

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**January 21, 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 Chairman Ellen L. Korpi; Commissioners Jeffrey P. Wechsler and Thomas F. Skelly, Jr.; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Water & Sewer Superintendent William J. Shaughnessy; Executive Secretary Debra Sumner; and Advisory Committee Liaison Ralph Tortorella. Also in attendance was Recreation Department Director Matt Chin; Eugene Bolinger and Tim Sheehan, both consultants from Weston & Sampson working with Mr. Chin on the Morses Pond Beach Area Improvement Project.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session Minutes of the meeting of January 8, 2020, as presented.

**CITIZEN SPEAK**

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

**Morses Pond Beach Area Improvement Project.** Mr. Chin explained to the Board and Staff that he and the consultants were in attendance to provide an overview of the proposed improvements to be made to the Morses Pond Beach area and bathhouse.

It was acknowledged that since a portion of the Town's drinking water supply is located on the property, the plan would require a feasibility study and/or a preferred restoration strategy. Mr. Chin noted there would be ample opportunity for the community to weigh in on the project, including many stakeholder groups in the community to have input, some of whom have already provided feedback.

Briefly discussed were sustainability ideas for the new bathhouse, with a concept of a zero net energy building. Also discussed was the potential addition of boardwalk segments through a portion of the property.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

January 21, 2020

2

Mr. Bolinger emphasized opening up the area and creating more accessible routes in addition to more storage solutions for the site and noted the plan would continue to be refined.

Also reviewed was the planning sequence and timing. Mr. Chin envisions requesting Capital Funding in FY24 for design and in FY25 for construction; then decide upon a preferred plan vetted within a core internal team prior to entering the design phase. Another item for future discussion is the vehicular gate at the access road and what hours it should be open and closed.

Director Cohen thanked Messrs. Chin, Bolinger and Sheehan for their time and the thorough presentation prior to their departure at 6:20 p.m.

### ADMINISTRATION

**Advisory Committee Liaison Update.** Mr. Tortorella reconfirmed that the Board of Public Works, the Director and Assistant Director would attend the Advisory Committee Meeting on January 29 to present the Department's FY 2021 Budgets.

**Next Meeting of the Board of Public Works.** It was decided the meeting would be held on Tuesday, March 3, at 5:30 p.m.

**Safety Program - Incident Summaries.** The Director referred to the incident involving an employee who fell into a water-filled sinkhole, four to five feet deep while responding to a water leak, injuring his ankle and knee.

The Director notified the Board that the employee has since returned to work, with restrictions. Mr. Cohen confirmed no recent vehicle incidents had occurred. The Director also referenced the Safety Spotlight for the month of January, 2020 with a focus on "Check, Call, Care for Medical Emergencies".

**Statement of Fact Activity Report.** The Director referred to the recent purchase of a 2020 Subaru Crosstek Plug-in Hybrid vehicle, as well as components needed to repair the Boulevard Road Sewer Pump Station.

**Draft of Municipal Sustainability Guidelines.** Chair Korpi conveyed that earlier that day she attended a Sustainable Energy Committee program where it was recommended that the Hunnewell Elementary School be used as a prototype when the new construction begins, working closely with the Facilities Maintenance Division. Ms. Korpi explained that the proposed draft Guidelines are being circulated to Boards and Committees for review. It was then requested that a copy of the finalized Sustainable Building Guidelines be added to the agenda items at the March 3, 2020 for BPW approval.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

January 21, 2020

3

### WATER & SEWER DIVISION

**Award of Contract Award No. 20P-470-1638 for Programmable Logic Controller Upgrades.** Following a review of the bid recommendation prepared by Assistant Water & Sewer Superintendent Meghan Condon and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

**VOTED:** That Contract No. 20P-470-1638 for the Programmable Logic Controller Upgrades be awarded to Woodard and Curran of Dedham, Massachusetts all in accordance with their technical proposal, their proposed unit prices and total price of \$85,196.51.

**Water & Sewer Enterprise Fund Financial Statements.** The Director referred to the financial statements for the month of November 2019 and responded to specific inquiries from the Board.

**Water & Sewer Division Monthly Performance Reports.** The Director referred to the reports prepared by Water & Sewer Superintendent Shaughnessy for the months of November and December 2019. These reports highlighted the Water & Sewer Division's activities those months, including the Daily Water Pumping records, the iron and manganese Chemical Analyses, the graphs of water supply trending, the graphs of the temperature and the Summary Reports. Also included were charts illustrating the daily pumpage with the gains and losses from the reservoirs. It was noted that water demand was the third lowest in ten years.

### OTHER

**Recapping recent DPW highlights.** The Director provided status updates on a number of current and future projects shown below.

