

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**JUNE 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 Paul L. Criswell and Commissioners Owen H. Dugan and David A.T. Donohue; Director Michael P. Pakstis; Assistant Director David A. Cohen; Executive Secretary Debra Surner; Advisory Subcommittee members Andrew Patten and Thomas Frisardi; and Ellen Korpi, Chair of the Sustainable Energy Committee.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session minutes of the meeting of May 5, 2014, 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 began by referring to three items she wished to bring to the attention of the Board. The first of which was her appreciation of Assistant Park Superintendent Michael Quinn's presentation made to the Wellesley Green Collaborative. She complimented Mr. Quinn for having made such an informative presentation related to the method being used to control the winter moth population. It was noted that this process, combined with efforts provided by representatives from UMass who were studying this method, appears to have been effective in minimizing the volume of pests in Centennial Park rather than depending upon the use of chemicals to eliminate the moths.

Ms. Korpi's second point related to the Sustainable Energy Committee. She extended her appreciation for the new signage at the RDF encouraging residents not to let their vehicles idle while depositing their recyclables. The third matter Ms. Korpi brought to the attention of the Board was related to the Collaborative's intention to develop a ballot initiative relative to the need to discourage or eliminate the use of disposable plastic bags.

Mr. Patten apprised the Board and Staff that at a recent meeting of the Advisory Committee there had been a discussion related to the level of participation between the

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Advisory liaisons with their respective boards. Mr. Patten requested that discussion with the Advisory liaisons be listed on the agenda and a specific block of time be reserved at each BPW meeting for Advisory liaisons to make inquiries related to the budgets, as well as any other DPW-related items on a regular basis to provide them with a more in-depth understanding of the Department's operations. Following a brief discussion it was decided that this allotment of time would follow the Citizen Speak portion of each meeting.

Budget discussion with Advisory Liaisons. Chairman Criswell acknowledged Mr. Patten's recent request that the Board allow time for a discussion of the preliminary budget planning for FY 2016.

Mr. Patten began by conveying to the Board that last year during Advisory Committee discussions questions arose related to the operations of the Department of Public Works. He notified the Board and Staff that in the coming year there may be increased scrutiny of public works. In order for the Board and Staff to be well-prepared for the upcoming meetings, Mr. Patten recommended a number of subjects for which the Staff may wish to provide more detailed information including staffing levels, overtime at the Recycling & Disposal Facility (RDF) and additional explanations related to the concept of Work for Others. There was also mention of having both the Operating and Capital Budgets presented at the same time in the early fall this year. Mr. Pakstis replied that in order to accomplish this, it would be imperative that Staff receive much more advanced notification of information pertaining to guidelines. Another consideration would be the timing allotted for coordination of budget preparation, review, revision and final approval by the Board of Public Works.

Mr. Frisardi conveyed that this information should be coupled with the message that the Town has superb public works; the question would be: Could the same level of service be maintained at a lesser cost?

In conclusion, it was decided that in preparation for the annual Advisory Committee's meeting for members to become more well-acquainted with the DPW Staff and its operations, DPW Staff offered to make every effort to provide more in-depth content while keeping the presentation as concise and thorough as possible.

### ADMINISTRATION

**Accident Summaries.** The Director reviewed the summary of personal injury and vehicle incidents to date and reviewed specific reasons for the incidents. The Director made reference to the Safety Spotlight for the month of June with a focus on "Summer Hazards". Following a brief discussion, it was agreed that greater care must be taken in order to avoid back injuries.

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**Reallocation of Recommended Budget Allocations.** The Staff reviewed with the Board the memorandum prepared by Mr. Cohen which explained projections for the end of FY14 showing potential end of year deficits in Highway Personal Services and Expenses and also Management Expenses. Expenditures in other areas of the budget have been managed so that funds are available in Engineering, Park & Tree and RDF to cover these potential allocation deficits to meet budget guidelines.

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

**VOTED:** That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Engineering, Park and Tree, RDF and Management Services to offset the deficit in Highway in an amount not to exceed \$30,000; and

That the Board of Public Works approves the transfer of the available Expense budget balance in Engineering, Park and Tree, and RDF to offset the deficit in Management in an amount not to exceed \$2,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in Engineering, Park and Tree, and RDF to offset the deficit in Highway in an amount not to exceed \$40,000; and

That the Board of Public Works approves the transfer of all positive Personal Services and Expense budget balances in Engineering, Highway, Park, RDF and Management Services to the RDF Baler and Compactors Major Repairs and Replacement Fund in an amount not to exceed \$55,988.

