

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
JULY 10, 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 5:30 p.m.

**PRESENT**

Those present included Chairman Paul L. Criswell, and Commissioners and Owen H. Dugan and David A.T. Donohue; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey, Jr., Senior Management Analyst David A. Cohen; Executive Secretary Debra Turner; Advisory Subcommittee member 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 June 4, 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. No one chose to speak.

**ADMINISTRATION**

**Accident Summaries.** The Director reviewed the summary of personal injury and vehicle incidents to date and reviewed specific details related to those incidents. Also referenced was the Safety Spotlight for the month of July with a focus on "Reducing Heat Stress". While it was noted that the number of vehicle-related incidents have improved, it was acknowledged progress toward reducing personal injuries remains an ongoing effort.

**Town of Wellesley Energy Policy.** The Director referred to e-mail correspondence addressed to Commissioner Donohue from Ms. Littlefield on behalf of Wellesley's Sustainable Energy Committee (SEC). The purpose of the communication was to advise the Board of Public Works of the policy created by Facilities Maintenance Department Director McDonough and approved in early 2013 by the SEC, the Board of Selectmen and School Committee. Ms. Littlefield conveyed she is requesting the Board of Public Works consider adopting this policy as an indication of its support of this town-wide initiative though the DPW buildings are not under the purview of the Facilities Maintenance Department.

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Following a review of the policy it was the consensus of the Board that while the policy makes sense conceptually, the proposed policy references baseline information not currently available for the DPW and more detail would be required prior to the Board of Public Works endorsing it.

**Board Meeting Posting Application.** The Director referred to an informational notice issued by the Town Clerk related to the availability of a meeting posting application for Massachusetts municipalities. The concept would allow a Town's individual departments' staff to post notices of board meetings directly rather than following the current procedure of sending the notice to the Town Clerk's office for posting. This new method is currently being evaluated. It is anticipated the Town Clerk will issue her findings and recommendation in the early fall as to whether or not it would be a useful application for the Town of Wellesley.

**WATER & SEWER DIVISION**

**Full Release of 10 Boulevard Road Property.** The Director reviewed the status of this parcel of land and reviewed the most recent history of it. At the 2003 Annual Town Meeting, the Board of Public Works transferred the care, custody, management and control of the parcel of land commonly known as and numbered 10 Boulevard Road, together with the buildings thereon, said land and buildings not currently required for sewer purposes, to the Board of Selectmen for the purpose of leaving the same to the Wellesley Housing Development Corporation for the sum of One Dollar (\$1.00); provided however that the right of the Town was reserved to transfer said parcel back to the Board of Public Works for sewer purposes, should that need arise.

Staff conveyed that they have successfully maintained and operated the Boulevard Road Sewer Pump station for more than a decade without the benefit of the property at 10 Boulevard Road. Staff conveyed confidence that they could continue to maintain and operate the Boulevard Road Pump station without the property at 10 Boulevard Road.

Upon the Director's recommendation to remove the prior proviso regarding the potential transfer of the parcel back to the Board of Public Works for sewer purposes and upon motion duly made by Mr. Donohue and seconded by Mr. Dugan, it was unanimously,

**VOTED:** That the Board of Public Works confirms its prior transfer of the care, custody, management and control of the parcel of land commonly known as and numbered 10 Boulevard Road, together with the buildings thereon, said land and buildings not currently required for sewer purposes, to the Board of Selectmen for the purpose of leasing the same to the Wellesley Housing Development Corporation for the sum of One Dollar (\$1.00), and does so without reservation.

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**Monthly Performance Report.** The Director referred to the report prepared by Water and Sewer Superintendent Shaughnessy for the month of May. Reference was made to the Daily Water Pumping Record, the iron and manganese Chemical Analyses, the graph of water supply trending and the Summary Report. Staff responded to related inquiries from the Board.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the Financial Statements for the month of May 2013 and responded to specific questions from the Board. Upon review of the statements it was concluded by the Board that the report reflected good, solid performance.

### OTHER

**Acknowledgement of Ms. Curby's Service.** Each of the Commissioners expressed his appreciation to Ms. Curby for successfully completing an "incredible" 27 years of "fantastic" service to the Town of Wellesley, and specifically within the Department of Public Works since 1996. They also congratulated Ms. Curby on being an integral part of a successful team effort day in and day out for such an extended period of time. It was noted that Ms. Curby's planned date of departure from the Town as a full-time employee would be Tuesday, August 13, 2013.

Judy responded in kind that she very much appreciated the consistent support of the Board of Public Works and has been pleased to have been a part of the cultural change which has evolved gradually within the Department over the past 15 years.

**Capital Projects.** Advisory Subcommittee Member Andrew Patten inquired about the status of a number of capital projects including street work planned for the coming year. Mr. Pakstis provided the anticipated timeframe for work to be done on Kingsbury, Washington and Bacon Streets. The Director noted that while a preliminary listing of roads and streets to be paved has been compiled, the final choices will be dictated by budgetary constraints.

**Letter to Michael Eld.** Chairman Criswell acknowledged the Director's letter of commendation to Water & Sewer Division employee Michael Eld who performed heroic actions to provide CPR to a fellow DPW employee who had apparently suffered a cardiac incident.

**Director's Review.** Commissioner Donohue informed the Board that he had completed the Director's annual review and would forward copies to Commissioners Criswell and Dugan, as well as the original to the Director of Human Resources.

**Next Meeting.** It was agreed that the next regularly scheduled meeting of the Board of Public Works would be held on Tuesday, September 10, 2013 at 5:30 p.m. It was noted there may be need for a brief meeting prior to that date for the purpose of approving two contracts.

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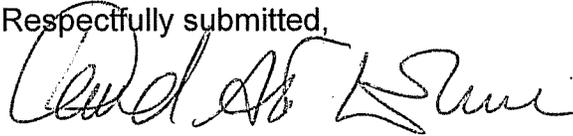
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**ADJOURNMENT**

The meeting adjourned at 6:45 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".

David A.T. Donohue  
Secretary

**WELLESLEY BOARD OF PUBLIC WORKS MEETING  
JULY 10, 2013  
5:30 PM**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of June 4, 2013. **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 with a focus on Reducing Heat Stress. **NO BOARD ACTION REQUIRED.**

**TOWN OF WELLESLEY ENERGY POLICY.** Director to refer to draft energy policy for review and discussion. **BOARD FEEDBACK REQUESTED.**

**MEETINGS POSTING APPLICATION PROPOSAL.** Director to refer to request from Town Clerk regarding potential method of posting Board meetings. **BOARD FEEDBACK REQUESTED.**

**5. WATER & SEWER**

**10 BOULEVARD ROAD.** Director to refer to proposed release of Boulevard Road Property. **BOARD APPROVAL AND VOTE REQUIRED.**

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

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

**7. FYI**

- Letter of appreciation for participation in Wellesley's Wonderful Weekend.
- Letter commending Bob Furdon and crew for hydrant repair on June 15.
- Letter of Appreciation and Recognition to Michael Eld.
- Acknowledgement letter from FEMA recognizing Jeff Azano-Brown's diligence.
- Letter of appreciation to Bill Shaughnessy for having provided assistance.