

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
JANUARY 11, 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 William E. Charlton and Commissioners David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director Judith A. Curby; Town Engineer David J. Hickey; Senior Management Analyst David A. Cohen; Executive Secretary Debra Surner; Advisory Subcommittee members Derek Redgate and Rich Woerner; and interested citizen Suha Khudairi.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session minutes of the meeting of December 12, 2011, as presented.

CITIZEN SPEAK

The Chairman presented those in attendance with the opportunity to speak.

Ms. Khudairi explained to the Board that since she had been notified that the Board would be discussing the request she submitted for a rebate on her utility bill, she made the decision to attend to express in person her concerns related to the matter.

Ms. Khudairi began by informing the Board that she has been a resident of the Town for over 30 years and noted that her children attended grades K – 12 with time spent at both the Perrin and Hunnewell Elementary Schools, followed by graduation from both the middle and high schools. She also made reference to ownership of several houses in Town as well as a local business.

With regard to the abatement request, Ms. Khudairi referred to this as a one-time situation related to a rental property she owns at 50 Crown Ridge Road. Ms. Khudairi expressed her concerns about the large water bill she had received in August and the lack of clear and timely information she felt she had received regarding the required payment of that bill. This bill (as well as a prior balance on her account) remained unpaid in mid-December. Therefore, on December 19th the outstanding amount of \$1,998.27 was moved to tax lien.

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The Board confirmed to Ms. Khudairi that, because the large bill was the result of a leaking toilet, she does need to pay the entire amount of the water and sewer bill in question. Ms. Khudairi conveyed to the Board and Staff that since this is the case, it would be her recommendation that information be included on the DPW website and in the Department's newsletter to raise awareness of the procedure. The Board did ask Ms. Curby to inquire through the Treasurer's office and Customer Services Division if arrangements could be made to reverse the transfer to lien the \$1,998.27 and put this amount back on the utility bill for 50 Crown Ridge Road. The Board also asked that a three-month payment plan be allowed for the payment of this bill. Ms. Khudairi was receptive to the Board's recommendation as being a satisfactory resolution.

Commissioner Donohue extended apologies to Ms. Khudairi for the extenuating circumstances. He also indicated there would be a letter of explanation by the end of the month on how the matter would be addressed. Ms. Khurairi confirmed the mailing address to which the letter should be sent is P.O. Box 811112, Wellesley Hills, MA 02481. Ms. Khudairi then thanked the Board for its time and departed the meeting at 6:05 p.m.

ADMINISTRATION

Calendar of Events/Next Meeting. Following a brief review of upcoming events, it was decided that the next two meetings will be held on Monday, February 13, and Tuesday, March 13, at 5:30 p.m.

Statement of Fact Activity Report. The Director reviewed recent activity listed on the report related to brush grinding at the RDF.

Accident summaries. The Director referred to the summary of personal injury and vehicle incidents to date and responded to specific inquiries and comments from the Board. Also referenced was the Safety Spotlight for the month of January with a focus on "Protect Your Back".

DPW Operations Building Project Update. The Director provided a status update on the project. He indicated the contractor is concentrating on interior work given the present weather conditions. Modifications are being made to the interior of the existing Water and Sewer Building including the restrooms as well as work in the offices. The next major component planned is for the structural steel to be installed.

Warrant Articles. The Director reviewed with the Commissioners their assignments prepared by Chairman Charlton for presentation of the Warrant Articles at the 2012 Annual Town Meeting.

Future Trails Development and Improvement Project Plan. The Director referred to material forwarded to the Board by the Wellesley Trails Committee for informational purposes as follow up on ten proposed projects, in addition to an updated list of future

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projects. Mr. Pakstis informed the Board that a crew from the Department's Park Division will provide assistance over the coming year with accomplishing a portion of the proposed work such as the removal of large trees. In response to the Board's inquiry related to funding of projects, the Director replied all funding would come from the Natural Resources Commission.

FY13 Five Year Morses Pond Capital Budget Request and FY13 Morses Pond Operating Budget. The Director referred to the budget requests for FY13. The Director explained that this will be presented by the Natural Resources Commission at Annual Town Meeting. He added that the DPW will be involved with providing assistance related to work associated with the budgets such as weed harvesting and phosphorous inactivation for which the DPW will charge back the NRC for services provided.

