

LYNNFIELD

PUBLIC WORKS DEPARTMENT

ANNUAL TOWN REPORT

Fiscal Year 2012

TOWN REPORT
DEPARTMENT OF PUBLIC WORKS
FISCAL YEAR 2012

To the honorable Board of Selectmen and Citizens of the Town of Lynnfield, I hereby submit the following annual report of the Department of Public Works for the period covering July 1, 2011 to June 30, 2012.

The Department roster consisted of the following full and part time personnel:

DENNIS R. ROY, Director
Steven deBettencourt, Assistant Director of Facilities
Anthony Fraton, Assistant Director of School Operations
Charlie Richter P.E, Town Engineer
Michelle Sweeney, Department Administrative Secretary
Brooke Conserva, Principle Clerk

Highway:

Mark Rogers, General Working Foreman
John Canavan, Highway Foreman
Richard Peabody
Mark Bushnell, Municipal Maintenance
Rick DeGrande, Highway Crew Super
Kevin Raiche
Frank Savchuk, Mechanic
Gerard D'Orsi
James Carriere

Parks/ Cemetery/ Trees:

Brett Potter, Cemetery/Parks/Tree Foreman
Leonard, Parks/ Cemetery Crew Super
Eddie Downs, Tree Climber
Daniel Ashwell
Todd Boudreau
James Tamburrini

Municipal Buildings:

Keith Hammerbeck, Head Custodian
Roger Harbour Sr.
Paul Harrington
Jonathan Paddock, Part-time Library
John Quinn, Part-time Senior Center

Bus Drivers:

Christy Peterson
Donna Turcotte
Joanne Lawson
Jack Polycarpe
Ann Tondreau
Maureen Teixiera

Custodians:

John Desiderio, High School-Head Custodian
Glenn Anderson, High School
Armando Agramonte Sr., High School
Mike White, High School
David LeBlanc, Middle School-Head Custodian
Armando Agramonte Jr., Middle School
Martin Ayoal, Middle School
Dan Harvey-Middle School

Custodians (Cont.):

Marilyn Bonneau, Huckleberry Hill-Head Custodian
James Reilly, Huckleberry Hill

Arthur Dupuis, Summer Street School-Head Custodian
Robert Burke, Summer Street School
Marien Guzman, Floating Custodian
Michael Manning, Floating Custodian

David King, School Maintenance Specialist

INTRODUCTION

Again this year it was very busy for the Department as well as a challenging one. As the Department tries to maintain the quality of services it provides to its citizens there is very little room to make improvements, or move ahead, with any additional requests or improvement projects with the minimal increases received in the Department's operating budget.

The Department of Public Works is a service organization responsible for providing essential public works infrastructure support services for the citizens of Lynnfield. It is the second largest town operating budget with the school department being the largest.

Services provided by this department includes engineering design, construction, maintenance and repair of streets, sidewalks, storm drains; maintenance and repair to all DPW vehicles and equipment including school buses and the Council of Aging vehicle; maintenance of parks, playgrounds, cemeteries, athletic fields, public and school buildings; manage refuse collection, disposal and recycling; snow plowing and ice control; administration of construction contracts; review of subdivision projects; manage all public shade trees for pruning, planting and/or removal; school bus transportation; custodial services to all municipal/ school buildings; maintenance of town owned street lights and traffic signals.

The Department divides its multiple responsibilities for the management, maintenance and operations of the Town's infrastructure among five Divisions: Administration, Municipal Building Maintenance, School Building Maintenance, Rubbish/ Recycling Collection and Disposal, and Highway/ Cemeteries/ Parks & Trees.

Lynnfield Public Works employs (45) full- time permanent staff, (2) part-time staff, (16-20) seasonal employees in the summer and has an annual operating budget of \$4.96 million which was reduced by 5.1% from FY-11. The Fy-12 DPW Capital Budget,

approved by Town Meeting, included \$620, 000 for town equipment and infrastructure improvements.

Since DPW had not been able to replace equipment in past several years due to budget constraints, many of our vehicles had to be removed from service. With this year's appropriation, the Department was able to replace many of those vehicles that are a necessity for the operation of the Department. The DPW was able to replace (4) trucks, (1) front-end loader, perform two-way radio upgrades, purchase a new "bat wing" mower for our athletic fields just to name a few of the larger capital items. These new pieces of equipment will greatly improve the performance of the Department.

