

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
February 6, 2018

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the DPW Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman David A.T. Donohue and Commissioner Jeffrey P. Wechsler; Director Michael P. Pakstis; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy; Advisory Committee Liaison Mark Kaplan; and Executive Secretary Debra Surner.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session Minutes of the meeting of December 5, 2017, as written.

CITIZEN SPEAK

The Chairman provided those in attendance with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Advisory Committee Liaison. Mr. Kaplan reconfirmed that Director Pakstis and Assistant Director Cohen were scheduled to meet with the Advisory Committee the evening of February 14 to provide updates on DPW-related Article 18 for reconstruction of Grove Street, as well as Article 24 for easement abandonments to be addressed at the upcoming Annual Town Meeting.

Next Meeting. The next BPW meeting was tentatively scheduled for Tuesday, March 13, 2017, at 5:30 p.m., to be confirmed, or rescheduled, depending upon each Board member's availability.

Accident Summaries. The Director referred to the summary of personal injury and vehicle incidents to date. Also referenced was the Safety Spotlight for the month of February with a focus on "Eye & Face Protection".

FY 2019 Tax Impact Operating Budget. The Director referred to a revised Version 5.0 of the proposed budget having removed the Management Pay Plan salary increases per the request of Financial Services.

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

VOTED: To approve the FY 2019 DPW Tax Impact Operating Budget Request, Version 5, which excludes Merit Pay Plan increases and includes RDF Business Initiatives, for a total of \$7,027,888.

Quarterly Report. The Director referred to highlights in the FY18 Second Quarter Report. Upon review of the Director's Goals, Activity Summaries by Division, the status of the Operating and Capital Budgets, as well as Measures and Targets, Staff responded to specifically related inquiries from the Board.

Annual Town Meeting. The Director referred to the copy of the Warrant for the upcoming Annual Town Meeting. Upon review of the Articles, presentation assignments of those which fall under the purview of the Board of Public Works were made as follows: Chairman Donohue will address Article 8; Mr. Wechsler will address Articles 12, 13 and 24; and, Mr. Criswell will address the DPW portion related to Article 15 and Article 18. It was agreed that the Director or the Town Engineer would be available at the Annual Town Meeting sessions to answer any inquiries related to Article 23.

ENGINEERING DIVISION

Easement Abandonment at 111 and 115 Westgate Road. The Director referred to the proposed Declaration of Abandonment of Easement document for these properties as the easement no longer serves its intended purpose and is no longer needed. Mr. Hickey explained the easement was initially installed for drainage that was never used and the property owners are requesting it be rescinded.

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

VOTED: To approve the Declaration of Abandonment of Easement document for the properties located at 111 Westgate and 115 Westgate.

The document was signed by both Chairman Donohue and Vice Chairman Wechsler.

WATER & SEWER DIVISION

Statement of Fact: Contract #18C-460-1593: Cliff Road Sewer Rehabilitation. The Director referred to the Bid Recommendation and Statement of Fact prepared by Systems Engineer Meghan Condon.

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Following the Director's review of the Bid Recommendation and upon motion duly made by Mr. Wechsler and seconded by Mr. Donohue, it was unanimously,

VOTED: That Contract 18C-460-1593 for Cliff Road Sewer Rehabilitation be awarded to Layne Inliner, LLC of Fairfield, ME, all in accordance with our specifications, their unit bid prices and total price of \$155,571.12.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the month of November 2017. It was noted by the Board that cash on hand is adequate and the cash flow amount appears to be greater than a year ago. Also reviewed was the capital improvement plan, as well as the timing of various projects.

Water & Sewer Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of December 2017. Mr. Shaughnessy responded to an inquiry from the Board related to the replacement of meter pits at Bates and Perrin Park.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
FEBRUARY 6, 2018
5:30 PM**

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meeting of December 5, 2017. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

1. ADMINISTRATION

ACCIDENT SUMMARIES. Director to refer to summary of personal injury and vehicle incidents to date. Reference to be made to the Safety Spotlight for the month of February, 2018 with a focus on "Eye & Face Protection". **NO BOARD ACTION REQUIRED.**

FY 2019 DPW TAX IMPACT OPERATING BUDGET. Director to refer to Version 5.0 of the proposed budget. **BOARD APPROVAL AND VOTE REQUIRED.**

QUARTERLY REPORT. Director to refer to highlights in the FY18 Second Quarter Report. **NO BOARD ACTION REQUIRED.**

ANNUAL TOWN MEETING. Director to refer to the copy of the Warrant for the upcoming Annual Town Meeting. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

EASEMENT ABANDONMENT AT 111 and 115 WESTGATE ROAD. Director to refer to proposed Declaration of Abandonment of Easement document for these properties as the easement no longer serves its intended purpose and is no longer needed. **BOARD SIGNATURES REQUIRED.**

5. WATER & SEWER DIVISION

STATEMENT OF FACT: CONTRACT 18C-460-1593: CLIFF ROAD SEWER REHABILITATION PROJECT. Director to refer to Bid Recommendation and Statement of Fact prepared by Systems Engineer Meghan Condon. (Please note: copies of this recommendation will be distributed at the meeting.) **BOARD APPROVAL & VOTE REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the financial statements for the month of November 2017. **NO BOARD ACTION REQUIRED.**

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the month of December 2017. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP - Infiltration/Inflow (I/I) Analysis report
- Ltr. to DEP – DBPR (TTHM & HAAS) Monitoring for 4th Quarter 2017