

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
April 13, 2021

The Wellesley Board of Public Works held a duly posted open online remote meeting beginning at 4:00 PM.

Remote participants included Chair Ellen Korpi and Commissioners Jeffrey P. Wechsler and Scott Bender; Director David A. Cohen, Assistant Director Jeffrey Azano-Brown; Town Engineer David J. Hickey, Jr., Water & Sewer Superintendent William J. Shaughnessy, Executive Assistant Debra Sumner; and Advisory Committee Liaison William Maynard.

Chair Korpi called the meeting to order at 4:00 PM.

APPROVAL OF MINUTES

Following a review of the minutes from the meeting of March 9, 2021 and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

VOTED: To approve the Open Session Minutes of the meeting of March 9, 2021, as presented.

Upon review of the minutes from the meeting of March 24, 2021 and upon motion duly made by Mr. Wechsler and Mr. Bender, it was,

VOTED: To approve the Open Session Minutes of the meeting of March 24, 2021, as presented.

Ms. Korpi abstained from voting as she was not present for this meeting.

CITIZEN SPEAK

Chair Korpi provided anyone participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one chose to speak.

ADVISORY COMMITTEE LIAISON UPDATE. Director Cohen invited Mr. Maynard to apprise the Board and Staff of any information pertinent to the Department of Public Works.

Mr. Maynard conveyed Advisory is making final preparations for Annual Town Meeting. There was a brief discussion regarding the supplemental write-ups and the approval process related to the revised Motions for Articles 13 and 14 for the Water and Sewer Enterprise Fund Budget Version 5. Director Cohen confirmed he plans to attend the Advisory Committee meeting and will be available to answer any inquires.

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DIRECTOR'S ITEMS

DPW Monthly Report. Director Cohen began the review by referencing topics and additional highlights for the month of April including Key Performance Goals, Key Challenges & Opportunities and Key Metrics included in the following divisions: DPW Administration; Engineering, Highway, Park & Tree; Recycling & Disposal Facility; Water & Sewer; Health & Safety; Winter Maintenance and Additional Information, including Completed Goals. A detailed discussion ensued and staff responded to specific comments and inquiries from the Board.

The Director characterized this as a transitional period as the crews mobilize from winter into spring activities and begin to undertake construction projects. Mr. Cohen also noted that upon finalizing the winter budget, it is hoped it will be possible to turn back a portion of the last supplemental funding authorization. It was also noted that COVID-19 protocols remain in place and all employees are encouraged to be vaccinated.

Safety Program. Following a brief review of the personal injury incident and vehicle incident summaries there was an inquiry regarding backup cameras. While Director Cohen acknowledged that approximately 30% of the vehicles have back up camera units, he confirmed he would research how many vehicles, which encountered backing incidents, had cameras installed in those units.

Statement of Fact Activity Report. The Director referred to the most recently updated version of this report for informational and reference purposes, including purchase of fertilizer and seed products for the spring maintenance program.

Sustainability. The Director confirmed any reference to recent developments and initiatives related to this topic are included in the Monthly Report.

Annual Town Meeting Preparation. The Director reviewed with the Board the revised Motions for Articles 13 and 14 for the Water and Sewer Enterprise Fund Budget Version 5.0.

Mr. Cohen also referred to the draft presentations for DPW-related Articles. He confirmed that a brief video is being created for each Article. Chair Korpi conveyed that the Operating Budget presentation runs exactly six minutes.

The Director explained that due to having just recently been notified of updated assessments from the MWRA, the FY22 Water and Sewer Budgets Version to be approved is now Version 5.

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It was conveyed that the MWRA Water assessment will increase the DPW's projected expenditure by \$109,489. It was confirmed that staff has reduced the Department's contingencies by this amount so there is no effect on the overall authorization. The MWRA Sewer Fund assessment will decrease the projected expenditure by \$368,367 and it is being proposed to decrease the total appropriation by that amount.

With regard to Water and Sewer Rates, based on these budgets and the revised MWRA estimates, a 0% water rate increase and a 0% sewer rate increase for FY22 are projected.

Following a brief discussion and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

VOTED: To approve the ATM Draft Motions included in Version 5 of the FY 2022 Water and Sewer Budgets with a total funding authorization request of \$9,867,360 for Water and \$10,200,313 for Sewer.

