

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
JUNE 13, 2023**

The Wellesley Board of Public Works held a duly posted open online remote meeting beginning at 5:00 PM.

Remote participants included Chair Scott Bender, Commissioners Ellen Korpi and Jeffrey Wechsler; Director David A. Cohen; Assistant Director Jeff Azano-Brown, Town Engineer David J. Hickey, Jr.; Executive Assistant Debra Surner; and Advisory Committee Liaison Pete Pedersen.

Chair Bender called the meeting to order at 5:01 PM.

APPROVAL OF MINUTES

Following reference to the minutes from the most recent Board of Public Works meetings proposed for approval and, upon motion duly made by Ms. Korpi and seconded by Mr. Bender, it was,

VOTED: To approve the Open Session Minutes of the meeting of May 9, 2023, as presented (2-0).

Ms. Korpi – Aye
Mr. Bender – Aye

Mr. Wechsler arrived following these votes having been taken.

VOTED: To approve the Open Session Minutes of the meeting of June 5, 2023, as presented (2-0).

Ms. Korpi – Aye
Mr. Bender – Aye

Mr. Wechsler arrived following these votes having been taken.

Upon motion made by Ms. Korpi and seconded by Mr. Wechsler, it was

VOTED: To approve the Executive Session Minutes of the meeting of June 5, 2023, as presented (3-0).

Ms. Korpi – Aye
Mr. Wechsler – Aye
Mr. Bender – Aye

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CITIZEN SPEAK

Chair Bender provided anyone participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. No participants were present at the meeting.

Advisory Committee Liaison Update. Mr. Bender invited Mr. Pedersen to bring any matters of interest to the Advisory Committee to the attention of the Board.

Mr. Pedersen conveyed that the Advisory Committee continues to be primarily interested in receiving continued updates and or changes related to PFAS, which will be covered under discussion of that Agenda item.

DIRECTOR'S ITEMS

PFAS Update. Director Cohen referred to the most recent activity related to this matter. He conveyed the latest PFAS sampling round came in at 12.6 ppt at the Rosemary Longfellow Treatment Plant and 9.6 ppt at the Wellesley Avenue Treatment Plant and confirmed both locations will continue to be monitored. Mr. Cohen confirmed the Morses Pond Treatment Plant continues to be at non detect.

Mr. Cohen confirmed he is working toward scheduling a progress meeting with the Massachusetts Water Resources Authority (MWRA) to advance the second connection concept. The Director responded to comments from the Board and conveyed he would provide updated information at a future meeting.

Recycling & Disposal Facility (RDF) Update. Director Cohen provided an update on the most recent activity at the Facility. He notified the Board that installation of new signage for each of the recyclable product categories is underway. Mr. Cohen suggested those who recycle and navigate the Facility on a regular basis will find this improvement to be helpful and more intuitive than in the past. He also showed a photo of the new sign for recycling of clear glass. He noted a webpage is being built for each product and will be integrated with the RDF app, in addition to a revised, interactive map of the Facility to better enable users to explore the area virtually. Director Cohen also referred to recently installed fence caps to alleviate jagged edges when users reach over the fence to dispose of recyclable items. The Board complimented staff on the significant improvements being made at the Facility, especially demonstrated by the clear messaging on this more detailed signage.

Statement of Fact Activity. The Director conveyed there was no additional activity to report this month.

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Continued Appropriations for Capital Outlay, FY2023. Director Cohen referred to a memorandum prepared by Assistant Director Azano-Brown to the Board with suggested Motion for approval for capital appropriations to be carried forward as reflected on the attachment.

Mr. Cohen explained this standard annual request to carry forward capital appropriations reflects the maximum amount allowed to be carried forward in the event associated invoices are not received by June 30. He noted the amount is well below what has been carried over in the past due to completion of numerous capital projects.

Upon to motion duly made by Ms. Korpi and seconded by Mr. Wechsler it was

VOTED: That prior year capital appropriations be carried forward to FY24 as indicated on the June 9, 2023 Continued Appropriations for Capital Outlay List for DPW Divisions 400-454, with an amount not to exceed \$2,058,485.73 (3-0). (Copy attached.)

