

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
June 8, 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 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 Surner; Advisory Subcommittee member Frank Pinto, and representatives from the Town Government Study Committee included Katherine L. Babson, Jr., Chair; Rose Mary Donohue, Vice Chair; Ann Marie Gross, Secretary; Linda Perlmutter; and Thomas Ulfelder; Marla Robinson, Vice Chair, Trustees of the Wellesley Free Libraries; Stephen Mahoney of the Board of Assessors; and Wellesley High School students Fiona Corkhill, Kathleen Garvey, Kiely Noonan, Lizzie Webb, Sydney Webb, Sydney Wohl and Emily Zeytoonjian.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of May 4, 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. No one chose to speak.

ADMINISTRATION

Next BPW Meeting. Following a brief discussion it was decided that the next meeting be scheduled for Tuesday, July 14, at 5:30 p.m.

Advisory Liaisons. In response to Chairman Dugan'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.

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 June with a focus on "Summer Hazards." Following a brief discussion related to the

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

2

repetitive nature of a number of incidents, the Board concurred that it would be wise to have additional training with emphasis on the proper techniques to be practiced when picking up and moving objects.

Upon review of the vehicle accidents, the Director informed the Board that a new defensive driving program is being instituted as well as disciplinary measures. Commissioner Criswell requested staff prepare a list of the costs associated with the accidents.

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

Reallocation of Recommended Budget Allocations. The Director referred to the projected end of year deficits in Personal Services and Expenses and the revised motion distributed at the meeting.

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

VOTED: That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Engineering and Park and Tree to offset the deficits in Highway, RDF and Management in an amount not to exceed \$40,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in Park and Tree and RDF to offset the deficits in Engineering, Highway and Management in an amount not to exceed \$60,000; and

That the Board of Public Works approves the transfer of all positive Personal Services and Expense budget balances in Engineering, Highway, Park, RDF and Management Services to the RDF Baler and Compactors Major Repairs and Replacement Fund in an amount not to exceed \$55,988.

FY 2015 Capital Carry Forward. The Director referred to the summary prepared by Assistant Director David Cohen of Capital Carry Forward accounts to be carried forward into FY2016 as requested by the Finance Director each year.

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

VOTED: That the Board of Public Works approves the carry forward of the DPW capital accounts listed on the Capital Carry Forward report dated 6/05/15 (copy attached).

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

3

Students from Wellesley High School. Students were present at the meeting to partially fulfill requirements of the curriculum for their Civic Literacy Project. Mr. Dugan welcomed them and proceeded to introduce the Board and Advisory Committee member, as well as others present and requested the Staff introduce themselves to the students. As the Board addressed matters pertaining to a number of the Department's divisions, the commissioners took turns clarifying the purpose of each division and how various components of the basic infrastructure impact the households within the Town of Wellesley -- from street and sidewalk resurfacing to approval of contracts for particular services, an overview as to how the water service is produced throughout the Town, as well as various reporting requirements. It was conveyed to the students that the business conducted by the Board of Public Works is done in public session.

Annual Reorganization of the Board of Public Works. Commissioners Donohue and Criswell each expressed his appreciation to Mr. Dugan for his guidance and leadership while serving as Chairman of the Board of Public Works over the past year.

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

VOTED: To elect David A.T. Donohue as Chairman of the Board of Public Works, effective July 1, 2015.

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

VOTED: To elect Paul L. Criswell as Vice Chairman of the Board of Public Works, effective July 1, 2015.

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

VOTED: To elect Owen H. Dugan as Secretary of the Board of Public Works, effective July 1, 2015.

ENGINEERING DIVISION

Statement of Fact: Contract #15S-410-1516 - HVAC Service Contract for DPW Buildings. Following a review of the bid recommendation and upon motion duly made by Mr. Donohue and seconded by Mr. Criswell it was unanimously,

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

4

VOTED: That the award for contract No. 15S-410-1516, "HVAC Service Contract for the DPW Buildings" be made to Falite Bros., Inc. 9 Broadway Road, Wakefield, MA 01880, all in accordance with our specifications and their bid, as the lowest responsible and eligible bidder.