REPORTS BY DIVISION:

HIGHWAY:

The Highway Division of the DPW provides for the maintenance of all town roads, sidewalks, public path ways, municipal and school parking lots, fencing and guard rails.

In addition to the normal surface repair of roads and sidewalks, the Highway Division is responsible for the clearing of snow, sand, litter and other unwanted debris from public ways and facilities. It also maintains our brooks and streams by keeping them clear of debris to prevent public and private property flooding. The Highway Division also maintains the Pillings Pond Dam spillway area and control logs when needed.

The Highway Division has more than 77 miles (250+ lanes miles) of roads and 91.3 miles of sidewalks that it must maintain.

This past year the DPW continued to make immediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public.

This year Public Works cleaned a total of 1600 catch basins throughout the town which helped in preventing street flooding caused by clogged drain lines.

The DPW continued its' aggressive program to repair damaged manholes and catch basins throughout town. We were able to repair over (75) collapsed catch basins and manholes this year as well as jet vacuum (34) additional catch basins that were partially or completely blocked.

The Town replaced over (1500) feet of damaged curbing from this past winter's plowing.

The spring season brought the usual DPW clean-up efforts with the street sweeping program beginning in early March and completed by mid-May. The street stripping

program was completed in early June. Over (91) street and traffic signs were replaced this past year.

The DPW applied for and received a Hazardous Mitigation Grant for Yorkshire Drive in the amount of \$79,472. The grant will be used to install new drain pipe in an area of Yorkshire Drive that continually floods during heavy rain events. The construction of this new drain will begin in the Fall of 2012.

Since the price of asphalt has dramatically increased over the past two years and continues to climb because of the price increases to crude oil it will mean that less roads will be resurfaced each year. With the only funding source for highway resurfacing being Mass Highway Chapter 90 funds it will be very difficult to keep up with the (40) year highway resurfacing program established by the department back in 2003. In that report it estimated that \$ 370,000/yr. would be needed to keep the program on target. With inflation that number is closer to \$450,000/yr. in 2012.

Public Works received \$ 405,915 in FY-12 from the state as our apportionment of Chapter 90 funding. This was a 2% decrease from last year's appropriation. In order to maximize the funds available alternative measures such as grinding and overlaying sections of roads are part of the plan now. New England winters take a tremendous toll on our road system each year degrading even the sturdiest of road surfaces. The continuous freeze and thaw cycle creates stress cracks in just 5- 10 years on some new roads. Economy affects our road surfaces as well. When fuel oil prices escalate, as they have, we have more requests from residents to convert to natural gas. National grid presents numerous requests to the DPW for utility cuts in our roads in order to provide residents with natural gas. Each year the town tries to co-ordinate our work with National Grid and other utility companies. The town has a hard and fast policy that no roads can be dug up, unless for emergency repairs, for a period of (5) years.

Fiscal year 2012 continued to be a very busy year for paving. Due to the late release of Chapter 90 funds from the state, the construction season was condensed to approximately 3 months in the Fall. Road construction was started in early September and finished in early December.

The following streets were paved this fiscal year:

TODD LANE- (Entire length of 1060 feet)

Due to the extensive poor condition of the road and sub base, the entire road surface needed to be reclaimed and reshaped before it could be repaved. After reshaping the road base, 2-1/2" of new bituminous concrete binder and 1-1/2" of bituminous top was placed. Two thousand feet of new bituminous cape cod berm was installed and granite curb was set at the intersections of Cranberry Lane, Kestda Lane, and Summer Street.



Reclamation of Roadway-Todd Lane

WITHAM STREET - (Entire length of 790 linear feet)

The deteriorated condition of the road and sub base required the entire road surface to be reclaimed and reshaped before it could be repaved. Prior to commencing road work, National Grid installed new gas mains and gas services on this street to help prevent the road from being excavated for repairs after the road was repaved.

After reshaping the road base 2-1/2" of new bituminous concrete binder and 1-1/2" of bituminous top was placed. Thirteen hundred feet of new bituminous cape cod berm and sidewalks along the southern side of the street were installed.



