

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
July 14, 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 David A.T. Donohue and Commissioners Paul L. Criswell and Owen H. Dugan; Director Michael P. Pakstis; Assistant Director David A. Cohen; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Sumner; Advisory Committee Chair Tom Frisardi; and Sustainable Energy Committee Chair Ellen Korpi.

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 June 8, 2015, as revised.

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

Prior to moving forward with the business at hand, Chairman Donohue requested a round of applause for Mr. Dugan's leadership and having served as Chairman of the Board of Public Works over the past year.

Next BPW Meeting. Following a brief discussion it was agreed that Staff would advise the Board when contracts are ready to be awarded over the next month and defer meeting until that time.

Advisory Liaisons. In response to Chairman Donohue's welcoming Mr. Frisardi to the meeting in his capacity as Advisory Committee Chair, Mr. Frisardi was invited to raise matters related to the Advisory Committee for discussion.

Mr. Frisardi notified the Board that the Advisory Committee has requested that the Board of Public Works attend an Advisory Committee meeting in September to discuss their thoughts, concerns and recommendations in response the Town Government

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Study Committee's (TGSC) proposed recommendations related to the existing structure of town government and how the TGSC envisions it could run even more smoothly with a Town Manager versus an Executive Director. It was the consensus of the Board of Public Works that this would provide an opportunity for the BPW commissioners to convey any concerns they may have for future boards.

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 July with a focus on "Preventing Falls From Equipment", as well as "Toolbox Talk" which are brief, supplemental informative sessions for the crews. The Director then reviewed specifics related to particular incidents.

Statement of Fact Activity Report. The Director referred to activity updates to the list of contracts of value up to \$34,999 which included one item during the month of June for (4) 40-Yard Standard Duty Roll Off Box 22' in length.

Director's Goals for FY 2016. The Director referred to the DPW-Wide Goals proposed for FY16. A discussion ensued in which the Director responded to questions and comments from the Board related to each goal.

Following a thorough review of the proposed FY16 Goals, it was the recommendation of the Board that Goal # 1 - Zero lost time injuries and zero at-fault vehicle accidents be revised to reduce the current number of incidents in half; and Goal #2 - Complete the DPW tasks associated with the Town's major projects be expanded to include the Fuller Brook Restoration Project among the other projects.

Following a review of recommended revisions, Staff confirmed a complete list of revised goals would be provided to the Board for review at its next meeting.

FY2015 Capital Carry Forward. The Director reviewed the revised summary of Capital Budget amounts to be carried forward into FY 2016. Mr. Pakstis explained that it is being requested to carry forward more than originally estimated because there were charges to this account that were attributable to the Chapter 90 Street Resurfacing authorization.

Upon motion duly made by Mr. Criswell and seconded Mr. Dugan, 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 6/30/2015, totaling \$1,646,717.25, and as described in Assistant Director David Cohen's memorandum dated July 10, 2015. (Copy attached.)

Facilities Maintenance Department's Changeover to include maintenance of DPW Buildings. The Director provided a verbal update on status of changeover planned to become effective in July 2016 at which time the FMD will be taking over maintenance and custodial responsibilities for the DPW buildings located on Municipal Way and at the RDF. The Director confirmed the Board would continue to be kept apprised of the repair work done to the DPW facilities buildings.

Noise and Outdoor Lighting Committee Considerations for Town Board and Departments. The Director referred to correspondence from Planning Director Michael Zehner. Following a brief discussion related to the information, it was determined there is no action required by the Board or Department of Public Works at this time.

ENGINEERING DIVISION

Statement of Fact: Washington Street Reconstruction Phase 2 – Contract #15C-420-1521. Following the Director's review of the bid recommendation not to award prepared by Assistant Town Engineer Douglas Stewart and upon motion duly made by Mr. Dugan and seconded by Mr. Criswell, it was unanimously,

VOTED: It is recommended that no award be made at this time for the "Washington Street Reconstruction between Forest Street and Morton Street," Contract #15C-420-1521 as both bids received on June 18, 2015 have exceeded the Town's available funding.

Statement of Fact: Salt Shed Replacement – Contract #15C-410-1526. Following the Director's review of the bid recommendation not to award prepared by Assistant Town Engineer Douglas Stewart and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: It is recommended that no contract award be made for Contract No. 15C-410-1526, "Department of Public Works Salt Shed Replacement Project".

