

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.

Budget St	tatement
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This is a level services budget.

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

PROGRAM COSTS						
Public Works	FY2022	FY2023	FY2024	FY2025		
Department	Actual	Actual	Budget	Request		
Personnel Services	3,647,945	3,881,798	4,768,806	4,924,278		
Expenses	6,571,539	6,627,255	7,597,586	7,637,586		
Total	10,219,484	10,509,053	12,366,392	12,561,864		
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STAFFING					
	FY2022	FY2023	FY2024	FY2025	
Public Works	Actual	Actual	Budget	Request	
Managerial	7	7	7	7	
Clerical	4	4	4	4	
Professional/Technical	5.36	6.57	6.57	6.57	
Public Works	45.00	45.00	45	45	
Total	61.36	62.57	62.57	62.57	



PROGRAM COSTS						
Public Works	FY2022	FY2023	FY2024	FY2025		
Administration	Actual	Actual	Budget	Request		
Personnel Services	497,269	619,164	623,942	653,885		
Expenses	18,615	26,795	20,600	30,600		
Total	515,884	645,959	644,542	684,485		

STAFFING					
FY2022	FY2023	FY2024	FY2025		
Actual	Actual	Budget	Request		
2	2	2	2		
3	3	3	3		
1.36	2.57	2.57	2.57		
0	0	0	0		
6.36	7.57	7.57	7.57		
	Actual 2 3 1.36 0	Actual 2 2 3 3 3 1.36 2.57 0 0	Actual Actual Budget 2 2 2 3 3 3 1.36 2.57 2.57 0 0 0		

The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billings, grant management, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste/recycling and hazardous waste collection services, and oversight of contracted streetlight maintenance on public ways and parking lots.

FY2025 Objectives

- Develop training schedule for all staff to expand opportunities for learning/advancement.
- Develop Commercial Driver's License (CDL) curriculum for use in training new hires in-house.

Major Accomplishments for 2023

- Hired Director of GIS position. Position will serve the DPW as well as other Town Departments.
- Coordinated the transition to new DPW facility for Admin., Highway, Water/Sewer and MER Divisions.
- Held Reuse & Recycling Center appointments year-round during the week and one weekend a month, serving approximately 3,500 appointments in the year.
- Received, annually since FY16, a MA Department of Environmental Protection (DEP) Sustainable Materials Recovery grant, (\$52,000 in FY23), called the Recycling Dividend Program, with funding designed to continue to support waste diversion activities.
- Acquired new Sidewalk Snow clearing Equipment with \$50,000 grant from the State.

Performance / Workload Indicators

Administration	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Purchase Orders processed	1,265	1,016	741	800
Water/Sewer bills generated	50,420	50,680	50,456	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.
- Oversight of 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.
- Management of online Street Opening Permit System for issuance of permits.
- Oversight and management of 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.

PROGRAM COSTS					
	FY2022	FY2023	FY2024	FY2025	
Engineering	Actual	Actual	Budget	Request	
Personnel Services	358,842	318,058	384,271	400,838	
Expenses	87,237	8,302	88,500	88,500	
Total	446,079	326,360	472,771	489,338	

Budget Statement

This is a level-services budget.

STAFFING							
	FY2022 FY2023 FY2024 FY2025						
Engineering	Actual	Actual	Budget	Request			
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			

FY2025 Objectives

- Mystic Street Bridge Construction. Work on this project is proposed to reach substantial completion in FY25 contingent upon private utility relocations. Coordination among the private utilities (National Grid, Eversource, and Verizon) has prevented this project from commencing to date.
- Finalize updated Pavement Inventory and Condition Evaluation and development of Pavement Management Report.
- Prepare construction specifications and contract documents and coordinate, supervise and monitor annual construction projects including road rehabilitation, water rehabilitation, sewer system updates, curb/walk & ramp improvement projects, traffic signal upgrades, and other miscellaneous projects as needed.
- Provide in-house design services to address identified issues such as traffic calming, road geometry changes, paving and parking improvements and other pertinent items.
- Work with Arlington's Environmental Planner in monitoring infrastructure conditions and planning improvements to complete annual goals and maintain adherence to the updated EPA Municipal Separate Storm Sewer System (MS4) permit. MS4 permits authorize cities, counties, or other governmental entities to discharge storm water collected by their storm drain systems to waters of the United States.



Objectives (cont.)