Paving of Witham Street

MUNROE STREET - (Entire length of 820 linear feet)

The poor condition of the road and sub base along the entire roadway required Munroe Street to be reclaimed and reshaped before it could be repaved. Due to the lack of sufficient grade on this roadway, a substantial amount of excess material was also removed. In addition, several catch basins were relocated to accommodate the new grade of the roadway.

Prior to commencing road work, National Grid installed new gas mains and services to all residences in this area to prevent future repairs after the road was repaved. After completion of National Grid's work, the existing road surface was reclaimed, excess material was removed, and the road base was reshaped. 2-1/2" of new bituminous concrete binder and 1-1/2" of bituminous top was then installed on the reshaped road base, and eleven hundred feet of new bituminous cape cod berm was installed..



Removal of Excess Material on Munroe Street

DURHAM DRIVE – Lowell Street to Grey Lane (1300 linear feet)

For this portion of Durham Drive, the poor condition of the road and sub base required the street to be reclaimed and reshaped before it could be repaved. Prior to commencing road work and similar to the other roads paved this year, National Grid installed new gas mains and services for the entire length of the street to help prevent the road from being excavated for repairs after the road was repaved.

After reshaping the road base 2-1/2" of new bituminous concrete binder and 1-1/2" of bituminous top was placed. Nineteen hundred feet of new bituminous cape cod berm was installed along the roadway, and granite curbing and handi-cap ramps were installed at all intersections.



Installation of granite curbing on Durham Drive

In addition to road work, sidewalks on several streets were rebuilt with money appropriated by Capital Outlay for the first time in several years.

When it was funded in the past, the sidewalk program provided the department the ability to repair sidewalks in established neighborhoods where the sidewalks had deteriorated. A town-wide survey was performed approximately 10 years ago that rated the condition of all sidewalks in town and prioritized what sidewalks were in most need of repair. The combination of work performed by DPW personnel and contractors provide a cost-efficient method of repairing these sidewalks.

Sidewalks on the following streets were repaired/reconstructed:

SYLVAN CIRCLE- (Both sides of the street, approx. 1905 linear feet)

LAUREL ROAD-(Both sides of the street, approx. 1103 linear feet)

SYLVAN TERRACE-(Both sides of the street, approx. 437 linear feet)

Due to extensive root growth from trees in the grass strip on these streets, many of the sidewalks were buckled and tripping hazards. The DPW excavated the sidewalk in these areas and relocated the sidewalks to avoid these trees. All of the sidewalks were repaved with 1-1/2" of bituminous concrete.



Paving of sidewalks on Sylvan Circle

CEMETERIES:



During the past year there were (43) interments at Forest Hill Cemetery and (7) at Willow Cemetery. During this same period there were a total of (47) new graves sold at Forest Hill and no graves sold at Willow Cemetery.

As we do each year, the Department spends many man hours cutting the many acres of grass along with the caring for the many shrubs, trees, etc. in an effort to keep our cemeteries looking beautiful.

In the next 5-10 years the town will need to consider seeking additional land for cemetery purposes in order to have graves available for future burials. If land is not acquired soon then the town may need to consider restricting advanced sale of lots.

Anyone who may own a lot or lots that they no longer intend to use are encouraged to sell them back to the town for a full refund of their original purchase price. You can contact the DPW office on how this is done.

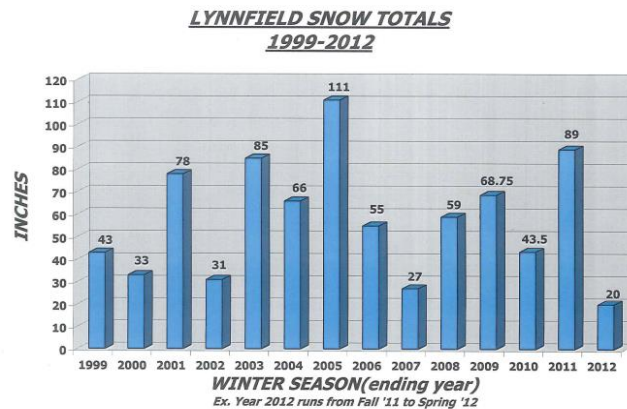
SNOW & ICE :

Public Works is responsible for clearing over (250) lane miles of roadway and (15) of the towns (91) total miles of sidewalks along with (4) school parking lots and (5) municipal building parking lots which includes Post Office Square.

