



Brookline Department of Public Works



2016 Public Works Information Guide



What does your
Public Works
Department
do for you?



For more information visit www.brooklinema.gov/DPW



A MESSAGE FROM THE COMMISSIONER OF PUBLIC WORKS

Andrew Pappastergion, *Commissioner of Public Works*

It is my pleasure to present to you the latest edition of Brookline Works. This informational guide is published each year to provide you with a convenient and handy resource for all the information needed regarding Public Works services.

The Department of Public Works is comprised of five Divisions that include Administration, Engineering & Transportation, Highway & Sanitation, Parks & Open Space and Water & Sewer. I believe it is safe to say that this Department affects the daily life of all of our citizens in some way each and every day by providing safe drinking water, clean and well maintained streets, sidewalks, playgrounds and open spaces, efficient trash removal and recycling programs, and fast and effective snow and ice control. Our employees are committed to the ideal that they can and do make a positive difference in this community and continually strive to be the best that they can be.

On August 10, 2011, the Department of Public Works was awarded Full Accreditation by the American Public Works Association. Of the 20,000 public works agencies across North America, Brookline Public Works was the 71st agency to achieve this prestigious status. National accreditation is the mark of professionalism that indicates that a public works agency has made the commitment to continuous improvement in the delivery of operations and services in the community it serves and must be renewed every four years. After an intensive re-examination of all of our policies and procedures, I am pleased to report that the Department was awarded Full Re-Accreditation on October 1, 2015.

This year the Department has renewed its commitment to reducing the number of occupational injuries of our employees and providing a safe and healthy work environment. To that end, our goal has been to plan and conduct operations in a manner that promotes the highest degree of safety for both our employees and the public at large. To accomplish this goal, the Department has prepared a comprehensive Safety Manual that serves as an educational aid for all employees and establishes uniform safety procedures for all Public Works Divisions.

Finally, it is that time of year again when we begin our preparations for the upcoming winter season and all of its surprises. While we always hope for the best, we continually prepare for the worst when it comes to fighting snow and ice storms. We once again ask for your cooperation in helping us maintain public safety during and after winter storm events and particularly to be aware of the Bylaw highlighted on page 6 regarding the "Removal of Snow and Ice from Sidewalks".

Please avail yourself of all the information presented in the guide and be certain to contact the Department if we can provide any additional assistance. As always, thank you for your support!

TABLE OF CONTENTS

Public Works Office Locations and Hours.....	4
Get Connected	5
Winter Guide/Snow Regulations	6-8
Important By-Laws	9
Administration	10
Engineering and Transportation Division	11-13
Highway and Sanitation Division	14
Trash	15
Storage and Large Items	16
Solid Waste & Recycling FAQs	17-18
Household & Hazardous Waste	19
Recycling information.....	20-21
Yard Waste and Compost	22
Parks and Open Space Division	23-27
Water and Sewer Division	28-30
Commercial Business Recycling Program	31

DPW OFFICE LOCATIONS

OFFICE LOCATIONS, HOURS & TELEPHONE NUMBERS

Town Hall

333 Washington Street, Brookline, MA 02445

Monday – Thursday 8 am – 5 pm

Friday 8 am – 12:30 pm

Administration	617-730-2156
Engineering Office	617-730-2139
Parks & Open Space Administrative Office	617-730-2088
Transportation Office	617-730-2177
Water & Sewer Administrative Office	617-730-2170

Municipal Service Center

870 Hammond Street, Brookline, MA 02467

Monday – Friday 7 am – 3 pm

Highway & Sanitation Operations	617-879-4900
Parks & Open Space Maintenance & Operations	617-879-5650

Water & Sewer Garage

44 Netherlands Road, Brookline, MA 02445

Monday - Friday 7am-3pm

Water & Sewer Operations	617-730-2175
Emergency Line	617-730-2175

For Administrative services please visit Town Hall

www.brooklinema.gov/dpw



GET CONNECTED



ONLINE

View information about the services provided by the Public Works Department. Contact information, frequently asked questions, events, current projects, forms and DPW publications are only a few of the many available resources on our site.



MOBILE

Become a Citizen Reporter on your mobile phone or online. This feature allows citizens to submit requests and report the following issues:

- Abandoned bike
- Broken parking meter
- Damaged Sign
- Graffiti
- Park/Playground equipment
- Potholes
- Public trees
- Sidewalk repair
- Snow - Unshoveled/Icy sidewalks
- Snowplowing
- Streetlight repair



Download the smartphone app via the iTunes store or the Android Marketplace.



Requests and reports can also be submitted on our website; go to www.brooklinema.gov and click on the Report A Concern icon.



SOCIAL

Find us on www.facebook.com/brooklineDPW for up-to-date information on trash collection delays, snow emergencies/parking bans, upcoming events, and much more!



NOTIFICATIONS

Sign up to receive e-Notifications for topics such as general town news and information, town committee and meeting information, paperless billing, and much more. Go to www.brooklinema.gov and click on the Notify Me icon.



Stay informed during emergencies! Register online to receive phone, email, or text messages from the Town during an emergency. Great for anyone who lives, works, or studies in Brookline.

Sign up today at brooklinema.gov or access the portal directly at brookline.bbcportal.com.

SNOW REGULATIONS & WINTER GUIDE

for Brookline Property Owners, Businesses and Residents

Department of Public Works

The Department of Public Works clears snow and ice from approximately 250 lane miles of roadway and 40 miles of sidewalk. In addition, the Department is responsible for the clearing of snow from ten public schools, twenty municipal parking lots and all of the public parks and paths. Snow plowing operations remain underway until all roadways are cleared adequately for the safety of the traveling public. **Immediately after a storm, snow banks are pushed back to the curb line in order to provide for adequate storage space for future storms.** Please consider this timetable when you open your driveways or clear your front walkways and sidewalks so that you may not be disappointed when a snowplow passes by after the snow has stopped falling.

