

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**May 21, 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; and Executive Secretary Debra Sumner.

**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 meetings of March 6, March 26, April 23 and May 4, 2018, 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**

**Coming events.** The Director noted a Special Town Meeting scheduled for Tuesday, June 5. The next meeting of the Board of Public Works was reconfirmed for Wednesday, June 13, at 5:30 p.m. A Public Hearing to discuss the proposed increase to sewer rates has been scheduled to begin at 5:35 p.m.

**Accident Summaries.** The Director referred to the summary of personal injury and vehicle incidents to date. Also referenced were the Safety Spotlights for the months of April with a focus on "Roadway Work Zone Safety" and for May with a focus on "Hazwoper – Emergency Response To Hazardous Materials Incidents".

**Quarterly Report.** Mr. Pakstis referred to highlights in the FY18 Third Quarter Report, including the status of the Director's Goals; Activity Summary by Division; Status of Operating and Capital Budgets; Measures and Targets, as well as the Food Waste Pilot Program. Staff also responded to comments and inquiries from the Board.

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**PARK & HIGHWAY DIVISION**

**Statement of Fact – Contract #19S-430-1599: Hunnewell Tennis Court Surface Repairs and Painting.** 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 # 19S-430-1599 Hunnewell Tennis Court Surface Repairs & Painting bid be awarded to Vermont Recreational Surfacing and Fencing Inc., P.O. Box 147, Barnet, VT 05821, for a total bid price of \$60,151.36.

**Statement of Fact – Wellesley DPW Contract #18S-420-MAPC-1601 Re: Metrowest Regional Services Consortium Roadway Management Contract.** Following the Director's review of the bid recommendation prepared by Assistant Town Engineer Douglas R. Stewart, and upon motion duly made by Mr. Wechsler and seconded by Mr. Donohue, it was unanimously,

**VOTED:** That Contract MW 2018 PW1 for Roadway Management Services be awarded to the lowest bidder in accordance with our specifications and their bid prices.

MW 2018 PW1 Roadway Management Services P.J. Keating  
Company

**WATER & SEWER DIVISION**

**Proposed FY19 Water and Sewer Rates.** The Director and Assistant Director reviewed with the Board the Water and Sewer Proforma statements for FY19. Reference was made to Mr. Cohen's memorandum, which explained the status of the water revenues that continue to be sufficient to cover planned expenditures. Therefore, no increase in the water rates is needed for FY19.

Staff then reviewed with the Board the reasoning for the proposed 5.0% sewer rate increase that would become effective July 1, 2018. It was agreed that a Public Hearing regarding the proposed sewer rate increase would be held in June, exact date to be determined based upon the Board's availability to attend.

**Contract #18C-470-1589 – Cleaning & Cement Lining of Water Mains in Wellesley - Change Order #1 – Cleaning & Lining Schaller Street.** Following the Director's review of the Proposed Change Order and upon motion duly made by Mr. Wechsler and seconded by Mr. Donohue it was unanimously,

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**VOTED:** To approve Change Order No. 1 in the amount of \$56,963.00 to clean and cement line the 6" water main on Schaller Street for a total adjusted contract price in the amount of \$724,091.00.

**MWRA Infiltration/Inflow (I/I) Local Pipeline Assistance Program.** Chairman Donohue reviewed this Program's process with Mr. Wechsler and a vote at Annual Town Meeting is made to accept a loan. It was explained that this year the Water & Sewer Division's application was made for \$326,280.00 in grant and loan funding. Through the MWRA's I/I program, the MWRA provides a 45% grant and 55% 5-year zero interest loan to aid communities in reducing infiltration and inflow into the local sewer collection system. This year's submittal of \$326,280.00 would be funded as \$146,826.00 in the form of a grant and \$179,454.00 in the form of an interest free loan.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the financial statements for the month of March 2018. A discussion ensued about various aspects of the statements, including the status of the Capital Improvement Plan. Staff also responded to an inquiry related to the Request for Proposals for Water Meters and Advanced Metering Infrastructure which are due Thursday, May 31.