In addition to the roads and municipal/school parking lots DPW is responsible for clearing all avenues in both cemeteries. Depending on the intensity of the storm this may take several hours or several days to complete. Our Department works continuously until the job is completed.

The 2011-2012 snowfall season, which lasted 126 days, was one of the least snowiest winters on record. The snow season began early on October 28th when a trace of snow fell and finished on March 3, 2012 again when an inch of snow fell.

The total snowfall amount for the season was recorded at (20.0") inches. This was less than ¼ the total amount that the Town experienced during last winter season in which (89.0") inches of snow fell. This was the least snowiest winter in more than 15 years. The average annual snowfall amount for Lynnfield is usually between 60-65 inches of snow.



During this season the town did not experienced any storms where more than (6") inches of snow fell. The largest storm of the season occurred on February 29th-March 1st when (6") inches of snow fell. The most damaging snow storm this season was the October 30th storm in which heavy wet snow fell on trees that still had leaves on them which resulted in many downed trees and power lines. Many parts of the town were left without power

for 3 days. The town accrued over \$42,000 in damages which we were not able to get reimbursed from FEMA due to the fact that most of Essex County did not sustain damages that would have declared Essex County a Federal disaster area.



Apple Hill area



The Grant area

In total this year expenses to control snow and ice operations ran below the Towns annual appropriation of \$120,000. This was the first time in more than 15 years that this has happened.

During the season Public Works was called upon to go out several nights and early mornings besides the (6) snow events in an effort to keep our roadways, sidewalks, schools and municipal buildings clear and safe from ice so that they would be safe for the public and school children when commuter hour arrived.

I would like to thank the men of the department who worked the many sleepless hours performing an outstanding job and service to the town.

PARKS & PLAYGROUNDS:

The DPW is responsible for maintaining over 60+ acres of public open space, comprising (6) playgrounds and/or tot lots; (4) parks; the grounds around (5) municipal buildings, (4) school buildings; (4) basketball courts, (11) tennis courts, (1) outdoor running track, (2) football fields, (12) baseball/ softball diamonds, (5) multi-use playing fields used for soccer, field hockey, and lacrosse. This maintenance includes irrigation wells and systems for most of these fields.

In addition to routine maintenance of all school/ municipal grounds and parks the DPW the town performed the following improvements:

- Installed 18,750 sy of new sod on the Middle School Football Field
- Repaired many worn and damaged areas of the Middle School Running Track
- Completely replaced the Huckleberry Hill School playground grass with new sod



New sodded field Huckleberry Hill School Middle School sod installation

As is happening in many towns the ever-increasing number of athletic programs is causing very serious maintenance problems for the DPW. The Town currently has a significant shortage of field space. Due to the demand the town is consistently over using its' fields and unable to allow them time to rest to re-establish the turf grass. Even with an aggressive field maintenance program, the town cannot deliver quality playing fields without resting them by taking them out of service.

Sports teams begin using our fields sometimes even before snow is gone in early spring and play until early to mid- December. DPW has had to lay sod in certain areas of the fields in order to get those fields back on line for the next season's usage. This is an expensive re-occurring procedure.

DPW is committed to using every resource it has to try and give the many sports organizations in town the best playing fields that we can with the budget that is allowed.

FORESTRY/ TREES:

This past year over (47) diseased, storm damaged, or root damaged trees were taken down. There were many more that were pruned back of their dead wood. With the limited funds that the DPW has to work with each year Public Works can only take down those trees that are determined to be safety hazard or badly diseased.

The DPW also continued its road clearing program on several streets. This is where we try to reclaim sidewalks and roads that have brush and tree overgrowth that have encroached into the right of way. The roadside cutter that was purchased several years ago has proven to be a great tool in this effort.

The town received "Tree City USA" designation for its 7th year. Thanks to the help and work provided by the Towns' Tree Committee we were able to easily fulfill the requirements for this designation.