- Supervise, review, and direct Sewer System Investigation and Planning Program (SSIPP) in coordination with design consultant to ensure compliance with MassDEP goals and objectives.
- Assist Town Departments, Boards and Committees, including the Transportation Advisory Committee (TAC), Redevelopment Board (ARB), and Zoning Board of Appeals (ZBA), with site plan review to ensure requirements and Town goals are addressed.
- Continue to perform, coordinate and/or assist the preparation of the following administrative, regulatory and financial requirements:
 - Environmental Protection Agency
 - 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. (Assist with 100% Design Plan Development improvements near the Stratton School).
 - 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 outlining water use data
 - Sanitary Survey for water distribution system

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

Major Accomplishments for 2023

 Performed oversight and monitoring for Town Capital Projects including road rehabilitation, pavement preservation, water rehabilitation, sewer rehabilitation, storm water improvements, pavement markings, and curb ramp and sidewalk accessibility improvements.

Road Rehabilitation: 5,037 ft.Pavement Preservation: 11,000 ft.

• Sidewalks: 8,300 ft.

• Curbing (new and reset): 8,184

• Curb Ramps: 75

• Water Main Replacement: 4,997 ft.

Sewer System: relining 6,599 ft., cleaning & inspection 3,602 ft

• Catch Basins Cleaned: 2512

- Aided Town Departments with technical input and site plan review for new and on-going projects, including private site development plans. Additional support provided for Town Boards and Committees including site plan review for Comprehensive Permits at 10 Sunnyside Ave., Thorndike Place, 1165R Mass Ave and 1021 -1025 Mass Ave.
- Managed Street Opening Permit Program and monitored on-going utility construction projects. Work involves reviewing and administering work conditions and requirements including outreach, traffic management, trench repairs and annual trench inspection program.
 - Issued 430 permits
- Planned, managed and coordinated maintenance and improvements through the Traffic Signal and Street Light Maintenance Contract, including:
 - Traffic Signal upgrades at Medford Street at Warren, and Mystic Street at Chestnut Street.
 - Coordination of identified traffic signal and street light maintenance issues received via email, phone and the request/answer center (WebQA).



Public Works Engineering

- Coordinated transfer requirements of streetlights with Traffic Signal and Street Light Maintenance Contractor through National Joint Utilities Notification System (NJUNS) for Double Pole Management system, via email, phone and WebQA.
- Coordinated with Select Board Staff to manage reconstruction of private ways utilizing the Town's Betterment Program.
- Coordinated planning and review of projects, reports and town regulations with Arlington's Environmental Planner for water quality and flood mitigation improvements in conjunction with requirements of the EPA Municipal Separate Storm Sewer System (MS4) Permit.
- Assisted Engineering Consultant in preparing Annual MS4 Report and year 5 requirements including:
 - Town Phosphorus Control Plan
 - Stormwater Quality Improvement Plans
 - Stakeholder Outreach and Education

Performance / Workload Indicators							
	FY2021 FY2022 FY2023 FY2024						
Engineering	Actual	Actual	Actual	Estimated			
Roadways Rehabbed/Paved,							
linear feet	23,682	23,170	16,037	30,000			
Sidewalks replaced, linear feet	6,815	8,488	8,300	7,000			
Granite Curb- Placed or	1,400	3,138	8,184	2,000			
Replaced linear feet							



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 and accommodates an average of 200 burials per year. The Old Burying Grounds is an inactive, historical community cemetery. Three volunteer Cemetery Commissioners make recommendations to the Town Manager on rules, regulations, and fees.

Budget Statement

This is a level-services budget.

PROGRAM COSTS				
	FY2022	FY2023	FY2024	FY2025
Cemetery	Actual	Actual	Budget	Request
Personnel Services	182,506	206,540	299,633	298,713
Expenses	150,252	165,285	222,500	222,500
Total	332,758	371,825	522,133	521,213

STAFFING					
FY2022 FY2023 FY2024 FY2025					
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	
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FY2025 Objectives

- Evaluate/create long term tree planting plan.
- In collaboration with Planning Department staff, seek grant funding for improvement to the banks of the Mill Brook to prevent further erosion.
- Begin planning process for the next phase of columbarium project.

Major Accomplishments for 2023

- In collaboration with Planning Department staff, completed hydraulic Study of Mill Brook through the limits of the Cemetery and beyond.
- Performed 135 earth burials and 97 cremains burials.