Snow and Ice - Removal from Sidewalks

The by-law requires property owners to "maintain sidewalks contiguous to their property in a non-slippery condition suitable for pedestrian travel by clearing all snow and ice from a pathway at least thirty-six (36) inches in width". The Town of Brookline will continue to enforce this by-law to ensure the safe passage of pedestrians within the Town.

Single family and residential buildings occupied by fewer than five families must comply with this by-law within 30 hours of a storm's end. Multi-family property owners and businesses must comply within 3 hours. If you fail to comply with the Town's sidewalk by-law, you could be issued fines ranging from \$25.00-\$100.00 per day.

Have you Shoveled?

If you own a property or business please remember to do the following:

- ◆ Maintain all sidewalks abutting your property or business in a non-slippery condition free of ice and snow.
- ◆ If you are out of town or unable to clear ice and snow because of physical limitations, please be sure to have someone else prepared to maintain the sidewalk for you.
- ◆ Clear openings at intersections and crosswalks so pedestrians can cross safely.
- ◆ Always have a supply of ice-melt (CaCl₂ or KCL) on hand and apply frequently after a storm and during the winter season to prevent snow from packing down and forming ice.
- ◆ Whenever possible, please help to assist your Public Safety Departments by clearing catch basins and snow covered fire hydrants adjacent to your property. Remember, every second counts during an emergency.

Snow Emergency Line: 617-730-2610

SNOW EMERGENCY/PARKING BAN

Parking Ban - Snow Emergency

During a declared snow emergency/parking ban, there is NO on street parking in the Town of Brookline. This includes all parking meters regardless of overnight parking permits.

Residents with permits to park overnight in Town-owned lots are not required to move their vehicles until 9am after the parking ban is lifted.

Reporting Snow Issues (Unplowed/Icy Streets or Sidewalks)

- ◆ Call the Snow Emergency Line: 617-730-2610
- ◆ Go to www.brooklinema.gov. Click on Report a Concern to report the snow issue.
- ◆ Use your Smartphone. Download the BrookONline App. (See pg. 5 for details.)

Public Notifications (Snow Emergencies/Parking Bans will be publicized on:)

- ◆ www.Brooklinema.gov
- ◆ www.facebook.com/BrooklineDPW
- ◆ Snow emergency Line: 617-730-2610
- ◆ Brookline Interactive Group (formerly BATV)
- ◆ WBZ-TV / 10:30 AM boston.cbslocal.com
- ◆ WCVB Ch.5 wcvb.com
- ◆ WHDH Ch.7 whdh.com
- ◆ WFXT Ch. 25 myfoxboston.com
- ◆ Comcast Ch.23 RCN Ch.15

*Alert
Brookline*

**Stay informed
during emergencies!**

Register online at www.brooklinema.gov to receive emergency notifications.

Please do not call the Police or Fire Department for parking bans, as your call may tie up Public Safety Personnel.

Shovel Our Snow Program

Shovel Our Snow, sponsored by Brookline Recreation, provides Brookline residents the opportunity to hire students to assist with snow removal. As this is a referral program, it is the responsibility of the home owner and/or student (or their parent) to negotiate the details for their commitment with regards to time, amount of space to be cleared and compensation for the work. Please note, students are available after school and weekends, not during school hours. To register and for more information, please visit www.brooklinerec.com or call 617-730-2069.



SNOW REGULATIONS & WINTER GUIDE

Recycling During Snow Season

To keep your trash and recycling service running smoothly during the snow season, follow these simple rules:

- ◆ Shovel a path for your recycling toter and trash barrel
- ◆ Keep these containers off patches of ice for safety
- ◆ Make sure recycling toters and trash barrels are clear of snow
- ◆ Put your toter and trash barrel as close to the street as possible – not behind snow banks. Toters will not be picked up behind snow banks!
- ◆ Leave a 4' space on either side of your barrel and recycling toter allowing easy access by trucks with automated arms.

YES



YES



YES



NO



Homeowners, management companies, and businesses are responsible for informing their snow contractors not to put snow in the street or sidewalk. Fines will be issued! Snow should be placed on your property.

It's a COURTESY! It's the LAW!

IMPORTANT BY-LAWS

Obstruction of Public Way

Property owners are responsible for maintaining parts of the public right of way adjacent to their properties, including the sidewalk and planting strip or tree lawn. Overgrown trees and shrubs endanger everyone when they block the view of traffic signs, signals, vehicles and people or block a path or walkway. Trimming vegetation and care for street trees, private or public, are effective ways that citizens and Public Works respectively can enhance neighborhood safety.

As set forth in the Brookline Town By-laws Section 7.5.11, ***the obstruction of a public sidewalk by any type of material is prohibited.*** You are required to either trim, prune or remove the vegetation from your property and the tree lawn, with the exception of public street trees, at your expense, to insure the safety of the public. We request that all vegetation maintain a height clearance of 8 feet over sidewalks.

Residents are not permitted to prune public street trees.

Leafblowers - noise limits and a seasonal ban

Existing Town by-laws require that any portable leaf blower used in the Town have a manufacturer's sticker (as shown) or a DPW sticker certifying a noise level of no more than 67 dBA. Leaf blowers can only be operated during the hours of 8 am - 8 pm Monday to Friday, and 9 am - 8 pm Saturdays, Sundays and holidays.



In addition, the use of gasoline powered leaf blowers is prohibited from May 15 to September 15 and from December 15 to March 15. Other than the Town, the only exemption is for non-residential properties of at least 5 acres. This by-law became effective in June 2012.

Snow and Ice - Removal from Sidewalk

The by-law requires property owners to "maintain sidewalks contiguous to their property in a non-slippery condition suitable for pedestrian travel by clearing all snow and ice from a pathway at least thirty-six (36) inches in width". The Town of Brookline will continue to enforce this by-law to ensure the safe passage of pedestrians.

Single family and residential buildings occupied by fewer than five families must comply with this by-law within 30 hours of a storm's end. Multi-family property owners and businesses must comply within 3 hours. If you fail to comply with the Town's sidewalk by-law, you could be issued fines ranging from \$25.00-\$100.00 per day.

