

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
OCTOBER 21, 2014**

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 Owen H. Dugan and Commissioners David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Turner; and Advisory Subcommittee member Frank Pinto.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of September 9, 2014.

CITIZEN SPEAK

The Chairman presented those in attendance with the opportunity to speak on matters of interest with respect to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Special Town Meeting. Chairman Dugan noted that while it was originally thought that the North 40 would be a primary focus of this upcoming special Town Meeting, the decision has been made to defer discussion until more information is made available by Wellesley College for consideration.

Next Board Meeting. Following a brief discussion it was decided that the next BPW meeting would take place on Wednesday, November 19, at 5:30 p.m.

Advisory Liaisons. In response to Chairman Dugan's invitation for Mr. Pinto to make the Board aware of any issues, Mr. Pinto indicated he did not have any specific topics to be addressed at this time.

Accident Summaries. Mr. Pakstis referred to the summary of personal injury and vehicle incidents, to date; reference was also made to the Safety Spotlight for the month of October with a focus on "Roadway Work Zone Safety."

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FY 2016 Tax Impact Operating and Capital Budgets. The Director reviewed with the Board Version 2.0 of the proposed capital budget and responded to specific questions from the Board. The Director and Assistant Director conducted an extensive review of various Programs and line items, including: Street Resurfacing; Street Rehabilitation; Sidewalk Restoration; Drainage Improvements; DPW Facilities; Park/Highway Division Contained Washbay; Moth Control Project; Clocktower Bell Housing Repair; Tennis and Basketball Court Improvements; Drinking Water Fountains; Hunnewell Field Maintenance/Restroom Facility with ADA Access; Hunnewell Field Fencing; and, DPW Vehicle and Equipment Replacement. Also reviewed were the Capital Project Planning Sheets, as well as the anticipated capital needs of the Department of Public Works over the next five years.

Following a discussion and upon motion duly made by Mr. Donohue and seconded by Mr. Criswell, it was unanimously,

VOTED: To approve Version 2.0 of the FY 2016 Tax Impact Capital Budget as written and dated October 17, 2014, of which the Cash Capital Budget is \$2,039,000 and \$701,000 is designated as Bonding/Other for a Total Capital Funding Request in the amount of \$2,740,000.

It was noted that this budget is \$236,000 lower than the FY16 projection in last year's five-year plan.

The Director referred to the FY 2016 Operating Budget and explained that he recently received notification of the Tax Impact Operating guidelines for which a revised summary page was distributed. Mr. Pakstis noted the difference between version 2.0 and 2.1 changed the overall increase from 1.8-1.9%

The Director reviewed budget details of the anticipated tax impact operating needs for FY 2016, not including RDF Business Initiatives, is \$6,706,538, which is an increase of \$124,679, or 1.9% over the FY15 budget. Also reviewed was a detailed summary of the personal services increase of \$94,349 (2.3%) and the expense increase of \$22,875 (1.0%).

The Director indicated to the Board that Staff would continue to review the budget and it would be brought back to the Board for approval at a later date prior to the December deadline.

Quarterly Report. The Director referred to the Fourth Quarter Report distributed to the Board at the meeting and requested the commissioners review the content and bring back any questions to be discussed at the next BPW meeting scheduled for November 19.

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Unitarian Universalist Society of Wellesley Hills (UUSWH). The Director referred to correspondence from church representatives requesting the Town provide assistance related to ongoing drainage issues at that location and, more specifically, related to the overflow of Washington Street storm water being potentially diverted from church property into the Cochituate Aqueduct. The Town Engineer discussed a number of challenges and limitations associated with this particular location.

WATER & SEWER DIVISION

Statement of Fact – Contract No. 14C-460-1506: Sabrina Farm Road Pump Station Replacement.

Following a review of the Director's recommendation and upon motion duly made by Mr. Donohue and seconded by Mr. Criswell, it was unanimously

VOTED: That Contract No. 14C-460-1506 for the Sabrina Farm Road Pump Station Replacement be awarded to North Atlantic Coastal Regional Constructors, Inc. of Rowley, MA, all in accordance with our specifications and their bid prices and a total price of \$269,317.65.

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy which highlights the Water & Sewer Division's activities during the month of August 2014. Staff responded to specific questions from the Board related to the capacity of the Morses Pond wells.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the Financial Statements for the months of August and September 2014 and responded to specific questions from the Board related to the status of capital projects, as well as a sewer SCADA project which will add radios to all sewer ejector and pump stations.1

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
OCTOBER 21, 2014
5:30 PM**

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of September 9, 2014. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ADVISORY LIAISONS. Board, Director and Staff to discuss with Advisory Liaisons various budget-related items as well as other topics presented by the liaisons. **BOARD FEEDBACK REQUESTED.**

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of October with a focus on "Roadway Work Zone Safety." **NO BOARD ACTION REQUIRED.**

FY 2016 TAX IMPACT OPERATING AND CAPITAL BUDGETS. Director to review with the Board Version 2 of the proposed funding requests. **BOARD APPROVAL AND VOTE REQUIRED.**

QUARTERLY REPORT TO BE DISTRIBUTED AT THE MEETING TUESDAY EVENING. Director to review highlights in the FY14 Fourth Quarter Report. **NO BOARD ACTION REQUIRED.**

UNITARIAN UNIVERSALIST SOCIETY OF WELLESLEY HILLS. Director to refer to request for assistance related to the overflow of Washington Street storm water from church property into the Cochituate Aqueduct. **NO BOARD ACTION REQUIRED.**

5. WATER & SEWER DIVISION

STATEMENT OF FACT - CONTRACT NO. 14C-460-1506: REPLACEMENT OF SABRINA FARM ROAD PUMP STATION REPLACEMENT. Director to review bid recommendation prepared by Systems Engineer Meghan Condon. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

MONTHLY PERFORMANCE REPORT. Director to refer to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of August 2014. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the months of August and September 2014. **NO BOARD ACTION REQUIRED.**

7. FYI

- Building Inspection Maintenance Program Inspection Checklists for July and August 2014.
- Building Inspection Maintenance Program 2014
- Letters of notice to five homeowners related to overgrown trees and or shrubbery.
- Emergency Report Form 1 and Coliform Bacteria Level 1 Assessment Form in response to the Boil Water Order completed by W&S Supt. Shaughnessy to Mr. Mahin at Mass DEP.
- DBPR Monitoring for 3rd Quarter 2014; VOC Monitoring for 3rd Quarter 2014
- Radionuclide monitoring results
- Announcement from Miyares and Harrington LLP