PARK & HIGHWAY DIVISION

Statement of Fact: Concrete Sidewalks & Granite Curbing Installation and Replacement – Contract #15C-420-1530. Following the Director's review of the bid prepared by Assistant Town Engineer Douglas Stewart, and upon motion duly made by Mr. Dugan seconded by Mr. Criswell, it was unanimously,

VOTED: That the award for Contract No. 15C-420-1530, "Concrete Sidewalks & Granite Curbing Installation and Replacement"

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be made to Allied Paving Corporation, 10 Jean Avenue, #17, Chelmsford, MA 01824, all in accordance with our specifications and their bid, as the lowest responsible and eligible bidder.

WATER & SEWER DIVISION

Statement of Fact: Contract #15C-460-1523 – Sewer Main Replacement on Martin Road, Wellesley, Massachusetts. Following the Director's review of the bid award recommendation prepared by Water Systems Engineer Meghan Condon, and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: That Contract #15C-460-1523 for the Sewer Main Replacement on Martin Road be awarded to A. Vozella & Sons, Inc. of Brockton, MA all in accordance with our specifications, their unit bid prices and total price of \$47,758.01.

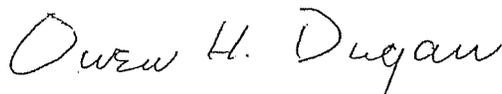
Monthly Performance Report. Mr. Pakstis referred to the report prepared by Water & Sewer Superintendent Shaughnessy that highlights the Water & Sewer Division's activities during May 2015 including: water demand and water supply, as well as the Daily Water Pumping Record, the iron and manganese Chemical Analyses, and a graph of water supply trending as well as a graph of the temperature, and the Summary Report. Mr. Shaughnessy noted that there has not been a need to access as much MWRA water recently. He was encouraged by the Board to keep up the good planning.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the Financial Statement for the month of May 2015. It was acknowledged by the Board that all appears to be going well.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,



Owen H. Dugan
Secretary

TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS
20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

MICHAEL PAKSTIS
DIRECTOR

TELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

July 10, 2015

To: Board of Public Works
From: David Cohen, Assistant Director
Re: Capital Carry Forward, FY2015

David Cohen

Attached is a revised summary of the Capital Budget amounts that will be carried forward into FY16. The one item that is different from the version that was approved by the Board on June 8th is Highway Street Resurfacing project 95210. We are asking to carry forward more than originally estimated because there were charges to this account that were attributable to the Chapter 90 Street Resurfacing authorization. We expect to fully expend the Street Resurfacing carry forward amount during the current construction season.

It is requested that the Board of Public Works approve the following motion:

That the Board of Public Works approves the carry forward of the DPW capital accounts listed on the Capital Carry Forward report dated 6/30/15.

