

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
SEPTEMBER 11, 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 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; Executive Secretary Debra Surner; Advisory Subcommittee members Rich Woerner and Andy Patten and Board of Selectmen Secretary Barbara Searle.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meetings of July 16, 2012 and August 14, 2012, 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.

Ms. Searle explained that as part of the 900 Worcester Street Parallel Process, the Board of Selectmen was contacting the Board of Public Works to inquire what, if any, potential exists for the Department of Public Works to utilize the property at that location.

Following a discussion among the Board of Public Works, the DPW Director as well as Senior Staff with Ms. Searle, it was confirmed that the Department of Public Works does not have a current need, not does it anticipate a future need, to utilize the property at 900 Worcester Street.

Commissioner Criswell stated that he considers the acquisition of 900 Worcester Street to be a fabulous opportunity for the Town and it was the consensus of the Board that the recreational component of the plan is a very good use for that location. All were in agreement that whatever can be accomplished to make the traffic plan as safe as possible is of utmost importance. Ms. Searle thanked the Board members for their time and departed the meeting at 5:40 p.m.

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ADMINISTRATION

Accident Summaries. The Director reviewed the summary of personal injury and vehicle incidents to date; and referenced the Safety Spotlight for the month of September with a focus on "Confined Space Entry: Multi-Gas Monitors".

DPW Operations Building. The Director provided the Board with an update on activities related to the construction of the Operations Building. Mr. Pakstis reported that the contractor's recent focus has been on interior work including the installation of ceiling grids and doors. The Director conveyed that there has been a moisture content issue with the concrete floors which has delayed the installation of the flooring products.

It was confirmed that the majority of the site work has been completed with the exception of some landscaping. The Director acknowledged while there have been some minor cost overruns; there have been no issues with the quality of the work done to date.

Quarterly Report. The Director referred to highlights in the FY12 Fourth Quarter Report and responded to specific questions from the Board related to the ongoing Benchmarking Study being conducted with two area communities; the Wareland Road capital drainage project; why the number of miles paved appears to be shy when compared to the projection; recycling sales; and successful installation of three wells at Morses Pond. Chairman Donohue noted that he continues to consider the report to be a valuable resource.

Proposed FY14 Capital Budget. The Director referred to Version 1 of the proposed Capital Budget.

A review was conducted of the Capital Budget Summary which identified the anticipated capital needs of the Department of Public Works for the coming five years. The total FY14 cash capital request in the amount of \$1,524,000 is the same as the FY14 total projection in last year's five-year budget. The cash capital, combined with Bonding /Other in the amount of \$2,307,300, results in a Total Capital Request of \$3,831,300.

Various specific items were reviewed for which budget adjustments had been made including Sprague Field Improvements; High School/Hunnewell Field Improvements; Moth Control; RDF Resurface Paved Areas; Equipment Procurement; Chapter 90 Funding; as well as Cliff Road and Grove Street rehabilitation projects. Following the budget review, Staff conveyed to the Board they would continue to refine the capital plan and would provide a revised version with additional detailed information in the coming weeks.

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ENGINEERING DIVISION

Statement of Fact: Contract #10S-410-1376 – Dredge Design Services for Morses Pond Related to the Northern Basin Dredge and Town Beach Nourishment Construction Oversight – Amendment. Following a review of the award recommendation prepared by Town Engineer David J. Hickey, Jr., and upon motion duly made by Mr. Dugan and seconded by Mr. Criswell, it was unanimously,

VOTED: That the Amendment to Contract #10S-410-1376, Dredge Design Services for Morses Pond related to the Northern Basin Dredge and Town Beach Nourishment Construction Oversight is made in accordance with APEX Companies, LLC proposal dated August 20, 2012.

Statement of Fact: Contract #13S-410-1475 – Electrical Services Contract.

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

VOTED: To reject all bids submitted under Contract #13S-410-1475: Electrical Services.

