



TOWN OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET

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Department of Public Works Protocol for Tree Pruning and Tree Removal

Cutting and Trimming a Town Tree:

- A resident telephones the DPW with a request to prune a "town tree"
- DPW staff prepares a work order
- Work order is administered to the Forestry Supervisor
- Supervisor schedules accordingly

The supervisor will evaluate the request and refer to the Tree Warden if:

- 1) Pruning request is unwarranted and
- 2) Pruning request reveals a hazard

Town Tree Removal:

- The Tree Warden e mails the DPW requesting a tree removal, including a priority rating of low, medium or high
- DPW prepares the work order
- Work order administered to the Forestry Supervisor
- Supervisor schedules accordingly
- Forestry Division will refer a hazard tree to the Tree Warden

There are times when a resident will telephone DPW stating that a town tree in front of their house is diseased or dead. The staff will inform the resident that the Tree Warden declares if a tree is to be taken down. Residents name, address and telephone number is forwarded to the Tree Warden for inspection.

Public Shade Trees:

- Department of Public Works maintains public shade trees (cuts and trims) for safe passing under the jurisdiction of the Tree Warden

In very rare situations the Forestry Supervisor will remove a tree without the Tree Wardens approval; this takes place only when the tree is an extreme hazard presenting eminent danger to public safety and the Tree Warden is unable to respond to view the tree in a time frame which will not compromise safety.