Revised FY13 Tax Impact Capital Budget Five Year Plan – Version 3.3. The Director confirmed the budget as being balanced in terms of the Town's Five Year Plan for FY13 through FY 16. Mr. Pakstis explained that no change has been made to the FY13 request; however, the total amount for FY13 is \$37,000 lower than presented in the FY12 plan. The Director informed the Board that Staff has made several changes related to projects and moved the Highway Building roof construction out one year in order for there now to be no change in the total for FY14 or FY16. There is a \$37,000 increase in the total for FY15.

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

VOTED: To adopt the revised DPW FY 2013 Capital Funding Request and Five Year Plan – Version 3.3 as presented. (Copy attached.)

WATER & SEWER DIVISION

Water and Sewer Enterprise Funds Financial Statements. The Director referred to the highlights of the financial statements for the month of November 2011 and responded to specific questions from the Board. Commissioner Donohue noted there is an ample cash reserve. It was the consensus of the Board that the statements look good.

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Duggan for the month of November 2011. It was acknowledged by all that leakage is down and the extensive effort devoted to leak detection has been worthwhile.

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Facilities Maintenance. Chairman Charlton began by explaining that last summer he was invited to a meeting with the Facilities Maintenance Committee (FMC) to discuss facilities maintenance activities within the Town.

Three weeks ago, Chairman Charlton was invited to meet with the FMC's vice chair and was informed the FMC was completing its reports, including where and to whom this new function should report. He was informed the conclusion drawn by the FMC was that the new function should report to the Board of Public Works as an independent entity, separate and apart from the Department of Public Works.

Commissioner Charlton then summarized the feedback he received from the Director and senior Management Staff at the DPW in response to the proposal, which was that the Department of Public Works believed that the goals of the FMC could be accomplished by the establishment of a Facilities Maintenance Division within the DPW.

Following a lengthy discussion between the Board and the Staff regarding the many considerations related to the proposal, the Board was supportive of the DPW potentially incorporating another division into the Department. However, it was the consensus of the Commissioners that they would not be receptive to taking on another entity. Beyond that, Commissioner Donohue did recommend that the Director give consideration to how a new division might be integrated into the existing Department. In conclusion, it was decided that Chairman Charlton would schedule a meeting for the Board of Public Works to meet with members of the Facilities Maintenance Committee within the next week to discuss the proposal.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,



Paul L. Criswell
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JANUARY 11, 2012
5:30 PM

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of December 12, 2011. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

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

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to Safety Spotlight for the month of January with a focus on "Protect Your Back". **NO BOARD ACTION REQUIRED.**

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

WARRANT ARTICLES. Director to refer to assignment of Warrant Articles for the 2012 Annual Town Meeting prepared by Commissioner Charlton. **NO BOARD ACTION REQUIRED.**

FUTURE TRAILS DEVELOPMENT AND IMPROVEMENT PROJECT PLAN. Director to refer to material forwarded to BPW by Wellesley Trails Committee for informational purposes as follow up on ten proposed projects, in addition to an updated list of future projects. **NO BOARD ACTION REQUIRED.**

FY 2013 FIVE-YEAR MORSES POND CAPITAL BUDGET REQUEST AND FY 2013 MORSES POND OPERATING BUDGET. Director to refer to budget information forwarded by NRC Director Janet Bowser. **NO BOARD ACTION REQUIRED.**

FIVE-YEAR CAPITAL PLAN. Board to review revised Five-Year Capital Plan for Advisory Committee presentation. **BOARD VOTE REQUIRED.**

5. WATER & SEWER

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of November 2011. **NO BOARD ACTION REQUIRED.**

MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent Duggan for the month of November 2011. **NO BOARD ACTION REQUIRED.**

CORRESPONDENCE RELATED TO ABATEMENT REQUEST FROM MS. KHUDAIRI.