2012 Tree City USA Award- Eric Seabor-Program Co-coordinator DCR;
Dennis Roy-DPW Director; Edward Lambert- Commissioner DCR

Public Works continued to work with Townscape this spring with the planting of 10 new trees around town. We are always happy to assist them with there very important program that residents can really appreciate each spring when you see the pink ribbons which identify all the trees over the years that were planted as part of this organization.

As Tree Warden, I try to educate residents as to what is a Public Shade Tree under MGL Chapter 87 is. The DPW responds to over 300 calls per year regarding tree issues. I recommend that all residents call the DPW before they decide to take any action on trees that are located in their front yard near the roadway. Many times these trees are public shade trees and are protected by state law. The fine associated with cutting a public shade tree can be expensive.

SOLID WASTE / RECYCLING:

The Public Works department is responsible for managing residential solid waste collection and disposal services for approximately 4350 residential households along with the recycling and recovery program that includes the annual collection of residential household hazardous waste.

The town continues to use the services of JRM Hauling & Recycling to collect and haul all our trash and recyclables. They have been a reliable and dependable contractor with the town since 2000 and are contracted until the year 2016.

During fiscal year 2012 the town collected and disposed of the following amounts from curbside collection:

4594 tons of solid waste (trash)
437 tons of co-mingled plastics/glass

672 tons of mixed paper
175 TV monitors
61 appliances
7 lawnmower/ grills
26 AC units
22 other large items

In addition to the curbside collected items residents also used the recycling center located behind town hall to dispose of:

3058 feet of Straight Fluorescent
7 Specialty Flood lamps
542 fluorescent light tubes
89 mercury thermometers
425 tons of leaves, grass clippings, yard waste
780+ Christmas trees
Undetermined amount of clothing items (donated to St. Vincent DePaul)



Tub Grinding resident brush pile at Recycling center

Removing many of these items from the waste stream not only provides for a cleaner and healthier environment but it also saves the town money. For example, when mixed paper is recycled vs. throwing it in the trash the town is able to collect \$25 per ton while also avoiding the current tipping fee of \$66.00 per ton. That is a \$91.00 per ton benefit to the town.

Public Works along with the concerted efforts of our Recycling Committee, continues to try and find ways to improve our recycling percentages each year. There is always room for improvement.

The tipping fee at Covanta, in Haverhill, increases every year and was \$66.00 per ton for the FY-12 fiscal year. This results in a cost of over \$ 303,204 this fiscal year to dispose of the Towns unrecyclable trash. The Town was able to extend Covanta's contract with the town until the year 2016 with a modest increase each year of one dollar per ton for the

next two years. In the last two years of the contract trash fees will increase by two additional dollars per year.

Public Works held its' annual Household Hazardous Waste Collection Days this past November 17th at no cost to Lynnfield Residents. This event again was very successful in which (176) residents took part in. When this event was formerly run back in the mid 1990's there were only (70) residents who used this service. People were able to dispose of chemicals, oil base paints, TV's, propane tanks, pesticides and many other hazardous materials at this event.



Nov.17, 2013 - Household Hazardous Waste Collection Day

The cost to sponsor this once a year event is around \$8,000.

Please refer to the DPW's web site for all updates regarding trash and recycling.



SCHOOLS:

One of the missions of the DPW is to provide the Town of Lynnfield with a high degree of quality service in custodial services, maintenance, and improvements to our schools. We are committed to protect the town's recent investment in the renovations of all our school facilities. With the school building projects completed now for more than (6) years the DPW has the responsibility to maintain these facilities to an acceptable condition.

Some of the annual repairs done to all schools include:

- Replaced numerous exhaust fan and air handler belts
- Replaced all building air filters twice during the school year
- Painted many common areas during the summer that needed to be touched up

- Resolved miscellaneous “no heat” problems
- Completed miscellaneous carpentry projects
- Replaced ceiling tiles in classrooms and hallways as required
- Completed annual fire alarm inspection and testing
- Repaired plumbing and fixture problems throughout building
- Performed preventative maintenance service on both the High School and Middle School emergency generators.

