

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
NOVEMBER 19, 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 Sumner; and Advisory Subcommittee Liaison Thomas Frisardi; Ellen Korpi on behalf of the Sustainable Energy Committee and Catherine Johnson.

**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 October 21, 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.

Ms. Korpi conveyed to the Board that she was present as the Chair of the Town of Wellesley's Sustainable Energy Committee and reiterated that the mission given to that Committee by Annual Town Meeting was to put a spotlight on the importance of lowering the carbon footprint of the Town. Ms. Korpi informed the Board and Staff that last week she had met with Ms. Babson and other members of the Town Government Study Committee and conveyed one question raised for consideration: Should the Committee's role be expanded beyond energy sustainability? Ms. Korpi referred back to the original charge from Annual Town Meeting and noted she had been informed that it also included incorporating recycling as part of the mission.

Ms. Korpi expressed her enthusiasm toward this effort and indicated she wanted to request the support of the Board of Public Works as the Sustainable Energy Committee (SEC) would like to work with the DPW Staff on a cooperative and collaborative basis. The DPW would be a helpful resource for members of the SEC to achieve a more complete understanding of this issue, in particular organic waste as a source of renewable energy. She recommended that consideration be given by the BPW and staff of the DPW to work toward the conversion of food waste as an ultimate source of

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energy. Ms. Korpi suggested that perhaps one day there may be a food/waste management plan in the Town of Wellesley for which residents would provide a portion of the stock.

Chairman Dugan responded that it sounded like a very good idea and recommended Ms. Korpi work through Director Pakstis who would provide the Board with periodic updates on the subject. Vice Chairman Donohue added it would need to be confirmed that the process would make fiscal sense prior to its moving beyond the conceptual stage.

Catherine Johnson was present to express her disappointment about the decision to remove the plantings from the island at the intersection of Washington Street and Wellesley Avenue. Ms. Johnson referred to a 2.4 billion dollar project being embarked upon in New York City, the goal of which is to implement curbside gardens as part of a stormwater management system and noted the plants would produce oxygen as a secondary byproduct of the undertaking. She indicated it was her hope that the Board may consider something of a similar nature, in the future, and her goal to "plant a seed" for thought.

### ADMINISTRATION

**Next Board Meeting.** Following a brief discussion it was suggested the next BPW meeting be held on either December 9<sup>th</sup> or the 16<sup>th</sup> depending upon confirmation of Mr. Donohue's availability to attend.

**Advisory Liaisons.** In response to Chairman Dugan's invitation for comment, Mr. Frisardi reconfirmed that the Board is scheduled to join the Advisory Committee at 7:00 p.m. this evening.

**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 November with as focus on "Portable Fire Extinguishers – Part 1. Fire Extinguisher Basics; Part 2. Using A Fire Extinguisher."

**Procurement of Supplies and Services.** The Director advised the Board of the increase in the threshold for the amount to be approved to \$34,999 in M.G.L. c. 30B for bid requirements and requested the Board increase his approval threshold to reflect the same amount approved.

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

**VOTED:** To approve an increase in the amount the Director is able to approve for procurement of supplies and services from \$24,999 to \$34,999.

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Following this approval, it was requested that the Director resume including a Statement of Fact Activity Report which lists those contracts which have a value of up to \$34,999 included in the Friday Night Mail package.

**FY 2016 Tax Impact Operating Budget.** The Director reviewed with the Board Version 2.1 of the proposed operating budget and responded to specific questions from the Board. The Director and Assistant Director explained that this budget details our anticipated tax impact to operating needs for FY 2016. The total FY 2016 tax impact request, not including RDF Business Initiatives is \$6,718,671 which is an increase of \$133,628 or 2.0% over the FY15 budget. It was noted this request is approximately \$31,000 less than the targeted goal for FY16. An extensive review of the personal services and expense increases was conducted. The expense budget increase of \$32,138 is due primarily to increases in vehicle maintenance, fuel and utility charges, offset by a decrease in projected trash tonnage.

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

**VOTED:** To approve Version 2.1 of the FY 2016 Tax Impact Operating Budget in the amount of 6,718, 671. The total appropriation request would be \$6,850,704 which includes the Recycling & Disposal Facility's initiatives, as presented to the Board and dated November 14, 2014

**FY 2016 Water & Sewer Enterprise Fund Budgets.** The Director referred to Version 1.0 of the FY16 Water and Sewer Operating and Capital budget summaries. Also referenced was a budget overview spreadsheets that identified the key drivers of each operating budget, as well as the controllable combined Water and Sewer Operating Budget. Also reviewed was the preliminary version of the Five-year Capital Plan for both the Water and Sewer Divisions.

The Director indicated to the Board that staff would continue to review these budgets and they 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 FY15 First Quarter Report and responded to specific inquires from the Board. Commissioner Donohue commented that he continues to find these reports to be a useful tool.

### WATER & SEWER DIVISION

**Monthly Performance Report.** The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy which highlighted the Water & Sewer Division's activities during the month of September 2014. Staff responded to specific questions from the Board.

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**Water & Sewer Enterprise Funds Financial Statements.** The Director reviewed with the Board the Financial Statements for the month of October 2014.

**ADJOURNMENT**

The meeting adjourned at 6:50 p.m.

Respectfully submitted,



Paul L. Criswell  
Secretary

**DISCUSSION ITEMS  
WELLESLEY BOARD OF PUBLIC WORKS MEETING  
NOVEMBER 19, 2014  
5:30 PM**

**CITIZEN SPEAK**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of October 21, 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 November with a focus on "Portable Fire Extinguishers -- Part 1. Fire Extinguisher Basics; Part 2. Using A Fire Extinguisher." **NO BOARD ACTION REQUIRED.**

**FY 2016 TAX IMPACT OPERATING BUDGET.** Director to review with the Board Version 2.1 of the proposed funding requests. **BOARD APPROVAL AND VOTE REQUIRED.**

**FY 2016 WATER & SEWER ENTERPRISE FUND BUDGETS.** Director to review with the Board Version 1.0 of the proposed funding requests. **BOARD FEEDBACK REQUESTED.**

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

**PROCUREMENT OF SUPPLIES AND SERVICES.** Director to advise the Board of the increase in the threshold for the amount to be approved to \$34,999 in M.G.L. c. 30B for bid requirements and request the Board increase his approval threshold to reflect the same amount. **BOARD APPROVAL AND VOTE REQUIRED.**

**3. PARK & HIGHWAY DIVISION**

**STATEMENT OF FACT - CONTRACT NO. 15S-420-1509: SODIUM CHLORIDE (ROAD SALT) FURNISHED & DELIVERED TO BE DISTRIBUTED AT THE MEETING WEDNESDAY EVENING** Director to review bid recommendation prepared by Assistant Highway Superintendent Beth Gildae. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

## **5. WATER & SEWER DIVISION**

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

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the Financial Statements for the month of October 2014. **NO BOARD ACTION REQUIRED.**