

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**June 14, 2016**

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

**PRESENT**

Those present included Chairman David A.T. Donohue and Commissioners Owen H. Dugan, Paul L. Criswell; Director Michael P. Pakstis; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Surner; and Interested Citizen Mr. Robert Pettigrew of 9 Geraldine Drive.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session minutes of the meeting of May 23, 2016, as presented.

**CITIZEN SPEAK**

The Chairman provided those in attendance with the opportunity to speak regarding matters pertaining to the Department of Public Works.

Mr. Pettigrew explained he was in attendance to raise the matter of a drainage issue his property encounters during rain events which he attributes to an old culvert under the nearby railroad tracks. Town Engineer David Hickey explained a plan is in place is for the Town to pave the street and intends to include mitigation as part of the project and install a new headwall and pipe. Mr. Hickey notified the resident that the answer being proposed would also entail installing a new pipe under Washington Street that would address a future solution when it can be arranged for Washington Street to take on additional capacity. However, the constriction under the railroad tracks would still exist. He indicated the most efficient way to address the issue would be to upgrade the pipes and double the catch basins.

Chairman Donohue thanked Mr. Pettigrew for coming to the meeting and reassured him that the Town Engineer would continue to conduct an analysis of the system to determine what can be done to improve the situation.

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### ADMINISTRATION

**Next Meetings.** It was decided the next meeting would be held on Tuesday, July 12, at 5:30 p.m. The following meeting date planned is Tuesday, September 13 2016.

**Statement of Fact Activity Report.** The Director referred to the most recent activity updates to the list of contracts of value up to \$34,999.

**Accident Summaries.** The Director referred to the two recent incidents and reviewed details surrounding the occurrences.

**Reallocation of Budget Allocations, FY 2016.** The Director referred to a memorandum prepared by Assistant Director David Cohen's memo which referred to the potential end of year deficits in Engineering Personal Services and Highway, Park & Tree and Management Expenses.

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

**VOTED:** That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Park & Tree, Highway, RDF and Management to offset the deficit in Engineering, not to exceed \$35,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in Engineering, Park and Tree and RDF to offset the deficit in Highway, not to exceed \$55,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in RDF to Management Expenses, not to exceed \$5,000; and

That the Board of Public Works approves the transfer of all positive Expense budget balances in RDF to Park, not to exceed \$5,000.

**FY 2016 Capital Carry Forward.** The Director referred to the summary prepared by Assistant Director David Cohen of Capital Carry Forward accounts to be carried forward into FY 2017 as requested by the Finance Director each year.

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

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**VOTED:** That the Board of Public Works approves the carry forward of capital project balances not to exceed the amounts shown on the Capital Carry Forward list dated June 8, 2016. (Copy attached.)

**Director's Goals for FY17.** Mr. Pakstis referred to the revised goals, as proposed, reflecting milestone and dates. The Board and Staff entered into a detailed review and discussion related to an ongoing stormwater study, including reference to Large House Reviews conducted by the Planning Board.

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

**VOTED:** To approve the Director's goals as written in David Cohen's memo dated June 9, 2016. (Copy attached.)

**Annual Reorganization of the Board of Public Works.** Commissioners Criswell and Dugan each expressed his appreciation to Mr. Donohue for his guidance and leadership while serving as Chairman of the Board of Public Works over the past year.

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

**VOTED:** To elect Paul L. Criswell as Chairman of the Board of Public Works, effective July 1, 2016.

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

**VOTED:** To elect Owen H. Dugan as Vice Chairman of the Board of Public Works effective July 1, 2016.

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

**VOTED:** To elect David A.T. Donohue as Secretary of the Board of Public Works effective July 1, 2016.

### ENGINEERING DIVISION

**Street Opening Permit Fee Increase.** The Director referred to the Town Engineer's recommendation for a proposed revision to the existing base permit fee in the amount of \$100. This proposed increase has become necessary due to more extensive requirements for the number of street permits and dig safe mark outs.

