

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
March 3, 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 were Fred Bunger of the Sustainable Energy Committee and interested observer and resident Scott Bender.

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 21, 2020, as amended.

CITIZEN SPEAK

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

PUBLIC HEARING NAMING OF DPW BOARD ROOM

The Public Hearing to discuss the proposed naming of the DPW Board Room was declared open at 5:35 p.m.

The Director reviewed with the Board the basis of the recommendation made at the November 19, 2019 meeting of the Board of Public Works for its consideration to name a meeting room after David A.T. Donohue in honor of his outstanding service to the Town over many years.

Chair Korpi invited public comment with regard to the proposed naming of the Board Room be made in honor of David A.T. Donohue, in recognition of his dedication and service on the Board of Public Works March 1994 through November 2019.

As no one from the public was present for the discussion, the Public Hearing was closed at 5:40 p.m.

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

VOTED: To approve the recommendation that the Board Room on the second floor of the Operations Building at 20 Municipal Way be named the David A.T. Donohue Board Room, in recognition of David Donohue's dedication and his having served on the Board of Public Works March 1994 through November 2019, to become effective March 4, 2020.

Dedication Ceremony. It was agreed that the formal dedication ceremony would be held on during the DPW Open House event on Saturday, May 16, 2020.

ADMINISTRATION

Coming Events. There was a brief discussion and review of events related to the upcoming Town election.

Advisory Committee Liaison Report. Mr. Tortorella briefly referred to preparations related to the upcoming Annual Town Meeting.

Safety Program – Incident Summaries. The Director referred to the summaries of personal injury and vehicle incidents to date. Mr. Cohen also referenced the Safety Spotlight for the month of February 2020 with a focus on "Forming Good Safety Habits."

Statement of Fact Activity Report. The Director referred to the recent activity involving an agreement entered into with a vendor to conduct the annual Household Hazardous Products Collection Day in May.

Revised FY 2021 Tax Impact Operating Budget. The Director referred to the revised Version 3 of this budget. Following a review and discussion of these revisions and upon motion duly made by Mr. Skelly and seconded by Mr. Wechsler, it was unanimously,

VOTED: To approve the FY 2021 DPW Tax Impact Operating Budget Request, Version 3, which excludes Merit Pay Plan increases and includes RDF Business Initiatives, for a total of \$7,293,397. (Copy attached.)

Revised FY 2021 Water & Sewer Enterprise Fund Budgets. Following a review and discussion of the revisions in Version 3 of this budget and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

VOTED: To approve the ATM Draft Motions included in Version 3 of the FY 2021 Water and Sewer Budget with a total funding authorization of \$10,078,359 for Water and \$9,765,538 for Sewer. (Copy attached.)

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Quarterly Report. The Director referred to the FY20 Second Quarter Report. There was a lengthy and detailed review of the Activity Summary by Division, the Status of the Operating and Capital Budgets as well as the Measures and Targets for each division. Mr. Cohen responded to comments and inquiries from the Board.

Municipal Sustainable Building Guidelines. Director Cohen conveyed to the Board that the Sustainable Energy Committee has requested that the Board of Public Works adopt and sign the Municipal Sustainable Building Guidelines provided by Ms. Martello. (Copy attached.) The Director explained that although the DPW is not expecting any major building construction projects in the immediate future, he recommended that the guidelines be followed as proposed. Mr. Cohen acknowledged these guidelines may be relevant for some long-term renovation plans at the Park /Highway Building and at the RDF. If those projects are approved in the future, the Director and staff will work with their partners at the Facilities Management Department and the Sustainable Energy Committee to attain the objectives laid out in the guidelines.

Following a brief discussion and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

VOTED: To adopt the Municipal Sustainable Building Guidelines, as presented and dated February 28, 2020.

ENGINEERING DIVISION

Abandonment of existing drainage easement and grant of drainage easement – 30 Wachusett Road. The Director referred to this Agreement by and between Arathi R. Reddy of 30 Wachusett Road, Wellesley, Massachusetts and the Town of Wellesley. At the recommendation of the Assistant Town Engineer and Director of Public Works, the Board executed the easement document. (Copy attached.)

PARK & HIGHWAY DIVISION

Award of Contract #20S-420-1640 – Hot Mix Asphalt, Picked-Up. Director to review Bid Recommendation prepared by Assistant Highway Division Superintendent Elizabeth Gildae. Following a brief discussion and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

VOTED: That Contract #20S-420-1640 for Hot Mix Asphalt, Picked-Up be awarded to the lowest responsible and responsible bidder, in accordance with our specifications and their bid prices as follows:

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Item I (Regular Season): Brox Industries, Inc. \$59.00/ton
Dracut, MA

Item II (Winter Season): Lorusso Corporation, \$87.80/ton
Plainville, MA

WATER & SEWER DIVISION

Water & Sewer Enterprise Fund Financial Statements. The Director referred to the financial statements for the months of December 2019 and January 2020 and responded to specific inquiries from the Board.