Coming Events. Mr. Cohen confirmed staff would contact Wellesley Media to schedule meetings in advance of the Annual Town Meeting sessions on April 26 and 27. He also referred to the Advisory Committee Meeting on April 14, the League of Women Voters (LWV) Town Meeting Prep Session on April 15, and confirmed DPW and BPW attendees for those meetings.

HIGHWAY DIVISION

Contract Award – Bid Recommendation – Contract #21S-420-1665 – Hot Mix Asphalt, Picked Up. Following a discussion and review of the Director's Bid Recommendation and Statement of Fact prepared by Assistant Highway Superintendent Elizabeth Gildae, and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

VOTED: That Contract No. 21S-420-1665 for Hot Mix Asphalt, Picked Up be awarded to the lowest responsible and responsive bidder, in accordance with our specifications and their bid prices as follows:

Item I (Regular Season):	Brox Industries, Inc., Dracut, MA	\$59.75/ton
Item II (Winter Season):	T.L. Edwards, Inc., Avon, MA	\$87.65/ton

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There was a brief discussion following the bid award. Mr. Wechsler inquired if there may be potential to utilize the State contract or MAPC Cooperative Bids as potential resources for vendors for these goods in the future vs. going through the bidding procurement process. The Director confirmed he would research that information and report back at the next meeting.

WATER & SEWER DIVISION

Contract Award – Bid Recommendation – Contract #21S-460-1666 – Engineering Services for Rosemary and Longfellow Well Replacement Project. The Director referred to the Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Division Superintendent Meghan Condon.

Following the review and discussion related to the Request for Proposals (RFP) evaluation process and upon motion duly made by Mr. Bender and seconded by Mr. Wechsler, it was unanimously,

VOTED: That Contract No. 21S-460-1666 for the Engineering Services for Rosemary and Longfellow Well Replacement Project be awarded to Wright-Pierce of Andover, MA all in accordance with their technical proposal and their proposed hourly wage rates.

Water & Sewer Enterprise Fund Financial Statements. The Director referred to the financial statements for the month of December 2020 and responded to inquiries from the Board.

Director Cohen explained that timing can influence the numbers that are reflected, including the comparison from last year to this year vs. month to month. Examples of these timing issues include receipt of insurance payments and IT services, among others. It was acknowledged residential water use is up 22% and commercial use is down, which was attributed to COVID-related issues. The January, February and March financials will be reviewed at the next meeting.

Sewer Lateral Financial Assistance Program. Mr. Cohen began by noting the idea for this proposed program came about a couple of months ago as a result of a resident's inquiry seeking a recommendation as to how to address their own sewer lateral replacement issue. Mr. Cohen explained that following research into how area communities are handling this matter this proposed program was developed.

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The Director reviewed the components of the proposed pilot program for the Board's consideration. Mr. Cohen first conveyed the purpose of this proposed program is to provide assistance and incentive to Wellesley homeowners to replace failed sewer lateral connections to the Town's sewer main. Mr. Cohen emphasized that benefits of this program would include keeping sewage flowing properly, and by reducing inflow and infiltration, thereby helping to reduce overall cost of sending sewerage to the MWRA.

The Director also reminded the Board that the Department does provide occasional complimentary safety rodding services to assist homeowners experiencing trouble with their service. This service provides only a temporary repair, until the homeowner can make arrangements for a more permanent solution.

The Director explained that he is proposing allocating \$40,000 from available "Capital Contingency Funds", to provide grants of up to \$5,000, per household, for needed replacements. He conveyed grants would be available on a first come first served basis and must adhere to the rules and procedures referenced in the Private Sewer Lateral Replacement Financial Assistance Program Policy and Guidelines.

Mr. Cohen also emphasized that it has been confirmed all work is eligible for the MWRA Sewer Loan/Grant program and is currently eligible for 25% loan and 75% grant reimbursement from the MWRA.

A detailed discussion ensued with the Board regarding the proposed program. Mr. Cohen outlined an example of the process in which a homeowner would apply after he has solicited quotes for the work. Following the discussion, it was agreed that the proposal would be beneficial to both the Town and the homeowner.

Chair Korpi suggested that, if enacted, a proactive stance could be helpful to notify homeowners of this pilot program and encourage homeowners to take advantage of this offering. It could be especially advantageous for those homeowners who have experienced the need for safety rodding to be conducted in their houses, as a target market.

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It was the consensus of the Board that it was supportive of the proposed program. Following the discussion and review of Director Cohen's recommendation and upon motion by made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

VOTED: To allocate \$40,000 from the "Capital Contingency Funds" for the purpose of funding the proposed Sewer Lateral Replacement Financial Assistance Pilot Program.

