

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
February 5, 2019

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 6:15 p.m.

PRESENT

Those present included Chairman Jeffrey P. Wechsler and Commissioners Paul L. Criswell and David A.T. Donohue; Director David A. Cohen; Town Engineer David J. Hickey, Jr.; Water & Sewer Superintendent William J. Shaughnessy; Executive Secretary Debra Surner; Advisory Committee Liaison William Maynard, and Interested observer Kenneth Badertscher of 4 Hughes Lane, Dover.

Upon convening the meeting, David Cohen was welcomed to his first meeting of the Board of Public Works as the recently appointed Director of Public Works. Mr. Cohen acknowledged the welcome and conveyed that he is looking forward to the opportunity to continue to serve the Town of Wellesley, in this new role.

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 November 28, 2018, as presented.

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 January 8, 2019.

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

VOTED: To approve the Open Session Minutes of the meeting of January 9, 2019, as presented.

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 January 15, 2019.

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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

Next Meeting Date. It was decided the next meeting of the Board of Public Works would be tentatively scheduled to be held on Tuesday, March 12, 2019 at 5:30 p.m., to be reconfirmed or rescheduled, depending upon Mr. Donohue's travel schedule.

Commissioner Paul Criswell. It was acknowledged that since the Town election will be held on March 5, and Mr. Criswell had made the decision not to run for reelection, this evening's BPW meeting would be his final, in his capacity as a Commissioner of the Board of Public Works. Commissioner Donohue thanked Mr. Criswell for the guidance and leadership he provided over nearly ten years. Mr. Wechsler expressed his appreciation and emphasized how much he appreciated the tremendous amount of assistance and direction provided by Mr. Criswell in helping to familiarize him in his role as BPW Commissioner, as well as clarifying associated responsibilities while serving in that capacity. The Staff members echoed similar sentiments and acknowledged what a pleasure it had been to work with Mr. Criswell over many years and thanked him for his consistently positive influence.

Advisory Committee Liaison. Mr. Maynard expressed his appreciation to Mr. Cohen for having provided the draft write-ups for the Annual Town Meeting Articles that fall within the purview of the Board of Public Works.

Safety Program. The Director referred to the recent incident activity during the month of January as reflected on the summaries and reviewed details associated with those incidents. Mr. Cohen referenced the Safety Spotlight for the months of December 2018 and January, 2019 with a focus on Confined Space Entry: Multi-Gas Monitors and Preventing Injuries from Overexertion, respectively.

FY 2019 Winter Maintenance Appropriation. Director Cohen referred to the request made to the Executive Director to authorize a \$300,000 supplemental appropriation for the FY19 Winter Maintenance Appropriation, which has since been approved.

Revised FY 2020 Water Budget – Version 5. The Director referred to the revised version of the FY20 Water Budget, which included an update to the Water Capital Budget. Mr. Cohen explained the new total for the FY20 Water Capital Budget, excluding debt principal is \$780,000. This is \$400,000 lower than the previous version submitted. This amount has been reduced due to the result of the bids received for the remote meter installation services coming in lower than anticipated.

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

VOTED: To approve the ATM Draft Motion, Version 5 of the FY 2020 Water Budget with a total funding authorization request of \$8,635,934.

Quarterly Report. The Director referred to specific highlights in the FY19 Second Quarter Report, combined with supplemental graphs handed out this evening (copies attached). Mr. Donohue conveyed that he continues to find this report to be interesting and informative and remarked on the sizeable amount of project work being undertaken. Staff responded to specific inquiries from the Board.

2019 Annual Town Meeting Warrant. The Director referred to the Warrant, a copy of which was included for reference. He also addressed inquiries from the Board regarding the funding for the Walnut Street design, as well as the Baler Stabilization Fund.

Advisory Committee Liaison. Mr. Maynard confirmed with the Board and Staff that both Article 13 for the Water Program and Article 14 for the Sewer Program would need to be presented at Annual Town Meeting.

ENGINEERING DIVISION

Drainage Easement Relocation at 37 Ravine Road. The Director referred to the memorandum of explanation related to this easement prepared by Assistant Town Engineer Douglas Stewart.

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

VOTED: To accept the drainage easement relocation at 37 Ravine Road as described by Assistant Town Engineer Douglas Stewart in his memorandum to Dave Cohen, dated February 4, 2019 and presented to the Board on February 5, 2019. (Copy attached.)

