

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
SEPTEMBER 13, 2011**

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 Commissioners William E. Charlton, David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey; Water & Sewer Superintendent Joseph B. Duggan; Senior Management Analyst David A. Cohen; Executive Secretary Debra Sumner; and Advisory Subcommittee members Derek Redgate and Rich Woerner.

The Board welcomed Messrs. Redgate and Woerner as Advisory Subcommittee Liaisons for the Board and Department of Public Works. It was noted that the Board looks forward to receiving their insights and having an exchange of dialogue. In order to assist the Advisory Liaisons in getting up-to-speed, they were encouraged to contact the Staff, as well as the Board, as each of the Commissioners has previously served on the Advisory Committee.

Chairman Charlton also welcomed Dave Hickey to his first, official Board of Public Works meeting in his newly appointed capacity as Town Engineer.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of August 18, as presented.

CITIZEN SPEAK

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

ADMINISTRATION

Coming Events. The Director referred to the listing of events and referred specifically to the Inter-Board meeting scheduled for Thursday, October 6, at 7:30 p.m.

Statement of Fact Activity Report. The Director referred to the recent activity including refurbishment of Unit 62; purchase of a sewage grinder and removal and installation of two new pumps, and piping.

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Accident Summaries. The Director referred to the summary of personal injury incidents, to date. No vehicle incidents have been reported thus far in FY12. He referred to the Safety Spotlight for the month of September, 2011 with a focus on Confined Space Entry: Testing for Hazardous Atmospheres, for which there will be training provided.

Annual Report. The Director referred to the notice requesting that the reports on each division are due to the Selectmen's Office by September 30. Mr. Pakstis informed the Board that the reports are in the process of being written.

FY 2013 Tax Impact Capital Funding Request. The Director confirmed that the Capital Budgets are still due the end of October though the official guidelines will not be conveyed until the Inter-Board Meeting scheduled for October 6. Chairman Charlton noted that without having been provided more definitive guidelines, the initial draft is based upon the FY12 guidelines.

A review was conducted of the Capital Budget Summary which identifies the anticipated capital needs of the Department of Public Works for the coming five years. The total FY13 cash capital request is \$1,456,500, a decrease of \$18,000 from the FY13 projection in last year's five-year budget. The cash capital, combined with Bonding/Other in the amount of \$2,329,000, results in a Total Capital Request in the amount of \$3,785,500.

The Board then reviewed specific lines items, including the following: street resurfacing; and, of particular interest was the resurfacing of Kingsbury Street, which must be done while school is not in session, and the importance of avoiding a potential conflict with the timing of the reconstruction of the Rockland Street Bridge. The Director indicated that he is hoping to receive more definitive information related to the timing for the work on the bridge within the near term. Also reviewed were proposed drainage improvements; sidewalk restoration; equipment; and Hunnewell Field fencing. An additional topic was the possibility of establishing an enterprise fund to cover the costs associated with storm water. The vast majority of the program is the same as that proposed at the Annual Town Meeting last spring.

Commissioner Criswell made a general inquiry regarding the replacement of sidewalks and how it is decided whether to use concrete or asphalt. The Director replied that concrete is used in the commercial areas and asphalt in the residential areas. He indicated that concrete is more expensive and asphalt lasts approximately the same amount of time. It was requested a cost comparison be made between concrete and asphalt sidewalks that would support the Department's practice that asphalt is the preferred choice for residential areas.

In conclusion, it was the consensus of the Board that the FY 2013 Tax Impact Capital Funding Request in the amount of \$3,785,500 is reasonable.

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Quarterly Report. The Director referred to highlights in the FY11 Fourth Quarter Report for each of the programs and staff responded to specific questions from the Board. It was noted that a couple of areas require additional work. In response to Chairman Charlton's remarks on the safety records, the Director acknowledged that Safety Training is an ongoing program which requires daily reinforcement. Mr. Pakstis referred to this year as being an anomaly.

Topics of particular interest included the safety record for FY11 for both injuries and vehicle accidents. The Commissioners expressed their concern that a greater emphasis needs to be placed on safety in the workplace, as well as for employees to be made aware there is no tolerance for carelessness. The Director assured the Board that all employees are reminded daily of the need to work safely and be aware of their surroundings. It was also noted that it is now required that any vehicle that is backing up must have a spotter to prevent backing accidents. It was suggested by the Board that something needs to be done to make employees aware of being safe. The Board requested that the Director provide an update on the effectiveness of the Safety Program in two months.

Also discussed were benchmarking efforts made to date. With regard to Benchmarking, the Director noted that he, Ms. Curby and Mr. Cohen would be meeting with their counterparts from both Natick and Needham to begin comparing benchmarking measures. The Board requested that by the end of October staff provide a report on the outcome of that meeting to demonstrate an in-depth comparison of the other towns' budgets, and methods used to track and analyze certain costs and measures.

Chairman Charlton complimented Staff for staying within the budget this past year. In conclusion, it was the consensus of the Board that the Quarterly Report continues to be an informative and useful resource.