Town Government Study Committee (TGSC). Representatives from the TGSC were present for a portion of the meeting to review the roll-out of draft recommendations related to the existing structure of town government which was prepared by the TGSC and presented to Town Meeting Members and residents on May 20, 2015.

Ms. Babson began by explaining the first issue was for consideration to be given to whether or not the Town should have a Town Manager versus an Executive Director.

Each Board of Public Works Commissioner provided the TGSC with feedback on the current structure as well as his thoughts on the proposed transition to a Town Manager structure of town government.

Chairman Dugan conveyed a key question he had related to how many direct reports would the Town Manager have. Ms. Babson responded that while an organizational chart has not yet been finalized, she felt confident the individual would be assigned a number of direct reports and the role and responsibilities would be enhanced so as to encourage more extensive collaboration among departments under a Town Management structure.

Chairman Dugan spoke very highly of Executive Director Larsen's ability to focus on things that are extremely valuable which would have favorable financial implications into the future with various transactions and considerations when entering into projects and arrangements such as the North 40 and bonding of the Wellesley Middle School.

It was acknowledged by both Ms. Gross and Ms. Donohue that the position description for a Town Manager would differ from that of the existing Executive Director and once an organizational chart has been finalized it would become clearer about the division of responsibilities.

Also raised was the budget process and how the Town Manager would prepare an integrated town-wide budget by coordinating the preparation and deciding where the emphasis should fall. This would give the ability to have the budget based upon need versus lockstep.

Vice Chairman Criswell inquired as to why this is being proposed, as well as what the major issue is to be solved. Mr. Dugan echoed the same sentiment.

Each BPW Commissioner conveyed his thoughts on the potential opportunities for moving to a Town Manager form of government. Also discussed was the potential

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

5

downside of an appointed vs. an elected Board of Public Works. It was suggested that if the Department of Public Works were to report to the Selectmen under a Town Manager structure, perhaps a separate Board of Public Works would be phased out gradually as part of the overall transition plan.

Vice Chairman Donohue conveyed a town like Wellesley must start with strategic planning. He described a comparison of a business model structure with that of a Town Manager who supports activities at the corporate levels and business management stems below that. Town Managers work directly with those groups and it becomes a cohesive entity reporting to a Town Manager. He conveyed that he did sense many opportunities for positive organizational change within town government.

Regarding appointed members to BPW, Mr. Donohue inquired if would it be a case that someone on the Board of Selectmen could appoint all positions. It needs to be made clear how people would be found to serve on the Board of Public Works with a background in engineering and law.

Chairman Dugan said he would be supportive of whatever will do a better job than what currently exists.

Ms. Babson conveyed that having observed Mr. Larsen's growth and exhibited leadership skills in his current capacity, the Executive Director's position lacks the authority of a Town Manager. Thinking about the future, it is the goal of the TGSC to empower a professional manager who does not have the challenge of the existing structure and enable that one individual to lead and make decisions.

Commissioner Criswell concurred with Chairman Dugan in acknowledging Wellesley has a great Town and Town government and the importance of making sure they do not over-fix the structure.

It was the sense of the TGSC, that it has been a remarkable experience to visit other Towns and return to compare the operations in the Town of Wellesley and they were in agreement if there is one individual with the responsibility and authority of a Town Manager, it would enhance the overall community.

Mr. Criswell conveyed that while the TGSC did a fine job of articulating some of the issues, he raised the matter that some feel the DPW should report to the Selectmen. He suggested that if the DPW was moved into General Government do away with the BPW under those circumstances. Otherwise, he urged them to leave the BPW elected and recommended that especially if all are in agreement that this town works well now, preserve the large base of volunteers who are willing to campaign for votes as a check and balance for government. Chairman Dugan expressed his agreement with Commissioner Criswell that the Board of Public Works ought to remain elected.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

6

A discussion ensued regarding appointed boards versus elected boards. Concerns were expressed regarding a potential shortage of candidates qualified to assume a position on the Board of Public Works, especially since the Board has profited over the years by electing commissioners with engineering, legal and business skill sets.

