WELLESLEY BOARD OF PUBLIC WORKS RECORDS
MAY 4, 2015

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 Commissioners David A.T. Donohue and Paul L. Criswell; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Surner; Advisory Subcommittee member Frank Pinto, and Ellen Korpi, Chair of the Town of Wellesley Sustainable Energy Committee.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of March 30, 2015, as presented.

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.

Ms. Korpi took the opportunity to note the phenomenal job that was done on the recent Garbology 101 presentation made to the public by the Director of Public Works and Recycling & Disposal Facility Superintendent Gordon Martin. Ms. Korpi said that she, along with Raina McManus and Lise Olney of the 3R (Reduce, Reuse, Recycle) Working Group are looking forward to continuing to work with Management Staff members as they continue to move forward with raising awareness of opportunities to develop initiatives that will result in even more sustainable practices regarding trash management.

Paper Shredding and Household Hazardous Collection Day. The Director acknowledged the paper shredding component was extremely popular and seven tons of paper were received at the event held on May 3. The RDF Superintendent has been asked by residents to explore the possibility of arranging for an additional day during the year on which paper shredding would be available, provided there is adequate funding to cover the service.

ADMINISTRATION

Coming Events. The Director referred to two events -- the annual Norfolk-Bristol-Middlesex Equipment Show which will take place in the DPW yard on Wednesday, May 6, and the Town Government Study Committee meeting which will take place at Babson College on May 11.

Next BPW Meeting. Following a brief discussion it was proposed that the next meeting be scheduled for Monday, June 8, to be confirmed at a later date upon confirmation of the commissioners' availability to attend that date.

Advisory Liaisons. In response to the Director's invitation for Mr. Pinto to raise any matters for discussion related to the Advisory Committee, Mr. Pinto thanked him and confirmed there were none to be addressed at this time.

Recognition Program for Professional Staff. Following a review of the Director's recommendation for recognition of one particular employee who has exhibited exceptional time, effort and dedication to the Town, and upon motion duly made by Mr. Criswell and seconded by Mr. Donohue it was unanimously,

> **VOTED:** To approve the Director's request to submit to the Human Resources Board for its consideration the recommendation for one particular employee to be awarded this special recognition in acknowledgment of his dedication and fine service to the Town.

The Board requested that following receipt of approval from the Human Resources Board that the Director convey on behalf of the Board their appreciation and acknowledgement of his diligent work performance.

Wellesley Celebrations Committee Special Recognition Award. The Director referred to the notification from Wellesley Celebrations Committee Chairman Royall Switzler "that the Wellesley Department of Public Works has been selected to receive the **SPECIAL RECOGNITION AWARD** at the Forty-Seventh Annual Wellesley Veterans' Parade, as recognition of your Department's dedicated and outstanding efforts and service to our community during the historic snow storms of the winter of 2015."

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 months of March and April with as focus on New Chemical Hazard Labels and Road Safety.

Statement of Fact Activity Report. The Director referred to activity updates to the list of contracts of value between $10,000 up to $34,999.

Quarterly Report. The Director reviewed the highlights in the FY15 Second Quarter Report. The Board inquired about specific topics related to activities in the various divisions and programs including the timing of street reconstruction of Kingsbury Street; the status of the Fuller Brook Park Preservation Project; and status of the operations and capital budgets as well as targets and measures.

RECYCLING & DISPOSAL FACILITY

Garbology 101. The Director referred to a recent public workshop sponsored by the Department of Public Works, Natural Resources Commission and Sustainable Energy Committee. Mr. Pakstis expressed his appreciation for the great experience as a result of the suggestion by Ellen Korpi, Lise Olney and Raina McManus to hold the workshop.

Baler Replacement Fund. The Director confirmed that staff is authorized to spend out of the Baler Replacement Fund for repairs greater than $5,000 which was the case for repairs of the baler and conveyor as well as the purchase of a spare cylinder. It was noted the fund currently has a balance of $800,979.80.

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

VOTED: To authorize an expenditure from the Baler Replacement Fund in an amount not-to-exceed $82,000 for the cost of the two major repairs to the baler and the purchase of a spare master cylinder.

WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy which highlights the Water & Sewer Division's activities during March 2015 including the Daily Water Pumping Records, the iron and manganese Chemical Analyses, the graph of water supply trending and the graph of the temperature and rainfall. Staff responded to specific questions from the Board related to water demand and water supply.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statement prepared by Superintendent Shaughnessy for the months of February and March 2015. A brief discussion followed related to the status of the Water Program's capital expenditures.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Paul L. Criswell
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
MAY 4, 2015
5:30 PM

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of March 30, 2015. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

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

WELLESLEY CELEBRATIONS COMMITTEE SPECIAL RECOGNITION AWARD. Director to refer to notification from Royall Switzler regarding this recognition to take place during the Forty-Seventh Annual Wellesley Veterans' Parade. **NO BOARD ACTION REQUIRED.**

RECOGNITION PROGRAM FOR PROFESSIONAL STAFF. Director to review the nomination of an employee to be a recipient of the Human Resources Board's Program. **BOARD APPROVAL REQUESTED.**

ACCIDENT SUMMARIES. Director to refer to summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the months of March and April with a focus on New Chemical Hazard Labels and Road Safety. **NO BOARD ACTION REQUIRED.**

STATEMENT OF FACT ACTIVITY REPORT. Director to refer to activity updates to the list of contracts of value up to $34,999. **NO BOARD ACTION REQUIRED.**

QUARTERLY REPORT. Director to review highlights in the FY15 Third Quarter Report. **NO BOARD ACTION REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

GARBOLOGY 101. Director to refer to recent public workshop sponsored by the Department of Public Works, Natural Resources Commission and Sustainable Energy Committee. **BOARD FEEDBACK REQUESTED.**

5. WATER & SEWER DIVISION

MONTHLY PERFORMANCE REPORTS. Director to refer to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of March, 2015. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the months of February and March 2015. **NO BOARD ACTION REQUIRED.**

7. FYI

- MEMA Notice of Applicant Briefings Re: January 26-28, 2015 Blizzard
- Ltrs. to property owners regarding trees presenting potential hazards
- Ltr. to MWRA Re: Sewer Use Discharge Permit Renewal applications
- Ltr. to DEP First Qtr Monitoring Results: Manganese
- Ltr. to DEP Re: VOC Monitoring for 1st Quarter 2015
- Ltr. to DEP Re: DBPR Monitoring for 1st Quarter 2015
- Ltr. to Mass DEP Re: SDWA SOC Monitoring 1st Quarter 2015
- Ltr. to MWRA Re: First Quarter 2015 Report on Sulfide Mitigation to the MWRA Sewerage System
- Notice from Town Treasurer of Affordable Housing Opportunity