

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of eight divisions: Administration, Engineering, Highway, Water/Sewer, Motor Equipment Repair, Properties, Natural Resources, and Cemeteries. With a staff of 113, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

Administration

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

New Recycling & Trash Rules

Get the Guide



Solid Waste Collection

The Town contracted with a new hauler, JRM Hauling and Recycling, effective July first. The new contract completes a two year long process of analyzing our needs and ultimately selecting a vendor who best meets those needs. With JRM as our contractor the Town is now able to provide weekly curbside and dumpster collection of solid waste and bulky items from residential and business locations. We were able to expand our services to include weekly collection of recyclables and yard waste. Solid waste is also collected from the following municipal locations: Town Hall and eight other municipal buildings, Community Safety, three fire stations, two libraries, nine public schools, over twenty municipal parks, and approximately fifty public trash barrels. The bulky item collection program collects large items like couches, tables, and sinks.

The Town also provides contracted dumpster trash collection at schools, municipal buildings, non-profit organizations, apartment complexes, and condominium complexes.

Recycling

With the advent of weekly mandatory recycling on July 1 the department has seen 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 savings JRM predicted due to the expected increase in materials recycled allowed them provide residents weekly recycling and yard waste collection at roughly the same price we were paying the previous contractor.

Twice a year the Department holds a recycling event in conjunction with the Recycling Committee at the DPW facility on Grove Street. The first year of this program was 2003 when the Department gave out recycling bins as part of America Recycles Week in November. Since that time the event has grown into a twice-yearly event at which the Department collects clothing, shoes and sneakers, used toys, books, DVD's and CD's, bicycles, and scrap metal. Additionally, a company is available to shred documents. The Board of Health also comes to the event and collects medical waste such as syringes and prescription drugs. At each event the DPW also collects TVs and CRTs for a fee.

Yard Waste Collection

JRM collects yard waste curbside on the expanded weekly schedule from early April to the end of November. Leaves and grass clippings can be placed curbside in barrels with a Yard Waste identification sticker or in compostable 30-gal paper bags. Branches up to 1" in diameter can be placed curbside if cut into 3 foot lengths and tied into 30 pound maximum bundles. Additional recycling information can be found online at www.arlingtonma.gov/recycle.

Household Hazardous Waste Collection

2012 marked the fifteenth year of Arlington's membership in the regional household hazardous waste collection facility at 60 Hartwell Avenue in Lexington. 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, and household cleaning products.

Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*		
Materials	FY 2011	FY 2012
Solid Waste	14,537	14,214
Commingled (paper/glass/plastic/metal)	4,395	4,652
Yard Waste	2,331	2,381
TV/CRT's	2,103 (units)	2,317 (units)
Appliances	270 (units)	140 (units)

*Information in this chart was previously reported on a calendar year basis but is now being reported by fiscal year in keeping with other data the Department prepares.

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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 and Water and Sewer Division 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

- Provided technical support to several projects of the Transportation Advisory Committee (TAC).
- Monitored and coordinated completion of the Forest Street reconstruction project. (\$1.5 M in Federal-ARRA grant funding) with MassDOT.
- Reviewed and updated procedures for managing utility trench repairs, street permitting, and tracking of necessary repairs.
- Continued to develop a Town-wide inventory of sidewalk ramps and locations where sidewalk ramps are needed.
- Oversaw and coordinated development of a 10-year capital improvement plan for water distribution system.
- Oversaw the development of specifications, contract preparation, and construction for the 2011 Capital Improvement projects including: handicap ramp program (\$190,000), roadway re-surfacing improvements (\$1,500,000), sewer rehabilitation services (\$1,500,000), water rehabilitation (\$650,000), collaborate with EPA to construct a porous pavement parking lot at Hurd Field (\$250,000).
- Increased communication and outreach to residents and abutters for major construction projects including email notices, flyer notifications, vehicle message board, and project web updates.
- Oversaw construction administration services, design services and investigation of the Sanitary Sewer Inflow and Infiltration Improvement Program.
- Updated EPA NPDES MS4 permit and the Arlington Reservoir Dam and Emergency Action Plan.

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 –The Town is typically swept two times annually (spring and fall). Sweeping on main streets done weekly (twenty-eight times).

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

- Private contractors used for three events.
- 16 inches total snow for season.

Performance Measurements



One of many Town trees uprooted from the July 2012 microburst.

- Responded to microburst in July (downed trees/sidewalk repair) four weeks.
- Responded to Hurricane Sandy (downed trees/sidewalk repair) four weeks.
- Repaired or replaced 60 catch basins.
- Cleaned over 835 catch basins.
- Removed and installed 5,054 l.f. concrete sidewalk.
- Removed and installed 2,392 l.f. asphalt sidewalk.

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Special Projects

- Assisted with Water Chestnut Harvesting at the Reservoir.
- Rebuilt Reservoir shoreline after weed harvesting (also performed necessary Reservoir parking lot repairs due to project).
- Spread and graded 300 tons of sand on Reservoir Beach as well as dug out and repaired 300 feet of stone dust path at Reservoir.
- Stabilized and repaired retaining wall at Water Mill Place on Lowell Street. Provided setup, tear down for Patriots Day Parade, Town Day, Feast of the East, and Elections.
- Constructed 24' x 24' stage for Town Day event.
- Repaired guardrail on Westminster Ave.
- Installed bike racks at various locations in town.
- Picked up and delivered donated food at Lahey Burlington and move it in to the food pantry.
- Delivered tax bills to post office for Treasurer's Office.