**Water & Sewer Division Monthly Performance Report.** The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of March. Among the Water & Sewer Division's activities covered were 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. Also included was a chart showing the daily March total of water pumped, as well as gains and losses from the reservoirs.

**Fuller Brook Park Clean up.** Mr. Pakstis explained that the clean-up efforts coordinated by volunteers was divided into nine sections along the path, each with a previously appointed captain to supervise the work being conducted in each section. The Director conveyed his understanding of what arrangements, had been conveyed to Mr. Somerville to, in turn, relay to the other team captains and volunteers. Those responsibilities included enlisting the volunteers to pick up litter and trash for disposal by the volunteers. Any natural wood debris such as branches and similar growth would be moved off the path and into the woods, as recommended by the Natural Resources Commission.

Following a brief discussion, the Director emphasized that DPW wants to be supportive and helpful to the volunteer effort and also responsive to the NRC's requirements for this property.

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**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,



David A.T. Donohue  
Chairman

**DISCUSSION ITEMS  
WELLESLEY BOARD OF PUBLIC WORKS MEETING  
MAY 21, 2018  
5:30 PM**

**APPROVAL OF MINUTES.** Board to review the Open Session Minutes of the meetings of March 6, 2018, March 26, 2018, April 23, 2018 and May 4, 2018.

**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 April with a focus on "Roadway Work Zone Safety" and for May, with a focus on "Hazwoper – Emergency Response to Hazardous Materials Incidents".  
**NO BOARD ACTION REQUIRED.**

**QUARTERLY REPORT.** Director to review refer to highlights from the Third Quarter Report for FY18. **NO BOARD ACTION REQUIRED.**

**3. PARK & HIGHWAY DIVISION**

**STATEMENT OF FACT – CONTRACT #19S-430-1599: HUNNEWELL TENNIS COURT SURFACE REPAIRS AND PAINTING.** Director to refer to Bid Recommendation and Statement of Fact prepared by Park Division Assistant Superintendent Michael Quinn. **BOARD APPROVAL & VOTE REQUIRED.**

**STATEMENT OF FACT – CONTRACT #18C-420-1600: ROAD RESTORATION – HMA IN-PLACE AND COLD-PLANING.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Highway Superintendent Elizabeth Gildae. **BOARD APPROVAL AND VOTE REQUIRED. PLEASE NOTE – THE PRINTED INFORMATION WILL BE PROVIDED AT THE MEETING MONDAY EVENING.**

**STATEMENT OF FACT – CONTRACT 18S-420-MAPC-1601 RE: METROWEST REGIONAL SERVICES CONSORTIUM ROADWAY MANAGEMENT CONTRACT.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas R. Stewart. **BOARD APPROVAL AND VOTE REQUIRED.**

**5. WATER & SEWER DIVISION**

**PROPOSED INCREASE TO SEWER RATES.** Director to refer to memorandum prepared by Assistant Director David Cohen recommending an increase to current sewer rates, to become effective July 1, 2018.

**CONTRACT 18C-470-1589 – CLEANING & CEMENT LINING OF WATER MAINS IN WELLESLEY, MA.** Director to refer to proposed Change Order #1 in the amount of \$56,963.00 related to this contract. **BOARD APPROVAL AND VOTE REQUIRED.**

**MWRA I/I LOCAL PIPELINE ASSISTANCE PROGRAM.** Director to refer to the application for and subsequent approval of the request for assistance under the MWRA's program. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the financial statements for the month of March 2018. **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 March 2018. **NO BOARD ACTION REQUIRED.**

#### **7. FYI**

- Ltr. to DEP – 2018 First Quarter SDWA Monitoring Results
- Ltr. to DEP – SDWA SOC Monitoring 1<sup>st</sup> Quarter 2018
- Ltr. to DEP – 2018 Annual SDWA Monitoring Results: Secondary Contaminants
- Ltr. to DEP – DBPR (TTHM & HAA5) Monitoring for 1<sup>st</sup> Quarter 2018
- DEP Public Water Supply Annual Statistical Report for the Year 2017
- Ltr. to DEP – I/I Plan and Analysis Update
- Ltr. from Baystate Roads Re: K. Collins achieving rank of Roads Scholar