

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
DECEMBER 9, 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; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Sumner; and Advisory Subcommittee member Frank Pinto and Ellen Korpi of the Sustainable Energy Committee.

**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 November 19, 2014, as amended.

**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 she was appreciative of the Board and staff's support of her efforts related to the potential recycling of food waste. She indicated that she plans to work with Management Division Staff to identify the key management challenges and dreams which will enable the Sustainable Energy Committee to collaborate in a supportive role/capacity utilizing that Committee's asset related to community outreach with the Management Division Staff. Ms. Korpi mentioned having attended a webinar on food waste and also referred to her willingness to attend a DEP-sponsored grant seminar to learn more about grants that may be available to municipalities for reducing waste. Commissioner Donohue reiterated the goal of the Management group as being one to focus a spotlight on issues and community engagement and emphasized the Board and Staff look at this as a collaborative and positive effort.

**Advisory Committee Presentation.** Commissioner Criswell complimented Vice Chairman Donohue as well as both the Director and Assistant Director on the recent presentation made to the Advisory Committee. He noted their ability to deliver a message with authority and conviction while providing meaningful information for the Advisory Committee members. Commissioner Donohue thanked Mr. Criswell for his assistance with that presentation as well.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

December 9, 2014

2

### ADMINISTRATION

**Next Board Meeting.** Following a brief discussion it was decided that the next BPW meeting would take place on Tuesday, January 13, 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 echoed Mr. Criswell's sentiments noted earlier about how helpful the presentation was to provide additional clarity on various budget items for the Advisory Committee.

**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 December with as focus on "Preventing Overexertion Injuries." It was the consensus of the commissioners that topic of this Safety Spotlight was particularly helpful.

**Statement of Fact Activity Report.** The Director referred to the report which included contracts awarded during this fiscal year, to date.

**FY 2016 Water & Sewer Enterprise Fund Budgets.** The Director referred to Version 2 of the Water and Sewer Operating and Capital Budgets. The Board and Staff discussed and reviewed the various programs, the respective lines items and five-year projections, as well as the Water and Sewer Operating Plan Summaries and Proformas.

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

**VOTED:** To approve the Water Enterprise Fund Budget Version 2, including the Operating Budget in the amount of \$5,664,058; the Non-Operating Budget in the amount of \$548,250; and for Capital and Debt Obligations in the amount of \$5,892,233 for a total, including contingencies, of \$12,105,540.

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

**VOTED:** To approve the Sewer Enterprise Fund Budget Version 2, including the Operating Budget in the amount of \$7,809,976; the Non-Operating Budget in the amount of \$196,350; and for Capital and Debt Obligations in the amount of \$950,397 for a total, including contingencies, of \$8,956,723.

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**

December 9, 2014

3

**ENGINEERING DIVISION**

**Washington Street Resurfacing Project.** The Director referred to the proposed draft response in reply to correspondence addressed to Chairman Dugan from the Planning Director. Mr. Pakstis explained he has been working with Executive Director Hans Larsen and Town Counsel to review the boundaries and limitations of the Town's Planning Board and Design Review Board, specifically with regard to Phase Two of the Washington Street Resurfacing Project. The Director conveyed that Town Counsel will provide him with a determination which will address the matter of inviting review and comment on plans and scope of project work.

**PARK & HIGHWAY DIVISION**

**Statement of Fact – Contract No. 15S-420-1509: Sodium Chloride (Road Salt) Furnished and Delivered. We will use approximately 3,000 tons.** 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 #15S-420-1509 for Sodium Chloride (Road Salt) – Furnished & Delivered be awarded to the lowest responsible and responsive bidder, Eastern Minerals, Inc., 134 Middle Street, Lowell, MA, in accordance without specifications and their bid price of \$67.00 per ton for road salt.

**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 the month of October 2014. Staff responded to specific questions from the Board related to water demand. Mr. Shaughnessy reported that the current demand is for 2,000,000 gallons per day.

**ADJOURNMENT**

The meeting adjourned at 6:40 p.m.

Respectfully submitted,



Paul L. Criswell  
Secretary

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS MEETING**  
**DECEMBER 9, 2014**  
**5:30 PM**

**CITIZEN SPEAK**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of November 19, 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 December with a focus on "Preventing Overexertion Injuries." **NO BOARD ACTION REQUIRED.**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to review the list of contracts of value up to \$34,999 awarded to date during the current fiscal year. **NO BOARD ACTION REQUIRED.**

**FY 2016 WATER & SEWER ENTERPRISE FUND BUDGETS.** Director to review with the Board Version 2.0 of the proposed funding requests. **BOARD FEEDBACK REQUESTED.**

**2. ENGINEERING**

**WASHINGTON STREET RESURFACING PROJECT.** Director to refer to draft response in reply to correspondence from Planning Director Michael Zehner. **BOARD FEEDBACK REQUESTED.**

**3. PARK & HIGHWAY DIVISION**

**STATEMENT OF FACT - CONTRACT NO. 15S-420-1509: SODIUM CHLORIDE (ROAD SALT) FURNISHED & DELIVERED.** 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 October 2014. **NO BOARD ACTION REQUIRED.**

## 7. FYI

- Fourth Quarter Monitoring Results submitted to DEP
- Correspondence to Needham Conservation Commission re: Land Owned by Wellesley Department of Public Works
- Letter of notice to resident related to overgrown trees and or shrubbery.