Ms. Korpi – Aye
Mr. Wechsler – Aye
Mr. Bender – Aye

Budget Reallocation (Request), FY2023. Director Cohen referenced a memorandum prepared by Assistant Director Azano-Brown with a detailed explanation related to the RDF's Expense shortfall. Mr. Cohen explained this had been included as a placeholder in case an additional request was needed but confirmed that is not the case and no action is required.

Water & Sewer Enterprise Fund Financial Statements. The Director referred to the financial statements for the month of April 2023, combined with a cover memo prepared by Senior Management Analyst Cusack to Mr. Azano-Brown, highlighting key trends including revenues in excess of \$2,000,000 and exceed the FY22 cash balances. Mr. Cohen also confirmed there is sufficient cash attributable to amount of water sold last year. That cash will be used for future water purchases and in preparation for the capital program. The costs are due primarily due to MWRA costs, which included the MWRA running 65% of the water pumped through April, 2023. Ms. Korpi inquired how conservation measures in place last year might have impacted the results. Mr. Cohen responded he will explore specifics related to that question.

Regarding the sewer statements, other than a timing issue related to the Wellesley College sewer assessment, it was confirmed the cash balance is sufficient and there are no concerns to be addressed.

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Water & Sewer Rates. Director Cohen referred to the recently approved Water & Sewer rate increases following the Public Hearing held on June 5, 2023. He offered to engage in a follow-up discussion related to the conversation at the last meeting. The Director confirmed he will continue to include this topic as a placeholder on future meeting agendas in case issues arise. Mr. Cohen also confirmed that he would inquire among the peer communities participating in the DPW benchmarking group as to how many outside irrigation meters exist in those respective municipalities. He will compile the data to be reviewed at a future meeting.

As a follow up related to benchmarking, Mr. Bender complimented the Director on his good work with the benchmarking effort. Mr. Bender asked Mr. Cohen if it could be determined what makes Wellesley more, or less, expensive in relevant categories as compared to the peer communities and have that information included in a slide format to illustrate those findings. Director Cohen also confirmed that the next benchmarking meeting has been scheduled in July, with a plan to focus on water.

Mr. Wechsler recommended a proactive stance be followed in the future to advise rate payers with as much advance notice as possible of potential rate increases and any upcoming trajectory regarding the budget process and how it would impact rate payers.

Water & Sewer Division LED Project. Director Cohen explained this proposal is in partnership with the Municipal Light Plant (MLP), Facilities Management Department (FMD), and the Climate Action Committee (CAC). He explained services for this project will be procured under MGL 25A §14. The MLP and FMD have recommended it is an appropriate way to procure services for energy conservation projects that have a total project cost of less than \$300,000. He also referred to an agreement with the MLP to be signed by Mr. Cohen, pending approval by the Board of Public Works. Director Cohen also conveyed two proposals were received for this project to replace 83 existing lighting fixtures with LED fixtures in the Water & Sewer Garage.

Following a review of the Director's bid recommendation, the Board acknowledged this project provides a dual benefit of both savings for rate payers, as well as being "environmentally friendly". In reply to an inquiry from the Board, the Director will endeavor to obtain from members of the Climate Action Committee and Municipal Light Plant staff an anticipated calculation for the return on investment this improvement may provide.

Upon motion duly made by Ms. Korpi and seconded by Mr. Wechsler, it was,

VOTED: That the Water & Sewer LED Project be awarded to ESI of Attleboro, MA all in accordance with our specifications and their bid of \$54,100.00.

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Ms. Korpi – Aye
Mr. Wechsler – Aye
Mr. Bender – Aye

DPW Monthly Report. Director Cohen referred to division highlights listed in the report for the month of May including Key Performance Goals, Key Challenges & Opportunities and Key Metrics. Information reflected in this report is from the Department's Engineering; Highway; Park & Tree; Recycling & Disposal Facility; Water & Sewer; and Health & Safety Divisions, as well as a listing of Coming Events and Additional Information.

Mr. Cohen noted, that in addition to other highlights included in this report, of particular interest this month was the celebration of National Public Works Week May 21st -May 27th, which coincided with Wellesley Wonderful Weekend and the DPW Touch-A-Truck Event on May 20th. He described it as a great event that attracted an estimated 600 visitors, which contributed to its being such a success. Collective Bargaining negotiations continue. Fiscal Year 2023 Year End preparations are underway, as well as FY24 Project planning. FY24 Water and Sewer rate increases become effective July 1.