Performance / Workload Indicators FY2021 FY2022 FY2023 FY2024 Actual Actual Actual **Estimated** Cemetery New Grave Sales 42 68 53 55 Funeral Excavations/Closures 267 232 250 244 329 307 275 Loam & Seed - Areas restored 253 Headstones Straightened 50 109 178 75 75 Restore/Place markers 82 53 61 Foundations Repaired/Constructed 20 14 15



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						
FY2022 FY2023 FY2024 FY2025						
Natural Resources	Actual	Actual	Budget	Request		
Personnel Services	961,347	1,001,830	1,261,810	1,303,556		
Expenses	586,242	590,458	549,000	549,000		
Maintenance Town Fields	72,200	100,850	60,000	90,000		
Total	1,619,789	1,693,138	1,870,810	1,942,556		

STAFFING					
	FY2022	FY2023	FY2024	FY2025	
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	

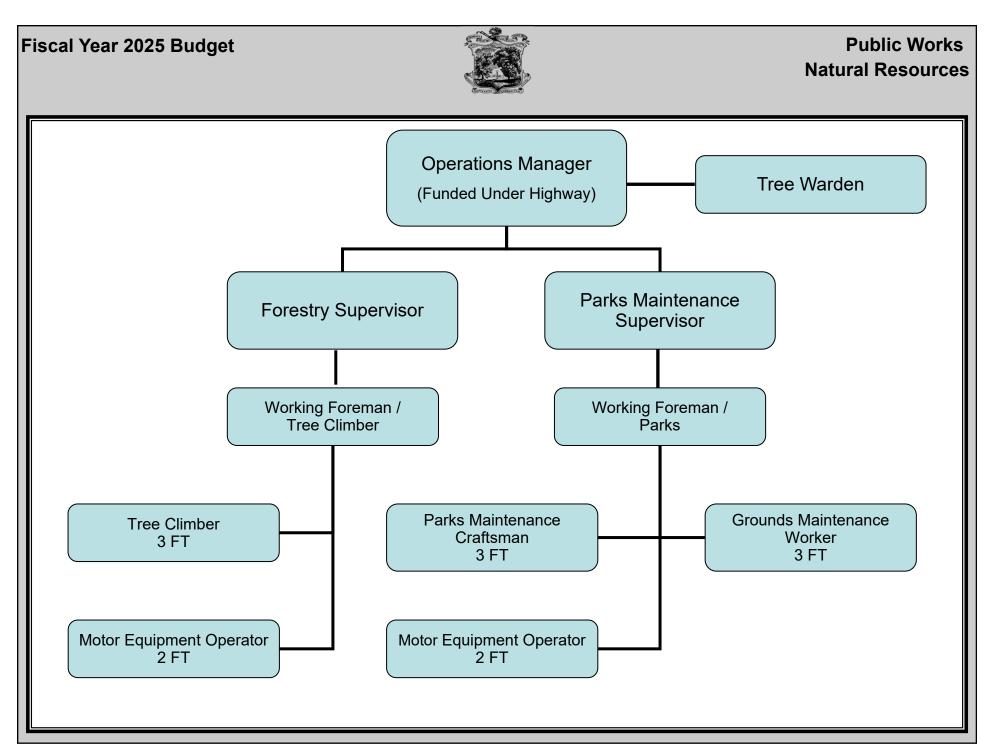
FY2025 Objectives

- Identify strategies to fill long-standing vacancies.
- Investigate remote field irrigation control technology options.
- Develop tracking mechanism for tree watering data using GIS technology.

Major Accomplishments for 2023

- Planted 302 trees. This number meets the goal of a minimum 300 trees planned annually.
- Continued treatment of at-risk trees against Emerald Ash Borer insects. Treated 369 trees.
- 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" (fifth year in a row) for additional work in protecting and providing for trees in Arlington.
- Rebuilt Infield of Buck Field baseball facility.

Performance / Workload Indicators					
Natural Resources	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated	
Trees Planted	424	373	302	325	
Trees Removed	112	240	311	150	
Stumps Removed	159	192	110	200	
8 Large Parks Maintained					
(acres)	66.3	66.3	66.3	66.3	
16 Small Parks / Public Spaces	21	21	21	21	
(acres)					
20 Landscaped Traffic Islands					
(acres)	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

This is a level-services budget.

PROGRAM COSTS					
	FY2022	FY2023	FY2024	FY2025	
Highway	Actual	Actual	Budget	Request	
Personnel Services	1,292,355	1,344,849	1,710,463	1,760,472	
Expenses	418,710	437,789	653,000	653,000	
Total	1,711,065	1,782,638	2,363,463	2,413,472	

STAFFING	·			
	FY2022	FY2023	FY2024	FY2025
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