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

**VOTED:** That the Street Occupancy Permit Regulations be changed, effective July 1, 2016, to reflect a base permit fee of \$150.00.

### RECYCLING & DISPOSAL FACILITY

**RDF Baler and Compactors Major Repairs and Replacement Fund Expenditure Request.** The Director reviewed the request for authorization to expend up to \$14,675 from the RDF Baler and Compactors Major Repairs and Replacement Fund for the cost of the replacement of the baler processor and replacement of the motor in compactor #3. It was noted the fund currently has a balance of \$761,821,61.

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

**VOTED:** That the Board of Public Works approves the expenditure of up to \$14,675 from the RDF Baler, Compactors and Major Equipment Repair and Replacement Fund for the items detailed in the May 31, 2016 letter from Recycling & Disposal Facility Superintendent Jeff Azano-Brown.

### WATER & SEWER DIVISION

**MWRA Water Supply Agreement.** The Director referred to the Water Supply Continuation Agreement between the Massachusetts Water Resources Authority and the Town of Wellesley which documents in detail the agreement and understanding of the parties regarding the arrangement whereby the MWRA will continue to supply water to the Town and the Town will purchase its water supply or a portion of its water supply from the MWRA water supply system over the next 10 years.

**Irrigation Well Request - 265 Grove Street.** The Director referred to the well approval recommendation prepared by Water & Sewer Superintendent Shaughnessy that recommends approval of the irrigation well request made by the home owner with the understanding that no connection will be made to the household portable water plumbing at 265 Grove Street in Wellesley.

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

**VOTED:** To approve Water & Sewer Superintendent Shaughnessy's recommendation regarding the request from the property owner for a well to be drilled for irrigation purposes approximately 300 feet in depth at #265 Grove Street. The approval is granted with the

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understanding that the well and its irrigation system will not be used to provide portable water and will not be connected in any way with Wellesley's water supply, nor will it impact the town's water or sewer systems.

**Statement of Fact: Water Treatment Chemicals Contract #17P-470-1565.** The Director reviewed the bid recommendation prepared by Water & Sewer Superintendent Shaughnessy.

Based upon the Director's recommendation and upon motion duly made by Mr. Dugan and seconded by Mr. Criswell it was unanimously,

**VOTED:** That Contract 17P-470-1565 for water treatment chemicals be awarded to Univar USA of Providence, RI in accordance with the specifications and their bid price as follows:

<u>Chemical</u>	<u>Awarded Company</u>	<u>Unit Bid Price</u>	<u>Est. Amount</u>
Potassium Hydroxide	Univar USA	\$0.2537 per wet Lb.	\$127,000

The quantities in this Contract are on a requirement basis and the quantities may be increased or decreased as the needs of the Town shall require.

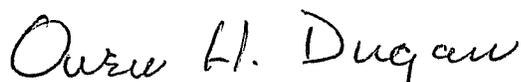
**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the Financial Statement for the month of April 2016. It was the general consensus that the Year-to-Date numbers reflected in the report are favorable. It was also noted that the Board commented it would be interesting to compare the amount of water being used 10 years ago vs. today.

**Monthly Performance Report.** The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of May 2016 which highlighted the Water & Sewer Division's activities, including 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.

**ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

Respectfully submitted,



Owen H. Dugan  
Secretary

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS MEETING**  
**JUNE 14, 2016**  
**5:30 PM**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of May 23, 2016. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**CITIZEN SPEAK**

**1. ADMINISTRATION**

**ADVISORY COMMITTEE LIAISON.** Director and Staff to discuss with Advisory Liaison various topics presented by the liaison. **NO BOARD ACTION REQUIRED.**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to refer to most recent activity. **NO BOARD ACTION REQUIRED.**

**ACCIDENT SUMMARIES.** Director to refer to summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of June with a focus on "Summer Environmental Hazards". **NO BOARD ACTION REQUIRED.**

