

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
APRIL 17, 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 William E. Charlton and Commissioner Paul L. Criswell; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Engineer David J. Hickey; Executive Secretary Debra Sumner; and Advisory Subcommittee member Rich Woerner.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session minutes of the meetings of March 13, March 26 and April 2, 2012, as presented.

**CITIZEN SPEAK**

The Chairman presented those in attendance with the opportunity to speak. No one chose to speak.

**ADMINISTRATION**

**REORGANIZATION OF BOARD OF PUBLIC WORKS.** Following a brief discussion and upon motion duly made by Mr. Charlton and seconded by Mr. Criswell, it was unanimously,

**VOTED:** To elect David A.T. Donohue Chairman of the Board of Public Works, effective May 1, 2012.

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

**VOTED:** To elect Paul L. Criswell as Vice Chairman of the Board of Public Works effective May 1, 2012.

Commissioner Criswell, on behalf of the Board of Public Works, expressed his appreciation to Mr. Charlton for his guidance and leadership while serving as Chairman of the Board of Public Works, most recently, since July 2011.

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**Statement of Fact Activity Report.** The Director referred to recent activity listed on the report.

**Accident summaries.** The Director referred to the summary of personal injury and vehicle incidents to date and responded to specific inquiries and comments from the Board. While there have been no vehicle accidents since late March, it was noted by the Board that vehicle backing continues to be a source of incidents. Also referenced was the Safety Spotlight for the month of April with a focus on "Trench Safety".

**DPW Operations Building Project Update.** The Director provided a status update on the project.

He reported recent work involved the pouring of concrete; the elevator shaft has been extended to the second floor to be followed by a concrete pour for the roof. It was confirmed that the fit out of the second floor above the Water & Sewer Division has been completed. The cabinets have been installed in both the kitchen and training room. Ceiling grids will be installed after the power has been connected which comes from the other building. The Director indicated it is anticipated that the project will be completed in early September. It was noted that while the original delay toward the beginning of the project was attributable to a lay out issue, since that time the project has continued to move in a forward direction. Staff was in agreement that working with this contractor has been a positive experience.

Mr. Hickey noted the subcontractor who received the original award to supply the "specialty steel" went out of business but the issue has since been resolved and another contractor has been selected to complete that portion of the work

**FY 2012 Director's Goals.** The Director provided an update on the status of two FY 2012 Goals – Reduction of Unaccounted for Water and NPDES – MS4 Storm Water Permit Status Report.

**Reduction of Unaccounted for Water.** It was noted that under Action Item #3 for the Goal related to the reduction of unaccounted for Water, it had been anticipated that the Water Division would "demonstrate progress towards reducing unaccounted for water by carrying out a one-month "Water Audit" consisting of a town-wide special read to compare actual "sent out" and "billed" water use to determine actual "unaccounted for water" with a goal of less than 15% for that period."

It was explained that Assistant Water & Sewer Superintendent Bill Shaughnessy suggested that the special town-wide read be deferred since regular meter readings are showing monthly unaccounted for water at historically low levels. The Director and Assistant Director indicated that they agree with this recommendation to continue with our current leak detection and meter reviews and defer doing a special Town-wide read at this time. Therefore, Action Item #3 is considered to be complete for this year.

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NPDES – MS4 Storm Water Permit Status Report. With regard to the NPDES – MS4 Storm Water Permit Status, the Director reconfirmed that the Engineering Division has been preparing for some time for the arrival of the new NPDES permit. In response to this one of the Director's goals and objectives for FY 12 was established to review trends in storm water enterprise operations and consider the implications in Wellesley to identify on-going operation and capital costs associated with changes in the new permit, and to identify funding options for recommendations to the Board of Public Works. However, given the delays, Mr. Hickey noted that it remains unclear as to when it may go into effect. In fact, there has been so much feedback received pertaining to the original permit, consideration is being given to redrafting the permit. In the meantime, the Engineering Division intends to continue to gather information and to work with communities that are utilizing storm water enterprise funds. It is believed that consideration should be given to modifying the existing storm water permit connection program to introduce an annual fee. The FY12 Director's Goal for this item will be deferred and Staff will continue to provide updates to the Board as they become available.

**Quarterly Report.** The Director provided an update on the status of the Benchmarking exercise being conducted with representatives from the towns of Natick and Needham to formulate ideas about what comparison of measurements would be useful. The information from Natick has been received. Staff is awaiting feedback from the Needham contact.

Other items discussed included the status of the Standard Operating Procedures (SOPs) for components of the recyclable program; the unscreened compost market and the plan for Q4 due to the current need to pay to dispose of the compost as more material was generated than was moved out. In response to Commissioner Charlton's inquiry related to the budget outlook, the Director responded that while it may be close, he fully expects the goal to be achievable.