It's the LAW!

ADMINISTRATION

The Administration Division, located on the 4th floor of Town Hall, provides customer service, answers inquiries regarding refuse billing, refuse and recycling pick-ups, permit issuance and provides support for all Divisions.

Who do I call?

DPW Administration - 617-730-2156 • Fax 617-713-3727

- ◆ Schedule Appliance, CRT Monitors & Metal Pick ups
- ◆ Report Street Light Outages
- ◆ Report Potholes
- ◆ Order Recycling Toters
- ◆ Inquire about Refuse Billing at refusebilling@brooklinema.gov
- ◆ General Concerns
- ◆ Curb cut, Occupancy or Street opening/Trench permit
email dpwpermits@brooklinema.gov

**If you lose power call
NSTAR - 1-800-592-2000**



Frequently Asked Questions

How do I pay my refuse or water bill online?

Go to www.brooklinema.gov - Choose Pay online.

* Follow this easy and convenient method to pay your bill online.

For questions, please call 617-730-2020 or

email treasurer@brooklinema.gov or

refusebilling@brooklinema.gov



How do I receive my Final Refuse Bill?

Send an email to the Final Refuse email: finalrefuse@brooklinema.gov and list the property address, closing date and new owner information.

How do I get a Curb Cut, Occupancy or Street Opening/Trench Permit?

Please email dpwpermits@brooklinema.gov. List the type of permit and the name of the contractor, company or hauler. You will receive a complete packet with application and instructions. Please sign and return the application by email dpwpermits@brooklinema.gov or fax 617-713-3727.

ENGINEERING & TRANSPORTATION



Peter Ditto, *Director of Engineering & Transportation*

Engineering & Transportation Division Overview

The Engineering Division is responsible for the management and administration of town infrastructure above and below the ground. That includes surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, storm drain/sewer systems, water supply lines, and traffic signal/street lighting conduit.

Who do I call?

Engineering - 617-730-2139

- ◆ Roadway Reconstruction
- ◆ Stormwater & Wastewater Projects
- ◆ Sidewalk Replacement
- ◆ LED Street Lighting

Transportation - 617-730-2177

- ◆ Parking Permits
- ◆ Moving Signs
- ◆ Traffic Calming

For Snow Emergency Parking bans

Call 617-730-2610



Report damaged signs, streetlights and traffic signal outages using BrookONline. Visit www.brooklinema.gov or call 617-730-2156



How Can I Learn More?

www.brooklinema.gov/transportation

- ◆ Bicycles
- ◆ Roadway Safety Improvement
- ◆ Taxi Services
- ◆ Parking

Damaged sidewalks?

Sidewalks to be replaced are prioritized based on their condition and location. Residents whose sidewalks are not scheduled to be replaced in the near future may request their sidewalks to be replaced with the understanding that they pay 50% of the cost. Call Peter M. Ditto, Director of Engineering/Transportation, at 617-730-2138 for more information.

ENGINEERING & TRANSPORTATION

Traffic Calming!

How does the Traffic Calming Policy work?

- ◆ A resident submits an application (available online at www.brooklinema.gov/transportation) which identifies potential safety concerns and demonstrates neighborhood support.
- ◆ Staff prioritizes the applications based on established criteria and develops an Initial Needs Assessment Report based on federal, state, and local regulations and industry standards and best practices. A copy of the report is sent to the petitioner for review.
- ◆ If traffic calming is warranted, the Transportation Board holds a public meeting to discuss the report and authorize staff to develop a traffic calming plan.
- ◆ Several public meetings and a public hearing are held to discuss and develop the plan based on industry standards and best practices.
- ◆ The Transportation Board adopts a final plan which the DPW Transportation Division submits for funding as part of the Capital Improvements Program (CIP) budget.
- ◆ Once the project is funded by a vote of Town Meeting the project is constructed by contractors overseen by the DPW – Engineering Division.
- ◆ All meetings and hearings are publicly noticed via the Town calendar, email, and US Postal Service.
- ◆ For more information or to download the Traffic Calming Policy go to www.brooklinema.gov/transportation

Frequently Asked Questions

Where do I get “No Parking/Tow Zone” signs for moving trucks?

Temporary “No Parking/Tow Zone” signs may be picked up at the Transportation Division located at 333 Washington Street, 4th floor. The signs cost \$5.00 each. Each occupied meter space will cost an additional \$10.00 per day. For further information, Call 617-730-2177.

I just got a parking ticket. Where do I pay it?

All parking tickets can be paid at the Public Safety Building at 350 Washington St. (across from the Town Hall). Hearings are also scheduled through the Police Department, Traffic Division. Tickets may also be paid on line at (<https://www.dspayments.com/Brookline>).

How can I obtain a monthly overnight parking permit from the Town of Brookline?

To obtain a monthly overnight permit, bring the following items to the Transportation Division located at 333 Washington Street, 4th floor:

1. Car Registration with current Brookline address
2. Drivers license
3. Payment for the pro-rated amount of the monthly fee (cash, check or credit card accepted).

PARKING

How can I get a resident parking permit?

Residents may submit a completed Resident Permit Parking Application to the DPW - Transportation Division office either in-person or by mail. This application must include:

- ◆ Payment of the \$25 permit fee per vehicle by cash, credit card, or check made out to the "Town of Brookline"
- ◆ A valid Massachusetts drivers license bearing a Brookline address
- ◆ A valid Massachusetts vehicle registration indicating that the vehicle is garaged in Brookline (Note: owners of leased vehicles must provide a copy of a signed lease)

Do I qualify for a temporary parking permit?