The Board executed the document.

The Director also referred to a copy distributed to the Board of other potential easements which may come through in time for Annual Town Meeting. (Copy attached.)

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Statement of Fact – Contract No. 19S-410-1609 - On-Call Professional Engineering Services. Following a review of the Bid Recommendation and Statement of Fact and upon motion duly made by Mr. Criswell and seconded by Mr. Donohue, it was unanimously,

VOTED: That the award for Contract No. 16S-410-1552, "On-Call Professional Engineering Services be made to Environmental Partners Group, Inc., 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169 for environmental engineering services, JSL Engineering, Inc., 25 Pickerel Road, Wellesley, MA 02482 for structural engineering services and Weston & Sampson, 5 Centennial Drive, Peabody, MA 01960, BETA Group, Inc., 315 Norwood Park South, Norwood, MA 02062, and Tighe & Bond, One University Avenue, Suite 104, Westwood, MA 02090 for civil engineering services, all in accordance with our Request for Proposals and their Non-Pricing Proposals and Pricing Proposals.

WATER & SEWER DIVISION

Recommendation of Acceptance – On Call Professional Engineering Consulting Services for Water Meter and Advanced Meter Infrastructure (AMI) System Implementation – Construction Administration – Contract 19S-410-1609C.

Following a review of the Recommendation of Acceptance and upon motion duly made by Mr. Criswell and seconded by Mr. Donohue, it was unanimously,

VOTED: Weston & Sampson Engineers will administer the contract with Aclara (Supply Vendor) for providing new water meters and AMI system and our contract with Baystate Winsupply Company (installation contractor for installing the water meters. Also among Weston & Sampson's Scope of Services, they will provide coordination as needed between the Supply Vendor and Munis (our billing software supplier) for the billing transfer file.

The estimated duration of the work is twenty-four (24) months based on contract duration with the Supply Vendor and Installation Contractor. Weston & Sampson's proposed fees are estimated to be \$195,000.

Recommendation of Acceptance – On Call Professional Engineering Consulting Services For Rehabilitation of Morses Pond Wells 1R, 2R, 3R and 4 – Contract No. 19S-410-1609. Mr. Cohen referred to the Recommendation of Acceptance prepared by Water & Sewer Superintendent Shaughnessy to make the Board aware of the project, the fee for which is not to exceed \$22,000 without Town approval on a time and materials basis. No Board vote was required.

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Statement of Fact: Contract for RFP #19S-470-1619: Water Meter and Radio Module Installation Services. Following the Director's reference to the bid recommendation prepared by Water & Sewer Superintendent William Shaughnessy, and upon motion duly made by Mr. Donohue and seconded by Mr. Criswell, it was unanimously,

VOTED: That Contract #19S-470-1619 for the furnishing of all labor, materials, equipment, and incidentals necessary to remove existing water meters, registers, wiring and reading devices, and install, or retrofit, approximately 13,000 new water meters, new registers, new wiring and new Advanced Metering Infrastructure (AMI) modules, be awarded to Baystate Winsupply Company of West Bridgewater, MA in accordance with their response to the IFB for Water Meter and Radio Module Installation Services and their bid price as follows:

Total of Bid for all Items	\$1,027,751.00
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Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the month of November 2018 and responded to 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 2018.

OTHER

Commissioner Paul Criswell. Mr. Criswell took this opportunity to thank the staff for their dedication and hard work over the years. Commissioner Donohue, again, expressed his appreciation for Mr. Criswell's diligence, as well as a considerable amount of gentlemanly discussion and debate to the Board meetings. Chairman Wechsler thanked Mr. Criswell for setting an admirable example and thanked both commissioners for assisting him with his transition onto the Board. Both Chairman Wechsler and Commissioner Donohue, as well as the staff, were all in agreement that the Department of Public Works has benefitted for having had Paul Criswell serve on the Board of Public Works for nearly 10 years.

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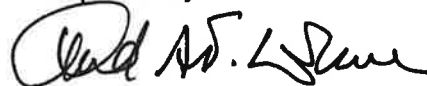
ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 7:57 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David A.T. Donohue". The signature is written in a cursive, flowing style.

