

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
MAY 5, 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; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Surner; and Advisory Subcommittee member Andrew Patten; Donald McCauley of the Board of Selectmen; Deputy Police Chief Jack Pilecki; and Ellen Korpi, Chair of the Sustainable Energy Committee. Interested citizens included Wellesley High School students Maria Battle; Stephanie Zhang, Alyssa Chow; Athenee Chan, Erin Duffy, Monica Ong and Amanda Ong.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meetings of March 18, March 31 and April 7, 2014, as presented.

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

VOTED: To approve the Open Session Minutes of the meeting of March 31, 2014, as presented.

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

VOTED: To approve the Open Session Minutes of the meeting of April 7, 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.

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Power To Choose. Ms. Korpi, Chair of the Sustainable Energy Committee, expressed her thanks to the Director for his support and willingness to allow usage of the announcement board at the Recycling & Disposal Facility for publicity purposes to promote the Power To Choose program, as well as additional visibility by including a corresponding article in the upcoming issue of the DPW Newsletter. Ms. Korpi indicated that the additional publicity has already raised awareness and subsequently increased inquiries as well as formal participation in the program offering.

Students from Wellesley High School. Students were present at the meeting to partially fulfill requirements of the curriculum for their civics class. As the Board addressed matters pertaining to a number of the Department's divisions, the commissioners took turns clarifying the purpose of each division and how various components of the basic infrastructure impact the households within the Town of Wellesley – from street and sidewalk resurfacing to approval of contracts for particular services, an overview as to how the water service is produced throughout the Town, as well as various reporting requirements.

Boston Marathon. It was the consensus of the Board that DPW personnel had demonstrated excellent work related to the clean-up efforts following the Boston Marathon. The Director acknowledged, too, that the Department is appreciative of the assistance provided by Boston Athletic Association (BAA) representatives whose post-marathon activities focus primarily on clean up surrounding the formal water stops along the route throughout Town.

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 May with a focus on "Protecting from Chemical Exposures". Upon review of the personal injury listing, Commissioner Donohue reemphasized his consistent recommendation that more caution needs to be exercised by the employees in order to improve the track record of physical injuries. In response to chairman Criswell's inquiry as to where the Wellesley DPW falls as compared to other DPWs in comparable towns, Mr. Cohen replied that the insurance company with which we work evaluates benchmarking measures which show that while the incidents occur with more frequency, the injuries are of a less severe nature. Thus, the consequences are most often short-term. The Director acknowledged that the need for daily reminders to be conveyed to the crews is ongoing.

ENGINEERING DIVISION

Sidewalk Master Plan. The Director noted that he, along with the Town Engineer and Deputy Police Chief Pilecki, participates on the Town's Traffic Committee.

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Among the topics raised during discussions within those Committee meetings has been the Department's Sidewalk Master Plan.

The Director welcomed Mr. McCauley of the Board of Selectmen who noted he was present to request that improvements to the curbing on the River Street sidewalk be included in this year's plan. Mr. Pakstis then referred to the Sidewalk Master Plan and explained making accommodations for this adjustment would require moving one of the other sidewalks currently designated to a later date.

Mr. McCauley conveyed to the Board and Staff feedback he had received from River Street area residents who have expressed to him their concerns related to use of the existing sidewalk whether it be to walk in the direction of the Schofield School or to and from the Washington Street area in Lower Falls. Mr. McCauley emphasized his preference for the task of improvement to be made this year. He also extended his thanks for DPW staff having made significant repairs to guardrails and trimming vegetation.

Mr. Pakstis noted, again, that if this change is made there are other projects that cannot be undertaken as planned and noted there are many compelling reasons to keep the list as proposed. The Director conveyed all sidewalks on the list are in need of immediate attention and serve a larger population.

Deputy Chief Pilecki indicated he concurs with the sentiments conveyed by Mr. McCauley that the existing curb needs to be replaced due to the short curb reveal as discussed at a neighborhood meeting. He noted that many area neighbors said they do not allow their children to walk along that sidewalk due to absence of granite curbing. Yet Deputy Chief Pilecki added that he understands the need for the DPW has to prioritize those areas most in need of attention.

Following a discussion related how budgetary constraints impact establishing priorities, the Board concurred with the Director that the sidewalks on the current list have been prioritized according to need, as well as volume of foot traffic. Given those considerations the Board was supportive of DPW Staff moving forward with the existing plan and requested that the River Street sidewalk to be among the priorities to be addressed in July 2015. Mr. McCauley and Deputy Chief Pilecki thanked the Board and Staff for taking the time to listen to their concerns and departed the meeting.

Chairman Criswell joined the meeting at 6:00 p.m. at which time Mr. Pakstis notified him that the conclusion drawn following the sidewalk plan discussion was that it is necessary that the Department stay on the plan, as proposed, and the plan would be for the River Street sidewalk to be among the first to be done as part of the Master Sidewalk Plan for FY 2016.

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Washington Street Resurfacing Project – Phase Two/Route 9 to Laurel Avenue.