A temporary parking permit offers temporary relief from the daytime and overnight parking restrictions. They are offered for the following:

- ◆ Daytime for tradesmen employed by a Brookline resident with no daytime off-street parking option (30 days maximum);
- ◆ Overnight for residents displaced from an off-street parking space by construction-related activities who reside on a street with daytime permits available (30 days maximum);
- ◆ Daytime for residents displaced from an off-street parking space by construction related activities residing on a street without daytime permits available (30 days maximum);
- ◆ Daytime for in-home healthcare aides employed by a Brookline resident (180 days maximum);
- ◆ Overnight for in-home healthcare aides employed by a Brookline resident during the evening hours (180 day maximum);
- ◆ Daytime for in-home childcare provider employed by a Brookline resident (180 days maximum);
- ◆ Overnight for guests or visitors of Brookline residents not within a ¼ mile radius of an overnight visitor parking lot (30 day maximum, \$10 per night fee);
- ◆ Daytime for seasonal employees employed by a Brookline resident during the daytime with no off-street parking options (240 days maximum).

How do I apply for a temporary parking permit?

To obtain a temporary parking permit you must apply in person on the 4th floor of Town Hall. Please have the make, model, and license plate number of each vehicle needing a permit. You can save time by downloading the application ahead of time at www.brooklinema.gov/transportation



Please Note

There is NO overnight parking on the streets of Brookline



HIGHWAY & SANITATION

Kevin Johnson, *Director of Highway & Sanitation*

Highway & Sanitation Division Overview

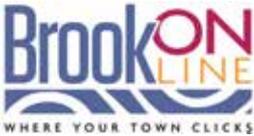
The Highway Division maintains the physical safety and appearance of all public ways and provides maintenance on all Public Works and most Town vehicles and equipment. The Sanitation Division provides for collection and disposal of solid waste, recycling, yard waste household rubbish, leaves and sweeper debris from the public way.

Who do I call?

Highway & Sanitation Division - 617-879-4900

- ◆ Street & Road Maintenance Services
- ◆ Report Solid Waste violations
- ◆ Speak to the Environmental Health Enforcement Officer
- ◆ Questions about Recycling programs & policies
- ◆ Order/Pick up a Compost Bin

Now you can use your smartphone or the website to report:



- ◆ Potholes
- ◆ Streetlight outages
- ◆ Sidewalk Obstruction/Repair
- ◆ Damaged sign
- ◆ Broken Parking Meter

Go to www.brooklinema.gov and click on the Report a Concern icon or call 617-730-2156



HOLIDAY COLLECTION SCHEDULE

Holiday Pick Up Schedule

Refuse collection will be interrupted on the following legal holidays:

New Year's Day * Martin Luther King Day * Presidents Day * Patriots Day *
Memorial Day * Independence Day * Labor Day * Columbus Day *
Veteran's Day * Thanksgiving Day * Christmas Day

Residents shall place refuse out for collection one (1) day later than their usual collection day. This includes residents whose collection day is Friday, putting refuse out for Saturday pick up.

Refuse Collection

COLLECTION PICK-UP is based on a one week period accumulation of household. Apartment, attic, basement, etc. clean outs and/or construction, demolition or renovation waste will not be collected. Please make arrangements with a private permitted waste hauler to dispose of these materials. Please visit our web site or call for a list of permitted waste haulers. www.brooklinema.gov/dpw

Trash Preparation

- ◆ Trash should be no more than 70 pounds per barrel. Barrels may not exceed 35 gallons in volume.
- ◆ All trash should be in suitable, sealed bags. No loose trash, no trash in cardboard boxes.
- ◆ Empty waste receptacles should be removed from curbside before midnight on the day of trash collection.



STORAGE & LARGE ITEMS

Storage

- ◆ Trash must be stored in plastic bags in barrels with tight fitting covers. Containers and covers with holes must be replaced. Be sure to have a sufficient number of containers for your trash.
- ◆ All dumpsters must be closed.
- ◆ Place garbage and rubbish in the required receptacles and put covers back on barrels and/or close lid of dumpsters.
- ◆ Property should be clean and sanitary, free of loose trash and debris.
- ◆ No trash or other items blocking the sidewalk.



Metal Items, Appliances, CRTs and TVs

- ◆ Metal items, appliances, (doors must be removed from refrigerators), CRT monitors and TVs must be scheduled one week in advance for collection. Call 617-730-2156 to schedule a pick up.
- ◆ Gas and oil must be drained from lawn mowers, snow blowers and any other gas operated unit before pick-up.
- ◆ Propane tanks must be removed from gas grills. For proper disposal of propane tanks please visit our web site: www.brooklinema.gov/dpw



**Questions Call 617-730-2156
or visit www.brooklinema.gov/dpw**

SOLID WASTE & RECYCLING FAQs

When is my trash and recycling picked up?

Trash and recyclables are picked up at curbside once each week. The collection day depends on street location. Call 617-730-2156 for listing. All trash, recyclables, yard waste, bulk items and CRTs (TVs) to be picked up, need to be placed at curbside by 7:00 a.m. on the pickup day, but no earlier than 3:30 p.m. the night before. Trash must be secure in bags and barrels, and not loose when placed on sidewalk. Do not obstruct public ways. Unacceptable material will be left curbside.

What if I need additional trash pickup service?

Trash is only picked up on your schedule collection day.
For a list of private haulers permitted to work in Brookline go to www.brooklinema.gov/dpw.

How do I get bulk, metals, and appliances (special pickups) picked up?

The Sanitation Division will pick-up large bulk items such as white goods, stoves, refrigerators, air conditioners, CRTs and TVs. Please call 617-730-2156 to schedule a pickup one (1) week in advance of your regular trash pick-up day.

Is there a telephone number to report problems or ask questions?

Yes, call 617-879-4900 anytime to report or ask any question in regards to waste, recycling or any other DPW issue.

Who do I call if my trash or recycling is not picked up?

Call 617-730-2156 or 617-879-4900 to report a missed collection.

What do I do if I have more cardboard than fits in my blue cart?

All recycling must be placed in the blue cart for pick up. Large pieces of cardboard that do not fit into the cart may be brought to our Residential Cardboard /Paper Recycling Center located at the farmers market parking lot on Centre St. between 7am and 7pm. Boxes must be broken down. No styrofoam products or trash will be accepted. Due to the new commercial recycling bylaw, business and commercial recycling will no longer be allowed at this center. All business and commercial recycling must be recycled on site at your business. Warnings and or fines will be issued to illegal dumping of cardboard and paper from businesses. If you are unaware of this bylaw, please visit our web site for more information www.brooklinema.gov/dpw

Where can I recycle clothing and shoes?