David A.T. Donohue
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
FEBRUARY 5, 2019
6:15 PM**

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meeting of November 28, 2018; January 8, 2019; January 9, 2019; and January 15, 2019.

CITIZEN SPEAK

1. ADMINISTRATION

SAFETY PROGRAM - ACCIDENT SUMMARIES. Director to refer to summaries of personal injury and vehicle incidents to date. Reference to be made to the Safety Spotlight for the months of December, 2018 and January, 2019 with a focus on Confined Space Entry: Multi-Gas Monitors and Preventing Injuries from Overexertion, respectively. **NO BOARD ACTION REQUIRED.**

FY 2019 WINTER MAINTENANCE APPROPRIATION. Director to refer to request for supplemental appropriation in the amount of \$300,000 made to and approved by Executive Director Blythe Robinson. **NO BOARD ACTION REQUIRED.**

FY 2020 WATER BUDGET - VERSION 5. Director to refer to revised version of this budget. **BOARD APPROVAL REQUESTED.**

QUARTERLY REPORT. Director to refer to FY19 Second Quarter Report. **BOARD FEEDBACK REQUESTED.**

2019 ANNUAL TOWN MEETING WARRANT ARTICLES. Director to refer to the copy of the final Warrant. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

STATEMENT OF FACT – CONTRACT NO. 19S-410-1609: ON-CALL PROFESSIONAL ENGINEERING SERVICES. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER DIVISION

RECOMMENDATION OF ACCEPTANCE – ON CALL PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR WATER METER AND ADVANCED METER INFRASTRUCTURE (AMI) SYSTEM IMPLEMENTATION – CONSTRUCTION ADMINISTRATION – CONTRACT 19S-410-1609C. Director to refer to Recommendation of Acceptance prepared by Water & Sewer Superintendent William Shaughnessy. **NO BOARD ACTION REQUIRED.**

RECOMMENDATION OF ACCEPTANCE – ON CALL PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR REHABILITATION OF MORSES POND WELLS 1R, 2R, 3R and 4 – CONTRACT NO. 19S-410-1609. Director to refer to Recommendation of Acceptance prepared by Water & Sewer Superintendent William Shaughnessy. **NO BOARD ACTION REQUIRED.**

RECOMMENDATION OF AWARD OF CONTRACT NO. 19S-470-1619: WATER METER AND RADIO MODULE INSTALLATION SERVICES. Director to refer to Recommendation of Award prepared by Water & Sewer Superintendent William Shaughnessy. **BOARD VOTE AND SECRETARY SIGNATURE.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the revised version of the financial statements for the month of November, 2018. **NO BOARD ACTION REQUIRED.**

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to the report prepared by Water & Sewer Superintendent Shaughnessy for the months of November and December 2018. **NO BOARD ACTION REQUIRED.**

7. FYI

- Draft Write-ups for Annual Town Meeting Articles
- Ltr. to MWRA – Progress Report for 2018 Compliance Schedule to Evaluate and Reduce the Discharge of Sulfide to MWRA Sewerage System
- Ltr. to DEP – DBPR (TTHM & HAA5) Monitoring for 4th Qtr. 2018

**TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**



Douglas R. Stewart, P.E.
Assistant Town Engineer

To: Dave Cohen
From: Doug Stewart *Doug Stewart*
Date: February 4, 2019
Subject: **Drainage Easement Relocation at 37 Ravine Road**

RECEIVED
2019 FEB -4 PM 1:21
OFFICE OF THE ENGINEER
DEPARTMENT OF PUBLIC WORKS
TOWN OF WELLESLEY

The existing house located at 37 Ravine Road has been demolished and a new home is being constructed on the property. There is an existing drainage easement at the property that will be relocated as part of the new house construction. A portion of the existing (to be abandoned) drainage easement partially ran through the middle of the site. The same portion of the drainage easement will be relocated closer to the rear of the property as shown on the attached Easement Plan of Land for 37 Ravine Road dated November 28, 2018 and prepared by MetroWest Engineering.

Enclosed for signature by the Board of Public Works is the Abandonment of Existing Drainage Easement and Grant of Drainage Easement document for 37 Ravine Road. It is a requirement of the 37 Ravine Road project that the applicant prepare all easement documents related to the relocation of the drainage easement. Also, construction and costs related to the relocation of the drain easement will be accomplished by the applicant. Construction of the relocated drainage system will be inspected by the DPW Engineering Division.