In response to Ms. Babson's inquiry as to what the BPW would like the TGSC to do next, Commissioner Criswell requested they come back at a later date to provide an understanding as to how this potential change would impact the future election or appointment of the Municipal Light Board.

Ms. Babson recommended a three-year transition plan be developed that seriously considers what will happen to the BPW. Mr. Criswell suggested the same task force could be effective with an elected BPW.

In closing, the TGSC members thanked the Board members for their time, as well as expressed appreciation to Messrs. Pakstis, Cohen and Hickey who have already spent considerable time reviewing the presentation and providing helpful feedback to the Committee.

Statement of Fact: Kingsbury Street Reconstruction – Contract #15C-410-1518. Following the Director's review of the bid recommendation not to award this contract, it was unanimously,

VOTED: It is recommended that no award be made at this time for the "Kingsbury Street Reconstruction Project," Contract #15C-410-1518 as both bids received on June 4, 2015 have exceeded the Town's available funding.

PARK & HIGHWAY DIVISION

Statement of Fact: Surface Treatments of Hot-Mix Asphalt Roadways – Contract #15C-420-1527. The Director explained that the Department had recently entered into a consortium with the Metropolitan Area Planning Council (MAPC) for various items, one of which is for contractor services to perform a portion of the road work on Kingsbury Street. Highway and Park crews will also provide supplemental assistance on the project which is anticipated to begin the week after school closure for the season on June 19.

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

VOTED: That Contract #15C-420-1527 for Surface Treatments of Hot-Mix Asphalt Roadways be awarded to the lowest bidder, All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375, in accordance with our specifications and their bid prices as follows:

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

7

- Item 1 Furnish, deliver, prepare site and install Single Stone Seal \$2.40/SY
on Hot-Mix Asphalt as directed at various job sites in
Wellesley.
- Item 2 Furnish, deliver, prepare site and install Double Stone Seal \$4.15/SY
On Hot-Mix Asphalt.
- Item 3 Furnish, deliver, prepare site and install 10% Asphalt \$3.50/SY
Rubber Surface Treatment on Hot-Mix Asphalt as directed
at various job sites in Wellesley.
- Item 4 Furnish, deliver, prepare site and install 20% Asphalt \$4.60/SY
Rubber Surface Treatment on Hot-Mix Asphalt as directed
at various job sites in Wellesley.

Statement of Fact: Contract MW 2015-PWI – Public Works Services

Following the Director's review of the bid recommendation prepared by Assistant Highway Division Superintendent Beth Gildae in which it was explained that bids were publicly solicited and opened on April 29, 2015, by the Metropolitan Area Planning Council (MAPC) which administered the bidding process on behalf of the participating member municipalities of the Metro West Regional Services Consortium, it was unanimously,

VOTED: That Contract #MW 2015-PWI for Public Works Services be awarded to lowest bidders, in accordance with our specifications and their bid prices:

16S-420-MAPC-1534	Item 1 Roadway Management Services	Aggregate Industries
16S-420-MAPC-1535	Item 4 Roadway Surface Sealing	Sealcoating, Inc.
16S-420-MAPC-1536	Item 5 Crack Sealing	Crack Sealing, Inc.
16S-420-MAPC-1537	Item 6 Pavement Markings	Hi-Way Safety Systems
16S-420-MAPC-1538	Item 7 Guardrail	Premier Fence
16S-420-MAPC-1539	Item 8 Street Sweeping	Hi-Way Safety Systems
16S-420-MAPC-1540	Item 9 Catch Basin Cleaning	Truax Corporation
16S-420-MAPC-1541	Item 10 Earth Materials	Lorusso Corporation
16S-420-MAPC-1542	Item 11 Debris Disposal	W.L. French
16S-420-MAPC-1543	Item 12 Permanent Trench Patch Repairs	Lorusso Corporation

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

June 8, 2015

8

WATER & SEWER DIVISION

Statement of Fact: Contract 16P-470-1533 – Water Treatment Chemicals.