Location: 815 Newton St on road to Hazardous Waste facility.
This is available to all residents 7 days per week for dropping off used clothing, shoes and cloth material. Please put all material into the chutes in front of the trailer. Do not leave trash in this area! We need your help to make this a successful program so please all clothing goes into the trailer, no trash or non-recyclable items outside the trailer.



SOLID WASTE & RECYCLING FAQs

What are the recycling regulations?

Toters cannot be placed out before 3:30PM the day before trash pickup and must be removed from the sidewalk by midnight the day of trash pickup. All recyclable material (including cardboard) must be placed in the toter with the lid closed when placed at the curb. Trash shall not be placed in the toter. Toters must be placed separate from trash and yard waste. Place toters away from parked cars and not behind snow banks.

What is the Solid Waste Advisory Committee (SWAC)?

The Brookline Solid Waste Advisory Committee promotes increased recycling participation by Brookline residents and businesses in order to effectively decrease the waste stream and create a more sustainable community.

Your Solid Waste Advisory Committee is looking for a few good residents. Help make a difference in your community. Meetings are held the first Tuesday of every month at the Public Health building at 5:45 PM. All Brookline residents are welcome.

What do I do with my Hazardous Waste during November thru May?

If the Household Hazardous Waste Center is closed, residents can drop off:

- **Lightbulbs & Sharps**
Public Health Bld., 11 Pierce St.
- **Rechargeable Batteries**
Town Hall, 4th Fl. DPW office, 333 Washington St.
- **Prescription & over the counter medication**
Public Safety Bld., 350 Washington St.
- **Batteries, mercury and bulbs (CFL's)**
The Municipal Service Center, 870 Hammond St.

**These items are accepted year round.

Brookline's Hazardous Waste Facility, 815 Newton St., Chestnut Hill



HOUSEHOLD HAZARDOUS WASTE

**NEW
DAY**

Household Hazardous Waste Drop off:

Transfer Station, 815 Newton St, Chestnut Hill, MA

Open **Tuesdays** May Thru October - 7:30am to 12:30pm
(May be closed due to inclement weather)

Town of Brookline Residents ONLY—Proof of Residency required (NO FEE)

NO COMMERCIAL WASTE ACCEPTED

RESIDENTS WITH LARGER THAN A TRUNK LOAD MUST MAKE AN APPOINTMENT

Please call 617-879-4908

Common Household Hazardous Waste

(All products must be labeled to be accepted. No exceptions. No unknowns.)

From the House

- Filled Aerosol Cans
- Adhesive, glues and resins
- Cleaners, spot removers, polish
- Photo chemicals
- Chemistry sets
- Oven, drain, toilet cleaners
- Hobby/artist supplies
- Mothballs
- Flea collar products
- TVs, CRTs, Electronics
- Light bulbs, CFLs
- Properly contained syringes
- Rechargeable batteries

From the Yard

- Pesticides
- Insecticides
- Fungicides
- Poisons
- Chemical fertilizers
- Weed killers

From the Workbench

- Oil based paints
- Wood preservatives
- Paint strippers/thinners
- Solvents and varnishes
- Lighter fluid

From the Garage

- Fuels, gasoline, kerosene
- Antifreeze and used motor oil
- Engine degreaser
- Brake and transmission fluid
- Carburetor cleaner
- Car polish
- Driveway sealer
- Car batteries
- Pool chemicals
- Tires
- Sealants



WHAT NOT TO BRING

- Commercial/ industrial waste
- Compressed gas cylinders
- Ammunition, fireworks, explosives,
- Prescription medicines (Drop off at Police Station year round)
- Infectious/ biological wastes
- Butane, other flammable gases
- Regular household batteries
- Construction materials
- Radioactive waste
- Empty containers
- Non-hazardous materials
- Asbestos
- PCBs



DO NOT BRING

Latex Paint Or Regular Household A, AA, AAA, C and D Nonrechargeable Batteries. Latex paint may be dried out with kitty litter and/or sand and placed next to your trash with the cover off. Regular household batteries can be thrown out with your trash.

SINGLE-STREAM RECYCLING



YES!



Steel, Tin & Aluminum
Foil, Food & Beverage
Containers
(Empty aerosol cans)



Plastic Containers
#1 - #7



Newspapers, Magazines, Telephone
Books, Office Paper, Junk Mail and
Paperback Books



Wax-coated Paper
Drink Containers



Corrugated Cardboard &
Boxboard



Glass Bottles & Containers

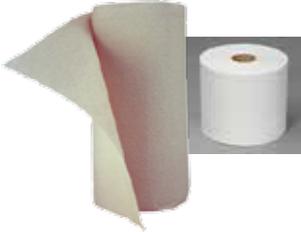


Cereal /Snack Boxes
(Please remove liner bag)



NO!

***PLEASE NOTE:** All recyclables must be placed in your blue cart for collection. For example, cardboard must be flattened and cut to fit in the cart with the cover closed. Excess cardboard may be dropped off at our Residential Cardboard /Paper Recycling center at the Centre St. West parking lot (Farmers Market) between 7am and 7pm. Boxes must be flattened. No styrofoam or trash.



NO Paper Towels, Facial Tissue & Toilet Tissue



NO Plastic Bags & Plastic Packaging Film



NO Food & Wet Waste



NO Paper, Plastic & Styrofoam Serving Items and Packaging Items

NO Diapers/ Dog waste/ Yard waste/ Wood/ Mirror Window Glass/ Hazardous Waste



For a complete list of recyclable items, trash and recycling information visit brooklinema.gov/dpw

YARD WASTE & COMPOST



Leaf and Yard Waste Guidelines

Yard waste is collected April 1st – Dec. 31st

◆ **Acceptable yard waste** consists of leaves, grass clippings, shrub trimmings, plant cuttings, tree branches, limbs and vines* (not exceeding 3 inches in diameter or 3 feet in length).

