

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
September 13, 2016

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman Paul L. Criswell, Owen H. Dugan, and David A.T. Donohue; Director Michael P. Pakstis; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Assistant Water & Sewer Superintendent William J. Shaughnessy; Executive Secretary Debra Sumner and Advisory Committee Liaison John Hartnett.

APPROVAL OF MINUTES

Upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the Open Session minutes of the meetings of July 12, 2016, as presented.

Upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the Open Session minutes of the meetings of August 12, 2016, as corrected.

CITIZEN SPEAK

The Chairman provided those in attendance with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Next Meeting. Upon review of Coming Events, it was agreed that the next meeting of the Board of Public Works would be held on Tuesday, October 18, at 5:30 p.m.

Statement of Fact Activity Report. The Director noted the wood grinding and chip removal service being conducted at the RDF by Cooks Forest Products Inc.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 13, 2016

2

Accident Summaries. The Director referred to details related to the circumstances leading up to the incident. Mr. Pakstis also referred to the Safety Spotlight for the month of September with a focus on "Preventing Injuries from Overexertion".

FY 2018 DPW Tax Impact Capital Budget. The Director and Assistant Director reviewed with the Board in detail the first draft (Version 1) of the FY18 Tax Impact Capital Budget which summarized the anticipated capital needs of the Department for the next five years. The total FY18 Tax Impact Capital Budget request is \$6,608,000. The FY18 cash capital request of \$2,768,000 is \$48,000 higher than the FY18 projection in last year's five-year budget. The amount proposed to be funded through borrowing and our anticipated use of Chapter 90 funds is \$3,840,000 which is \$1,220,000 higher than last year due to a revised cost estimate for the proposed reconstruction of Cliff Road. Also reviewed with the Board were the changes from last year's plan for FY18 including: Cliff Road Re-construction; High School/Hunnewell Field; Town Hall Duck Pond Area Rehabilitation and Equipment Procurement.

Following a lengthy discussion, the Director noted that Staff would continue to refine the draft plan and provide a revised version with more detailed information at the October 18 Board meeting.

Quarterly Report. The Director referred to the highlights in the FY16 Fourth Quarter Report. The Board inquired about specific topics related to activities in the various divisions and programs including road work scheduled for the remainder of this season. Also reviewed and discussed were an update on the quarterly status of the Director's Goals; budget status of the Operating and Capital Budgets, as well as measures and targets related to health and safety and maintenance of the Town's assets and infrastructure.

ENGINEERING DIVISION

EPA Stormwater Permits. The Director referred to a memorandum from Town Engineer David Hickey re: The National Pollutant Discharge Elimination System (NPDES) permit for Small Municipal Separate Storm Sewer Systems (MS4). Mr. Hickey explained that the permit was authorized on April 4, 2016 and is to become effective on July 1, 2017. He also referred to a table that outlines the changes between the existing and new permit.

Mr. Hickey also explained that because most of Wellesley's stormwater is tributary to the Charles River, the Town will also be tasked with removing bacteria and phosphorous from runoff. Mr. Hickey conveyed that Engineering Division Staff is preparing a more detailed assessment of the program, including a cost estimate.

It was also noted that the Town Engineer has been invited by the Director of the Planning Department to participate in a Stormwater Seminar on Thursday, September 22, from 2:00 p.m. - 5:00 p.m. at Town Hall.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 13, 2016

3

PARK & HIGHWAY DIVISION

Statement of Fact: Contract #17S-420-1569 - Sodium Chloride (Road Salt) - Furnished and Delivered. The Director referred to the bid award recommendation prepared by Superintendent Francis Miller and upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

VOTED: That Contract #17S-420-1569 for Sodium Chloride (Road Salt) – Furnished and Delivered be awarded to the lowest responsible and responsive bidder, Eastern Minerals, Inc., 134 Middle Street, Lowell, MA, as the Primary Vendor and that the next lowest responsive and responsible bidders, Morton Salt, Inc. 123 N. Wacker Drive, Chicago, IL as the Secondary Vendor in accordance with our specifications and their bid prices as follows:

Rock Salt (Primary Vendor)	\$59.00/Ton
Road Salt (Secondary Vendor)	\$62.34/Ton

WATER & SEWER DIVISION

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the past fiscal year ending in June 2016 and responded to specific inquiries from the Board.

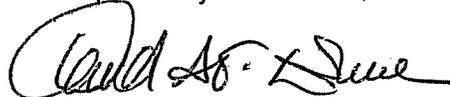
Monthly Performance Report. The Director referred to the reports prepared by Water & Sewer Superintendent Shaughnessy for the months of July and August 2016, both of which included the Daily Water Pumping Records, the iron and manganese Chemical Analyses, the graphs of water supply trending, the graphs of the temperature, and the Summary Reports. Mr. Shaughnessy noted that the water demand had been greater in July than in August.

Advisory Committee Liaison Assignment. The Board welcomed John Hartnett as the newly-appointed liaison for the Board of Public Works. Mr. Hartnett conveyed he is looking forward to working with both the Board and the Staff over the coming year.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Respectfully submitted,



David A.T. Donohue
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
SEPTEMBER 13, 2016
5:30 PM**

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meetings of July 12, 2016 and August 12, 2016. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

1. ADMINISTRATION

ADVISORY COMMITTEE LIAISON. Awaiting notification of appointment of liaison assignment by Advisory Committee Chairman Frank Pinto. **NO BOARD ACTION REQUIRED.**

STATEMENT OF FACT ACTIVITY REPORT. Director to refer to recent activity as of July 1, 2016. **NO BOARD ACTION REQUIRED.**

ACCIDENT SUMMARIES. Director to reference the Safety Spotlight for the month of September with a focus on "Preventing Injuries from Overexertion". **NO BOARD ACTION REQUIRED.**

FY18 DPW TAX IMPACT CAPITAL BUDGET. Director to review with the Board Version 1.0 of the proposed funding request. **BOARD FEEDBACK REQUESTED.**

QUARTERLY REPORT. Director to refer to highlights of FY16 Fourth Quarter Report. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

EPA STORMWATER PERMITS. Director to refer to memorandum from Town Engineer David Hickey re: General Permits for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts. **NO BOARD ACTION REQUIRED.**

3. PARK & HIGHWAY DIVISION

STATEMENT OF FACT: TOPIC – CONTRACT # 17S-420-1569 SODIUM CHLORIDE (ROAD SALT) – FURNISHED AND DELIVERED. Director to refer to bid award recommendation prepared by Assistant Superintendent Beth Gildae. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER DIVISION

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of June 2016. **NO BOARD ACTION REQUIRED.**

MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the months of July and August 2016. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP re: Annual Lead and Copper Monitoring for Wellesley Schools
- Ltr. to DEP re: Corrective Actions in Response to April 20 Sanitary Survey
- Ltr. to DEP re: VOC Monitoring for 3rd Quarter 2016
- Ltrs. of appreciation directed to the attention of W&S Supt. Shaughnessy