**Sprague Field Turf Replacement Project.** The Director referred to a change order being prepared for this contract. The contractor is getting ready for removal of the field this week.

**Hunnewell Softball Field.** This project is coming along well.

**Two Upcoming Requests for Proposals.** Mr. Cohen reported one would be for the Hunnewell Field Restrooms, the second one for Grove Street Reconstruction.

The Town Engineer explained how he and others met with second grade students at the Schofield Elementary School regarding a class assignment to define an engineering project on the back path of that school's property. Dave explained the students were then broken into multiple groups and provided with a budget to arrive at a solution to the project.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

January 21, 2020

4

MBTA. Dave referred to a meeting he attended at Town Hall and learned the MBTA is planning to run a third track through Wellesley. It was also noted that ADA improvements are also part of the MBTA's plan.

The Highway Division recently encountered its eighth storm event of the season.

Park & Tree Division Vacancies. The Director referred to two vacancies. One for an Assistant Park & Tree Division Superintendent, the second for a General Foreman.

At the request of the School Committee, a Park & Tree Division crew provided services to remove an oak tree at the Hunnewell Elementary School. The Director noted that any wood they are able to salvage from that tree would be used for educational or other purposes as directed by the School Department.

Mass Solid Waste. Mr. Cohen conveyed the RDF Superintendent recently attended a meeting during which the disposal of food waste, textiles and mattresses were the focus of the discussion. The Director also conveyed the RDF is assisting the Town of Natick with developing a pilot program and noted the DEP commissioner is excited about the proposed co-collection pilot.

Disposal of glass. The Director conveyed the RDF Superintendent recently attended a meeting in Springfield to discuss Wellesley's glass program.

Water Meter Project. The Director reported that the Water & Sewer Superintendent and his team are moving forward with the project and resolving issues related to the transfer of files to the billing system.

A Park Division crew provided assistance building a stairway with handrail to provide safer accessibility to the Morses Pond Dam.

The Town's Employee Assistance Program (EAP) had two representatives make their annual visit to our office to provide the Management Division staff with a review of the services offered by and available to employees and their immediate family members.

BPW brainstorming regarding Friday Night Mail package.

An increase will be made in the water budget for approval at the next BPW meeting.

Contract negotiations with unions are expected to begin soon.

A public hearing for the renaming of the Boardroom is planned for the March 3 BPW Meeting.

Comp time pilot. It is currently in test mode to determine if it is appropriate as a long-term program.

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**

**January 21, 2020**

**5**

Advisory Committee Books. Mr. Tortorella discussed with staff the process and protocol for completing the Advisory write-up for Town Meeting.

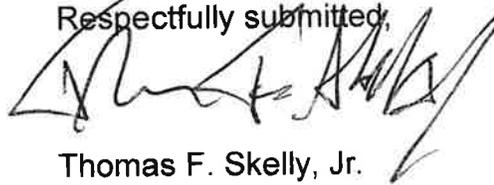
**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

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

Thomas F. Skelly, Jr.  
Secretary

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS MEETING**  
**JANUARY 21, 2020**  
**5:30 PM**

**APPROVAL OF MINUTES.** Board to review the Open Session Minutes of the meetings of December 17, 2019 and January 8, 2020. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**CITIZEN SPEAK**

**1. ADMINISTRATION**

**MORSES POND STUDY.** Recreation Director Matt Chin plans to attend the meeting to provide an overview of this study. **NO BOARD ACTION REQUIRED.**

**ADVISORY COMMITTEE LIAISON REPORT.** Director to inquire if Mr. Tortorella has information to bring to the attention of the Board and Staff. **NO BOARD ACTION REQUIRED.**

**SAFETY PROGRAM – INCIDENT SUMMARIES.** Director to refer to summaries of personal injury and vehicle incidents to date. Reference to be made to the Safety Spotlight for the month of January, 2020 with a focus on “Check, Call, Care for Medical Emergencies”. **NO BOARD ACTION REQUIRED.**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to refer to recent activity involving contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

**DRAFT MUNICIPAL SUSTAINABLE GUIDELINES.** Director to refer to Ms. Martello’s memorandum of January 13, 2020 referencing the proposed guidelines to be voted upon and signed by relevant Town Boards following a public hearing, yet to be scheduled. **NO BOARD ACTION REQUIRED.**

**5. WATER & SEWER DIVISION**

**AWARD OF CONTRACT #20P-470-1638 – PROGRAMMABLE LOGIC CONTROLLER UPGRADES.** Director to review Bid Recommendation prepared by Assistant Water & Sewer Superintendent Meghan Condon. **BOARD APPROVAL AND VOTE REQUIRED.**

**WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS.** Director to refer to the financial statements for the month of November 2019. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORTS.** Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the months of November and December 2019. **NO BOARD ACTION REQUIRED.**