, due primarily to anticipated cost increases associated with a new solid waste collection contract in FY23.

PROGRAM COSTS				
	FY2020	FY2021	FY2022	FY2023
Solid Waste	Actual	Actual	Budget	Request
Solid Waste	3,452,213	3,579,235	4,011,675	4,272,212
Total	3,452,213	3,579,235	4,011,675	4,272,212

FY2023 Objectives

- Sign a favorable solid waste and recycling contract that continues to move the town towards the state's Solid Waste Master Plan goal to reduce disposal statewide by 30 percent over the next decade, with a long-term goal of achieving a 90 percent reduction in disposal by 2050.
- Realign Arlington's trash and recycling program to follow state best practices, including a restructuring of waste volume allowance, equipment, and fee schedule.
- Succeed in implementing forthcoming new state laws banning textiles and mattresses from the municipal solid waste stream, and create recycling programs that are convenient and affordable to our residents.
- Continue to encourage the diversion of food scraps from the solid waste stream, expanding to multifamily dwellings.
- Continue building on popular reuse programming such as bike collections, Fixit Clinics, clothing swaps, and the new Swap Shed, and include trial collections of latex paint and clean wood.

Objectives (cont.)

 Initiate a study of Arlington's curbside trash and recycling composition, establish protocols that can be used for ongoing monitoring and improvement of outreach and education.

- Received Technical Assistance grant (80 hours) from MA Department of Environmental Protection to assist the town in preparing for a new solid waste and recycling contract for FY23.
- Food Scrap Diversion programs: continued Feed FiDO program without interruption, distributed an additional 500 starter kits for new curbside subscribers, and continued the discounted backyard compost bin program
- Provided discounted rain barrel program in partnership with New England Rain Barrel.
- Expanded reuse programming to include a seasonal, weekly Swap Shed, and renamed the waste diversion activity location as the Reuse & Recycling Center.
- Participated in the Minuteman Household Hazardous Waste collection event in Lexington, offering eight annual opportunities for residents to divert toxic materials from the environment.

Performance / Workload Indicators				
	FY2019	FY2020	FY2021	FY2022
Solid Waste (tons)	Actual	Actual	Actual	Estimated
Solid Waste	12,262	12,225	12,433	12,500
Yard Waste	2,521	3,045	3,435	3,000
Recyclables	4,994	5,175	5,027	5,000
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Fiscal Year 2023 Budget



Public Works Motor Equipment Repair

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

This is a level-services budget.

PROGRAM COSTS						
	FY2020	FY2021	FY2022	FY2023		
Motor Equipment Repair	Actual	Actual	Budget	Request		
Personnel Services	416,307	400,933	448,058	448,170		
Expenses	167,666	142,339	187,000	187,000		
Total	583,973	543,272	635,058	635,170		

FY2023 Objectives

Close coordination with construction of new DPW Garage Facility.

- Assisted with compliance for DEP VW Settlement Grant. (Intended to replace older less efficient diesel vehicles). Grant award amount over \$275,000 applied to the purchase of 4 vehicles. Vehicles to be replaced were disassembled and destroyed in compliance with grant requirements.
- Acquired new Department vehicles; 1 ton pickup with plow, 2wd 33,000gvw dump truck w/plow, 4wd-44,000gvw sander, backhoe/ Loader, Tree Dept. boom truck, and utility body pickup.
- Provided preventative maintenance and repairs on 150 motor vehicles.
- Maintained snow and ice vehicles during snow events.

STAFFING				
	FY2020	FY2021	FY2022	FY2023
Motor Equipment Repair	Actual	Actual	Budget	Request
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



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 2021

- Prepared contract for continued painting of signal equipment throughout sections of Town.
- Upgraded pedestrian signal actuators at several locations for compliance with ADA regulations

Budget Statement

This is a level-services budget.

PROGRAM COSTS				
Street Lights/ Traffic	FY2020	FY2021	FY2022	FY2023
Controls	Actual	Actual	Budget	Request
Personnel Services	-	-	-	-
Expenses	216,411	216,834	230,000	230,000
Total	216,411	216,834	230,000	230,000

FY2023 Objectives

- Repair/replacement of pedestrian scale lighting at Brattle Square, Cooke's Hollow and Massachusetts Avenue from Mystic Street to Robbins Memorial Library.
- Progress design of long term improvements to the intersection of Massachusetts Avenue and Appleton Street.
- Continued program of updating older traffic signal control equipment.