◆ **Yard waste shall be placed** for collection in paper yard waste bags or rubbish containers labeled "Yard Waste" (decals are available at the Municipal Service Center, 870 Hammond St., Chestnut Hill). Tree branches, limbs and

vines* (not exceeding 3 inches in diameter or 3 feet in length) shall be tied in standard bundles not to exceed 70 pounds.

- ◆ **UNACCEPTABLE MATERIALS** Sand, soil, sod, logs, rocks, stumps and trunks.
- ◆ Yard waste is collected the same day as your trash collection. Please put it at curbside **NO EARLIER THAN 3:30PM THE DAY BEFORE COLLECTION AND NO LATER THAN 7:00AM THE DAY OF COLLECTION.**



Christmas trees will be picked up at curbside starting December 28, 2015, through January 29, 2016. Trees that have lights, ornaments, or that are wrapped in plastic bags will not be picked up. Residents should put their trees out on their regularly scheduled refuse collection day.

Compost Bins at Discounted Rates for Brookline Residents

It's easy to make compost, and the Town of Brookline makes it even easier by offering home composting bins for \$40.00, over 50% off the retail price. This special offer is made possible through a grant from the Massachusetts Department of Environmental Protection. To obtain a discounted compost bin call 617-879-4900 or visit us at 870 Hammond St., 7am-3pm. Payment by credit card or check only.

The Great American Rain Barrel

Brookline is offering the Great American Rain Barrel in three colors; Forest Green, Earth Brown or Nantucket Gray at \$79, a 35% discount off the retail price of \$119. To take advantage of this community program discount please visit www.greatamericanrainbarrel.com look for "community programs" in the left side bar, and find "Brookline", or email info@tgarb.com call (800)251-2352.

See a Great American Rain Barrel on display at the Brookline Municipal Service Center 870 Hammond Street Chestnut Hill, Monday thru Friday 7AM to 3PM.



EASY TO USE

Earth Machine is 33" diameter/ 33" high 15 pounds wt 10.5 cubic ft



Question call 617-879-4900 or visit www.brooklinema.gov/dpw

PARKS & OPEN SPACE

Erin Gallentine, *Director of Parks & Open Space*



Parks & Open Space Division Overview

- ◆ Acquires, designs, and develops the Town's parks and open space, including major renovations, restorations and historic preservation.
- ◆ Manages and maintains parks, playgrounds, school grounds, town grounds, athletic fields, basketball and tennis courts, traffic islands, and an ice skating rink facility.
- ◆ Plants, preserves and maintains trees in public ways, parks, and other public open spaces.
- ◆ Manages, maintains, improves and operates the business of two public cemeteries.
- ◆ Manages conservation areas and nature sanctuaries, and administers environmental laws and policies, including wetlands protection and water management.
- ◆ Oversees the Green Dog off-leash program and supports community events.

Who do I call?

Parks & Open Space Division – 617-879-5650

- ◆ Parks, Playgrounds, School & Town Grounds Maintenance
- ◆ Park Trash, Graffiti & Safety Issues
- ◆ Forestry Operations (Public Tree Pruning, Removals, Planting & Care)
- ◆ Green Dog Off-Leash Program Questions
- ◆ Park Projects, Renovations & Capital Improvements
- ◆ Donation & Volunteer Inquiries

Conservation Office – 617-730-2088

- ◆ Conservation Land, Policies & Open Space Planning
- ◆ Nature Sanctuaries & Permits
- ◆ Wetlands Protection

Walnut Hills Cemetery Office – 617-730-2179

- ◆ Cemetery Lot Purchases
- ◆ Cemetery Research & Visitor Inquiries



How Can I Learn More?

www.brooklinema.gov/Parks

- ◆ Parks Operations & Policy Information
- ◆ Park Finder Map (search by location, name, park amenities)
- ◆ Special Events Listing
- ◆ Green Dog Off-Leash Program Information
- ◆ Conservation Information & Resources
- ◆ Forestry Information & Resources
- ◆ Cemetery Information & Walnut Hills Cemetery Rates

Frequently Asked Questions

Where is a park near me and how do I get a permit to use an athletic field or have an event in a park?

To find parks, playgrounds and other amenities visit www.brooklinema.gov/Parks. Call the Recreation Department at 617-730-2069 to obtain athletic field permits or special events permits for activities like birthday parties, group picnics, wedding ceremonies, or using BBQ sites at Larz Anderson and shelters.

How do I know if a field is closed or my game is cancelled?

To check field closures (generally due to wet or unsafe conditions) go to www.brooklinema.gov/Parks and click Field Closures, or call 617-730-2083 to hear a recording. To check game cancellations for other reasons, call the Recreation Department at 617-730-2069.

Where is a spray pool or splash pad near me?

For an interactive map of Brookline Parks Water Play locations, go to www.brooklinema.gov/maps-gallery/map-tour/waterplayt.

How do I report a park maintenance or playground safety issue?

Call the Parks Division at 617-879-5650 for park and playground issues, or use your SmartPhone to download the BrookONline app, or go to www.brooklinema.gov and click on the Report a Concern Icon. For water fountains, spray pools and splash pad maintenance, call the Water Division at 617-730-2170.

How can I request a tree pruning or inspection?

Call the Parks Division at 617-879-5650 for all forestry requests, or use your SmartPhone to download the BrookONline app, or go to www.brooklinema.gov and click on the BrookONline logo.

How can I learn about Emerald Ash Borers and risks to trees?

This invasive forestry pest has been found in Massachusetts and is a significant concern for Brookline's trees. There is currently a statewide quarantine restricting movement of hardwood firewood and ash nursery stock and lumber outside the regulated area. For more information, including quarantine details and reporting possible sightings, visit www.massnrc.org/pests or www.stopthebeetle.info.



How do I purchase a lot at the Walnut Hills Cemetery?

Call the Cemetery office at 617-730-2179 or visit the office at 96 Grove St. by appointment.





What is it and how do I join?

