

BOARD OF PUBLIC WORKS RECORDS
January 8, 2020

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 Chair Ellen L. Korpi; Commissioners Thomas Skelly, Jr., Jeffrey P. Wechsler; Director David A. Cohen; Assistant Director Jeffrey Azano-Brown; Water & Sewer Superintendent William J. Shaughnessy; and Executive Assistant Debra Sumner.

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

The Board of Public Works gathered to conduct a Brainstorming Session to identify specific areas upon which to focus to be included in future pre-board meeting packages.

Chair Korpi referenced the proposed Discussion Guide for this BPW Brainstorming session. Ms. Korpi conveyed to the Board members that she had reviewed this outline with Mr. Cohen and Mr. Azano-Brown this past Monday. The Chair also confirmed it was her wish to use their time wisely and exercise discipline to keep discussions within the proposed time limits, noting that more extensive discussions could be continued at another board meeting.

It was agreed that this evening's agenda would focus on the key elements of each division or program within the Department of Public Works. Those key elements include Key FY20 Performance Goals; Key challenges; and Key metrics and/or developments to track for each of the following divisions/programs: Engineering; Highway; Park and Tree; Recycling & Disposal Facility (RDF); Management/Fleet; Water and Sewer; and, Central Administration – Director's Goals.

Director Cohen began by referring to a DPW Quarterly Report Dashboard he prepared for which he was seeking the Board's feedback.

In response to the Director's proposed DPW Quarterly Report Dashboard, it was recommended that it be brief in scope and indicate if the goals and numbers are on track or off track. Mr. Skelly provided examples of reporting tools for consideration.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

January 8, 2020

2

The Board members confirmed they do want to be notified of any significant delays and how the additional work involved in coordinating that effort may impact the timing of other projects. The Board also wants to ensure that divisions have enough resources to provide assistance on the many projects where their assistance is requested on a Town-wide basis.

It was also noted that significant events should be brought to the Board's attention upon notification to staff. The importance of developing and maintaining relationships with other Town Department Heads and their employees was also discussed. At the same time, the Board offered to provide assistance to the Staff, as they are able to do so, for various challenges that may arise.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Thomas F. Skelly, Jr.
Secretary

A handwritten signature in black ink, appearing to read "Thomas F. Skelly, Jr.", written over the typed name and title.

**TOWN OF WELLESLEY
BOARD OF PUBLIC WORKS
WEDNESDAY, JANUARY 8, 2020
5:30 PM**

**BOARDROOM
DPW OPERATIONS BUILDING
20 MUNICIPAL WAY**

AGENDA

- Call to Order
- Citizen Speak
- Brainstorming Session to identify areas of focus to be included in the pre-Board Meeting packages.
- Topics not reasonably anticipated by the Chair prior to posting, if any
- New Business
- Adjournment