Water & Sewer Division Monthly Performance Report. The Director referred to the report for the month of February 2021 prepared by Water & Sewer Superintendent William Shaughnessy, which includes the Daily Water Pumping Record, the iron and manganese Chemical Analyses, the graph of water supply trending, the graph of the temperature, and the Summary Report. Mr. Cohen invited questions from the Board. Following a brief discussion on the information and analysis reflected in this report, Mr. Cohen conveyed in advance of the next report, staff would make an effort to better conceptualize the information.

DEP Public Water Supply Annual Statistical Report. Mr. Cohen referred to the Report for the Year 2020 prepared for submission to the Department of Environmental Protection by Water & Sewer Superintendent Shaughnessy. The Director and Mr. Shaughnessy responded to inquiries from the Board. Mr. Wechsler noted it is interesting to see the numbers associated with the various amounts of water used throughout the year.

Next BPW Meeting Date. It was reconfirmed that the next regularly scheduled meeting will be held on Tuesday, May 11, 2021, at 4:00 p.m.

ADJOURNMENT

Upon motion duly made by Mr. Bender and seconded by Mr. Wechsler, it was unanimously,

VOTED: To adjourn.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

 5/19/2021

Scott Bender
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS REMOTE ONLINE MEETING
APRIL 13, 2021
4:00 PM

A. APPROVAL OF MINUTES. Board to review the Open Session Minutes of the Meetings of March 9, 2021 and March 24, 2021. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

B. CITIZEN SPEAK

ADMINISTRATION

C. ADVISORY COMMITTEE LIAISON UPDATE. Director to inquire if Mr. Maynard has information to bring to the attention of the Board and Staff. **NO BOARD ACTION REQUIRED.**

D. DIRECTOR'S ITEMS

E. DPW MONTHLY REPORT. Director to refer to division highlights listed in the report for the month of April, 2021. **BOARD FEEDBACK REQUESTED.**

F. SAFETY PROGRAM – INCIDENT SUMMARIES. Director to refer to summaries of personal injury and vehicle incidents to date. Reference to be made to the Safety Spotlight for the month of April with a focus on "Trench Safety Excavation". **NO BOARD ACTION REQUIRED.**

G. STATEMENT OF FACT ACTIVITY REPORT. Director to reference the report reflecting contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

H. SUSTAINABILITY. Director to update the Board on recent developments and initiatives. **NO BOARD ACTION REQUIRED.**

I. ANNUAL TOWN MEETING PREPARATION. Director to review with the Board the revised Motions for Articles 13 and 14 for the Water and Sewer Enterprise Fund Budget Version 4.0. Mr. Cohen will also refer to the draft presentations for DPW-related Articles. **NO BOARD ACTION REQUIRED.**

HIGHWAY DIVISION

J. AWARD OF CONTRACT #21S-420-1665: HOT MIX ASPHALT, PICKED UP. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Highway Superintendent Elizabeth Gildae. **BOARD VOTE & SECRETARY SIGNATURE REQUIRED.**

WATER & SEWER DIVISION

K. AWARD OF CONTRACT # 21S-460-1666: ENGINEERING SERVICES FOR ROSEMARY and LONGFELLOW WELL REPLACEMENT PROJECT. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Division Superintendent Meghan Condon. **BOARD VOTE & SECRETARY SIGNATURE REQUIRED.**

L. WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS. Director to refer to financial statements for the month of December 2020. **NO BOARD ACTION REQUIRED.**

M. SEWER LATERAL FINANCIAL ASSISTANCE PROGRAM. Director to review the proposed program for the Board's consideration as a pilot program. **BOARD FEEDBACK REQUESTED.**

N. WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report for the month of February 2021 prepared by Water & Sewer Division Superintendent Shaughnessy. **NO BOARD ACTION REQUIRED.**

O. DEP PUBLIC WATER SUPPLY ANNUAL STATISTICAL REPORT. Director to refer to DEP Public Water Supply Annual Statistical Report for the Year 2020 prepared by Water & Sewer Superintendent Shaughnessy. **NO BOARD ACTION REQUIRED.**

FYI

Ltr. to DEP - DBPR (TTHM & HAA5) Monitoring for 1st Quarter 2021
Ltr. to DEP - 2021 First Quarter SDWA Monitoring Results: Nitrate
Ltr. to DEP - 2021 First Quarter SDWA SOC Monitoring Results