

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
NOVEMBER 14, 2012**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom in the Utility Building, 2 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman David A.T. Donohue; Commissioners Paul L. Criswell and Owen H. Dugan; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey, Jr., Senior Management Analyst David A. Cohen; Water & Sewer Superintendent William J. Shaughnessy; Executive Secretary Debra Surner; Advisory Subcommittee members Richard Woerner and Andrew Patten; and interested citizen Mike Wong.

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 October 15, 2012, with modification; and to approve the Executive Session Minutes of the meeting of October 15, 2012, 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. Mike Wong introduced himself to the Board as a student at Wellesley High School who is attending this evening's meeting as part of a school assignment for a civic literacy class.

Mr. Patten took the opportunity to convey his tremendous sense of pride and security due to the effort provided in the vicinity of his neighborhood by crews from the Municipal Light Plant as well as the DPW, both of which interacted well during Hurricane Sandy to assist residents in maneuvering through area roads impacted by the storm. He emphasized the team work that took place during the event was notable.

ADMINISTRATION

Accident Summaries. The Director reviewed the summary of personal injury and vehicle incidents to date; reference was made to the Safety Spotlight for the month of November with a focus on "Electrical Safety: Power Tools". Chairman Donohue noted and Mr. Pakstis concurred that the need for progress continues regarding vehicle backing incidents by the employees.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

November 14, 2012

2

DPW Operations Building. The Director provided the Board with an update on activities related to the construction of the Operations Building. The Director confirmed that the Staff from both the Engineering and Management Divisions will be relocating to the recently completed space at 20 Municipal Way tomorrow. Mr. Pakstis acknowledged one item yet to be completed is the installation of the canopy over the front door of the building.

Quarterly Report. The Director referred to highlights in the FY13 First Quarter Report. Mr. Pakstis responded to specific questions from the Board related to the Director's Goals; Activity Summary by Division – including the status of the Engineering Division's capital expenses, as well as the status of Highway Division roadway and sidewalk projects; FY13 Appropriation Status Summary and projections; FY13 DPW Capital Plan Summary; and the FY13 Target Status

FY 2014 Budget Guidelines. The Director referred to a memorandum from the Board of Selectmen to all Town Boards; Committees and Department Heads. He explained that while the guidelines dovetail into the proposed FY14 Operating Budget, it is the Director's understanding that the overall budget increase would be limited to 1.6%. He indicated additional clarification may be required to better understand how achieving this goal town-wide will be possible given the school budget is not-to-exceed 2.8%.

Proposed FY 2014 Operating Budget. The Director referred to Version 1.0 of the proposed Operating Budget. Mr. Pakstis noted the Operating Budget Summary identifies the anticipated tax impact operating needs of the Department of Public Works for FY 2014. The total FY14 tax impact request, not including RDF Business Initiatives reflects a 1.6% increase over the FY13 budget. Staff reviewed with the Board specific line items related to increases in Personal Services, as well as line items in the expense budget increases.

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

VOTED: To approve the FY14 Tax Impact Operating Budget in the amount of \$6,397,540, an increase of 1.6 % over the FY13 Tax Impact Operating Budget. The total appropriation request would be \$6,529,573 which includes the Recycling & Disposal Facility's initiatives.

FY 2014 Water and Sewer Budgets. The Director and Assistant Director reviewed the proposed Water and Sewer Operating and Capital budget summaries, as well as a budget overview spreadsheet that identified the key drivers of each operating budget. A discussion ensued regarding specific line items within the budget overview.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

November 14, 2012

3

Following the review it was decided that approval of the budgets would be deferred until the complete budget package is available. The Board noted that the Water & Sewer Division has a substantial amount of cash on hand. The Board acknowledged that the Staff has done a very good job of maintaining the current rates. The potential need for an increase in rates will be evaluated again in the spring.

WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of September 2012.

Commissioner Criswell referred to the Rockland Street Bridge project and inquired about the status of the water main that had been impacted as a result of the construction work. Mr. Shaughnessy explained the valve work that needs to be completed on the Washington Street side of the bridge. It was confirmed that if progress continues on schedule, the plan is for traffic to cross the bridge in mid-December.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the Financial Statements for the month of September 2012 and responded to specific questions from the Board. It was noted that for the Water Enterprise Fund, the monthly revenue has progressed in an upward direction; the Sewer Income Statement appears to be running close to what it did last year.

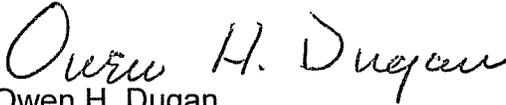
OTHER BUSINESS

Next BPW meeting. It was agreed that the next meeting of the Board of Public Works would be held on Monday, December 10, at 5:30 p.m. in the Boardroom on the second floor of the new DPW Operations Building located at 20 Municipal Way.

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Respectfully submitted,


Owen H. Dugan
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
NOVEMBER 14, 2012
5:30 PM

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of October 15, 2012 and the Executive Session Minutes of October 15, 2012. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to Safety Spotlight for the month of November with a focus on "Electrical Safety: Power Tools". **NO BOARD ACTION REQUIRED.**

DPW OPERATIONS BUILDING PROJECT UPDATE. Director to provide status update on project. **NO BOARD ACTION REQUIRED.**

QUARTERLY REPORT. Director to refer to highlights in the FY13 First Quarter Report. **NO BOARD ACTION REQUIRED.**

FY 2014 BUDGET GUIDELINES. Director to refer to memorandum from Board of Selectmen to all Town Boards; Committees and Department Heads. **BOARD FEEDBACK REQUESTED.**

PROPOSED FY 2014 OPERATING BUDGET. Director to review Version 1.0 of proposed draft budget. **BOARD FEEDBACK REQUESTED.**

PROPOSED FY 2014 WATER AND SEWER BUDGETS. Director and Assistant Director to review Water and Sewer Operating and Capital budget summaries, as well as a budget overview spreadsheet that identifies the key drivers of each operating budget. **BOARD FEEDBACK REQUESTED.**

5. WATER & SEWER

MONTHLY PERFORMANCE REPORT. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of September 2012. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the Month of September 2012. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltrs. to residents regarding shrubbery obstructing private way
- Ltr. to resident from NRC re: encroachment onto Town parkland