

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
MARCH 13, 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 Commissioners David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey; Senior Management Analyst David A. Cohen; Executive Secretary Debra Sumner; and Advisory Subcommittee member Derek Redgate.

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 meetings of February 13, 2012, as presented.

CITIZEN SPEAK

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

ADMINISTRATION

Statement of Fact Activity Report. The Director referred to recent activity listed on the report including Emergency Generator Maintenance Services as well as the annual Household Hazardous Waste Day scheduled for May 6, 2012.

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. Also referenced was the Safety Spotlight for the month of March, 2012 with a focus on "Dusk Masks".

FY 2013 DPW Capital Budget Adjustment. The Director referred to the request from the Board of Selectmen's office to reduce the FY13 cash capital budget by \$70,000; referred to the proposed budget reductions to meet that request; and reviewed the revised FY13 Capital Budget and Five Year Plan reflecting these adjustments.

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A discussion ensued regarding various reductions. Staff responded to specific inquiries from the Board regarding funding related to sidewalk restoration; field use and winter maintenance. It was also noted that the capital appropriation for Kingsbury Street includes a component for the sidewalk which will be redone as part of the project.

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

VOTED: To approve the revised DPW FY 2013 Tax Impact Capital Funding Request and Five Year Plan, Version 3.5, as presented. (Copy attached.)

Benchmarking Study. The Director reported that work on the Benchmarking Study continues. Mr. Pakstis referred to information which was shared with representatives from the towns of Needham and Natick with whom Staff is working. He indicated that he is looking forward to meeting with representatives from both towns in the near future to discuss and compare findings related to various activities and services.

DPW Operations Building Project Update. The Director provided a status update on the project. Mr. Pakstis reported the decking for both floors has been delivered. It is anticipated that the steel will begin to be installed upon delivery tomorrow and the structure's entire framework will be in place within two weeks. Commissioner Donohue suggested arrangements be made for photos to be taken by Engineering Division staff to capture the progress as the project evolves.

Renewable Energy Program. The Director referred to a letter forwarded by Deputy Director of General Government Christopher Ketchen on behalf of the Sustainable Energy Committee regarding the upcoming campaign to promote *Wellesley Renewable Energy* and an invitation for Board support by enrolling in the program. No specific action was required by the Board at this time.

WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Duggan for the month of January 2012. Ms. Curby explained that in next month's report for February it will show the lowest average water daily use as being less than two million gallons per day -- less than it has been in 20 years. It was explained that staff began performing leak detection activity around the hydrants due to the hydrant components expanding and contracting as they are designed to drain rather than freeze. It was noted that Water & Sewer Superintendent Duggan attributes this significant improvement to the leak detection efforts carried out over the past year and a half.

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Water and Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the month of January 2012 and responded to specific questions from the Board. Commissioner Donohue remarked that he had reviewed the MWRA budget for next year which appears to be down. He also complimented Staff on their successful efforts in finding and repairing leaks.

Review of Annual Town Meeting Articles. The Board and Staff reviewed potential questions that may arise related to specific articles as well as the status of the write-ups associated with those article presentations. A question from Advisory Subcommittee member Redgate related to the balance in the winter maintenance budget was addressed. Also acknowledged was the Board's planned participation in the upcoming meeting of the League of Women Voters.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 6:23 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary



TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS

JUDITH A. CURBY, ASSISTANT DIRECTOR

March 7, 2012

To: Board of Public Works
Re: **Revised FY13 DPW Capital Budget**

We have been asked to reduce our FY13 cash capital budget by \$70,000. We propose the following capital budget reductions to meet the requested decrease:

| Amount of Reduction | Program | Item | Proposed Action |
|---------------------|----------------------|------------------------|---|
| \$ 15,000 | Equipment Capital | Zero Turn Mower | Purchase from Field Use Fund |
| \$ 19,000 | Equipment Capital | Snow Plow Replacements | Purchase from FY12 Winter Maint Budget |
| \$ 16,000 | Equipment Capital | Misc Fleet Equip | Defer |
| \$ 5,000 | Street Improvement | Crack Sealing | Defer |
| \$ 15,000 | Sidewalk Restoration | Sidewalks | Kingsbury St project includes sidewalk work |
| \$ 70,000 | | | |

Attached for Board consideration is a revised FY13 Capital Budget and Five Year Plan with these adjustments.