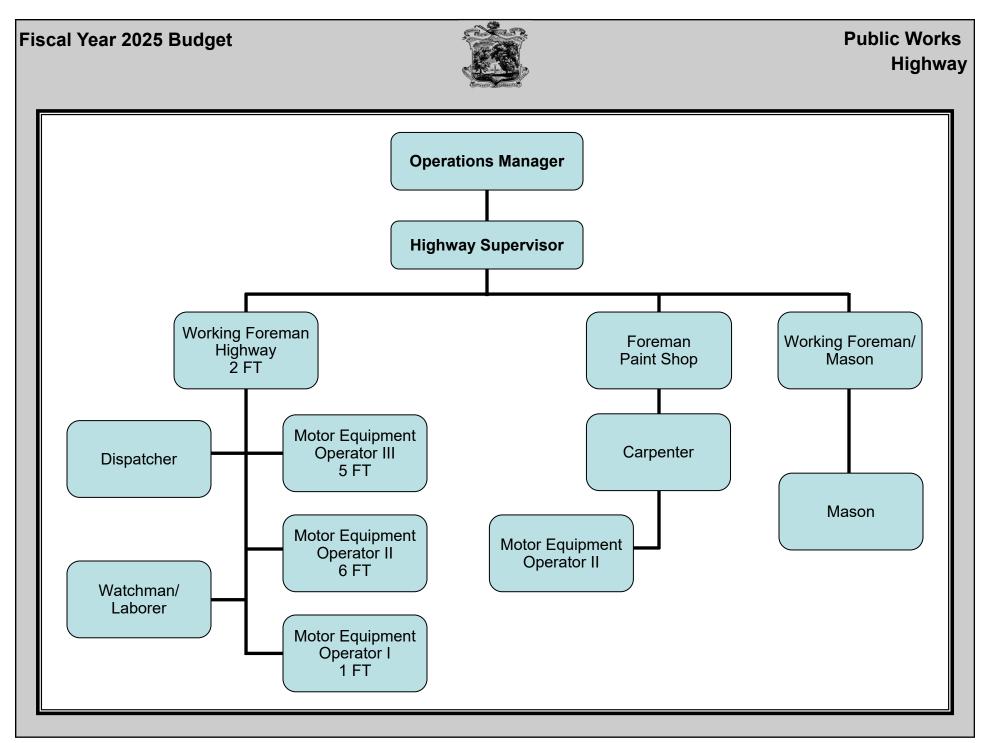
FY2025 Objectives

- Identify strategies to fill long-standing vacancies.
- Expand sidewalk trip hazard elimination "raised lip shaving" program as a cost effect solution to maintain walkways.
- Develop GIS inventory of roadway striping for use in annual painting program.

Major Accomplishments for 2023

- Transitioned operations to new DPW Facility
- Patched over 2,700 potholes.
- Cleaned approximately 2,512 catch basins (with the assistance of contracted help).
- Highway staff twice swept all the streets in Town in addition to weekly sweeping of Business districts in season.
- Replaced over 3,985 feet of sidewalk (concrete and asphalt combined)
- Repaired/replaced 27 catch basins/manholes.
- Responded to 20 snow/ice events totaling about 21 inches of accumulation.
- Placed 150 sand barrels Town wide for winter season for resident use.
- Constructed eight parklets, increasing outdoor dining/seating for several Arlington businesses.

Performance / Workload Indicators FY2021 FY2022 FY2023 FY2024 Actual Actual **Estimated** Highway Actual Patch Potholes 1,300 1,660 2,700 2,000 Sidewalk Patching 425 160 95 100 Repair Catch Basins / Manholes 38 21 27 30 Clean Catch Basins 3.207 3.019 3,200 2512 Install / Repair Street Signs 1044 453 989 750 Make Specialty Signs 241 193 393 200 Pave Trenches 105 90 40 100 Sidewalk Replacements in linea 7.435 5.775 3.985 4.000 Curb Work in linear feet 330 210 300 250 Painted Traffic Lines - 24" in line 35.406 34.068 30.265 35.000 Painted Traffic Lines - 12" in line 4.447 3.972 4.880 4.000 Painted Traffic Lines - 4" in lineal 134,390 116,291 114,819 115,000 Traffic Painted Symbols 115 98 45 120





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

Budget Statement

The request for Snow and Ice Removal funds is level funded.

PROGRAM COSTS				!
Snow and Ice	FY2022	FY2023	FY2024	FY2025
Removal	Actual	Actual	Budget	Request
Snow and Ice				
Removal	1,178,036	1,173,687	1,172,013	1,172,013
Total	1,178,036	1,173,687	1,172,013	1,172,013
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FY2025 Objectives

- Continue work on developing long term solution for permanent snow storage location. Property currently used will likely not be available in FY25.
- Maintain streets, sidewalks, parking areas and walkways for which the Town is responsible, during and after snow events.

