

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
SEPTEMBER 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; Town Engineer David Hickey; Water & Sewer Superintendent William Shaughnessy, Executive Secretary Debra Sumner; Advisory Subcommittee members Thomas Frisardi and Frank Pinto; and resident Ellen Korpi was present in her capacity as the official observer on behalf of the League of Women Voters.

**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 July 14, 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. No one chose to speak.

**ADMINISTRATION**

**Coming Events.** The Director referred to a notification related to the upcoming Special Town Meeting which will begin on Monday, October 27, at 7:30 p.m. in the Wellesley Middle School.

**Advisory Liaisons.** Mr. Frisardi confirmed with the Director and Board that they would consent to his having the draft versions of the budgets scanned and circulated to the other Advisory Committee members for informational purposes. Mr. Frisardi noted also that he would keep Staff apprised of specific inquiries as they arise. He did recommend that when the Board and Staff join the Advisory Committee at a future meeting that they be prepared to discuss work-for-others; how staffing levels are determined; provide an explanation related to how the employees are utilized in areas of operations; and the winter maintenance budget, specifically related to snow removal efforts.

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**Town Government Study Committee (TGSC).** Chairman Dugan summarized the discussions which took place at a September 3, 2014 meeting with the TGSC in which he participated in his capacity as a former Selectman. He indicated that among topics discussed was the timing of Town elections and Annual Town Meeting. It had been suggested that consideration be given to coordinating those events in order to allow for a new board member(s) to have greater participation in the actual process of development of the budget as she/he would later be responsible to explain and support the funding request(s) during Town Meeting.

It was also noted that two representatives from the TGSC would be meeting with each of the Department Heads to obtain their perspective and feedback related to the operation of Wellesley's government. The Director's meeting with representatives of the Committee is scheduled for September 19, 2014.

**North 40.** There was a brief discussion related to various potential uses for this property being offered for sale by Wellesley College and the subsequent impact to the Town's services depending upon the objective of the successful buyer.

**FY 2016 Tax Impact Operating and Capital Budgets.** The Director and Assistant Director reviewed with the Board in detail the Operating Budget Summary which identified the Department's anticipated tax impact operating needs for FY 2016. The total FY 2016 tax impact request, not including RDF Business Initiatives, is \$6,656,276 which is an increase of \$75,119 or 1.1% over the FY15 budget. Staff also reviewed the specifics related to the highlights of the personal services increase of \$89,237 (2.2%), as well as the expense decrease of \$14,118 (-0.6%).

It was noted also that Staff would continue to work toward refining this funding request and added that they are in the process of re-designing the way Work-For-Others and funding from other sources is presented in an attempt to make the budget more straight forward.

The Director also referred to Version 1.0 of the FY 2016 Tax Impact Capital Budget and explained that Version 1.0 summarized the anticipated capital needs of the Department for the next five years. The total FY16 cash capital request is \$2,084,000 and is \$191,000 lower than the FY16 projection in last year's five-year budget. The amount proposed to be funded through borrowing has decreased \$150,000 from last year's projection, and the anticipated use of Chapter 90 funds has increased by \$100,000. The changes from last year's plan for FY16 were itemized under Street Resurfacing; Street Rehabilitation; DPW Facilities and Equipment Procurement.

The Director noted that Staff would also continue to refine this draft plan and would provide a revised plan with more detailed information in the coming weeks.

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**Capital Carryforward Update.** Mr. Cohen referred to the report prepared in response to the Board's request at its July 9 meeting that it be kept apprised on a regular basis as to the use being made of the capital funds through the remainder of this construction season.

### WATER & SEWER DIVISION

**Boil Water Order.** The Director conveyed to the Board the process which was followed as well as the timeline from the receipt of the initial directive from the Massachusetts Department of Environmental Protection until the Boil Water Order was later lifted. He explained that both tanks on Pierce Hill had been drained and have since been thoroughly cleaned, inspected and disinfected. A number of repairs are being made to the tanks' vents and hatchways. While the Director did acknowledge there was some criticism-related to the timing of the notification and the City Watch call which was dispatched by the Police Department's Reverse 911 notification system, it was fortunate there was no crisis experienced by any of the rate payers.

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

**Upcoming Meeting with Advisory Committee.** Commissioner Donohue referred to the meeting scheduled for September 23 at 7:30 p.m. and recommended the Staff and Board have a five or six slides or the DPW organization to more clearly depict the structure of the Department.

**Next BPW Meeting Date.** The date proposed was Monday, October 21, at 5:30 p.m. which will be confirmed upon notice of each commissioner's availability to attend on that date.

### ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Respectfully submitted,



Paul L. Criswell  
Secretary

**DISCUSSION ITEMS  
WELLESLEY BOARD OF PUBLIC WORKS MEETING  
OCTOBER 21, 2014  
5:30 PM**

**CITIZEN SPEAK**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of September 9, 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 October with a focus on "Roadway Work Zone Safety." **NO BOARD ACTION REQUIRED.**

**FY 2016 TAX IMPACT OPERATING AND CAPITAL BUDGETS.** Director to review with the Board Version 2 of the proposed funding requests. **BOARD APPROVAL AND VOTE REQUIRED.**

**QUARTERLY REPORT TO BE DISTRIBUTED AT THE MEETING TUESDAY EVENING.** Director to review highlights in the FY14 Fourth Quarter Report. **NO BOARD ACTION REQUIRED.**

**UNITARIAN UNIVERSALIST SOCIETY OF WELLESLEY HILLS.** Director to refer to request for assistance related to the overflow of Washington Street storm water from church property into the Cochituate Aqueduct. **NO BOARD ACTION REQUIRED.**

**5. WATER & SEWER DIVISION**

**STATEMENT OF FACT - CONTRACT NO. 14C-460-1506: REPLACEMENT OF SABRINA FARM ROAD PUMP STATION REPLACEMENT.** Director to review bid recommendation prepared by Systems Engineer Meghan Condon. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

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

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the Financial Statements for the months of August and September 2014. **NO BOARD ACTION REQUIRED.**

## 7. FYI

- Building Inspection Maintenance Program Inspection Checklists for July and August 2014.
- Building Inspection Maintenance Program 2014
- Letters of notice to five homeowners related to overgrown trees and or shrubbery.
- Emergency Report Form 1 and Coliform Bacteria Level 1 Assessment Form in response to the Boil Water Order completed by W&S Supt. Shaughnessy to Mr. Mahin at Mass DEP.
- DBPR Monitoring for 3<sup>rd</sup> Quarter 2014; VOC Monitoring for 3<sup>rd</sup> Quarter 2014
- Radionuclide monitoring results
- Announcement from Miyares and Harrington LLP