The Green Dog Program is an optional innovative recreation program that allows dog owners to take their dogs off-leash during designated hours in 14 parks across the town, while sharing the spaces with other park users in our urban community. The program is open to all who register to participate and pay the appropriate annual fee, which covers the calendar year (January 1 – December 31). All dogs must be wearing a current Green Dog tag. Residents, non-residents, commercial dog walkers, and guests are welcome to participate. Simply sign up when licensing your dog(s) using the license renewal forms mailed to current dog owners at the end of each year, or through the Town Clerk’s Office at Town Hall anytime. Registration forms are available on our website, www.brooklinema.gov/GreenDog or at the Town Clerk’s Office. Please return all forms, fees, and proof of rabies vaccination to the Town Clerk’s Office by mail or in person.

How do I find more information about the Green Dog Off-Leash Program?

- ◆ **General Inquiries and Information:** 617-879-5650 or greenog@brooklinema.gov or www.brooklinema.gov/GreenDog
- ◆ **Green Dog Field Closures** due to weather, permitted use or maintenance: Green Dog Hotline at 617-879-4850 (recording) or Follow us on [twitter](#) @ Brooklinedogs or Online Calendar at www.brooklinema.gov/GreenDog

Off-Leash Parks & Hours

Park	Location	Dawn - 9 am	Dawn - 1 pm
Amory Playground	Amory St.		
Boylston St. Playground	Boylston St.		
*Brookline Ave. Playground	Brookline Ave.		
Coolidge Playground	Columbia St.		
Corey Hill Park	Summit Ave.		
Daniel F. Ford Playground at Emerson Garden	Waverly St.		
Daniel W. Warren, Jr. Playground	Eliot St.		
Griggs Park	Griggs Rd.		
*Harry Downes Field <small>(No dogs allowed in fenced portion of park with track.)</small>	Jamaica Rd.		
Jean B. Waldstein Playground	Dean Rd.		
*Larz Anderson Park <small>(Top of hill area, Avon St. side ONLY. No dogs allowed in children’s play area, pond or garden area.)</small>	Newton St.		
Lotta Bradburn Schick Park	Addington Rd.		
Mary E. Robinson Playground	Cypress & Franklin St.		
Soule Recreation Center Upper Field	Hammond St.		

* These three parks have extended hours from dawn till dusk during the months of December, January and February.
Note: Dogs are not allowed on any fields when the ground is thawing, generally during the entire month of March.

PARKS & PLAYGROUNDS

Parks & Playgrounds	Location	Athletic Field	Basketball	Tennis Courts	Playground	Water Play	Restroom
Amory Playground	Amory & Freeman St.	■		■			■
Baker School Playground	Beverly Rd.	■	■	■	■		
Baldwin School Playground	Heath St.				■		
Billy Ward Playground	Brook St. & Aspinwall Ave.		■		■	■	
Boylston Street Playground	Boylston St.	■	■		■		
Brookline Avenue Playground	Brookline & Aspinwall Ave.	■			■		
Brookline Reservoir Park	Route 9 & Lee & Warren St.						
Clark Playground	Cypress & Mulford St.		■		■	■	
Coolidge Playground	Columbia St.		■	■	■	■	
Corey Hill Park	Summit Ave.				■		
Cypress Street Playground	Cypress & Tappan St.	■	■		■	■	
Dane Park	Hammond St.						
Devotion School Playground	Harvard & Stedman St.	■	■	■	■		
Driscoll School Playground	Washington St.	■	■	■	■		
Emerald Necklace – Riverway	St. Mary’s to Boylston St.						
Emerald Necklace – Olmsted Park	Boylston to Chestnut St.						
Emerson Gardens	Waverly & Emerson St.				■	■	
Griggs Park	Griggs Rd.				■		
Harry Downes Field	Pond Ave. & Jamaica Rd.	■			■		■
Heath School Playground	Eliot St.		■		■		
Juniper Street Playground	Juniper St.				■	■	
Knyvet Square	St. Paul & Amory St.						

For more information and additional amenities and facilities, go to www.brooklinema.gov/Parks

LOCATIONS & AMENITIES

Parks & Playgrounds	Location	Athletic Field	Basketball	Tennis Courts	Playground	Water Play	Restroom
Larz Anderson Park	Newton St. & Goddard Ave.	■			■		■
Lawton Playground	Lawton St.		■		■	■	
Lincoln School Playground	Kennard Rd.		■		■		
Linden Park	Linden St.						
Linden Square	Linden Place						
Little Field Park	Eliot St.						
Longwood Mall	Kent & Beech Sts.						
Longwood Playground	Longwood & Francis St.	■	■	■	■	■	
Mason Square	Cottage Farm Rd.						
Monmouth Street Park	Monmouth & St. Mary St.				■		
Murphy Playground	Kent & Brook St.		■		■	■	
Philbrick Square	Upland Rd. & Maple St.						
Pierce School Playground	School St.	■	■		■	■	
Robinson Park	Cypress & Franklin St.	■			■	■	
Runkle School Playground	Clinton Rd.		■		■		
Saint Mark's Square	Park & Marion St.						
Schick Park	Addington Rd.	■	■		■		
Skyline Park	Newton St. & Saw Mill Rd.	■			■		■
Soule Recreation Center	Hammond St.	■		■	■	■	■
Waldstein Playground	Dean Rd.		■		■	■	■
Warren Playground	Eliot St.	■	■	■	■	■	
Winthrop Square	St. Paul & Freeman St.	■			■	■	

Parks without specific amenities listed above have open lawn areas, recreational paths, and/or benches.



WATER & SEWER

Fred Russell, *Director of Water and Sewer*

Water & Sewer Division Overview

The Water and Sewer Division operates and maintains the Town's water, wastewater and storm drain systems consisting of 355 miles of piping and appurtenances that provide the entire population with reliable drinking water, for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is accomplished in strict accordance with all federal, state and local laws, ordinances and regulations to promote the health and welfare of the community.

