

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
OCTOBER 7, 2013**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom in the Utility Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman Paul L. Criswell, and Commissioners and Owen H. Dugan and David A.T. Donohue; Director Michael P. Pakstis; Assistant Director David A. Cohen; Town Engineer David J. Hickey, Jr., Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Sumner; Advisory Subcommittee members Andrew Patten and Thomas Frisardi. Fuller Brook Park Coordinating Committee members Katherine L. Babson, Jr., Rose Mary Donahue, Robert White and Project Manager Stephen S. Fader, P.E.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of September 10, 2013, with modifications, subject to clarification of the reference to the conceptual Stormwater Program which is under consideration.

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.

Mr. Patten expressed his appreciation for the beautification efforts made to the Priscilla Road median/traffic island and noted he remains hopeful that the enhancements will endure the harsh winter elements and suggested consideration be given to a photo of the location being added to the DPW website.

Brookside Road. Mr. White requested staff evaluate a section of this road way that runs from Wellesley Avenue to the Needham Town Line, the condition to which he referred as not being in good shape. The Director notified Mr. White this is a private way and it is the responsibility of the abutter(s) to petition for any work to be done.

Upcoming Meeting with Advisory Committee. Mr. Patten notified the Board members they would be invited to attend one of three meetings to be held in November. He will e-mail potential dates to them in the near future.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

October 7, 2013

2

ADMINISTRATION

Fuller Brook Park Preservation Project (FBPPP). Mr. Criswell welcomed Katherine Babson, Rose Mary Donahue, Robert White and Stephen Fader, P.E. as representatives from the Fuller Brook Park Coordinating Committee (FBPCC).

Ms. Donahue spoke first and began her remarks by pointing to how this project impacts the DPW and how helpful it has been for Messrs. Pakstis and Hickey to join Mr. Criswell as part of the Committee. Ms. Donahue acknowledged the numerous contributions from staff and Chairman Criswell that have been made while reviewing the plan and design. She assured the Board that the Committee has taken great care while moving forward with the process. Mindful of the responsibility to be sensitive to the financial circumstances of the Town, they have continuously reviewed what needs to be done vs. what would be nice to do and established priorities, accordingly. Ms. Donahue announced that the plans are close to 100% completion and the greater plan is for this project to be brought to the spring Annual Town Meeting. Therefore, it was concluded this would be an appropriate time to pursue discussions with the Board related future responsibilities and funding resources.

Ms. Donahue conveyed she has been approached by others who ask the question: "Isn't some of this work under the purview of public works?". She then referred to a stretch of the sewer trunk that is now exposed and inquired if that element would qualify as a capital improvement in terms of a sewer project.

Chairman Criswell concurred with Ms. Donahue and acknowledged that while there are significant public works aspects to the project, he noted everything the DPW does is subject to budgetary constraints. It was emphasized that inasmuch as the Board and Department may wish to be supportive, the level would be dictated by the budget. Chairman Criswell pointed out that if a committee did not already exist, the commissioners would be in a position where they would be going to the voters to seek a debt exclusion or Community Preservation Committee funds.

Representatives from the FBPCC inquired about potential sources of funding. A lengthy discussion evolved among those present related to inquiries about the DPW budget and, more specifically, about the possibility of consideration being given to adding a portion of the cost of this project as a capital in the coming years.

Commissioner Donohue responded that since this project had not been conceived as falling within the purview of the Department of Public Works, it was never under consideration by the Board for inclusion under any five-year budget plan. However, he did convey that if a sewer line should rupture requiring immediate attention, the matter would be addressed.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

October 7, 2013

3

Ms. Donahue referred to two discreet elements which include drainage improvements and the stream relocation about which she has received questions. She also emphasized the many opportunities that will result from this project and listed improvements that would be made including: renovations to the brook; stabilization of the banks; and removal of invasive plantings, all of which would benefit the Town.

Chairman Criswell conveyed to his fellow commissioners the purpose of the discussion this evening was to start a dialogue between the Board of Public Works and the FBPCC to establish an understanding of the expectation level for DPW participation in the future. Mr. Criswell conveyed it is his belief that it would be a positive gesture if the Board and Department of Public Works could make some financial commitment to participate at a symbolic level.

Commissioner Dugan reminded the Committee representative of the limitations imposed by the enterprise funds. Any increase not already included in the capital plan would translate into a raise in sewer rates.

In reply to Ms. Donahue's specific inquiry as to whether or not the exposed sewer pipe is a priority, Mr. Hickey responded that a video inspection of the location had been conducted which indicated the condition is not of immediate concern. Mr. Pakstis referred to the culvert and indicated that since the cost to move it would be \$300,000, the decision was made to take a more conservative approach and move the stream, instead.

Mr. Criswell stated it was his belief, given the exposed sewer pipe, it would be advantageous for the DPW to make a contribution to this aspect of the project as there would be some cost down the line that would come out of the Sewer Fund. He added, too, it is his feeling that each Town Board should give consideration to making a symbolic contribution to this project.

Chairman Criswell noted two primary questions remain. First, can the DPW contribute some amount to this project out of standards within the levy limit capital budgets? Second, will the BPW be an enthusiastic partner talking about the debt exclusion aspects of the project?

Commissioner Donohue raised the matter of future responsibility to perform the work provided the project is approved with a debt exclusion. Ms. Donahue responded that assuming funding is approved to move forward with construction, vegetation and stream work, it is her hope and expectation that DPW could take a lead in overseeing the construction phase of the project.