**2014 Capital Carry Forward.** The Director referred to the summary of Capital Carry Forward accounts to be carried forward into FY2015 and responded to inquiries from the Board. There was a discussion related to the timing and coordination efforts for projects involved with the bidding process; the influence of financing through borrowing; the reasons for the need to postpone some work given the timing of other area projects; and traffic management to evaluate what impact it would have upon other projects.

Upon motion duly made by Mr. Donohue and seconded by 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 6/4/14. (Copy attached)

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**Director's Goals for FY15.** The Director referred to the DPW-Wide Goals proposed for FY15. A discussion ensued in which the Director responded to questions and comments from the Board related to each goal.

Upon a thorough review of the proposed FY15 Goals, it was the recommendation of the Board that Goal #1: Reduce lost time accidents and at-fault vehicle accidents by 20%, as well as Goal #3: Reduce/Maintain "unaccounted" water at less than 12.5%, both are to be revised, as discussed. Following an inquiry from Commissioner Criswell regarding the status of the Benchmarking Study -- a comparison of findings of various activities and services being conducted with one or two area towns -- it was requested that the Benchmarking Study be added onto the proposed list as Goal #6, to be brought to conclusion in the coming year.

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

**Annual Reorganization of the Board of Public Works.** Commissioners Dugan and Donohue each expressed his appreciation to Mr. Criswell for his guidance and leadership while serving as Chairman of the Board of Public Works over the past year.

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

**VOTED:** To elect Owen Dugan as Chairman of the Board of Public Works, effective July 1, 2014.

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

**VOTED:** To elect David A.T. Donohue as Vice Chairman of the Board of Public Works, effective July 1, 2014.

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

**VOTED:** To elect Paul L. Criswell as Secretary of the Board of Public Works, effective July 1, 2014.

### PARK & HIGHWAY DIVISION

**Statement of Fact – Contract #14C-420-1505: Surface Treatments of Hot Mix Asphalt Roadways (Chipseal).** Following a review of the bid recommendation and upon motion duly made by Mr. Dugan and seconded by Mr. Donohue, it was unanimously,

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**VOTED:** That Contract #14C-420-1505 for Surface Treatments of Hot Mix Asphalt Roadways (Chipseal) be awarded to the lowest bidder, All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375, in accordance with our specifications and their bid prices as follows:

- |   |           |
|---|-----------|
| Item 1: Furnish, delivery, prepare site and install Hot-Mix Asphalt as directed at various job sites in Wellesley.  | \$2.38/SY |
| Item 2: Furnish, deliver, prepare site and install Double Stone Seal on Hot-Mix Asphalt.  | \$4.10/SY |
| Item 3: Furnish, deliver, prepare site and install 10% Asphalt Rubber Surface Treatment on Hot-Mix Asphalt as directed at various job sites in Wellesley. | \$3.45/SY |
| Item 4: Furnish, deliver, prepare site and install 20% Asphalt Rubber Surface Treatment on Hot-Mix Asphalt as directed at various job sites in Wellesley. | \$4.50/SY |

### WATER & SEWER DIVISION

**Monthly Performance Report.** The Director referred to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of April 2014. Staff responded to specific questions from the Board.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the financial Statements for the month of April 2014. The Director explained that at this time it is anticipated there will not be a need for Water and Sewer rate increases, and confirmed the matter would be reevaluated at the end of summer.

### OTHER

**North 40 Steering Committee.** Commissioner Dugan, who accepted the invitation to serve on this Committee described the structure of the Committee which is comprised of eight representatives from various Town boards and committees as well as two area neighborhood representatives. Mr. Dugan then referred to the Town's interest in potentially purchasing the land being offered for sale by Wellesley College, depending upon the outcome of property testing results.

**Fuller Brook Park Committee.** The Director conveyed to the Board that this newly-formed Committee, in which he and the Town Engineer will play active roles, would be meeting at this location each Tuesday at 8:30 a.m. for the foreseeable future.

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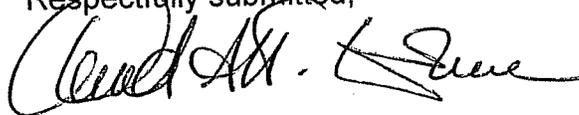
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**ADJOURNMENT**

The meeting adjourned at 7:00 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" and a long, sweeping tail.