Ms. Korpi expressed her appreciation for this thorough and consistent reporting, which provides an extensive overview of the Department's most recent projects and undertakings. The Director acknowledged the compliment and responded this report reflects a compilation of ongoing day-to-day activities and credited the accomplishments to each division and the staff members who perform the work.

Director Cohen proceeded to review in detail specific areas of focus within each division.

Town Engineer Hickey provided an update on the Walnut Street Reconstruction Project and the comprehensive updates achieved and challenges addressed, to date. He also noted how well the annual Schofield School Road Race went despite the roadway being under construction.

Ms. Korpi took the opportunity to extend to Mr. Hickey how appreciative she is of his handling the outreach with the community. She conveyed his communication efforts go a long way and complimented him on handling the many changes that occur. Mr. Wechsler also complimented Mr. Hickey on his ability to juggle so many things and bring them all together. Mr. Bender concurred with those sentiments.

Following the Director's conclusion of the review of the Monthly Report, both Mr. Bender and Mr. Wechsler echoed Ms. Korpi's earlier acknowledgement that this report is very helpful.

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FY2024 DPW-Wide Director's Goals. Director Cohen reviewed each of the proposed goals with the Board and, conveyed that following the Board's approval of the goals as presented, he will prepare specific deliverables and timelines for each goal. (Copy attached.)

Following the Director's review of his proposed FY24 Department-Wide Goals, Ms. Korpi acknowledged it is a very full plate. Mr. Bender conveyed the issue is to bring them to fruition. Director Cohen acknowledged he aims high but considers it to be a good place to start and adjust accordingly, as necessary, but provides a good basis for the direction in which to guide the Department.

Annual Reorganization of the Board of Public Works. Chair Bender announced that the Board would move forward with voting the annual reorganization of the Board of Public Works, which occurs every June and becomes effective each July 1.

Following a brief discussion and upon motion duly made by Mr. Wechsler to nominate Ellen Korpi as Chair of the Board of Public Works, and seconded by Mr. Bender, it was,

VOTED: To elect Ellen Korpi as Chair of the Board of Public Works, effective July 1, 2023, 3-0.

Mr. Wechsler – Aye
Mr. Bender – Aye
Ms. Korpi – Aye

Upon motion duly made by Mr. Bender to nominate Mr. Wechsler as Vice Chair of the Board of Public Works, and seconded by Ms. Korpi, it was,

VOTED: To elect Jeff Wechsler as Vice Chair of the Board of Public Works, effective July 1, 2023, 3-0.

Mr. Bender – Aye
Ms. Korpi – Aye
Mr. Wechsler – Aye

Upon motion duly made by Ms. Korpi to nominate Mr. Bender as Secretary of the Board of Public Works, and seconded by Mr. Wechsler, it was,

VOTED: To elect Scott Bender as Secretary of the Board of Public Works, effective July 1, 2023, 3-0.

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Ms. Korpi – Aye
Mr. Wechsler – Aye
Mr. Bender – Aye

ADJOURNMENT

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

VOTED: To adjourn (3-0).

Ms. Korpi – Aye
Ms. Wechsler – Aye
Mr. Bender – Aye

The meeting adjourned at 6:54 PM

Respectfully submitted,

DocuSigned by:

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Jeffrey Wechsler
Secretary

TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS
20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

DAVID COHEN
DIRECTOR

TELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

June 9, 2023

To: Board of Public Works

From: Jeff Azano-Brown, Assistant Director

Re: Continued Appropriations for Capital Outlay, FY 2023

Please find the attached Continued Appropriations for Capital Outlay list for your review and approval. This list represents the maximum amount that could be carried forward for use next year. Work completed through the end of the year will reduce the actual amount carried forward. Approximately \$586,000 of the available balance is encumbered for existing commitments but will most likely not be paid until after FY23 is closed.

Suggested motion language is included below for your consideration.

Suggested Motion

That prior year capital appropriations be carried forward to FY24 as indicated on the June 9, 2023 Continued Appropriations for Capital Outlay List for DPW Divisions 400-454, with an amount not to exceed \$2,058,485.73.