Attachment: FY2013 Tax Impact Capital Funding Request, Version 3.5

FAC/DIC

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



FY2013 TAX IMPACT CAPITAL FUNDING REQUEST

TABLE 1 - PROGRAM SUMMARY

| Program | Cash Capital | Bonding/Other | Total |
|--|--------------------|--------------------|--------------------|
| A - Street Improvement | \$86,000 | \$574,000 | \$660,000 |
| B - Street Rehabilitation | \$0 | \$1,180,000 | \$1,180,000 |
| C - Sidewalk Restoration | \$205,000 | \$0 | \$205,000 |
| D - Private Ways | \$20,000 | \$0 | \$20,000 |
| E - Drainage Improvements | \$18,000 | \$0 | \$18,000 |
| F - DPW Facilities | \$22,500 | \$295,000 | \$317,500 |
| G - Other | \$13,000 | \$0 | \$13,000 |
| H - Athletic Field/Playground Improvements | \$155,000 | \$0 | \$155,000 |
| I - Equipment Procurement | \$803,000 | \$0 | \$803,000 |
| Total Capital Request | \$1,322,500 | \$2,049,000 | \$3,371,500 |

TABLE 2 - DPW FY2013 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

| Program | Fund Code | FY2010 Funding | FY2011 Funding | FY2012 Funding | FY2013 Plan | FY2014 Plan | FY2015 Plan | FY2016 Plan | FY2017 Plan |
|--|-----------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| A. Street Improvement | | | | | | | | | |
| 1. Street Resurfacing | GF | 340,000 | 340,000 | 353,200 | 66,000 | 594,000 | 515,000 | 515,000 | 520,000 |
| 2. Street Resurfacing (Chapter 90) | CH | 0 | 0 | 300,000 | 574,000 | 26,000 | 600,000 | 600,000 | 600,000 |
| 3. Crack Sealing | GF | 45,000 | 45,000 | 45,000 | 10,000 | 45,000 | 50,000 | 50,000 | 50,000 |
| Subtotal | | 385,000 | 385,000 | 698,200 | 660,000 | 665,000 | 1,165,000 | 1,165,000 | 1,170,000 |
| B. Street Rehabilitation | | | | | | | | | |
| 1. Wales Street Bridge Design | GF | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Wales Street Bridge Reconstruction | B | 0 | 0 | 0 | 180,000 | 0 | 0 | 0 | 0 |
| 3. Bacon Street | B | 0 | 0 | 620,000 | 0 | 0 | 0 | 0 | 0 |
| 4. Kingsbury Street | B | 0 | 0 | 0 | 0 | 150,000 | 1,250,000 | 0 | 0 |
| 5. Cliff Road | B | 0 | 0 | 0 | 0 | 0 | 150,000 | 1,750,000 | 0 |
| 6. Grove Street | B | 0 | 0 | 0 | 0 | 700,000 | 0 | 0 | 0 |
| 7. Washington Street | CH | 0 | 0 | 700,000 | 700,000 | 0 | 0 | 0 | 0 |
| Subtotal | | 25,000 | 0 | 1,320,000 | 1,180,000 | 1,250,000 | 1,400,000 | 1,750,000 | 0 |
| C. Sidewalk Restoration | | | | | | | | | |
| 1. Sidewalk Restoration | GF | 160,000 | 0 | 40,000 | 205,000 | 80,000 | 160,000 | 160,000 | 160,000 |
| Subtotal | | 160,000 | 0 | 40,000 | 205,000 | 80,000 | 160,000 | 160,000 | 160,000 |
| D. Private Ways | | | | | | | | | |
| 1. Private Ways | GF | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Subtotal | | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| E. Drainage Improvements | | | | | | | | | |
| 1. Catch Basin, Culvert, Headwall and Drainpipe Rehabilitation | GF | 12,000 | 0 | 12,000 | 12,000 | 0 | 0 | 200,000 | 200,000 |
| 2. Reeds Pond Outlet Design/Repair | GF | 0 | 0 | 0 | 6,000 | 0 | 0 | 0 | 0 |
| Subtotal | | 12,000 | 0 | 12,000 | 18,000 | 0 | 0 | 200,000 | 200,000 |