Review of FY12 Director's Goals. Ms. Curby and Mr. Pakstis referred to the DPW-Wide Goals for FY12 as approved by the Board of Public Works at their meeting of July 26th. Also referenced were the specific deliverables and timelines provided for each Goal.

Following a discussion on the Director's Goals, Chairman Charlton inquired if the Moses Pond Wells Project should be made a specific Director's Goal for this year. Mr. Pakstis assured Mr. Charlton that the project is a top priority for the Water Division and would receive continued attention without the need to include it as a separate Director's Goal.

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ENGINEERING

Demo Paths Along Fuller Brook. The Director explained that as part of the ongoing Fuller Brook Park Improvement Project, the Town is requesting quotes for the installation of demo paths along the Fuller Brook Path. The purpose of these demo paths would be to test material types and width to understand how well these sections would stand up to the normal traffic expected along this Path. The paths will stretch from Morton to State Street. In response to Chairman Charlton's inquiry about the status of hiring a project manager for this purpose, the Director responded that arrangements for that component are in process.

Grant of Easements at Linden Square. The Director referred to a memorandum prepared by Assistant Town Engineer Douglas Stewart and then explained these easements were anticipated when the Linden Square project was developed. However, the easements are identified more accurately by these documents.

The Board of Public Works signed the Grant of Utility and Pedestrian Easements for Linden Square prepared for Federal Realty Investment Trust. The documents had been previously approved as to form by Town Counsel and signed by the Board of Selectmen.

WATER & SEWER

Schedule A-2 Information for Water and Sewer Funds. The Director referred to the Schedules to be signed by the Board of Public Works to then be forwarded to the Town Accountant for inclusion in the Board of Assessor's submission to the Department of Revenue.

Water & Sewer Enterprise Funds Financial Statements. The Assistant Director explained that every attempt is made for Water and Sewer to balance as they are meant to break even on a cash basis, which is monitored carefully. Ms. Curby noted that rates are increased only when necessary. The increases have been mainly attributable to MWRA increases. The purpose of the Enterprise Funds was explained to the Advisory Subcommittee members. It was acknowledged by all that July had been a good month.

OTHER

Next meeting. The next meeting of the Board of Public Works was tentatively scheduled for Monday, October 17, 2011 at 5:30 p.m. This date will be confirmed after Commissioner Donohue has had an opportunity to check his availability for that date.

Special Town Meeting (STM). The Director confirmed that the Department would not have any articles for the meeting to be held on November 14, 2011.

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DPW Operations Building Update. The Director explained that activity, to date, includes the placement into the ground of aggregate piers, the majority of which were done today. That activity will be completed by early tomorrow morning. The Director will provide an update at the next BPW meeting.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
SEPTEMBER 13, 2011
5:30 PM

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of August 18, 2011. **BOARD VOTE 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 incidents, to date. No Vehicle incidents in FY12, to date. Reference to Safety Spotlight for the month of September with a focus on Confined Space Entry: Testing for Hazardous Atmospheres. **NO BOARD ACTION REQUIRED.**

ANNUAL REPORT. Director to refer to request for departmental report to be submitted to the Selectmen's Office no later than Friday, September 30, 2011. **NO BOARD ACTION REQUIRED.**

PROPOSED FY13 CAPITAL BUDGET. Director to review Version 1 of proposed draft budget. **BOARD FEEDBACK REQUESTED.**

QUARTERLY REPORT. Director to refer to highlights in the FY11 Fourth Quarter Report. **NO BOARD ACTION REQUIRED.**

DIRECTOR'S GOALS. Director to refer to specific deliverables associated with those goals. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING

DEMO PATHS ALONG FULLERBROOK. Director to refer to letters of request to three landscapers regarding preparing demo paths in certain locations. **NO BOARD ACTION REQUIRED.**

LINDEN STREET EASEMENTS. Director to refer to memorandum prepared by Assistant Town Engineer. **BOARD SIGNATURES REQUIRED.**

5. WATER & SEWER

SCHEDULE A-2 INFORMATION FOR WATER AND SEWER FUNDS. Director to refer to the Schedules to be signed by the Board of Public Works to then be forwarded to the Town Accountant for inclusion in the Board of Assessor's submission to the Department of Revenue. **BOARD SIGNATURES REQUIRED.**

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

7. FYI

- Perambulation of Town corners and know boundary markers along Town lines.
- Incomplete Work in Public Way – 15 Cornell Road
- Cobblestones in the Public Way – 17 Bryn Mawr Road
- Stone Pad in the Public Way – 3 Windemere Road
- Unsafe Discharge of Water onto a Public Way – 34 Clovelly Road
- Driveway Reconstruction in the Public Way – 11 Southgate Road
- Multiple notifications of hazardous tree conditions at the following addresses: 8 Laurel Terrace; 3 Sawyer Road; 58 Wellesley Avenue; 51 Woodside Avenue; 188 Washington Street and 849 Washington Street.
- Ltr. to MWRA re: Water Metering Differences
- Volatile Organic Chemical (VOC) Monitoring, 3rd Quarter 2011
- Rockland Street Bridge Reimbursement Agreement