Director to refer to subsequent correspondence from Ms. Khudairi addressed to Commissioner Criswell in response to final determination related to the abatement request. **NO BOARD ACTION REQUIRED.**

7. FYI

- MWWA Annual Meeting Highlights and Photos
- Update on MWRA Loans for Local Water Projects and Reminder of Completion Date for Phase 1 – Local Pipeline Assistance Program
- DBPR Monitoring Results for 4th Quarter of 2011

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



JUDITH A. CURBY, ASSISTANT DIRECTOR

A handwritten signature in cursive, appearing to read "J. Curby", written over a horizontal line.

January 5, 2012

To: Board of Public Works
Re: FY13 Capital Budget Five Year Plan – Version 3.3

Please find the attached revised Tax Impact Capital Five Year Plan.

When compared to last year's Five Year Plan, this plan shows a total variance of \$0 for FY13 through FY16.

We have made no change to our FY13 request, however, the total amount for FY13 is \$37,000 lower than last year's plan.

In addition, we have made several changes so that there is now no change in the total for FY14 or FY16 and there is a \$37,000 increase in the total for FY15.

I look forward to discussing this revised plan with you at the Board of Public Works Meeting next week.

Attachment

TABLE 2 - DPW FY2013 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2010 Funding	FY2011 Funding	FY2012 Funding	FY2013 Plan	FY2014 Plan	FY2015 Plan	FY2016 Plan	FY2017 Plan
A. Street Improvement									
1. Street Resurfacing	GF	340,000	340,000	353,200	46,000	594,000	515,000	515,000	520,000
2. Street Resurfacing (Chapter 90)	CH	0	0	300,000	574,000	26,000	600,000	600,000	600,000
3. Crack Sealing	GF	45,000	45,000	45,000	45,000	45,000	50,000	50,000	50,000
Subtotal		385,000	385,000	698,200	665,000	665,000	1,165,000	1,165,000	1,170,000
B. Street Rehabilitation									
1. Wales Street Bridge Design	GF	25,000	0	0	0	0	0	0	0
2. Wales Street Bridge Reconstruction	B	0	0	0	400,000	0	0	0	0
3. Bacon Street	B	0	0	0	480,000	0	0	0	0
4. Kingsbury Street	B	0	0	620,000	0	0	0	0	0
5. Cliff Road	B	0	0	0	0	150,000 Design	1,250,000 Construction	0	0
6. Grove Street	B	0	0	0	0	0	150,000 Design	1,750,000 Construction	0
7. Washington Street	CH	0	0	700,000	700,000	700,000	0	0	0
Subtotal		25,000	0	1,320,000	1,580,000	850,000	1,400,000	1,750,000	0
C. Sidewalk Restoration									
1. Sidewalk Restoration	GF	160,000	0	40,000	220,000	80,000	160,000	160,000	160,000
Subtotal		160,000	0	40,000	220,000	80,000	160,000	160,000	160,000
D. Private Ways									
1. Private Ways	GF	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Subtotal		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
E. Drainage Improvements									
1. Catch Basin, Culvert, Headwall and Drainpipe Rehabilitation	GF	12,000	0	12,000	12,000	0	0	200,000	200,000
2. Reeds Pond Outlet Design/Repair	GF	0	0	0	6,000	0	0	0	0
Subtotal		12,000	0	12,000	18,000	0	0	200,000	200,000

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Program	Fund Code	FY2010 Funding	FY2011 Funding	FY2012 Funding	FY2013 Plan	FY2014 Plan	FY2015 Plan	FY2016 Plan	FY2017 Plan
F. DPW Facilities									900,000
1. DPW Facilities - Phased Replacement/Renovation of DPW Yard Facilities	B	0	253,000	3,595,000	0				Fleet
				Office					250,000
2. DPW Fuel Depot Rehabilitation	GF	0	0	0	0	0	0	0	0
3. Park/Highway Building HVAC Rehabilitation	B	0	0	0	75,000	1,000,000	0	0	0
					Design	Construction			
4. Park/Highway Building Roof - Construction	GF		30,000	0	0	0	0	0	0
4. Park/Highway Building Roof - Construction	B	0	0	0	0	0	0	175,000	0
								Construction	
6. Park/Highway Salt Shed	CH	0	300,000	0	0	0	0	0	0
7. Park/Highway Contained Washbay for Small Equipment Shop	GF	0	0	0	0	0	60,000	0	0
8. RDF Container Replacement	GF	19,500	0	22,500	22,500	22,500	22,500	25,000	25,000
9. RDF Recycled Materials Loading Structure	B	25,000	0	400,000	220,000	0	0	0	0
		Design		Construction	Supplemental				
10. RDF Resurface Paved Areas	GF	0	60,000	0	0	0	0	0	0
Subtotal		44,500	643,000	4,017,500	317,500	1,022,500	82,500	200,000	1,175,000
G. Other									
1. Moth Control Project	GF	0	7,000	10,000	8,000	0	8,000	8,000	8,000
2. Traffic Island and Streetscape Renovations	GF	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Subtotal		5,000	12,000	15,000	13,000	5,000	13,000	13,000	13,000