TABLE 2 - DPW FY2013 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

| Program | Fund Code | FY2010 Funding | FY2011 Funding | FY2012 Funding | FY2013 Plan | FY2014 Plan | FY2015 Plan | FY2016 Plan | FY2017 Plan |
|--|-----------|----------------|----------------|------------------|----------------|------------------|---------------|----------------|------------------|
| F. DPW Facilities | | | | | | | | | |
| 1. DPW Facilities - Phased Replacement/Renovation of DPW Yard Facilities | B | 0 | 253,000 | 3,595,000 | 0 | 0 | 0 | 0 | 900,000 |
| | | | | Office | | | | | Fleet |
| 2. DPW Fuel Depot Rehabilitation | GF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250,000 |
| 3. Park/Highway Building HVAC Rehabilitation | B | 0 | 0 | 0 | 75,000 | 1,000,000 | 0 | 0 | 0 |
| | | | | | Basin | Construction | | | |
| 4. Park/Highway Building Roof - Construction | GF | 0 | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. Park/Highway Building Roof - Construction | B | 0 | 0 | 0 | 0 | 0 | 0 | 175,000 | 0 |
| | | | | | | | | Construction | |
| 6. Park/Highway Salt Shed | CH | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Park/Highway Contained Washbay for Small Equipment Shop | GF | 0 | 0 | 0 | 0 | 0 | 60,000 | 0 | 0 |
| 8. RDF Container Replacement | GF | 19,500 | 0 | 22,500 | 22,500 | 22,500 | 22,500 | 25,000 | 25,000 |
| 9. RDF Recycled Materials Loading Structure | B | 25,000 | 0 | 400,000 | 220,000 | 0 | 0 | 0 | 0 |
| | | Design | | Construction | Design | | | | |
| 10. RDF Resurface Paved Areas | GF | 0 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | | 44,500 | 643,000 | 4,017,500 | 327,500 | 1,022,500 | 82,500 | 200,000 | 1,175,000 |
| G. Other | | | | | | | | | |
| 1. Moth Control Project | GF | 0 | 7,000 | 10,000 | 8,000 | 0 | 8,000 | 8,000 | 8,000 |
| 2. Traffic Island and Streetscape Renovations | GF | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Subtotal | | 5,000 | 12,000 | 15,000 | 13,000 | 5,000 | 13,000 | 13,000 | 13,000 |

