

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
MARCH 19, 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 4:30 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; Application and Database Manager Jeffrey Azano-Brown; Executive Secretary Debra Sumner; and Advisory Subcommittee members Richard Woerner and Andrew Patten.

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 February 26, 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.

Mr. Patten stated that he wished to address the Board and Staff regarding a sewer problem experienced at his home over the past nine days. He then began by explaining that on March 6 his family experienced a sewage overflow. Mr. Patten acknowledged that over the past several years staff from the Department had been supportive in providing assistance related to a long-term, ongoing issue with the 1949 sewer line into his house.

Upon entering the house to rod the sewer line this time, DPW employees soon discovered it was no longer possible to do this and informed Mr. Patten the time had come to replace the existing sewer with a new one. Upon contacting the Water & Sewer Division he was provided with a list of four contractors qualified to perform the repair work.

Mr. Patten then summarized for the Board the scenarios that transpired over the next eight days while he was waiting to hear back from the contractor as to when the repair would be made.

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Upon conclusion of conveying his experience, which Mr. Patten referred to as an unfortunate chain of events, he suggested there be a review of how the process unfolded and for consideration be given to how there might be opportunities for improvements in the process that could benefit others in similar circumstances in the future.

ADMINISTRATION

Accident Summaries. The Director reviewed the summary of personal injury and vehicle incidents to date.

Annual Town Meeting. The Director reviewed with the Board specific Articles and corresponding Motions to be addressed by the Board of Public Works at Annual Town Meeting; including a requested sewer easement at 5 Lake Road.

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

VOTED: To approve the proposed Abandonment of Existing Sewer Easement and Grant of Sewer Easement at 5 Lake Road, Wellesley, Massachusetts.

HVAC System Upgrades to Park/Highway Building. The Director confirmed this contract is expected to be awarded by the Permanent Building Committee (PBC) at its meeting Thursday evening, March 21. Mr. Pakstis added the PBC is currently awaiting the final recommendation to be provided by the consultant. The Director will continue to keep the Board apprised as more definitive information becomes available, including the total project cost.

First Amendment to License Agreement with Archdiocese of Boston. The Director referred to the license extension agreement between the Town of Wellesley and the Archdiocese of Boston regarding use of the parking lot located at the 900 Worcester Street site for purposes of temporary storage of the materials dredged as a result of the Northern Basin Dredge and Town Beach Nourishment at Morses Pond project.

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

VOTED: To approve this First Amendment to the license agreement between the Roman Catholic Archbishop of Boston, a corporation sole, ("licensor") and the Town of Wellesley, MA ("licensee") regarding use of the "parking lot" as defined in the License Agreement between the parties dated June 11, 2012. (Copy attached.)

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PARK & HIGHWAY

Statement of Fact: Contract #13S-430-1488 – Athletic Field Grass Seed.

Following a review of the award recommendation prepared by Assistant Park Superintendent Michael Quinn and upon motion duly made by Mr. Criswell and seconded by Dugan, it was unanimously,

VOTED: That Contract #13S-430-1488 for Athletic Field Grass Seed be awarded to Pro Lawn Supply Inc., 67-A Millbrook Street, Worcester, MA 01606, for a total bid price of \$27,055.00.

Statement of Fact: Contract #13S-430-1489 – Organic Fertilizer 13-0-0. Following a review of the award recommendation prepared by Assistant Park Superintendent Michael Quinn and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: That Contract #13S-430-1489 for Organic Fertilizer 13-0-0, consisting of 48 1,000 lb. bags, be awarded to Valley Green Inc., 642 South Summer Street, Holyoke, MA 01040 for a total bid price of \$27,160.00.

RECYCLING & DISPOSAL FACILITY

Statement of Fact: Contract #13E-440-1487 – One (1) 77,000 LB GVWR Tri-Axle Roll-Off Container Vehicle. Following a review of the award recommendation prepared by Senior Management Analyst David Cohen and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: That Contract #13E-440-1487 for One (1) 77,000 LB GVWR Tri-Axle Roll-Off Container Vehicle, less trade, plus Alternate 3, be awarded to Minuteman Trucks, Inc., of Walpole, MA, in accordance with our specifications and their bid price of \$162,606.00.

WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of January 2013. There was a brief discussion with reference to the 6% difference which Staff considers attributable to the enhanced ability to locate leaks in a timely manner.

DEP Public Water Supply Annual Statistical Report. The Director referred to the memorandum prepared by Water & Sewer Superintendent Shaughnessy which summarized the highlights of the statistical report.

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The Director conveyed it is anticipated that the Department of Environmental Protection (DEP) will be on site tomorrow to approve the Morses Pond wells, after which time the wells are expected to be operational and running smoothly.

Winter Maintenance Budget. Staff reviewed with the Board for the benefit of the Advisory Board liaisons how the amount for this budget is established as well as the process for requesting additional funding, as necessary. A chart for Winter Fleet Charges by Equipment Category was distributed and reviewed for the period covering FY10-FY13. (Copy attached.) Staff responded to specific questions from the Board.

OTHER

Next Meeting. It was proposed that the next meeting of the Board of Public Works be held on Monday, April 1, at 7:00 p.m. in Room #216 of the Wellesley High School prior to the first evening of the 2013 Annual Town Meeting.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.

Respectfully submitted,


Owen H. Dugan
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
MARCH 19, 2013
4:30 PM**

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of February 26, 2013. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date. **NO BOARD ACTION REQUIRED.**

ANNUAL TOWN MEETING. Director to review highlights of March 14 Moderator's meeting; Articles and corresponding Motions; and easement for 5 Lake Road. **BOARD SIGNATURE REQUIRED.**

LICENSE AGREEMENT EXTENSION. Director to refer to license extension agreement between the Town of Wellesley and the Archdiocese of Boston regarding use of the parking lot located at the 900 Worcester Street site. **BOARD APPROVAL AND SIGNATURE REQUIRED.**

3. PARK & HIGHWAY

STATEMENT OF FACT: CONTRACT #13S-430-1488 – ATHLETIC FIELD GRASS SEED. Director to review award recommendation prepared by Assistant Park Superintendent Michael Quinn. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

STATEMENT OF FACT: CONTRACT #13S-430-1489 – ORGANIC FERTILIZER 13-0-0. Director to review award recommendation prepared by Assistant Park Superintendent Michael Quinn. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

STATEMENT OF FACT: CONTRACT 13E-440-1487: ONE (1) 77,000 LB GVWR TRI-AXLE ROLL-OFF CONTAINER VEHICLE. Director to review award recommendation prepared by Senior Management Analyst David Cohen. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER

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

DEP PUBLIC WATER SUPPLY ANNUAL STATISTICAL REPORT. Director to refer to memorandum prepared by Water & Sewer Superintendent Shaughnessy summarizing highlights of report. **NO BOARD ACTION REQUIRED.**

7. FYI

- Letter of appreciation from Babson College Police
- MIIA Loss Control Grant
- MWRA Financial Assistance for Water Projects
- MWRA Financial Assistance for Sewer Projects