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Program	Fund Code	FY2010 Funding	FY2011 Funding	FY2012 Funding	FY2013 Plan	FY2014 Plan	FY2015 Plan	FY2016 Plan	FY2017 Plan
H. Athletic Field/Playground Improvements									
1. Sprague Field Improvements	GF	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
2. Elementary School Field Improvements	GF	50,000	45,000 Brown	80,000 PerIn	40,000 Upham	35,000 Hunnewell	40,000 TBD	40,000 TBD	40,000 TBD
3. High School/Hunnewell Field	GF	25,000	20,000	40,000	40,000	35,000	40,000	20,000	20,000
4. Play Equipment Replacement	GF	20,000	15,000	20,000	20,000	35,000	20,000	20,000	20,000
5. ADA Requirements	GF	5,000	6,000	10,000	10,000	10,000	10,000	10,000	10,000
6. Tennis and Basketball Court Improvements	GF	10,000	5,000	90,000	20,000	10,000	10,000	10,000	10,000
7. Drinking Water Fountains	GF	0	0	8,000	8,000	0	0	0	0
8. Fuller Brook Pedestrian Bridge Renovations	GF	0	0	7,000	7,000	7,000	7,000	7,000	0
9. Hunnewell Field Maintenance/Restroom Facility with ADA Access	B	25,000 Design	0	0	0	0	0	0	175,000 Construction
10. Hunnewell/Football Field Fencing	GF	0	0	0	0	0	0	0	70,000
11. Hunnewell Field Master Plan -- Football Field Artificial Playing Surface	B	0	0	0	0	0	0	0	150,000 Design
12. Hunnewell Field Master Plan -- Renovation of Baseball/Softball Fields	B	0	0	0	0	0	0	0	25,000 Design
Subtotal		145,000	101,000	265,000	155,000	142,000	137,000	117,000	530,000
I. Equipment Procurement									
1. DPW Vehicle and Equipment Replacement	GF	433,000	692,000	560,000	853,000	615,500	783,500	824,000	990,900
Subtotal		433,000	692,000	560,000	853,000	615,500	783,500	824,000	990,900
DPW GRAND TOTAL		1,229,500	1,853,000	6,947,700	3,841,500	3,400,000	3,761,000	4,449,000	4,258,900
FUNDING CATEGORIES									
Improvements - DPW Sponsored - General Fund (GF)		626,500	507,000	507,700	384,500	766,500	840,500	983,000	1,238,000
Equipment Purchases - General Fund		433,000	692,000	560,000	853,000	615,500	783,500	824,000	990,900
Improvements - Multi-User Sponsored - General Fund (GF)		120,000	101,000	265,000	155,000	142,000	137,000	117,000	180,000
"Cash Capital" Subtotal		1,179,500	1,300,000	1,332,700	1,392,500	1,524,000	1,761,000	1,924,000	2,408,900
DPW Improvements - Bonding (B)		25,000	253,000	4,615,000	1,175,000	1,150,000	1,400,000	1,925,000	900,000
Multi-User Sponsored - Bonding (B)		25,000	0	0	0	0	0	0	350,000
Other Funding/Chapter 90/CPC/Grants/Gifts		0	300,000	1,000,000	1,274,000	726,000	600,000	600,000	600,000
DPW GRAND TOTAL		1,229,500	1,853,000	6,947,700	3,841,500	3,400,000	3,761,000	4,449,000	4,258,900