Water/Sewer Division

The Water and Sewer Division continues to maintain 135 miles of water mains, 127 miles of sewer mains, 9 Sewer Lift Stations, and numerous hydrants, valves, and service connections/shut offs. Additionally, the Division reads usage meters and prepares bi-annual bills on just under 13,000 accounts.

Performance Measurements

- Worked with the Fire Department to perform annual fire hydrant inspections.
- Replaced 51 hydrants.
- Replaced 344 water meters.
- Worked with Highway Division on annual basin cleaning project.
- Operated and maintained the Town's nine lift stations.
- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 13 locations.
- Repaired water service lines at 25 locations.
- Flushed over 125 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 320 mark outs for underground excavation work.
- Provided emergency response crew 24/7 successfully.

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, three 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.

Performance Measurements

- Provided staff to Community Safety repair shop as needed.
- Replaced vehicles and equipment: Asphalt Road Patch Heater, Multi-Purpose Tractor (Parks), and 33,000 GVW Truck.
- Maintained snow and ice vehicles during events.

Properties Division

Public Buildings (40) maintained by the Arlington Properties Division

Arlington Schools	Central Services
Arlington High School	Town Hall
Athletic Field Snack Shack	Town Hall Annex
Ottoson Middle School	Public Works
Peirce Elementary School	Administration Hall Director/Engineering/ Inspection
Dallin Elementary School	Snow Fighting Garage
Brackett Elementary School	Maintenance Garage
Bishop Elementary School	Large Salt Shed
Hardy Elementary School	Small Salt Shed
Thompson Elementary School	Dog Pound
Stratton Elementary School	Cemetery Chapel
Non-Public Schools	Cemetery Garage
Gibbs (Private Use)	Reservoir Pump house
Crosby (Dearborn Academy)	Library
Parmenter (Private Use)	Robbins Library
Public Safety	Fox Library
Community Safety Building	Miscellaneous
Central Fire Station (Headquarters)	Robbins House
Park Circle Fire Station	Robbins Cottage
Highland Fire Station	Jarvis House (Legal Department)
Recreation	Jefferson Cutter House
Recreation Ice Rink	Mount Gilboa
Spy Pond Fieldhouse	23 Maple Street (Senior Ctr.)
Bath House	27 Maple Street (House)

The Properties Division provides the Town with quality custodial services, maintenance, and improve-

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ments to its public buildings and facilities. The Division is responsible for the maintenance of forty individual public buildings listed on the previous page.

Performance Measurements

- Installed ceiling heaters at DPW garage.
- Oversaw the contracted repair of areas of the DPW garage roof. Insulated panels and rubber roof installed to replace failing clay tiles. Final roofing can be placed over this current repair.
- Installed new fire panel at Town Yard.
- Performed Town-wide painting.
- Provided assistance to numerous Town Departments for building maintenance.

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 more than 19,000 public trees.

Forestry

During the year the Division maintains the trees 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 cleans and maintains traffic islands around Town. On Massachusetts Avenue the Division takes care of the American flags and the banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.



Jefferson Cutter House, one of many properties managed by the Properties Division.



Town Officials assess damage in East Arlington from July microburst.

Performance Measurements

- With the help of the Tree Committee, planted 125 trees.
- Installed approximately 2,000 holiday lights.
- Maintained "Tree City USA" designation from the National Arbor Day foundation.
- Removed 400 dead or diseased trees approximately half due to the microburst in July and Hurricane Sandy.
- Responded to microburst in July (significant tree damage).
- Responded to Hurricane Sandy (significant tree damage).

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

- Implemented improved field turf maintenance schedules.
- Continue to put a high priority on prompt graffiti removal.

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Cemeteries Division

The Cemeteries Division maintains the sixty-two acre Mt. Pleasant Cemetery and the Old Burying Grounds. Lawn mowing, raking, and tree trimming are done by contracted services. Maintenance of grave-stones, tombs, walls, fences, roadways, trees, and the Chapel continues to be provided by the remaining four staff members.

Mount Pleasant Cemetery Revenues in 2012	Number	Revenues Invoiced
New Earth Grave Site Sales	30	\$ 63,000
New Urn Grave Sales	2	\$ 700
Perpetual Care Sales	32	\$ 16,000
Grave Site Buy-backs	1	\$ (2,000)
Earth Burials	181	\$ 181,000
Cremain Burials	73	\$ 21,900
Public lot	1	\$ 0
Non-Resident Burials	110	\$ 55,000
Overtime, Holiday Surcharges	50	\$ 36,400
Mock Burial	2	\$ 400
Foundation Charge	41	\$ 8,200
Disinterments	1	\$ 2,500
Veteran Graves – earth/urn	4	\$ 2,000
Recording Fee	4	\$ 400
Chapel Use, Misc.	2	\$ 200
Total Gross Revenues		\$ 385,700

Mount Pleasant Cemetery is expected to run out of spaces for new gravesites within the next five years and planning for future interments is a major priority. The Cemetery is currently planning for green cremain burials. Chapel improvements for increased functionality are being explored. The concept of a columbarium is being explored as well.

Performance Measurements

- Preliminary work was completed on converting grave site records to the GIS system.
- Continued the 4 step turf maintenance program was put in place.
- Performed 255 total internments.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery.
- Active member of Cemetery Expansion Committee to bring cemetery expansion to Cooke's Hollow.

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.



Cyrus E. Dallin's Menotomy Indian Hunter sculpture nestled by the reflecting pool. Robbins Memorial Garden, Arlington Town Hall