TABLE 2 - DPW FY2013 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

| Program | Fund Code | FY2010 Funding | FY2011 Funding | FY2012 Funding | FY2013 Plan | FY2014 Plan | FY2015 Plan | FY2016 Plan | FY2017 Plan |
|--|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| H. Athletic Field/Playground Improvements | | | | | | | | | |
| 1. Sprague Field Improvements | GF | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2. Elementary School Field Improvements | GF | 50,000 | 45,000 | 80,000 | 40,000 | 35,000 | 40,000 | 40,000 | 40,000 |
| 3. High School/Hunnewell Field | GF | 25,000 | 20,000 | 40,000 | 40,000 | 35,000 | 40,000 | 20,000 | 20,000 |
| 4. Play Equipment Replacement | GF | 20,000 | 15,000 | 20,000 | 20,000 | 35,000 | 20,000 | 20,000 | 20,000 |
| 5. ADA Requirements | GF | 5,000 | 6,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 6. Tennis and Basketball Court Improvements | GF | 10,000 | 5,000 | 90,000 | 20,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 7. Drinking Water Fountains | GF | 0 | 0 | 8,000 | 8,000 | 0 | 0 | 0 | 0 |
| 8. Fuller Brook Pedestrian Bridge Renovations | GF | 0 | 0 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 0 |
| 9. Hunnewell Field Maintenance/Restroom Facility with ADA Access | B | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 175,000 |
| 10. Hunnewell/Football Field Fencing | GF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 70,000 |
| 11. Hunnewell Field Master Plan -- Football Field Artificial Playing Surface | B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 |
| 12. Hunnewell Field Master Plan -- Renovation of Baseball/Softball Fields | B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 |
| | Subtotal | 145,000 | 101,000 | 265,000 | 155,000 | 142,000 | 137,000 | 117,000 | 530,000 |
| I. Equipment Procurement | | | | | | | | | |
| 1. DPW Vehicle and Equipment Replacement | GF | 433,000 | 692,000 | 569,000 | 803,000 | 615,500 | 783,500 | 824,000 | 990,900 |
| | Subtotal | 433,000 | 692,000 | 569,000 | 803,000 | 615,500 | 783,500 | 824,000 | 990,900 |
| DPW GRAND TOTAL | | 1,229,500 | 1,853,000 | 6,947,700 | 3,371,500 | 3,800,000 | 3,761,000 | 4,449,000 | 4,258,900 |
| FUNDING CATEGORIES | | | | | | | | | |
| Improvements - DPW Sponsored - General Fund (GF) | | 626,500 | 507,000 | 507,700 | 524,500 | 766,500 | 840,500 | 983,000 | 1,238,000 |
| Equipment Purchases - General Fund | | 433,000 | 692,000 | 560,000 | 803,000 | 615,500 | 783,500 | 824,000 | 990,900 |
| Improvements - Multi-User Sponsored - General Fund (GF) | | 120,000 | 101,000 | 265,000 | 155,000 | 142,000 | 137,000 | 117,000 | 180,000 |
| "Cash Capital" Subtotal | | 1,179,500 | 1,300,000 | 1,332,700 | 1,522,500 | 1,524,000 | 1,761,000 | 1,924,000 | 2,408,900 |
| DPW Improvements - Bonding (B) | | 25,000 | 253,000 | 4,615,000 | 775,000 | 1,550,000 | 1,400,000 | 1,925,000 | 900,000 |
| Multi-User Sponsored - Bonding (B) | | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 350,000 |
| Other Funding/Chapter 90/CPC/Grants/Gifts | | 0 | 300,000 | 1,000,000 | 1,274,000 | 726,000 | 600,000 | 600,000 | 600,000 |
| DPW GRAND TOTAL | | 1,229,500 | 1,853,000 | 6,947,700 | 3,371,500 | 3,800,000 | 3,761,000 | 4,449,000 | 4,258,900 |

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
MARCH 13, 2012
5:30 PM

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of February 13, 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 March with a focus on "Dust Masks". **NO BOARD ACTION REQUIRED.**

REVISED FY 2013 DPW CAPITAL BUDGET. Assistant Director to refer to request to reduce the FY13 cash capital budget by \$70,000; review proposed budget reductions to meet that request; review revised FY13 Capital Budget and Five Year Plan reflecting these adjustments. **BOARD APPROVAL REQUIRED.**

BENCHMARKING STUDY. Director to provide status update on the study. **NO BOARD ACTION REQUIRED.**

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

"POWER TO CHOOSE – WELLESLEY RENEWABLE ENERGY". Director to refer to letter regarding campaign to promote *Wellesley Renewable Energy* and invitation for Board support by enrolling in the program. **NO BOARD ACTION REQUIRED.**

5. WATER & SEWER

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

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

7. FYI

- 2012 Siemens Sustainable Community Award Application
- Ltr. re: unauthorized cutting of tree limbs & encroachment activity
- Ltr. of appreciation for assistance from RDF employees
- Ltr. of appreciation for assistance from Water & Sewer employees