

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
SEPTEMBER 10, 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 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 Surner; Advisory Subcommittee member Andrew Patten and Ellen Korpi interested citizen and official observer on behalf of the League of Women Voters.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session minutes of the meeting of July 10, 2013, as presented.

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

**VOTED:** To approve the Open Session minutes of the meeting of August 22, 2013, 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.

Ms. Korpi conveyed that since she has been attending meetings of the Board of Public Works recently as a citizen, she wished to extend to Chairman Criswell, as well as the other commissioners and staff her thanks for their having been appreciative of the interest she has related to issues that fall within the purview of the Board of Public Works.

Ms. Korpi also informed the Board and Staff that it has been requested that she fulfill the role of official observer on behalf of the League of Women Voters. As a final point, Ms. Korpi noted that she read in the BPW meeting minutes of the July 10, 2013 that the Board had deferred its endorsement of the Town of Wellesley's Energy

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Policy pending receipt of additional information, to which Ms. Korpi offered to obtain and provide to the Board the additional data sought in order for the Board to make an informed decision.

### ADMINISTRATION

**Recognition of David Cohen.** The Director recognized Mr. Cohen and acknowledged his attendance at the meeting in his new capacity as Assistant Director of Public Works. Chairman Criswell congratulated Mr. Cohen on his recent promotion and, on behalf of the Board, welcomed him and wished him well in his new position.

**Coming Events.** Mr. Pakstis referred specifically to the 911 Memorial Observances scheduled to be held at the main Fire Station the following day. The Director also reminded the Board of the meeting with the Advisory Committee the evening of September 18, as well as the Inter-Board meeting scheduled for September 26.

**Accident Summaries.** The Director reviewed the summary of personal injury and vehicle incidents to date and reviewed the circumstances related to those incidents. Mr. Pakstis noted that while the number of vehicle incidents is down, a concerted effort is being made to achieve comparable strides toward lowering the number of physical injuries. Reference was also made to the Safety Spotlight for the month of September with a focus on Confined Space Entry. Commissioner Donohue emphasized that there remains an ongoing need for more development of a culture of safety to permeate the environment within the Department.

**FY 2015 Tax Impact Capital Budget - Version 1.0.** The Director referred to Version 1.0 of the proposed Capital Budget. The cover memo describes in the detail the differences between last year's and this year's budget.

A review was conducted of the Capital Budget Summary which identified the anticipated capital needs of the Department of Public Works for the coming five years. The total FY15 cash capital request in the amount of \$1,865,000 is \$104,000 higher than the FY15 projection in last year's five-year capital budget. The cash capital, combined with Bonding/Other in the amount of \$742,000, results in a Total Capital request of \$2,607,000.

Following the budget review, Staff conveyed to the Board they would continue to refine the capital plan and would provide a revised version with additional detailed information in the coming weeks.

**Capital Projects Report.** Mr. Cohen referred to the report which shows the budget and project status for each of the DPW's Tax Impact Capital Programs, as well as related projects. Reference was also made to the timeline which indicated the majority of projects are expected to be completed by the end of the current fiscal year. Staff responded to specific questions from the Board related to particular projects including

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sidewalks as well as street improvements. Upon concluding the review of the Capital Projects Status Report, it was requested another column be added to the sheet which would provide the status of each project.

**Quarterly Report.** The Director referred to the highlights of the Fourth Quarter Report for FY13. Topics discussed included the Recycling & Disposal Facility's ability to generate revenue including the recycling of plastics as well as the business initiative programs including receipt of materials from Roche Bros., Jarvis Appliances, Dana Hall School, Mass Bay Community College and the Towns of Dover, Natick, and Framingham. With regard to the Water & Sewer Division, Mr. Shaughnessy acknowledged that a number of small water service leaks had been detected during the summer months. Upon conclusion of the review, Commissioner Donohue remarked he was impressed with the informational report.

**Stormwater Program.** Information was distributed to the Board related to a potential Stormwater Program. Staff reviewed the projected Sources and Uses of Funds and explained to the Board that the cost of such a program would likely be covered by a special Enterprise Fund. It was noted that the City of Newton's Stormwater Program operates by charging its residents on a quarterly or annual basis which is based upon a variance in sizes and equivalent residential units are taken into consideration.

### WATER & SEWER DIVISION

**Monthly Performance Report.** The Director referred to the report prepared by Water and Sewer Superintendent Shaughnessy for the month of July. Commissioner Donohue noted he was pleased with the clear and colorful chart as well as the trend it depicted. A discussion ensued related to specific portions of the report and Staff responded to questions from the Board.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the Financial Statements for the month of June 2013 and responded to specific questions from the Board. Upon review of the statements, it was concluded the report reflected good, solid performance and the amount of cash on hand was fine.

**Statement of Fact: Contract #13C-470-1490. Cleaning & Cement Lining of Water Mains on Great Plain Avenue and Skyline Drive.** Following a review of the bid recommendation and upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

**VOTED:** That a Contract #13C-470-1490 for Cleaning & Cement Lining of Water Mains on Great Plain Avenue and Skyline Drive be awarded to Biszko Contracting Corp. of Fall River, MA in accordance with our specifications, their unit bid prices and total price of \$205,633.05.

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**OTHER**

**Benchmarking Study.** Mr. Patten notified the Board and Staff that in June members of the Advisory Committee had inquired about the status of this subject. He encouraged the Board and Staff to select three areas to focus upon and obtain concrete information to demonstrate to impartial observers how the Town of Wellesley's Department of Public Works' measurements compare to those of comparable Towns within the vicinity.

**Next Meeting.** It was agreed that the next meeting of the Board of Public Works would be held on Monday, October 7, at 5:30 p.m.

**ADJOURNMENT**

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David A.T. Donohue". The signature is written in a cursive style with a large initial "D".

David A.T. Donohue  
Secretary

**DISCUSSION ITEMS  
WELLESLEY BOARD OF PUBLIC WORKS MEETING  
SEPTEMBER 10, 2013  
5:30 PM**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meetings of July 10, 2013 and August 22, 2013. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**1. ADMINISTRATION**

**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 September with a focus on Confined Space Entry. **NO BOARD ACTION REQUIRED.**

**FY 2015 TAX IMPACT CAPITAL FUNDING REQUEST.** Director to refer to Version 1.0 of the proposed Capital Request. **BOARD FEEDBACK REQUESTED.**

**CAPITAL PROJECTS REPORT.** Director to review status of projects related to the DPW Tax Impact Capital Budget. **BOARD FEEDBACK REQUESTED.**

**QUARTERLY REPORT.** Director to refer to highlights in the FY13 Fourth Quarter Report. **BOARD FEEDBACK REQUESTED.**

**5. WATER & SEWER**

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

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

**CONTRACT 13C-470-1490: CLEANING & LINING PROJECT ON GREAT PLAIN AVENUE AND SKYLINE DRIVE.** Director to review Bid Recommendation and Statement of Fact. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

## 7. FYI

- Correspondence related to Northern Basin Dredging & Beach Nourishment at Morses Pond
- Report to MWRA/Sulfide Mitigation to MWRA Sewerage System.
- DBPR/VOC Monitoring of 2<sup>nd</sup> Qtr. 2013.
- First Quarter SDWA Monitoring Results.
- Annual Lead & Copper Monitoring for Wellesley to DEP.
- Coliform Sampling Plan for review by DEP.
- Notification letters to residents re: obstructions in public way and/or trees posing potential hazards; and panel fence on town property.
- Letter of appreciation for retirement send-off from Judy Curby.