Attachment

Capital Carry Forward as of 6/30/2015

Division/Account	Project	Town Meeting Year & Article	Fiscal Year	Purpose	Appropriation	Carry Forward
Highway						
	14204995	ATM 14, Art 8	2015	STREET RESURFACING	432,500.00	368,989.08
	14204995	ATM 14, Art 8	2015	CRACKSEALING	50,000.00	41,320.25
	14209013	ATM 12, Art 8	2013	SIDEWALK RESTORATION	110,339.72	40,078.03
	14209014	ATM 13, Art 8	2014	SIDEWALK RESTORATION	80,000.00	80,000.00
	14204995	ATM 14, Art 8	2015	SIDEWALK RESTORATION	100,000.00	100,000.00
	14204995	ATM 14, Art 8	2015	PRIVATE WAYS	20,000.00	15,738.74
	14204995	ATM 14, Art 8	2015	GUARDRAIL REPLACEMENT	60,000.00	50,020.00
	14204995	ATM 14, Art 8	2015	PRKHWY FACILITY BUILDING IMPROVEMENTS	30,000.00	20,220.39
	14204995	ATM 14, Art 8	2015	PRKHWY FACILITY - BUILDING ROOF (DESIGN)	30,000.00	30,000.00
	14209011	ATM 10, Art 8	2011	Highway Total	912,839.72	746,366.49
Park & Tree						
	14304995	ATM 14, Art 8	2015	ELEMENTARY SCHOOL FIELD IMPVT	40,000.00	14,663.80
	14304995	ATM 14, Art 8	2015	H S/HUNNEWELL FIELDS	25,000.00	923.38
	14309010	ATM 09, Art 8	2010	HUNNEWELL FIELD MAINT/RESTROOM (DESIGN)	25,000.00	25,000.00
	14304995	ATM 14, Art 8	2015	SPRAGUE FIELD REHAB	15,000.00	1,793.12
	14304995	ATM 14, Art 8	2015	PLAY EQUIPMENT REPLACEMENT	40,000.00	32,456.74
	14304995	ATM 14, Art 8	2015	TENNIS AND BASKETBALL COURT IMPROVEMENTS	40,000.00	35,375.08
	14309014	ATM 13, Art 8	2014	TENNIS AND BASKETBALL COURT IMPROVEMENTS	10,000.00	10,000.00
	14304995	ATM 14, Art 8	2015	ADA REQUIREMENTS	9,461.87	8,094.65
	14309014	ATM 14, Art 8	2014	ADA REQUIREMENTS	10,000.00	10,000.00
	14309014	ATM 13, Art 8	2015	ADA REQUIREMENTS	11,000.00	6,083.50
	14304995	ATM 14, Art 8	2015	TRAFFIC ISLAND AND STREETSCAPE RENOVATIONS	4,525.83	978.33
	14304995	ATM 12, Art 8	2013	DRINKING FOUNTAINS	8,000.00	8,000.00
	14309013	ATM 14, Art 8	2015	DRINKING FOUNTAINS	4,722.53	4,722.53
	14304995	ATM 14, Art 8	2013	FULLER FOOTBRIDGE	7,000.00	7,000.00
	14309013	ATM 12, Art 8	2013	FULLER FOOTBRIDGE	7,000.00	7,000.00
	14309014	ATM 13, Art 8	2014	FULLER FOOTBRIDGE	28,000.00	28,000.00
	14304995	ATM 14, Art 8	2015	FULLER FOOTBRIDGE	8,000.00	7,597.36
	14309014	ATM 13, Art 8	2014	MOTH CONTROL PROJECT	8,000.00	8,000.00
	14304995	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	ATM 14, Art 8	2015	CONTAINER REPLACEMENT	22,500.00	19,445.86
	14409014	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

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JULY 14, 2015
5:30 PM**

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of June 8, 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 July a focus on Preventing Falls From Equipment. **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.**

DIRECTOR'S GOALS FOR FY 2016. Director to review with the Board proposed goals for the coming fiscal year. **BOARD FEEDBACK REQUESTED.**

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

UPDATE ON FACILITIES MAINTENANCE DEPARTMENT'S CHANGEOVER TO INCLUDE MAINTENANCE OF DPW BUILDINGS. Director to provide verbal update on status of changeover to become effective in July, 2016. **NO BOARD ACTION REQUIRED.**

NOISE AND OUTDOOR LIGHTING COMMITTEE CONSIDERATIONS FOR TOWN BOARDS AND DEPARTMENTS. Director to refer to correspondence from Planning Director Michael Zehner. **BOARD FEEDBACK REQUESTED.**

2. ENGINEERING

STATEMENT OF FACT: WASHINGTON STREET RECONSTRUCTION PHASE 2 – CONTRACT #15C-420-1521. Director to refer to bid recommendation not to award prepared by Assistant Town Engineer Douglas R. Stewart. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

STATEMENT OF FACT: SALT SHED REPLACEMENT – CONTRACT #15C-410-1526. Bid award recommendation prepared by Assistant Town Engineer Douglas R. Stewart to be distributed at the meeting. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

3. PARK & HIGHWAY DIVISION

STATEMENT OF FACT: CONCRETE SIDEWALKS & GRANITE CURBING INSTALLATION AND REPLACEMENT - CONTRACT #15C-420-1530. Director to refer to bid award bid recommendation prepared by Assistant Town Engineer Douglas R. Stewart. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER DIVISION

STATEMENT OF FACT: CONTRACT: #15C-460-1523 – SEWER MAIN REPLACEMENT ON MARTIN ROAD, WELLESLEY, MASSACHUSETTS. Director to refer to award recommendation prepared by Water Systems Engineer Meghan Condon. **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 May 2015. **NO BOARD ACTION REQUIRED.**

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

7. FYI

- Building Inspection Maintenance Program – April 2015
- Ltrs. to property owners regarding trees presenting potential hazards
- Ltrs. to Employees re: Recognition of Excellent Job Performance
- Ltr. to DEP Re: DBPR (TTHM & HAA5) Monitoring for 2nd Quarter 2015
- Correspondence Re: Consumer Confidence Report for the year 2014
- Ltrs. of appreciation to WJS for assistance and exceptional service provided by W&S crews
- Ltr. from area residents to Board of Selectmen re: Brook/Radcliffe/Benvenue intersection