Major Accomplishments for 2023

- Managed snow operation from temporary facility set up during Town Yard project renovation
- Responded to 20 snow/ice events totaling approximately 21 inches of accumulation.
- Increased response to more frequent icing events.

Performance / Workload Indicators

Snow and Ice	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Plowing/Sanding Storms	8	5	7	3
Sanding Only Storms	10	16	13	6
Inches of Snow	50	52	21	15



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

Budget Statement

This is a level-services budget.

PROGRAM COSTS				
	FY2022	FY2023	FY2024	FY2025
Solid Waste	Actual	Actual	Budget	Request
Solid Waste	3,631,965	3,810,561	4,394,973	4,644,973
Total	3,631,965	3,810,561	4,394,973	4,644,973

FY2025 Objectives

- Expand hours of free community Swap Shed.
- Further develop the Town's relationship with reuse nonprofits to help divert waste and feed the reuse economy. Key partners include Boston Building Resources and Household Goods. Plan to hold special collection events in the coming year.
- Undertake a local waste characterization study to investigate and report out about what is still in our trash and recycling that could be better sorted.
- Participate with the MA Department of Environmental Protection Hauler Contract working group to prepare next contract.
- Continue to encourage the diversion of food scraps from the solid waste stream, expanding to multifamily dwellings.

Major Accomplishments for 2023

- Held Reuse & Recycling Center appointments year-round during the week and one weekend a month, serving approximately 3,500 appointments in the year.
- Received annually, since FY16, a MA Department of Environmental Protection (DEP) Sustainable Materials Recovery grant, (\$52,000), called the Recycling Dividend Program, with funding designed to continue to support waste diversion activities.
- Awarded a \$350,000 Sustainable Material Recycling Grant from MA DEP to modernize Arlington's waste collection programs in FY25.
- Participated in the Minuteman Household Hazardous Waste collection event, offering eight annual opportunities for residents to divert toxic materials from the environment.
- Established FixIt Clinics as a routine activity, hosting events at least twice a year.
- Held bike donation events in collaboration with Arlington Scouts program and The Bike Connector, collecting over 200 bikes during two events.
- Hosted four secure document shredding events, free to the public.
- Hosted four medical sharps collection events in partnership with the Health Department, during Reuse & Recycling Center monthly events.
- Hosted a 5-week summer internship for seven Arlington High School students, plus a summer camp session with 6-9 graders through Arlington Community Education's Summer Fun program.
- Ran a successful Paint Recycling event as a fundraiser, saving hundreds of pounds of reusable latex paint from incineration and raising \$425 that was donated to the Housing Corporation of Arlington. This event was organized and carried out by summer high school interns.

Performance / Workload Indicators							
FY2021 FY2022 FY2023 FY2024							
Solid Waste (tons)	Actual	Actual	Actual	Estimated			
Solid Waste	12,433	12,217	10,775	12,500			
Yard Waste	3,435	2,801	3,356	3,500			
Solid Waste Yard Waste Recyclables	5,027	4,716	4542	5,000			

Fiscal Year 2025 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					
	FY2022	FY2023	FY2024	FY2025	
Motor Equipment Repair	Actual	Actual	Budget	Request	
Personnel Services	355,625	391,357	488,687	506,814	
Expenses	187,016	132,807	187,000	187,000	
Total	542,641	524,164	675,687	693,814	

FY2025 Objectives

Investigate Fleet Management Programs for inclusion into current operations.

Major Accomplishments for 2023

- Acquired new department vehicles backhoe, forklift, street sweeper, large tree chipper
- Moved vehicle maintenance operations to new DPW Facility.
- Provided preventative maintenance and repairs on 150 motor vehicles.
- Maintained snow and ice vehicles during snow events.

STAFFING						
FY2022 FY2023 FY2024 FY2025						
Motor Equipment Repair	Actual	Actual	Budget	Request		
Managerial	1	1	1	1		
Clerical	0	ا 0	0	0		
Professional/Technical	0	ا ا	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 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 2023

- Traffic Signal upgrades at Medford St & Warren St. and Mystic St & Chestnut St.
- Improved operations at Lake St. (Brooks and bike path crossings) to improve traffic flow.

Budget Statement

This is a level-services budget.

PROGRAM COSTS				
Street Lights/ Traffic	FY2022	FY2023	FY2024	FY2025
Controls	Actual	Actual	Budget	Request
Personnel Services	-	-	-	-
Expenses	241,267	180,721	250,000	265,000
Total	241,267	180,721	250,000	265,000

FY2025 Objectives

- Update older, problematic traffic signal control equipment.
- Improve streetlight outage reporting and repair verification process.



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