WATER & SEWER DIVISION

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 Assessors' submission to the Department of Revenue

Statement of Fact: Contract #13C-460-1482: Sewer Inspection and Rehabilitation – Wellesley, MA. The Director referred to the bid award recommendation prepared by Assistant Water & Sewer Superintendent Blake Lukis.

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

VOTED: That Contract #13C-460-1482 for Sewer Inspection and Rehabilitation be awarded to National Water Main Cleaning Company of Canton, MA all in accordance with our specifications, their unit bid prices and total first year price of \$341,445.02.

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of July 2012. Chairman Donohue referred to the jogs reflected in the chart which convey the local yield is progressing upward.

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Water & Sewer Enterprise Funds Financial Statements. The Director referred to the Financial Statements for the months of June and July 2012 and responded to specific questions from the Board. It was noted that given the extensive water usage during the month of August, it appears a rate increase would not be required in October or November.

OTHER BUSINESS

Presentation to Advisory Committee. Mr. Woerner informed the Board that the Advisory Committee would like to meet with both the Board of Public Works as well as the Municipal Light Board on Wednesday evening, October 10.

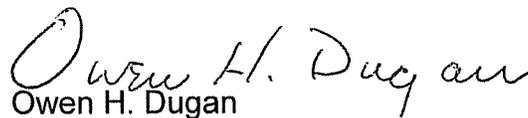
It was agreed that Advisory Subcommittee member Andy Patten will meet with Mike Pakstis and other Department Staff to review specifics related to the Department and answer any questions on Tuesday, October 2, at 7:00 a.m. in the Director's Office.

Next meeting. It was agreed that the next meeting of the Board of Public Works would be held on either Monday, October 15, or Tuesday, October 16, at 5:30 p.m. The final date would be decided upon Chairman Donohue's confirmation of his availability for either one of those two dates.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully submitted,


Owen H. Dugan
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
SEPTEMBER 11, 2012
5:30 PM**

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meetings of July 16, 2012 and August 14, 2012. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

900 WORCESTER STREET – PARALLEL PROCESS. It is anticipated that Barbara Searle of the Board of Selectmen will be present during the Citizen Speak portion of the meeting to discuss the parallel review process to review any ideas the Board of Public Works may have for use of this property.

1. ADMINISTRATION

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to Safety Spotlight for the month of September with a focus on "Confined Space Entry: Multi-Gas Monitors". **NO BOARD ACTION REQUIRED.**

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

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

PROPOSED FY14 CAPITAL BUDGET. Director to review Version 1 of proposed draft budget. **BOARD FEEDBACK REQUESTED.**

2. ENGINEERING

STATEMENT OF FACT: CONTRACT #10S-410-1376 – DREDGE DESIGN SERVICES FOR MORSES POND RELATED TO THE NORTHERN BASIN DREDGE AND TOWN BEACH NOURISHMENT CONSTRUCTION OVERSITE – AMENDMENT. Director to review award recommendation. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

STATEMENT OF FACT: CONTRACT# 13S-410-1475 - ELECTRICAL SERVICES CONTRACT. Director to review recommendation that no contract award be made to any bid submitted in response to advertisement of subject contract. **BOARD VOTE AND SECRETARY SIGNATURE 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 Assessors' submission to the Department of Revenue. **BOARD SIGNATURES REQUIRED.**

STATEMENT OF FACT: CONTRACT # 13C-460-1482: SEWER INSPECTION & REHABILITATION – WELLESLEY, MA. Director to review bid recommendation prepared by Systems Engineer Blake Lukis. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

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

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the Months of June and July 2012. **NO BOARD ACTION REQUIRED.**

7. FYI

- Memo of recognition for Kent Warren
- Ltr. of appreciation from Lake, Russell and Beach Roads neighbors
- Ltrs. to residents re: shrubbery obstructing the town right of way
- Ltrs. to residents re: trees that pose a threat to health and safety
- MWRA I/I Local Financial Assistance Program – Phase 8 Funding Allocation