Components of the water distribution system include over 135 miles of cast iron and ductile iron pipe, 2,027 line valves, over 1,500 fire hydrants, 10,800 service connections, and 1.67 million gallon water storage facility. The wastewater collection system is made up of 103 miles of separated sanitary sewer pipe. The storm drain system is made up of 117 miles of pipe that collect runoff and roadway drainage from 3,296 catch basins and discharge through twelve drainage districts to the Muddy River, Saw Mill Brook, Stony Brook, and the Charles River.

Who do I call?

Water & Sewer Division - 617-730-2170 • Fax 617-713-3727

- ◆ After Business Hours Emergency - 617-730-2175
- ◆ Billing Questions - 617-730-2170
- ◆ Online Pay Questions 617-730-2020

How can I learn more?

www.brooklinema.gov/DPW

- ◆ Backflow Device Installation
- ◆ Irrigation Meters
- ◆ Water Service Pipe Replacement
- ◆ Sewer/Drain Pipe Replacement
- ◆ Fee Schedule
- ◆ Leak Abatement Policy



Frequently Asked Questions:

I am selling my house and need to obtain a "Final Read" on my water meter, what do I do?

The Seller or a representative for the Seller should call 617-730-2170 one or two weeks before the closing, and we will schedule an appointment for one of our technicians to get a final read. If this occurs within the middle of a billing cycle, the Seller will be billed up to the closing date, and the Buyer will be billed from the closing date to the end of the billing cycle.



Where is my water meter?

Your meter is usually located in the basement of your property. The water usually comes in from the street side of the house. The meter sits on the water pipe that comes in through the floor or wall. The head of the meter is about three inches in diameter and has a large hand and a small red diamond or triangular dial.

Who is responsible for my water service line?

For residential properties, the Town is responsible for the length of pipe that runs from the connection at the water main to the sidewalk shut-off valve. The homeowner is responsible for the service line from the sidewalk shut-off valve to the building and all other plumbing on private property. Homeowners are responsible for the entire length of pipe from the water main to the building for water services that are 75 years or older. The Town is not responsible for making repairs to any water service at an industrial or commercial buildings, or residential services larger than 2 inches in diameter.



Who do I contact when I have a question about my bill?

For questions regarding water bills, please contact the billing office at 617-730-2170. Please keep in mind that often times high water usage is due to a problem with internal plumbing or outside airriation.

How do I check for leaks in my home?

Toilets - Add a few drops of food coloring in the toilet tank. If the food coloring appears in the toilet bowl, this means you have a leak. Some toilet leaks are intermittent, so you do not always see or hear the water running.

Faucets - Check all faucets and piping for leaks by monitoring for drips of water under sinks and from exposed pipes. Perform an inspection with the water on and off, as some leaks only occur when the water is on.

Check plumbing in the basement by monitoring for drips of water coming from exposed pipes.

Occasionally, leaks develop behind walls or in areas that are not visible. Read your meter periodically to monitor for drastic changes.

Who do I contact in the case of a water emergency?

Please contact the Water and Sewer Department at 617-730-2175, 24 hours/day.

WATER & SEWER

Does the Town test the water?

The Town of Brookline is required to meet state and federal drinking water standards and test the water in accordance with those standards. Visit the Town's website at www.brooklinema.gov or the MWRA web site at <http://www.mwra.com/> for the annual water quality reports.

How do I get an irrigation meter (second meter)?

You must first hire a licensed plumber who must obtain a permit from Building Department. The plumber will be responsible for purchasing and installing the required equipment as referenced in the Regulation for the Installation of Irrigation Meters. All work must be completed in accordance with the State Plumbing Code and Town of Brookline Building Code.

Meters

The current water meter reading system is a "Fixed Network" radio system that provides two meter readings daily for each account. Although we currently bill on a quarterly basis, this feature has been useful for leak detection and for administrative use. The rate structure includes a base charge that covers a portion of the systems fixed costs and a two step block rate for consumption. In addition, there is a quarterly fire service charge for buildings with fire sprinkler systems.

Water Quality

The Town of Brookline has a Cross Connection Control and Prevention Program (CCCCP) to protect the water distribution system from contamination. The Certified Backflow Inspectors/Testers survey sites, test the devices, and review and approve new devices prior to installation. The Town operates under the state DEP regulation 310 CMR 22.22.

The Water & Sewer Division has implemented an ongoing uni-directional flushing program designed to remove tuberculation and sedi-ments from water mains. The program involves closing water gates and forcing water flow in two directions at high velocities, which scours the water mains.



Clear the Snow

Please help to assist your Public Safety Departments by clearing catch basins and snow covered fire hydrants adjacent to your property. Remember, every second counts during an emergency.



COMMERCIAL BUSINESS RECYCLING PROGRAM

Recycling Requirement:

All commercial establishments shall be required to separate designated recyclable materials generated on the premises, which represent greater than five percent by weight of the establishment's total refuse and shall arrange for the collection for recycling of these materials. These materials must be source separated and kept in a condition to meet minimum market standards.

Program Responsibility:

Program development, implementation and operation shall be the responsibility of each commercial establishment. Each landlord must also submit a Recycling Plan for the building. In cases where the landlord is the contracting agent for refuse disposal in a building, the landlord shares joint responsibility for developing, implementing, and operating the recycling program in conjunction with commercial tenants.

Recycling Plan:

Each commercial establishment and each landlord of a building housing a commercial establishment must submit a Recycling Plan to the Commissioner of Public Works using hard copy or online forms provided by the Town of Brookline. All establishments must submit an updated plan when requested by the Town of Brookline or within 60 days of any changes to the currently filed plan.



For information on submitting a commercial recycling plan please visit www.brooklinema.gov/dpw or call Ed Gilbert (617)879-4908



Town of Brookline - DPW

Town Hall
333 Washington Street
Brookline, MA 02445



**Winter Snow
Regulations
included in
this Guide**

ECRWSS

**POSTAL CUSTOMER
BROOKLINE, MA**

PRST STD
U.S. Postage
PAID
Boston, MA
Permit No.
51544