The Director referred to correspondence addressed to Chairman Criswell from Planning Director Michael Zehner and summarized for the Board the background leading up to the letter related to the resurfacing of a portion of Washington Street which would involve the removal of the brick banding and brick crosswalks as they are not conducive to ADA compliance. When the Planning Director recently requested copies of the project plans to be reviewed by both the Planning and Design Review Boards, it was decided by DPW Staff that it was too late in the process for those Boards to make changes to the existing plan for which the work would soon be undertaken.

Following a discussion between the Staff and Board related to the potential ramifications of submitting future plans to multiple Boards for review and feedback prior to embarking upon projects, the Board concurred that this project was too far along in the planning process to accommodate any changes as that could delay the work being started and time is of the essence given the length of the construction season.

In conclusion, both the Director and Town Engineer emphasized they would be receptive to meeting with the Planning Director to discuss future projects early on in the process.

PARK & HIGHWAY DIVISION

Statement of Fact – Contract #14C-420-1502: Excavation of Hot Mix Asphalt by Cold Planer. 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 Contract #14C-420-1502 for Excavation of Hot Mix Asphalt by Cold Planer be awarded to the lowest bidder, Lazaro Paving, Shirley, MA in accordance with our specifications and their bid prices as follows:

Item I: Cold Plane and/or Profile Hot Mix Asphalt Surfaces to a depth of up to 2 inches	\$2.28/SY
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Item II: Cold Plane and/or Profile Hot Mix Asphalt Surfaces to a depth of up to 2 inches (Night hours)	\$2.47/SY
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RECYCLING & DISPOSAL FACILITY

Statement of Fact – Contract #14E-440-1503: One (1) New 45-Foot Tandem Axle, Walking Floor Trailer. 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 Contract #14E-440-1503 for One (1) New 45-Foot Tandem Axle, Walking Floor Trailer, less trade, plus Alternate 2, be awarded to Spector Manufacturing Inc., of St. Clair, PA, in accordance with our specifications and their bid price of \$58,602.

WATER & SEWER DIVISION

Statement of Fact – Contract #14P-470-1499: Professional Services for Maintaining our Supervisory Control and Data Acquisition (SCADA) System. Following a review of the bid recommendation prepared by Water & Sewer Superintendent Shaughnessy and upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

VOTED: That Contract 14P-470-1499 for professional services for maintaining our supervisory control and data acquisition (SCADA) system be awarded to Woodard & Curran, Inc. of Dedham, MA in accordance with our specifications and their bid prices as follows:

Remote Support	\$14,217.00
On-Site Support	\$14,927.00
Emergency On-Site Support	\$ 2,878.65
Procurement of Materials (as necessary)	<u>\$16,500.00</u>
Total	\$48,522.65

Monthly Performance Report. The Director referred to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of March 2014. In response to Commissioner Donohue's noting that it appears there is plenty of water to meet the Town's needs, Mr. Shaughnessy replied the Town's wells are producing 2.6 million gallons per day and just recently there had been an increase in water demand.

March Financial Statements for Water & Sewer. Following a brief review of the statements, Commissioner Donohue noted the amount of cash on hand appears to be fine. The Director noted that it is not anticipated there will be a water or sewer increase this year.

Next BPW Meeting. It was decided that the next meeting would be held on Monday, June 9, at 5:30 p.m.

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ADJOURNMENT

The meeting adjourned at 6:50 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
MAY 5, 2014
5:30 PM**

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meetings of March 18, March 31 and April 7, 2014. **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 May with a focus on "Protecting from Chemical Exposures". **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

WASHINGTON STREET RESURFACING PROJECT – PHASE TWO/ROUTE 9 TO LAUREL AVENUE . Director to refer to correspondence from Planning Director Michael Zehner related to subject project. **BOARD FEEDBACK REQUESTED.**

SIDEWALK MASTER PLAN. Director to refer to the planned Sidewalk Capital Plan, as well as a map highlighting in color those areas to be addressed. **BOARD FEEDBACK REQUESTED.**

3. PARK & HIGHWAY DIVISION

STATEMENT OF FACT – CONTRACT #14C-420-1502: EXCAVATION OF HOT MIX ASPHALT BY COLD PLANER. Director to review bid recommendation. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

STATEMENT OF FACT – CONTRACT #14E-440-1503: ONE (1) NEW 45-FOOT TANDEM AXLE, WALKING FLOOR TRAILER. Director to review bid recommendation. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER

STATEMENT OF FACT – CONTRACT #14P-470-1499: PROFESSIONAL SERVICES FOR MAINTAINING OUR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM. Director to refer to bid recommendation prepared by Water & Sewer Superintendent William Shaughnessy. **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 March 2014. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of March 2014. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP Re: DBPR (TTHM & HAA5) Monitoring for 1st Quarter 2014
- Memo from WJS re: DEP Public Water Supply Annual Statistical Report
- Ltr. to DEP Re: First Quarter SDWA Monitoring Results
- Ltr. of appreciation for support from T. Collins of Natick DPW