Some of the many projects that were site specific and completed and/or managed by the DPW in 2012 were:

High School:

- Installed outside new paver area for student dining



- Maintained and operated the building’s sewerage disposal facility and system to keep in compliance with DEP permits.
- Repaired fire alarm panel and security system
- Had Essex County Correctional Graffiti Unit in to remove building graffiti
- Performed general roof maintenance on the flat roofs
- Completed annual flush down, inspection and cleanout of two boilers
- Cleared plugged roof drains
- Replaced failed heating boiler circulator pump
- Repaired tennis court fencing

Middle school

- Refinished and relined hardwood floors in gym and auditorium stage
- Repaired several roof leaks not covered by warranty

Summer Street School

- Numerous repairs and rework of door hardware
- Refinished hardwood floor in all purpose room

Huckleberry Hill School

- Numerous repairs and rework of door hardware
- Replace front concrete walks
- Installed new kitchen ceiling tiles



New concrete walkway



New ceiling being installed in kitchen

MUNICIPAL BUILDINGS:



One of the many functions of the Public Works Department is to maintain our municipal buildings and facilities. The Department maintains, which includes daily cleaning, (7) active town buildings and (2) inactive town buildings along with the parking lots and grounds that surround these buildings.

Some of the many projects and functions completed and/or managed by the Department :

TOWN HALL/ DPW/POLICE STATION COMPLEX:

- Repaired salt shed



CENTER LIBRARY

- Performed minor roof and gutter repairs
- Repaired front concrete steps that were cracked.
- Pumped out septic system
- Painted Children Room and installed new lighting fixtures and ceiling tiles



SENIOR CENTER

- Pumped out septic system and hair salon holding tank
- Installed new tile floor in card room



MAJOR DPW CAPITAL EQUIPMENT PURCHASES:



Continue with new 6" sign program



New 19,500 GVW dump truck (Truck #1)



New 2012 19,500 GVW rack body (Truck#14)



New 544K Front end Loader



*New 2012 F-750 36,000GVW dump truck
(Truck #6)*



*New 2013, fuel efficient, Ford Escape (V
(Vehicle #20) for Town Engineer*



2011 JD5083E Tractor

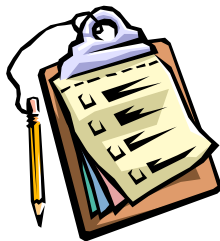


2011 JD "bat-wing" mower attachment



Genie Lift for schools

- The DPW also completed upgrading its 2-way radios in all our equipment to meet FCC regulations on narrow band frequency regulations.



GENERAL NOTES:

Along with the various projects undertaken by the Department of Public Works this year, the following miscellaneous activities occurred:

- Continue to upgrade our web site to keep residents informed and up to date on department programs, warnings and activities.

- Continue to work with organizations, committees and residents in seeing that we could provide them with the assistance for their events to make them run smooth. Some of these events included the Annual Tree Lighting Ceremony, Concerts on the Commons, Rotary barbeque, numerous sponsored road races, parades and individual block parties held throughout the year.
- The Essex County Correctional Facility provided the community with service inmates to clean the litter on town roads and in areas where illegal dumping took place. They also provided the town with their graffiti removal mobile unit and crew to remove painted graffiti around town buildings and parks.
- Continued to act as the lead community for the Tri-Town Consortium of which Lynnfield is a part of. Sealed bids for over 20 items, such as street sweeping, bituminous paving, catch basin cleaning etc. were opened and (3) year contracts awarded. This will save each of the Towns of Lynnfield, Middleton and North Reading a considerable amount of money as we use these similar services.
- Continue to work with the Town of Wakefield to establish a “Rails to Trails” corridor along the abandoned MBTA rail line that extends almost 4.4 miles from the intersection of Main and Nahant Street in Wakefield, through Ready Meadow in Lynnfield, to a point at the Lynnfield/Peabody town line.



In conclusion, as you can see we have had another busy year for the Department.

I would like to thank the Board of Selectmen, Town Administrator, and the Community for their continued support of the Public Works Department throughout the year.

Finally, the accomplishments of the Department could not have been done without the dedication and hard work of all the employees of the DPW who continue to faithfully serve the growing needs of the Community.

Respectfully submitted,

DENNIS R. ROY
Director of Public Works