Water & Sewer Division Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of January 2020. This report highlighted the Water & Sewer Division's activities that month, including the Daily Water Pumping Record, the iron and manganese Chemical Analyses, the graph of water supply trending, the graph of the temperature and the Summary Report.

Volatile Organic Contaminants (VOC) Monitoring For First Quarter 2020. The Director referred to the VOC Monitoring Report prepared by Mr. Shaughnessy and submitted to the Department of Environmental Protection.

DPW ACTIVITY HIGHLIGHTS

Mr. Cohen provided the Board with updated and concise information related to Administrative Matters, Emergency Responses, Current Projects, Upcoming Projects; Staffing, and Equipment. (Copy attached of specific topics.)

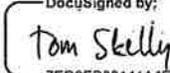
ADJOURNMENT

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,

DocuSigned by:

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Thomas F. Skelly, Jr.
Secretary

5/21/2020

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
MARCH 3, 2020
5:30 PM

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meeting of January 21, 2020. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

PUBLIC HEARING

Naming of Boardroom located in DPW Operations Building at 20 Municipal Way in honor of former Board of Public Works Commissioner David A.T. Donohue.

1. ADMINISTRATION

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 February, 2020 with a focus on "Forming Good Safety Habits". **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.**

REVISED FY 2021 TAX IMPACT OPERATING BUDGET. Director to refer to revised version of this budget. **BOARD APPROVAL AND VOTE REQUIRED.**

REVISED FY 2021 WATER & SEWER ENTERPRISE FUND BUDGETS. Director to refer to revised version of this budget. **BOARD APPROVAL AND VOTE REQUIRED.**

QUARTERLY REPORT. Director to refer to FY20 Second Quarter Report. **NO BOARD ACTION REQUIRED.**

MUNICIPAL SUSTAINABLE BUILDING GUIDELINES. Director to refer to the finalized version of the Guidelines provided by Ms. Martello. **BOARD APPROVAL AND VOTE REQUESTED.**

3. PARK & HIGHWAY DIVISION

AWARD OF CONTRACT #20S-420--1640 – HOT MIX ASPHALT, PICKED-UP. Director to review Bid Recommendation prepared by Assistant Highway Division Superintendent Elizabeth Gildae. **BOARD APPROVAL AND VOTE REQUIRED.**

5. WATER & SEWER DIVISION

WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS. Director to refer to the financial statements for the months of December 2019 and January 2020. **NO BOARD ACTION REQUIRED.**

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the month of January 2020. **NO BOARD ACTION REQUIRED.**

VOLATILE ORGANIC CONTAMINANTS (VOC) MONITORING FOR FIRST QUARTER 2020. Director to refer to VOC Monitoring Report submitted to the Department of Environmental Protection. **NO BOARD ACTION REQUIRED.**

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



CHRISTOPHER A. CUSACK, SENIOR MANAGEMENT ANALYST

February 28, 2020

To: Board of Public Works
Re: FY21 Operating Budget Summary – Version 3.0

Please find the attached Tax Impact Operating Budget, Version 3, for your review and approval. The only change from the last version that the Board approved is that Management Pay Plan salary increases have been removed per request of Financial Services. This budget will now match the amounts in the Advisory write-up and the Article 8 motion at Town Meeting. If a Management Pay Plan increase is approved by Town Meeting, that amount will be added to our appropriations at the start of Fiscal Year 21.

As you will see, the total FY21 tax impact request, excluding RDF Business Initiatives, is now \$7,160,216 which is an increase of \$120,007 or 1.7% over the FY20 budget. The total appropriation request, including Business Initiatives is now \$7,293,397 which is 1.7% over the FY20 budget.

A Board vote is requested and suggested motion language is provided below for your use.

Motion:

To approve the FY 2021 DPW Tax Impact Operating Budget Request, Version 3, which excludes Merit Pay Plan increases and includes RDF Business Initiatives, for a total of \$7,293,397.

Attachment – FY21 Tax Impact Operating Budget Version 3.0

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



CHRISTOPHER A. CUSACK, SENIOR MANAGEMENT ANALYST

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February 28, 2020

To: Board of Public Works
Re: FY21 Water and Sewer Budgets Version 3.0

Please find the attached Water and Sewer Enterprise Fund budget, Version 3, for your review and approval. The only change from the last version that the Board approved is that we received a revised MWRA projection for their water costs. The total increased budget request amount is \$388,825 which is made up of \$377,500 for MWRA costs and \$11,325 for a proportional increase in the Emergency Reserve calculation.

The revised combined Water & Sewer operating, non-operating and capital budgets for FY21 total \$19,843,897, which is a 5.1% increase over FY20.

Based on these budgets we are still projecting a 0% water rate increase and a 4% sewer rate increase for FY21.

A Board vote is requested and suggested motion language is provided below for your use.