**REALLOCATION OF BUDGET ALLOCATIONS, FY 2016.** Director to refer to projected end of year deficits in Personal Services and Expenses. **BOARD APPROVAL REQUIRED.**

**FY 2016 CAPITAL CARRY FORWARD.** Director to review summary of Capital Budget accounts to be carried forward into FY 2017. **BOARD APPROVAL REQUIRED.**

**DIRECTOR'S GOALS FOR FY17.** Director to refer to updated version of proposed goals. **BOARD APPROVAL REQUESTED.**

**ANNUAL REORGANIZATION OF THE BOARD OF PUBLIC WORKS TO BE VOTED UPON.**

**2. ENGINEERING DIVISION**

**STREET OPENING PERMIT FEE INCREASE.** Director to refer to proposed increase to current fee structure. **BOARD APPROVAL REQUIRED.**

**4. RECYCLING & DISPOSAL FACILITY**

**RDF BALER AND COMPACTORS MAJOR REPAIRS AND REPLACEMENT FUND EXPENDITURE REQUEST.** Director to refer to request for use of Baler Replacement Fund. **BOARD APPROVAL REQUIRED.**

## 5. WATER & SEWER DIVISION

**MWRA WATER SUPPLY AGREEMENT.** Director to refer to Water Supply Continuation Agreement between the Massachusetts Water Resources Authority and the Town of Wellesley. **NO BOARD ACTION REQUIRED.**

**IRRIGATION WELL REQUEST.** Director to refer to recommendation for approval of request for irrigation well at the 265 Grove Street property. **BOARD APPROVAL REQUIRED.**

**STATEMENT OF FACT: WATER TREATMENT CHEMICALS CONTRACT #11P-470-1565.** Director to refer to bid award recommendation prepared by W&S Superintendent William Shaughnessy. **BOARD APPROVAL & SECRETARY SIGNATURE REQUIRED.**

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the Financial Statements for the month of April 2016. **NO BOARD ACTION REQUIRED.**

**MONTHLY PERFORMANCE REPORT.** Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the month of May 2016. **NO BOARD ACTION REQUIRED.**

## 7. FYI

- Memo from Hans Larsen Re: Buy Recycled Policy
- Ltr. to property owners re: existing hazard posed by birch tree
- MWRA Lead Service Line Replacement Loan Program
- Ltr. of appreciation from Squirrel Road resident re: recent work
- Ltr. of appreciation for assistance with retrieval of keys from catch basin