Attachment: Continued Appropriations for Capital Outlay List as of 6/9/2023

Continued Appropriations for Capital Outlay List as of 6/9/23

| Division | Account | Project | Town Meeting & Article | Fiscal Year | Purpose | Appropriation | Carry Forward Authorization | |
|-------------------------------|-------------|----------|------------------------|---------------|---|-------------------------------|-----------------------------|-----------|
| Engineering | 14109022 | 95130 | ATM 21, Art 8 | 2022 | WESTON ROAD DESIGN | 75,000.00 | 27,947.22 | |
| | | | | | Engineering Total | 75,000.00 | 27,947.22 | |
| Highway | 14204995 | 95210 | ATM 22, Art 8 | 2023 | STREET RESURFACING | 400,000.00 | 238,111.07 | |
| | 14204995 | 95220 | ATM 22, Art 8 | 2023 | CRACKSEALING | 60,500.00 | 12,462.71 | |
| | 14204995 | 95230 | ATM 22, Art 8 | 2023 | SIDEWALK RESTORATION | 300,000.00 | 74,117.84 | |
| | 14204995 | 95235 | ATM 21, Art 8 | 2023 | COMPLETE STREET SIDEWALK | 40,000.00 | 40,000.00 | |
| | 14209020 | 95240 | ATM 19, Art 8 | 2020 | CULVERT & HEADWALL REHAB | 125,000.00 | 73,821.09 | |
| | 14204995 | 95240 | ATM 22, Art 8 | 2023 | CULVERT & HEADWALL REHAB | 354,500.00 | 272,316.89 | |
| | 14209022 | 95245 | ATM 21, Art 8 | 2022 | DRAINAGE SYSTEM REPAIRS | 80,000.00 | 27,634.91 | |
| | 14204995 | 95245 | ATM 22, Art 8 | 2023 | DRAINAGE SYSTEM REPAIRS | 120,000.00 | 120,000.00 | |
| | 14209022 | 95250 | ATM 21, Art 8 | 2022 | CATCH BASIN RECONSTRUCTION | 185,500.00 | 158,043.53 | |
| | 14204995 | 95255 | ATM 22, Art 8 | 2023 | CROSSWALK RENOVATIONS | 25,000.00 | 25,000.00 | |
| | 14204995 | 95260 | ATM 22, Art 8 | 2023 | PRIVATE WAYS | 32,000.00 | 16,254.51 | |
| | 14204995 | 95270 | ATM 22, Art 8 | 2023 | GUARDRAIL REPLACEMENT | 30,000.00 | 6,919.77 | |
| | 14209022 | 95290 | ATM 21, Art 8 | 2022 | BUILDING IMPROVEMENTS | 15,000.00 | 10,315.34 | |
| | 14204995 | 95290 | ATM 22, Art 8 | 2023 | BUILDING IMPROVEMENTS | 31,500.00 | 31,500.00 | |
| | 14204995 | 95299 | ATM 22, Art 8 | 2023 | DPW VEHICLE & EQUIP REPLACEMENT (Unit 32) | 250,000.00 | 13,710.65 | |
| | | | | | Highway Total | 2,049,000.00 | 1,120,208.31 | |
| | Park & Tree | 14204995 | 95310 | ATM 22, Art 8 | 2023 | ELEMENTARY SCHOOL FIELD IMPVT | 50,000.00 | 30,067.63 |
| | | 14204995 | 95320 | ATM 22, Art 8 | 2023 | HS/HUNNEWELL FIELDS | 50,000.00 | 14,771.07 |
| | | 14304995 | 95330 | ATM 22, Art 8 | 2023 | SPRAGUE FIELD REHAB | 25,000.00 | 13,101.89 |
| | | 14304995 | 95340 | ATM 22, Art 8 | 2023 | PLAY EQUIPMENT REPLACEMENT | 45,000.00 | 41,920.00 |
| 14304995 | | 95350 | ATM 22, Art 8 | 2023 | TENNIS AND BASKETBALL COURT IMPROVEMENTS | 140,000.00 | 118,615.12 | |
| 14304995 | | 95360 | ATM 22, Art 8 | 2023 | ADA REQUIREMENTS | 35,000.00 | 35,000.00 | |
| 14309019 | | 95370 | ATM 18, Art 8 | 2019 | RENOVATIONS: ISLAND & STREETSCAPE | 20,000.00 | 3,569.59 | |
| 14304995 | | 95391 | ATM 22, Art 8 | 2023 | CLOCK TOWER BELL HOUSING | 25,000.00 | 1,006.23 | |
| | | | | | Park & Tree Total | 390,000.00 | 288,051.53 | |
| Recycling & Disposal Facility | | 14404995 | 95413 | ATM 22, Art 8 | 2023 | FACILITY IMPROVEMENTS | 95,000.00 | 68,529.49 |
| | 14409018 | 95414 | ATM 17, Art 8 | 2018 | RDF RESURFACE PAVED AREAS | 30,000.00 | 23,184.45 | |
| | 14409019 | 95414 | ATM 18, Art 8 | 2019 | RDF RESURFACE PAVED AREAS | 10,000.00 | 10,000.00 | |
| | | | | | Recycling & Disposal Facility Total | 135,000.00 | 101,713.94 | |
| Fleet Maintenance | 14509022 | | ATM 21, Art 8 | 2022 | DPW VEHICLE & EQUIP REPLACEMENT | 745,000.00 | 228,760.71 | |
| | 14503995 | | ATM 22, Art 8 | 2023 | DPW VEHICLE & EQUIP REPLACEMENT | 825,000.00 | 321,804.02 | |
| | | | | | Fleet Maintenance Total | 1,570,000.00 | 550,564.73 | |
| | | | | Total | 4,219,000.00 | 2,058,485.73 | | |