Motion:

To approve the ATM Draft Motions included in Version 3 of the FY 2021 Water and Sewer Budget with a total funding authorization request of \$10,078,359 for Water and \$9,765,538 for Sewer.

Attachment: FY2021 Water and Sewer Capital and Operating Budgets, Version 3

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

This Agreement is made this _____ day of March 2020, by and between **Arathi R. Reddy** of 30 Wachusett 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 34 Wachusett Road (hereinafter "Premises") in Wellesley, Massachusetts, pursuant to a Deed from Carole S. Wiley dated March 19, 2014, and filed with the Norfolk County Land Court as Document 1,303,847, and recorded at the Norfolk County Registry of Deeds in Book 32135, Page 201;

WHEREAS, by instrument dated July 19, 1950, filed with Norfolk County Land Court as Document 131560 (the "1950 Grant"), and as shown on a Plan of Land by Gleason Engineering, filed in the Land Court Office as Plan No. 16192-H, the Owner's predecessor in title granted a Drain Easement to the Town;

WHEREAS, the location of said easement is shown as " Drain Easement" on a plan entitled "Subdivision Plan of Land In Wellesley", dated May 3, 1950, and filed in the Land Court Office as Plan No. 16192-H (hereinafter "1950 Plan"), and on a plan entitled "Plan of Land in Wellesley owned by Antonio Epifano, Tr." dated July 23, 1974 and prepared by Alexander Crucioli – Acres (Engineers & Surveyors) Inc., and recorded at the Norfolk County Registry of Deeds as Plan 705 D in Plan Book 245 on August 28, 1974 (hereinafter "1974 Plan");

WHEREAS, 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 actually located within "Existing 10' Wide Drainage Easement to be Abandoned" on a plan entitled " 34 Wachusett Rd. Proposed Drainage Easement Relocation Plan", dated October 15, 2019, with revision dates of January 17, 2020 and January 30, 2020, and prepared by The Jillson Company, Inc. (the "2019 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 2019 Plan as the "Proposed 10' Wide Drainage Easement 1,612± S.F. is the Total Proposed Drainage Easement Area on 34 Wachusett Rd.";

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 the 2019 Plan as the "Proposed 10' Wide Drainage Easement 1,612+ S.F. is the Total Proposed Drainage Easement Area on 34 Wachusett Rd."; which grant is on the same terms and conditions and is to be held by the Town on the terms and conditions of the 1950 Grant, except that the Owners may only change the location of the easement upon the approval of the Board of Public Works, which approval shall not be unreasonably withheld. 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 2019 Plan as "Existing 10' Wide Drainage 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 2019 Plan as "Existing 10' Wide Drainage 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 2019 Plan as 2019 Plan as "Existing 10' Wide Drainage 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.

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OWNER:



Arathi R. Reddy

COMMONWEALTH OF MASSACHUSETTS

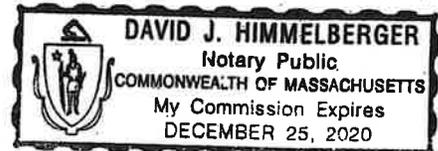
Norfolk, ss

March 2 2020

On this 2nd day of March 2020, before me, the undersigned notary public, personally appeared Arathi R. Reddy, proved to me through satisfactory evidence of identification, which was MA DRIVER'S LICENSE to be the persons whose names are signed on the preceding document, and acknowledged to me that she signed it voluntarily for its stated purpose.



Notary Public:
My Commission Expires:



DPW Activity Highlights – March 3, 2020

- **Admin**
 - Safety Scoreboard - 105/18
 - Comp time pilot - 21 employees; 25 days > 47 day; used 11;
 - Advisory Presentation
 - Town meeting write-ups - easements
 - Budget book
 - Cardboard Markets up 1st time in 2 years (from \$15 to \$40/ton)
 - KRONOS Upgrade
 - Strategic Plan Survey - 50 responses
 - Collective Bargaining – March 17th
 - View Point Cloud – online street permits
 - CPR/FA training – 25 employees
 - Fox News Crew - Brine
- **Emergency Response**
 - Mica lane sewer backup – 3 day cleanup; f/u with BOH; proactive inspection every 6 months
 - Water Main Break at Park/Highway Building - \$19,000
 - Winter – 3 small events; \$100K balance
- **Current Projects**
 - Sprague
 - Softball – sod up next
 - GPA – wetlands, sidewalks
 - Meter Project
 - MOPO Stabilization
 - Complete Streets –
 - Playground Master Plan
 - MSDS Online – 200 of 700 done
- **Upcoming Projects**
 - Grove Street – Bids Due 3/19
 - Container Restrooms – Bids Due 3/20
 - Granite Street Acceptance – Bids Due 3/26
 - Mattress Recycling Grant – June 1 Start
 - LMS
- **Staffing**
 - Executive Assistant
 - Park General Foreman
 - Mechanic Intern - fever
- **Equipment**
 - New unit 349 – Trash & Recycling Truck
 - New vacuum sweeper