# Capital Carry Forward as of 6/8/2016

Div/Account	Project	Year & Article	Town Meeting Fiscal Year	Purpose	Appropriation	Carry Forward
<b>Highway</b>						
14209015	95210	ATM 14, Art 8	2015	STREET RESURFACING	432,500.00	40,000.00
14209015	95220	ATM 14, Art 8	2015	CRACKSEALING	575.96	575.96
14204995	95220	ATM 15, Art 8	2016	CRACKSEALING	50,000.00	50,000.00
14209015	95230	ATM 14, Art 8	2015	SIDEWALK RESTORATION	100,000.00	31,194.32
14204995	95230	ATM 15, Art 8	2016	SIDEWALK RESTORATION	160,000.00	109,276.92
14204995	95260	ATM 15, Art 8	2016	PRIVATE WAYS	20,000.00	12,997.36
14209015	95270	ATM 14, Art 8	2015	GUARDRAIL REPLACEMENT	49,505.65	17,326.15
14204995	95270	ATM 15, Art 8	2016	GUARDRAIL REPLACEMENT	60,000.00	59,189.18
14209015	95290	ATM 14, Art 8	2015	BUILDING IMPROVEMENTS	12,792.05	338.00
<b>Highway Total</b>					<b>885,373.66</b>	<b>320,897.89</b>
<b>Park &amp; Tree</b>						
14304995	95310	ATM 15, Art 8	2016	ELEMENTARY SCHOOL FIELD IMPVT	40,000.00	3,999.98
14309010	95321	ATM 09, Art 8	2010	HUNNEWELL FIELD MAINT/RESTROOM (DESIGN) --	25,000.00	11,167.51
14304995	95330	ATM 15, Art 8	2016	SPRAGUE FIELD REHAB	15,000.00	1,203.42
14304995	95340	ATM 15, Art 8	2016	PLAY EQUIPMENT REPLACEMENT	40,000.00	35,576.75
14309014	95350	ATM 13, Art 8	2014	TENNIS AND BASKETBALL COURT IMPROVEMENTS	35,045.59	24,636.40
14304995	95350	ATM 15, Art 8	2016	TENNIS AND BASKETBALL COURT IMPROVEMENTS	10,000.00	10,000.00
14309015	95360	ATM 14, Art 8	2015	ADA REQUIREMENTS	10,000.00	9,776.25
14304995	95360	ATM 15, Art 8	2016	ADA REQUIREMENTS	10,000.00	10,000.00
14309015	95370	ATM 14, Art 8	2015	TRAFFIC ISLAND AND STREETSCAPE RENOVATION!	5,164.41	3,799.32
14304995	95370	ATM 15, Art 8	2016	TRAFFIC ISLAND AND STREETSCAPE RENOVATION!	5,000.00	5,000.00
14304995	95381	ATM 15, Art 9	2017	DRINKING FOUNTAINS	8,000.00	6,828.74
14309013	95382	ATM 12, Art 8	2013	FULLER FOOTBRIDGE --	4,722.53	4,722.53
14309014	95382	ATM 13, Art 8	2014	FULLER FOOTBRIDGE	7,000.00	7,000.00
14309015	95382	ATM 14, Art 8	2015	FULLER FOOTBRIDGE	28,000.00	28,000.00
14304995	95382	ATM 15, Art 8	2016	FULLER FOOTBRIDGE	50,000.00	50,000.00
14309014	95390	ATM 13, Art 8	2014	MOTH CONTROL PROJECT	6,751.54	4,126.08
14309015	95390	ATM 14, Art 8	2015	MOTH CONTROL PROJECT	8,000.00	8,000.00
14304995	95391	ATM 15, Art 8	2016	CLOCKTOWER BELL HOUSING	45,000.00	34,801.64
<b>Park &amp; Tree Total</b>					<b>352,684.07</b>	<b>258,638.62</b>

# Capital Carry Forward as of 6/8/2016

Div/Account	Project Year & Article	Town Meeting Fiscal Year	Purpose	Appropriation	Carry Forward
<b>Recycling &amp; Disposal Facility</b>					
14409015	95410 ATM 14, Art 8	2015	CONTAINER REPLACEMENT	19,445.00	865.00
14404995	95410 ATM 15, Art 8	2016	CONTAINER REPLACEMENT	25,000.00	25,000.00
14404995	95413 ATM 15, Art 8	2010	OLD TRANSFER BLDG SPRINKLER SYSTEM	27,000.00	27,000.00
14409015	95414 ATM 14, Art 8	2015	RDF RESURFACE PAVED AREAS	27,493.19	27,493.19
14404995	95414 ATM 15, Art 8	2016	RDF RESURFACE PAVED AREAS	30,000.00	30,000.00
			<b>Recycling &amp; Disposal Facility Total</b>	<b>128,938.19</b>	<b>110,358.19</b>
<b>Fleet Maintenance</b>					
14509015	-- ATM 14, Art 8	2015	DPW VEHICLE & EQUIP REPLACEMENT	517,675.82	45,541.21
14503995	-- ATM 15, Art 8	2016	DPW VEHICLE & EQUIP REPLACEMENT	898,000.00	301,329.03
			<b>Fleet Maintenance Total</b>	<b>1,415,675.82</b>	<b>346,870.24</b>
			<b>Grand Total</b>	<b>2,782,671.74</b>	<b>1,036,764.94</b>
<b>Subtotals by Fiscal Year</b>					
			FY10 Subtotal (Hunnewell Restroom Design)	25,000.00	11,167.51
			FY13 Subtotal (Fuller Brook Footbridge)	4,722.53	4,722.53
			FY14 Subtotal (Various Park Projects)	48,797.13	35,762.48
			FY15 Subtotal	1,211,152.08	212,909.40
			FY16 Subtotal	1,493,000.00	772,203.02
			<b>Grand total</b>	<b>2,782,671.74</b>	<b>1,036,764.94</b>

Voted:

That the Board of Public Works approves the carry forward of capital project balances not to exceed the amounts shown on the Capital Carry Forward list dated June 9, 2016 and totaling \$1,036,764.94.