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

VOTED: That Contract 16P-470-1533 for Water Treatment Chemicals be awarded to Borden & Remington, Inc. of Fall River, MA in accordance with the specifications and their bid price as follows:

Chemical:	Potassium Hydroxide
Awarded company:	Borden & Remington, Inc.
Unit Bid Price:	\$0.2822 per Lb.
Est. Amount:	\$140,000

The quantities in this Contract are on a requirement basis and the quantities may be increased or decreased as the needs of the Town shall require.

Monthly Performance Report. Mr. Pakstis referred to the report prepared by Water & Sewer Superintendent Shaughnessy that highlights the Water & Sewer Division's activities during April 2015 including: water demand and water supply as well as the daily Water Pumping record, the iron and manganese Chemical Analyses, and a graph of water supply trending as well as a graph of the temperature and precipitation.

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

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary

Capital Carry Forward as of 6/5/2015

Division/Account	Project	Town Meeting Year & Article	Fiscal Year	Purpose	Appropriation	Carry Forward
Highway						
14204995	95210	ATM 14, Art 8	2015	STREET RESURFACING	432,500.00	211,744.21
14204995	95220	ATM 14, Art 8	2015	CRACKSEALING	50,000.00	41,320.25
14209013	95230	ATM 12, Art 8	2013	SIDEWALK RESTORATION	110,339.72	40,078.03
14209014	95230	ATM 13, Art 8	2014	SIDEWALK RESTORATION	80,000.00	80,000.00
14204995	95230	ATM 14, Art 8	2015	SIDEWALK RESTORATION	100,000.00	100,000.00
14204995	95260	ATM 14, Art 8	2015	PRIVATE WAYS	20,000.00	15,738.74
14204995	95270	ATM 14, Art 8	2015	GUARDRAIL REPLACEMENT	60,000.00	50,020.00
14204995	95290	ATM 14, Art 8	2015	PRK/HWY FACILITY BUILDING IMPROVEMENTS	30,000.00	20,220.39
14209011	95293	ATM 10, Art 8	2011	PRK/HWY FACILITY - BUILDING ROOF (DESIGN)	30,000.00	30,000.00
				Highway Total	912,839.72	589,121.62
Park & Tree						
14304995	95310	ATM 14, Art 8	2015	ELEMENTARY SCHOOL FIELD IMPVT	40,000.00	14,663.80
14304995	95320	ATM 14, Art 8	2015	H S/HUNNEWELL FIELDS	25,000.00	923.38
14309010	95321	ATM 09, Art 8	2010	HUNNEWELL FIELD MAINT/RESTROOM (DESIGN)	25,000.00	25,000.00
14304995	95330	ATM 14, Art 8	2015	SPRAGUE FIELD REHAB	15,000.00	1,793.12
14304995	95340	ATM 14, Art 8	2015	PLAY EQUIPMENT REPLACEMENT	40,000.00	32,456.74
14309014	95350	ATM 13, Art 8	2014	TENNIS AND BASKETBALL COURT IMPROVEMENTS	40,000.00	35,375.08
14304995	95350	ATM 14, Art 8	2015	TENNIS AND BASKETBALL COURT IMPROVEMENTS	10,000.00	10,000.00
14309014	95360	ATM 13, Art 8	2014	ADA REQUIREMENTS	9,461.87	8,094.65
14304995	95360	ATM 14, Art 8	2015	ADA REQUIREMENTS	10,000.00	10,000.00
14304995	95370	ATM 14, Art 8	2015	TRAFFIC ISLAND AND STREETSCAPE RENOVATIONS	11,000.00	6,083.50
14309013	95381	ATM 12, Art 8	2013	DRINKING FOUNTAINS	4,525.83	978.33
14304995	95381	ATM 14, Art 8	2015	DRINKING FOUNTAINS	8,000.00	8,000.00
14309013	95382	ATM 12, Art 8	2013	FULLER FOOTBRIDGE	4,722.53	4,722.53
14309014	95382	ATM 13, Art 8	2014	FULLER FOOTBRIDGE	7,000.00	7,000.00
14304995	95382	ATM 14, Art 8	2015	FULLER FOOTBRIDGE	28,000.00	28,000.00
14309014	95390	ATM 13, Art 8	2014	MOTH CONTROL PROJECT	8,000.00	7,597.36
14304995	95390	ATM 14, Art 8	2015	MOTH CONTROL PROJECT	8,000.00	8,000.00
				Park & Tree Total	293,710.23	208,688.49
Recycling & Disposal Facility						
14404995	95410	ATM 14, Art 8	2015	CONTAINER REPLACEMENT	22,500.00	19,445.86
14409014	95414	ATM 13, Art 8	2014	RDF RESURFACE PAVED AREAS	30,000.00	27,493.19
				Recycling & Disposal Facility Total	52,500.00	46,939.05
Fleet Maintenance						
14509013	--	ATM 12, Art 8	2013	DPW VEHICLE & EQUIP REPLACEMENT	205,372.68	10,577.93
14509014	--	ATM 13, Art 8	2014	DPW VEHICLE & EQUIP REPLACEMENT	252,347.70	112,304.47
14503995	--	ATM 14, Art 8	2015	DPW VEHICLE & EQUIP REPLACEMENT	701,000.00	521,840.82
				Fleet Maintenance Total	1,158,720.38	644,723.22