David A.T. Donohue  
Secretary

# Capital Carry Forward as of 6/4/2014

Division/Account	Project	Town Meeting Year & Article	Fiscal Year	Purpose	Appropriation	Carry Forward
<b>Highway</b>						
	95210	ATM 13, Art 8	2014	STREET RESURFACING	412,700.00	45,064.37
	95220	ATM 13, Art 8	2014	CRACKSEALING	45,000.00	34,536.85
	95230	ATM 12, Art 8	2013	SIDEWALK RESTORATION	190,554.40	11,969.88
	95230	ATM 13, Art 8	2014	SIDEWALK RESTORATION	80,000.00	80,000.00
	95250	ATM 12, Art 8	2013	CATCH BASIN RECONSTRUCTION	3,776.62	3,776.62
	95260	ATM 13, Art 8	2014	PRIVATE WAYS	20,000.00	20,000.00
	95291	ATM 08, Art 8	2009	PRK/HWY FACILITY - HVAC STUDY	11,409.00	11,409.00
	95293	ATM 10, Art 8	2011	PRK/HWY FACILITY - BUILDING ROOF (DESIGN)	30,000.00	30,000.00
				<b>Highway Total</b>	<b>793,440.02</b>	<b>337,756.22</b>
<b>Park &amp; Tree</b>						
	95310	ATM 13, Art 8	2014	ELEMENTARY SCHOOL FIELD IMPVT	35,000.00	22,045.57
	95320	ATM 13, Art 8	2014	H S/ HUNNEWELL FIELDS	40,000.00	32,308.54
	95321	ATM 08, Art 8	2010	HUNNEWELL FIELD MAINT/RESTROOM (DESIGN)	25,000.00	25,000.00
	95330	ATM 13, Art 8	2014	SPRAGUE FIELD REHAB	15,000.00	1,652.89
	95340	ATM 13, Art 8	2014	PLAY EQUIPMENT REPLACEMENT	35,000.00	7,886.69
	95350	ATM 12, Art 8	2013	TENNIS AND BASKETBALL COURT IMPROVEMENT	20,000.00	9,207.24
	95350	ATM 13, Art 8	2014	TENNIS AND BASKETBALL COURT IMPROVEMENT	40,000.00	40,000.00
	95360	ATM 12, Art 8	2013	ADA REQUIREMENTS	1,372.99	265.43
	95360	ATM 12, Art 8	2013	ADA REQUIREMENTS	10,000.00	10,000.00
	95370	ATM 13, Art 8	2014	ADA REQUIREMENTS	996.25	4,000.00
	95381	ATM 12, Art 8	2013	TRAFFIC ISLAND AND STREETSCAPE RENOVATIO	8,000.00	4,628.09
	95382	ATM 13, Art 8	2013	DRINKING FOUNTAINS	7,000.00	4,722.53
	95382	ATM 12, Art 8	2013	FULLER FOOTBRIDGE	7,000.00	7,000.00
	95390	ATM 12, Art 8	2013	FULLER FOOTBRIDGE	3,643.77	1,208.15
	95390	ATM 12, Art 8	2013	MOTH CONTROL PROJECT	8,000.00	8,000.00
	95390	ATM 13, Art 8	2014	MOTH CONTROL PROJECT	8,000.00	8,000.00
				<b>Park &amp; Tree Total</b>	<b>256,013.01</b>	<b>177,925.07</b>
<b>Recycling &amp; Disposal Facility</b>						
	95410	ATM 13, Art 8	2014	CONTAINER REPLACEMENT	22,500.00	20,520.86
	95414	ATM 10, Art 8	2011	RDF RESURFACE PAVED AREAS	7,443.19	7,443.19
	95414	ATM 13, Art 8	2014	RDF RESURFACE PAVED AREAS	30,000.00	30,000.00
				<b>Recycling &amp; Disposal Facility Total</b>	<b>59,943.19</b>	<b>57,964.05</b>
<b>Fleet Maintenance</b>						
	14509013	ATM 12, Art 8	2013	DPW VEHICLE & EQUIP REPLACEMENT	205,372.68	205,372.68
	14503995	ATM 13, Art 8	2014	DPW VEHICLE & EQUIP REPLACEMENT	718,800.00	399,179.48
				<b>Fleet Maintenance Total</b>	<b>924,172.68</b>	<b>604,552.16</b>