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS REMOTE ONLINE MEETING
June 13, 2023
5:00 PM

A. CALL TO ORDER -- Chair Bender to call the online meeting to order at _____ p.m.

Mr. Bender to announce: "This meeting is being streamed live on Comcast channel 9 and Verizon channel 39 and by Wellesley Media and recorded for subsequent viewing on the cable channels or at wellesleymedia.org.

B. APPROVAL OF BPW MEETING MINUTES. Board to review the Open Session minutes of the meetings of May 9 and June 5, 2023; and the Executive Session minutes of the Meeting of May 9, 2023. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

C. CITIZEN SPEAK. Chair Bender to inquire if any participants have called in to the meeting.

D. ADVISORY COMMITTEE LIAISON UPDATE. Mr. Pedersen to be invited to bring any information to the attention of the Board and Staff. **NO BOARD ACTION REQUIRED.**

E. DIRECTOR'S ITEMS

F. PFAS UPDATE. Director to refer to most recent activity related to this matter. **NO BOARD ACTION REQUIRED.**

G. RECYCLING & DISPOSAL FACILITY UPDATE. Director to provide update on recent activity at the Facility. **NO BOARD ACTION REQUIRED.**

H. STATEMENT OF FACT ACTIVITY REPORT. Director to confirm there are no recent purchases within this category to reference this month. **NO BOARD ACTION REQUIRED.**

I. CONTINUED APPROPRIATIONS FOR CAPITAL OUTLAY, FY 2023. Director to refer to memorandum prepared by Assistant Director with suggested Motion for approval for capital appropriations to be carried forward as reflected on attachment. **BOARD APPROVAL REQUIRED.**

J. BUDGET REALLOCATION. Director to refer to additional Budget Reallocation Request, FY 2023 prepared by Assistant Director Azano-Brown. **NO BOARD ACTION REQUIRED.**

K. WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS. Director to refer to the financial statements for the month of April 2023. **NO BOARD ACTION REQUIRED.**

L. WATER & SEWER RATES. Director to engage the Board in a follow-up discussion related to the recently approved Water & Sewer rate increases. **BOARD FEEDBACK REQUESTED.**

M. WATER DIVISION CONTRACT APPROVAL. Director to refer to memorandum referencing a project to replace 83 lighting fixtures with LED fixtures in the Water & Sewer Garage area. Additional information to be distributed for review prior to the meeting. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

N. DPW MONTHLY REPORT. Director to refer to division highlights listed in report. **NO BOARD ACTION REQUIRED.**

O. FY 2024 DPW-WIDE DIRECTOR'S GOALS. Director to review the proposed goals with the Board and following adoption, the Director will provide specific deliverables and timelines for each goal. **BOARD FEEDBACK REQUESTED.**

P. BPW ANNUAL REORGANIZATION. Director to refer to proposed motions to reorganize. **BOARD VOTE REQUIRED.**