Town Counsel has reviewed and approved the easement documents as to form. The attached Abandonment of Existing Drainage Easement and Grant of Drainage Easement document needs to be signed by the Board of Public Works and then voted on and approved by the Board of Selectmen. The easement documents would then need to be approved at Annual Town Meeting and recorded at the Norfolk County Registry of Deeds.

It should be noted that Town Counsel has advised us that the Board of Public Works acquired the easement and the Board now seeks to discharge in 1997. Therefore, the Board of Selectmen does not have an interest in the easement and does not need to sign the document abandoning it. However, the Selectmen's approval is still required for the easement to be relocated. The Town first acquired a drainage easement over 37 Ravine Road in 1935. The 1935 grant permitted the property owner to relocate the easement, but only with the express permission of the Board of Selectmen. In 1997, when the Board of Public Works accepted the grant of the easement now to be discharged, it did so on the same terms and conditions contained in the 1935 grant. Thus, the permission of the Board of Selectmen is also necessary in order to move the easement's location. To avoid this dual approval process in the future, the grant includes language so that the owner may relocate the easement with the permission of the Board of Public Works.

Attached is a reduced size copy the easement plan, we have the full size plan available in the Engineering Division, if you would like a full size copy. Also, we have copies of the previous easement documents and easement plans related to 37 Ravine Road if you would like copies. Please let me know if you have any questions.

Encs: Abandonment of Existing Drainage Easement and Grant of Drainage Easement Document
Easement Plan of Land

cc: Dave Hickey
George Saraceno
James Manzolini
Mike Quinn
Beth Gildae

**ABANDONMENT OF EXISTING DRAINAGE EASEMENT
AND GRANT OF DRAINAGE EASEMENT**

This Agreement is made this _____ day of _____, _____, by and between **SEAN P. O'NEILL AND JANNA C. O'NEILL**, husband and wife, as tenants by the entirety, both of 37 Ravine Road, Wellesley, Massachusetts, (hereinafter, "Owner") and the **TOWN OF WELLESLEY**, a body corporate and political subdivision of the Commonwealth of Massachusetts, acting by and through its Board of Public Works, having its principal office located at 20 Municipal Way, Wellesley, Massachusetts (hereinafter, "Town")

WHEREAS, the parties agree and recite that the Owner is now the owner of the improved real property commonly known and numbered as 37 Ravine Road (hereinafter "Premises") in Wellesley, Massachusetts, pursuant to a Deed from Gregory Cohen and Nancy Cohen dated April 10, 2017, and recorded with the Norfolk Registry of Deeds in Book 35040, Page 459;

WHEREAS, by instrument dated May 17, 1935, recorded with Norfolk Registry of Deeds in Book 2074, Page 539 (the "1935 Grant"), and modified by agreements on (1) May 8, 1939, recorded in Book 2225, Page 378, (2) August 26, 1952, recorded in Book 3110, Page 503, and (3) November 10, 1997, recorded in Book 12084, Page 72 (the "1997 Agreement"), the Owner's predecessor in title agreed to construct and to allow the Town of Wellesley to construct and maintain certain drains across their land between Ledgeways and Ravine Road in said Wellesley, to carry off surface waters from said Ledgeways and the watershed tributary to it;

WHEREAS, the location of said easement, as amended by the 1997 Agreement, is shown as "Proposed 10' Wide Drain Easement" on a plan entitled "Plan of Drain Easement at #37 Ravine Road, Wellesley, Mass", dated September 26, 1997, and recorded with the Norfolk Registry of Deeds as Plan 775 of 1997 (hereinafter "1997 Plan");

WHEREAS, under the terms of the aforementioned instruments granting the easement to the Town, the owners of said land or any parts thereof, may at any time and from time to time at their own expense, change the location of any said drains and drainage easements upon the substitution of other equally adequate drainage facilities satisfactory to the Board of Selectmen of the Town of Wellesley;

WHEREAS, the Owner has requested that the Town abandon portions of the abovementioned drain easement, said portions being shown as "10' Wide Drain Easement (To Be Abandoned)" on a plan entitled "Easement Plan of Land, 37 Ravine Road in Wellesley, Mass (Norfolk County)", dated November 28, 2018, and prepared by Metrowest Engineering, Inc. (the "2018 Plan"), to be recorded herewith;

