

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS  
OCTOBER 15, 2012**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom in the Utility Building, 2 Municipal Way, convening at 5:30 p.m.

**PRESENT**

Those present included Chairman David A.T. Donohue; Commissioners Paul L. Criswell and Owen H. Dugan; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey, Jr., Senior Management Analyst David A. Cohen; Executive Secretary Debra Turner; and Advisory Subcommittee members Richard Woerner and Andrew Patten.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session minutes of the meeting of September 11, 2012, as presented.

**CITIZEN SPEAK**

The Chairman presented those in attendance with the opportunity to speak on matters of interest with respect to the Department of Public Works. No one chose to speak.

**ADMINISTRATION**

**Coming Events/Next Meeting Date.** The Director made reference to the six consecutive Sunday openings of the RDF from 11:00 a.m. – 3:00 p.m., beginning on October 28, to provide residents with additional hours for leaf disposal. Following a brief discussion it was decided the next meeting of the Board of Public Works would be held on Wednesday, November 14, at 5:30 p.m. prior to the Board of Public Works' participation and budget presentation in the Advisory Committee Meeting scheduled for later that evening.

**Accident Summaries.** The Director reviewed the summary of personal injury and vehicle incidents to date; reference to the Safety Spotlight for the month of October with a focus on "Incident Investigation Training" which will result in supervisors' conducting a more formal and comprehensive approach to determine the root cause analysis for an incident.

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**DPW Operations Building.** The Director provided the Board with an update on activities related to the construction of the Operations Building. Mr. Pakstis reported all pieces of the project are coming together well including paving of the roadway and landscaping. He reviewed the anticipated timing for delivery of furnishings for the building, the temporary occupancy permit, and the scheduling of the final inspection once the phone line has been connected in the elevator.

**Water & Sewer Accounting Support.** The Director and Assistant Director explained to the Board that it has become apparent there would be great benefit derived by filling the current vacancy. It was emphasized that while the principal tasks needed to maintain the operations of the two enterprise funds have been accomplished each year, the manpower and expertise to analyze and improve these operations has been lacking. This addition would also fulfill a fundamental piece for a succession plan that would include the handling of day-to-day requirements of the operations. Staff confirmed that the Water and Sewer budgets have funds available to cover the additional benefit costs should it turn out that the best qualified candidate be one who already works part time for another Town Department.

**Proposed FY 2014 Tax Impact Capital Budget and Five-Year Plan.** The Director reviewed with the Board Version 2 of the proposed capital budget and responded to specific questions from the Board. The Director and Assistant Director conducted an extensive review of various Programs and line items, including: Street Resurfacing, a portion of which would be covered by Chapter 90 funding; Drainage Improvements; Sidewalk Restoration; Athletic Field/Playground Improvements; Equipment Procurement, as well as photos of vehicles which are included in the capital submittal; and DPW Facilities. Two significant street rehabilitation projects are proposed to be funded from bonding (\$400,000) and Chapter 90 funds (\$700,000). The bonded project is the Wales Street Bridge project. The Chapter 90 funding will be authorized in FY14 for the third phase of rehabilitation work on Washington Street, which will be accomplished over a three-year period. Also reviewed were the Capital Project Planning Sheets, as well as the capital needs of the Department of Public Works over the next five years.

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

**VOTED:** To approve the FY 2014 Tax Impact Capital Funding Request as presented, of which the Cash Capital Budget is \$1,524,000 and \$2,307,300 is designated as Bonding/Other for a Total Capital Request in the amount of \$3,831,300.

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**WATER & SEWER DIVISION**

**Monthly Performance Report.** The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of August 2012. There was a brief discussion regarding water demand and staff verified that while supply from Town wells and the MWRA is currently at a 60/40 Town to MWRA ratio; the goal is to achieve an 80/20 ratio. The Director also reviewed the project involving the installation of three Moses Pond Wells. Mr. Pakstis informed the Board that a decision has been made to keep the wells offline in order to allow the contractor to work more aggressively on the project. He explained that by doing so it is anticipated the town will save two months worth of MWRA water as well as succeed in getting the system on line two-to-three months earlier than originally anticipated.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the Financial Statements for the month of August 2012 and responded to specific questions from the Board. Upon review of the statements it was concluded there has been an ample accumulation of cash on hand over the summer months.

**Mass Water Works Association (MWWA) Appointment.** The Commissioners requested that their congratulations be extended to Assistant Water & Sewer Superintendent Blake Lukis on his recent appointment to fill a vacant seat on the Massachusetts Water Works Association's Board of Certification of Operators of Drinking Water Supply Facilities. This appointment was announced in the October 2012 MWWA Newsletter of the Massachusetts Water Works Association.

**EXECUTIVE SESSION**

At 6:35 p.m., and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

**VOTED:** To enter into Executive Session for the purpose of reviewing those Executive Session Minutes recommended for release as public documents.

Mr. Dugan polled each member and each voted aye.

The Board returned to Open Session at 6:40 p.m., only to adjourn.

**ADJOURNMENT**

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

*Owen H. Dugan*  
Owen H. Dugan  
Secretary

**DISCUSSION ITEMS  
WELLESLEY BOARD OF PUBLIC WORKS MEETING  
OCTOBER 15, 2012  
5:30 PM**

**APPROVAL OF MINUTES.** Board to review Open Session Minutes of the meeting of September 11, 2012. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**1. ADMINISTRATION**

**ACCIDENT SUMMARIES.** Director to review summary of personal injury and vehicle incidents to date; reference to Safety Spotlight for the month of October with a focus on "Incident Investigation Training". **NO BOARD ACTION REQUIRED.**

**DPW OPERATIONS BUILDING PROJECT UPDATE.** Director to provide status update on project. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER ACCOUNTING SUPPORT.** Director to refer to request to fill the currently vacant Senior Accounting Assistant position. **BOARD FEEDBACK REQUESTED.**

**PROPOSED FY14 CAPITAL BUDGET.** Director to review Version 2 of proposed budget. **BOARD APPROVAL REQUESTED.**

**5. WATER & SEWER**

**MONTHLY PERFORMANCE REPORT.** The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of August 2012. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the Financial Statements for the Month of August 2012. **NO BOARD ACTION REQUIRED.**

**EXECUTIVE SESSION**

Executive Session is contemplated for the end of the meeting for the purpose of reviewing those Executive Session Minutes being recommended for release.

**7. FYI**

- Letters to residents regarding shrubbery obstructions in the public way at #55 Atwood Street and #7 Redwing Road
- Cover Letter Re: DEP Reports related to DBPR and VOC Monitoring
- MWWA Board of Certification Appointment for Blake Lukis
- Letters of Appreciation for assistance provided by Water & Sewer Division staff members