ASK/DAC

**TOWN OF WELLESLEY**  
**DEPARTMENT OF PUBLIC WORKS**

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DAVID A. COHEN, ASSISTANT DIRECTOR

June 9, 2016

To: Michael Pakstis

Re: **Department of Public Works FY17 Director's Goals**

The following are the DPW-Wide FY17 Director's Goals including specific deliverables and timelines. These goals are in addition to the primary annual Department Goals:

- Submit FY18 Guideline Budget
- End FY17 on Budget
- Complete the FY17 Capital Plan
- Complete the FY17 Maintenance Targets

**Goal # 1 – Reduce lost time injuries and eliminate backup accidents**

- By September 30, implement Trench Safety Program
- By September 30, initiate quarterly building and grounds safety inspections and hazard analysis for potential trouble spots
- By October 31, publish revised employee safety handbook
- By November 30, complete vehicle backup device pilot study;
- By December 31, conduct material handling/loading procedure review (e.g., CRTs, manhole covers)
- By December 31, implement National Safety Council Supervisor's Safety Program

**Goal # 2 – Complete the DPW tasks associated with the Town's major projects**  
Projects this year include the High School Field and Track, Fuller Brook Park, Senior Center, 900 Worcester Street, North 40, Bike Safety Committee, Traffic Safety Committee, the Unified Plan (Comprehensive & Strategic Plan).

- Deliverables as needed to support these projects.

**Goal # 3 – Complete benchmarking study.**

- By July 31, develop scope of study with peer communities
- By August 31, compile information
- By September 30, present initial findings to Board of Public Works
- By October 31, present initial findings to Advisory Committee

**Goal # 4 – Complete implementation plan for the new EPA and DEP Stormwater Permit requirements.**

- By June 30, Substantially complete outfall dry weather observations (we are approximately 50% complete)
- By June 30, Review, update and meet with both DPW and non DPW departments to assure compliance with new Illicit Discharge Detection Elimination Policy (IDDE) requirements
- By December 2016, Research, catalogue and map on GIS all sanitary sewer overflow (SSO) events
- Identify specific Wellesley targeted audiences and uses for public education messages that will address the residential, commercial, institutional and industrial categories outlined in the permit
- By Spring 2017, Notify owners of private storm water facilities of the maintenance and reporting requirements
- Inventory and review all existing Stormwater Pollution Prevention Plans (SWPPP) and make presentations to town facility operators that do not have plans
- By March 2017, Complete annual report
- By June 30, Draft new Notice of Intent (NOI) to allow for EPA and DEP submission by October of 2017

**Goal # 5 – Commence town-wide replacement of water meters.**

- By August 31, Complete draft meter change out project work plan
- By September 30, Complete pilot study and finalize work plan
- By December 31, Complete bid specifications and advertise bid
- By March 31, Award contract
- By May 31, Commence project

**Goal # 6 – Working with the 3R Group, reduce solid waste by 5% compared to FY16 Actuals.**

- By August 31, Create and deliver recycling guidance for Town Buildings
- By August 31, Review and refresh Step Up campaign and develop timeline for rolling out campaign elements including Recyclable of the Month and RDF Thermometer
- By September 30, Install new permit verification system
- By December 31, Evaluate commercial trash rates and propose changes if needed
- By January 31, Conduct customer survey to gauge interest in diverting food waste
- By May 31, Complete first draft of updated Solid Waste Master Plan