BOARD OF PUBLIC WORKS MEETING
JUNE 8, 2015

Fiona Corkhill

Kathleen Garvey

Emily Zeytoonjian

Sydney Wahi

Lizzie Webb

Kiely Noonan

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JUNE 8, 2015
5:30 PM**

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of May 4, 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.**

ACCIDENT SUMMARIES. Director to refer to summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of May with a focus on Summer Hazards. **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.**

TOWN GOVERNMENT STUDY COMMITTEE. TGSC representatives plan to attend a portion of the meeting to review proposed recommendations related to the structure of town government. **BOARD FEEDBACK REQUESTED**

REALLOCATION OF RECOMMENDED BUDGET ALLOCATIONS. Director to refer to projected end of year deficits in Personal Services and Expenses. **BOARD APPROVAL AND VOTE REQUIRED.**

FY 2015 CAPITAL CARRY FORWARD. Director to review summary of Capital Budget accounts to be carried forward into FY 2016. **BOARD APPROVAL AND VOTE REQUIRED.**

ANNUAL REORGANIZATION OF THE BOARD OF PUBLIC WORKS TO BE VOTED UPON.

2. ENGINEERING

STATEMENT OF FACT: HVAC SERVICE CONTRACT FOR DPW BUILDINGS - CONTRACT #15S-410-1516. Director to refer to award bid recommendation prepared by Assistant Town Engineer Douglas R. Stewart. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

STATEMENT OF FACT: KINGSBURY STREET RECONSTRUCTION - CONTRACT #15C-410-1518. Director to refer to bid recommendation not to award contract. Information to be distributed at the meeting. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

3. PARK & HIGHWAY DIVISION

STATEMENT OF FACT: SURFACE TREATMENTS OF HOT-MIX ASPHALT ROADWAYS. CONTRACT #15C-420-1527. Director to refer to award recommendation prepared by Assistant Superintendent Elizabeth Gildae. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

STATEMENT OF FACT: METROWEST REGIONAL SERVICES CONSORTIUM. Director to refer to bid recommendation prepared by Assistant Highway Superintendent Elizabeth Gildae. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

FOOD WASTE MANAGEMENT SUMMIT. Director to refer to event taking place in the DPW Operations Building on Monday, June 22 at 2:00 p.m. **BOARD FEEDBACK REQUESTED.**

5. WATER & SEWER DIVISION

STATEMENT OF FACT: CONTRACT: #16P-470-1533 – WATER TREATMENT CHEMICALS. Director to refer to award recommendation prepared by Water & Sewer Superintendent Shaughnessy. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

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

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of April 2015. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP Annual SDWA Monitoring Results
- Ltr. to DEP Second Quarter Monitoring Results: Manganese
- Ltr. to DEP Re: VOC Monitoring for 2nd Quarter 2015
- Ltr. of Appreciation from Gov. Baker & Lt. Gov. Polito