WHEREAS, the Owner has agreed to grant to the Town a new easement for the same purposes over areas shown on the 2018 Plan as the "Proposed 15' Wide Drainage Easement";

WHEREAS, on _____ the Board of Selectmen deemed the proposed new drain and drainage easement to be satisfactory;

WHEREAS, by virtue of the Town's acceptance of the provisions of c. 41, Sections 69C through 69F, inclusive, of the General Laws (Ter. Ed.), as amended, the Board of Public Works

succeeded the Board of Selectmen in carrying out municipal functions relating to drainage matters;

WHEREAS, this grant of easement reserves to the Owners, their successors, heirs and assigns the right to substitute for said drain easement at any other time, other equally efficient and adequate facilities satisfactory to the Board of Public Works of said Town and without expense to said Town.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Owner and the Town hereby act and agree as follows:

1. Grant of Easement and Acceptance by Town.

The Owner hereby grants to the Town a drainage easement shown on the 2018 Plan as the "Proposed 15' Wide Drainage Easement", which grant is on the same terms and conditions and is to be held by the Town on the terms and conditions of the 1935 Grant, as amended by the 1997 Agreement, except that the Owners may only change the location of the easement upon the approval of the Board of Public Works. The Town hereby accepts the grant of easement as set forth herein.

2. Abandonment of Drainage Easement.

The Town hereby abandons and discharges all its rights, title and interest to the area shown on the 2018 Plan as "10' Wide Drain Easement (To Be Abandoned)" and the Town hereby conveys to the Owners all rights, title and interest to the parcel of land shown on the 2018 Plan as the "10' Wide Drain Easement (To Be Abandoned)". The Town is hereby released from any liability or responsibility arising from or in any way connected with any obligations with respect to the area shown on the 2018 Plan as the "10' Wide Drain Easement (To Be Abandoned)".

3. Owner Shall Bear All Costs.

Owner shall bear all costs involved in re-locating the drain and easement, including, but not limited to, costs incurred in designing, construction, engineering, and installing the drain, as well as all costs incurred by the Town, including, but not limited to, attorney's fees.

4. Effect Upon Subsequent Parties.

This Drainage Easement shall run with the land and shall be binding upon and inure to the benefit of the Owner and the Town, and their respective successors and assigns.

[intentionally left blank]

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this ____ day of _____, _____.

TOWN OF WELLESLEY, acting by
and through its
BOARD OF PUBLIC WORKS

By: Jeffrey P. Wechsler
Jeffrey P. Wechsler, Chairman

Paul L. Criswell
Paul L. Criswell

David A. T. Donohue
David A. T. Donohue

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss. _____, 201__

On this ____ day of _____, _____, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was their _____, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose and as the free act and deed of the Chairman of the Town of Wellesley's Board of Public Works.

Notary Public:
My Commission Expires: _____

OWNER:

Sean P. O'Neill

Janna C. O'Neill

Commonwealth of Massachusetts

Norfolk, ss.

_____, 201__

On this ___ day of _____, _____, before me, the undersigned notary public, personally appeared Sean P. O'Neill and Janna C. O'Neill proved to me through satisfactory evidence of identification, which was their _____, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Notary Public:

My Commission Expires: _____

**PRELIMINARY LIST OF EASEMENTS TO BE ACCEPTED OR ABANDONED
AT THE 2019 ANNUAL TOWN MEETING
UNDER ARTICLE ??**

EASEMENT TYPE	ADDRESS	OWNERS NAME	DATE RECORDED	DOCUMENT	PLAN	COMMENTS
	COMPLETED					
	PENDING					
DRAINAGE EASEMENT ABANDONMENT AND RELOCATION	37 Ravine Road	Sam Soderholm Builders Sean & Anna O'Neill				
UTILITY EASEMENT ABANDONMENT AND RELOCATION	21 Carisbrooke Road	Jonathan & Nicole Bull				
DRAINAGE EASEMENT ABANDONMENT AND RELOCATION	64 Fuller Brook Road	Paul Bevilacqua				
DRAINAGE EASEMENT	104 Forest Street	Robert M. Hale & Christine N. Oliver				
As of: January 2, 2019						