### **PARK & HIGHWAYDIVISION**

**Statement of Fact: Contract #12C-420-1468 – Surface Treatments of Hot-Mix Asphalt Roadways.** The Director reviewed the bid recommendation prepared by Assistant Superintendent Gildae. In response to the Board's inquiry as to why only one bid was submitted in response to the advertisement, the Director responded that the work requires a specialized piece of equipment.

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Following a brief discussion and upon motion duly made by Mr. Criswell and seconded by Mr. Charlton, it was unanimously:

**VOTED:** That Contract 12C-420-1468 for Surface Treatments of Hot –Mix Asphalt Roadways be awarded to lowest bidder, All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375, in accordance with our specifications and their bid prices as follows:

Item 1 Furnish, deliver, prepare site and install Single Stone Seal \$2.30/SY  
on Hot-Mix Asphalt as directed at various job sites in  
Wellesley.

Item 2 Furnish, deliver, prepare site and install Double Stone \$4.00/SY  
Seal on Hot-Mix Asphalt.

Item 3 Furnish, deliver, prepare site and install 10% Asphalt \$3.35/SY  
Rubber Surface Treatment on Hot-Mix Asphalt as directed  
at various job sites in Wellesley.

Item 4 Furnish, deliver, prepare site and install 20% Asphalt \$4.40/SY  
Rubber Surface Treatment on Hot-Mix Asphalt as directed  
at various job sites in Wellesley.

**WATER & SEWER DIVISION**

**Monthly Performance Report.** The Director referred to the report prepared by Water & Sewer Superintendent Duggan for the month of February 2012. Mr. Pakstis then provided status updates on two projects.

**Water & Sewer Main Replacement at the RDF.** The Director reported that a formal bid recommendation will be prepared for approval of this contract in advance of the Board's next meeting. Mr. Pakstis did note that the bid submittals ranged in total from just below \$185,000 to approximately \$247,000, which were significantly lower than the original projection of \$260,000.

**Morses Pond Wells.** The Director informed the Board that this project will go out to bid in mid- to late-May. Mr. Pakstis indicated he anticipates work on this project will begin in the fall.

**Water use.** Staff noted that recently there has been an increase in water use to the extent use is exceeding two million gallons of water per day. This is attributable to the unusually dry weather of the past several weeks.

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**Water and Sewer Enterprise Funds Financial Statements.** The Director referred to the financial statements for the month of March 2012 and responded to specific questions from the Board.

**New Business.** The Director noted that activity related to St. James the Great Church is accelerating. Another potential project on the horizon which would require supplementary funding at the upcoming Special Town Meeting is the Moses Pond Dredging Project. It was acknowledged that from a timing perspective it could work well as all the permitting is in place and the work would commence in the fall. This project will require the approval of the Board of Selectmen and be sponsored by the Board of Public Works, the Natural Resources Commission and the Recreation Commission.

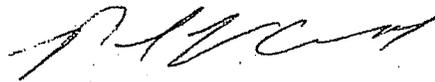
**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,



Paul L. Criswell  
Secretary

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS MEETING**  
**APRIL 17, 2012**  
**5:30 PM**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meetings of March 13, March 26 and April 2, 2012. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**1. ADMINISTRATION**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to review recent activity. **NO BOARD ACTION REQUIRED.**

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

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

**FY 12 DIRECTOR'S GOALS – REDUCE UNACCOUNTED WATER; NPDES – MS4 STORM WATER PERMIT STATUS REPORT.** Director to review status update on both goals. **NO BOARD ACTION REQUIRED.**

**QUARTERLY REPORT.** Director to refer to highlights in the FY12 Third Quarter Report. **NO BOARD ACTION REQUIRED.**

**3. PARK & HIGHWAY**

**STATEMENT OF FACT: CONTRACT #12C-420-1468 – SURFACE TREATMENTS OF HOT-MIX ASPHALT ROADWAYS.** Director to review bid recommendation prepared by Assistant Superintendent Gildae. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

**5. WATER & SEWER**

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

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

## 7. FYI

- Ltr. Re: MWRA Financial Assistance for Sewer Projects
- Ltr. Re: MWRA Financial Assistance for Water Projects
- Ltr. to DEP re: Water Quality Monitoring Results
- Ltr. to DEP re: DBPR Monitoring for 1<sup>st</sup> Quarter 2012
- Ltr. Re: Construction Activity/Removal of Trees at 10 Hunnewell Street
- Ltr. Re: Sewer Blockages Caused by Sanitary Products