Also referenced were the operations and management components of the project which have some very comprehensive recommendations as well as what materials might be needed to maintain the path and estimating maintenance costs.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

October 7, 2013

4

Mr. Pakstis conveyed that he and Ms. Donahue had discussed the construction phase and agreed this portion of the project could be managed by public works staff.

Mr. Pakstis added that while the DPW maintains the area now, it is not to the degree that would be required in the future. He and Mr. Hickey have concluded any plan should include the addition of a senior civil engineer to oversee the process which would be funded under project management services.

Ms. Babson noted the DPW would be responsible for the implementation of the project.

Chairman Criswell then referred briefly to the second phase of the project involving the EPA and requested staff feedback related to how we would comply with Phase II of the EPA permit as the location is one of the major trunks of the Towns stormwater system.

The Director responded that when the Town Engineer reviewed the Order of Conditions he acknowledged much would need to be done. The purpose of the brook is for storm water. It will be a significant piece of the permit going forward. Staff has developed a sense of what would be helpful to the Town, including its pro-active stance. The Director emphasized there is no extra funding in the stormwater program

Chairman Criswell recommended proposing to the voters the amount of money that is determined will need to be spent down the road to comply with the EPA permit and be included it as part of this project.

At 6:22 p.m. the guests thanked the Board members for their time and for having provided a basis for creative thinking and departed the meeting.

Coming Events/Next BPW Meeting. Mr. Pakstis referred to the listing of upcoming events. Following a brief discussion, it was agreed that the next meeting of the Board of Public Works would be held one evening during the second week of November at 5:30 p.m. A definitive date will be decided upon once each of the commissioners' availability has been confirmed.

Accident Summaries. The Director reviewed the summary of personal injury and vehicle incidents to date and reviewed specific reasons for the incidents. Also referenced was the Safety Spotlight for the month of October with a focus on "Seven (7) Strategies for Safer Work".

Proposed FY2015 Tax Impact Capital Budget Version 2.0. The Director reviewed with the Board Version 2 of the proposed capital budget and responded to specific questions from the Board. The Director and Assistant Director conducted an extensive review of various Programs and line items, including: Street Improvement, Sidewalk Restoration, Private Ways, Drainage Improvements, DPW Facilities, Athletic Field/Playground Improvements; and Equipment Procurement. Also reviewed were the Capital Project Planning Sheets, as well as the anticipated capital needs of the Department of Public Works over the next five years.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

October 7, 2013

5

The Board inquired about specifics related to the street improvements where the \$60,000 for guardrails would be spent as referred to in the proposed Capital Request.

The Director referred to a discussion that took place at the recent Inter-Board Meeting during which it was confirmed that all Town Boards should be submitting budgets commensurate with what was submitted in last year's five-year plan.

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

VOTED: To approve the FY2015 Tax Impact Capital Funding Budget as written October 3, 2013, of which the Cash Capital Budget is \$1,761,000 and \$742,000 is designated as Bonding/Other for a Total Capital Request in the amount of \$2,503,000.

It was noted that a review of the 2015 Capital Budget will be presented to the Advisory Committee in November, the exact date to be decided upon in the near future.

PARK & HIGHWAY

Contract #14S-430-1496: Athletic Field Grass Seed. Following a review of the bid recommendation prepared by Assistant Park Superintendent Michael Quinn and upon motion duly made by Mr. Dugan and seconded by Mr. Criswell, it was unanimously,

VOTED: That Contract #14S-430-1496 for Athletic Field Grass Seed be awarded to Pro Lawn Supply Inc., 67-A Millbrook Street, Worcester, MA 01606, for a total bid price of \$34,470.00.

WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water and Sewer Superintendent Shaughnessy for the month of August. In response to Dugan's inquiry, Mr. Shaughnessy reviewed specific findings related to the Sanitary Survey recently conducted by the Department of Environmental Protection's New England Region's water supply side. Upon conclusion of the review of the report, it was the consensus of the Board that this report was informative and useful.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the Financial Statements for the months of July and August 2013 and responded to specific questions from the Board. It was noted there was useful information in both reports.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

October 7, 2013

6

ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David A.T. Donohue", with a long horizontal flourish extending to the right.

David A.T. Donohue
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
OCTOBER 7, 2013
5:30 PM**

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of September 10, 2013. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

FULLER BROOK PARK PRESERVATION PROJECT (FBPPP). Katherine Babson, Rosemary Donahue, Robert White and Stephen Fader are expected to be in attendance representing the Fuller Brook Park Coordinating Committee to discuss with the Board the FBPPP and the DPW's role and responsibilities. **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 October with a focus on "Strategies for Safer Work". **NO BOARD ACTION REQUIRED.**

FY 2015 TAX IMPACT CAPITAL FUNDING REQUEST. Director to refer to Version 2.0 of the proposed Capital Request. **BOARD VOTE REQUIRED.**

3. PARK & HIGHWAY DIVISION

CONTRACT #14S-430-1496: ATHLETIC FIELD GRASS SEED. Director to review Bid Recommendation and Statement of Fact prepared by Assistant Park Superintendent Michael Quinn. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUESTED.**

5. WATER & SEWER

MONTHLY PERFORMANCE REPORT. Director to refer to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of August 2013. **NO BOARD ACTION REQUIRED.**

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

7. FYI

- Notification letters to residents re: obstructions in public way and/or trees posing potential hazards; and panel fence on town property.
- Letter to employee emphasizing need to exercise more care when backing.