

DEPARTMENT OF PUBLIC WORKS

Administration

Herewith I submit the Department of Public Works report for the year ending December 31, 2004, covering the following: Public Works Administration, Street Maintenance, Sanitary Sewer Maintenance, Stormwater Maintenance, Central Fleet Maintenance, Deltas & Grounds Maintenance, Forestry Services, Solid Waste Collection & Disposal, Recycling, Parks & Facilities, Capital and Personnel.

The new Department of Public Works consisting of the Cemetery Division, Highway Division, Parks and Facilities and the Water Division began to operate under the Board of Selectmen, Town Administrator and the newly created position of Director of Public Works on July 1, 2003.



A new cement pad is installed at the Public Works yard

This consolidated department enjoyed its first full year of operation in 2004. The initial focus is to reorganize according to the plan that was developed and begin to centralize the administrative functions of all divisions. The Highway Superintendent's position was changed to Highway Division Director and has been filled by former Highway Assistant Superintendent Michael A. Santoro. Through early retirements the Highway Operations Foreman position was eliminated and a Foreman position was replaced with a Working Foreman.

Some noteworthy accomplishments were; the complete rehabilitation of Joey's Park, the consolidation of the electric, water and sewer meter reading by the Electric Light Department meter reading staff (this function was eliminated the need for meter readers in both the Electric Department and Water Division), and the signing of a new solid waste disposal contract that will save the Town approximately \$500,000 per year.

During 2004, Public Works Administration originated 11 contracts for vehicles, supplies and/or services under Chapter 30B, the Uniform Procurement Act. Significant administrative time was spent working with the Tree Warden, Tree Service Company, Executive Safety Committee, North East Solid Waste Committee (NESWC), Massachusetts Water Resources Advisory Board, Shade Tree Committee and Solid Waste and Recycling Advisory Committee. Highway personnel assisted with the following community projects: Voting, Booster's Carnival, Belmont Center Town Day, Thanksgiving Day Football Game, Holiday Lighting Ceremony in Belmont Center, and the Easter Parade in Belmont Center.