

## **WELLESLEY BOARD OF PUBLIC WORKS RECORDS**

### **April 22, 2020**

The Wellesley Board of Public Works held a duly posted open online remote meeting beginning at 1:30 p.m.

Remote participants included Chair Ellen Korpi, Vice Chair Jeffrey P. Wechsler, Secretary Thomas F. Skelly, Jr.; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Town Engineer David J. Hickey, Water & Sewer Superintendent William J. Shaughnessy; Executive Assistant Debra Surner; and Municipal Light Plant Director Donald Newell.

Chair Korpi called the meeting to order at 1:30 p.m.

### **CITIZEN SPEAK**

The Chair provided those participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one chose to speak.

### **WATER & SEWER BILLING**

**Late Payment Interest Waivers.** The Director reported that staff does not recommend implementing at this time a program to provide late payment interest waivers. Instead, Mr. Cohen explained he is supportive of the current practice followed by the Customer Services Division to be continued and each customer's situation would be reviewed on a case by case basis.

Municipal Light Plant Director Donald Newell joined the meeting to provide a brief overview of the Customer Service Division's staffing, responsibilities responding to utility-related inquiries and coordinating five monthly billing cycles. Mr. Newell also conveyed that the Customer Service representatives work closely with both the Water & Sewer Division's Superintendent and Assistant Superintendent regarding the ongoing water meter replacement installation project.

Mr. Newell conveyed that, upon request, payment plans have been arranged on a case by case basis and noted that, to date, there have been only two COVID-19 related requests made. He did acknowledge that billing for the month of April is being issued now and he anticipates that since the impacts from COVID-19 have grown more extensive, there may be a higher volume of additional requests.

Mr. Newell explained it has been past practice to provide those who have requested special consideration to be given four months to bring their payments up to date. He did note the Municipal Light Plant is operating under the same rules as investor owned utilities. Therefore, during this state of emergency there would be no shut offs for nonpayments, nor would there be aggressive collections. If need be, these arrangements could be extended.

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It was the consensus of the Board that the policies and procedures in place are reasonable and they are appreciative that customer concerns are always addressed by caring staff in this extremely well run part of the operation.

Following the discussion, Mr. Cohen confirmed he would continue to monitor the current situation and his plan would be to provide updates to the Board, as appropriate. He also confirmed that he and Mr. Newell would remain in constant contact on this matter.

The Board members, as well as Mr. Cohen, thanked Mr. Newell for his participation in this portion of the meeting.

### **BUDGET STATUS**

**FY21 DPW Tax Impact Capital Budget – Version 4. Proposed Revision to the Capital Budget.** Director Cohen referred to the request made by the Town's Executive Director for a 25% reduction to be made in the Department of Public Works cash capital budget to balance the FY21 budget. He then reviewed the specific programs, and proposed reductions on the Five Year Plan. Those programs include Street Improvements; Park/Highway Building Improvements; RDF Container Replacement; RDF Paved Areas and Site Improvements; Elementary School Field Improvements; High School/Hunnewell Field; ADA Requirements; Tennis and Basketball Court Improvements; and Equipment Procurement.

Throughout the detailed review of lines items listed above, Mr. Cohen responded to specific inquiries from the Board.

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

**VOTED:** To approve the FY 2021 DPW Tax Impact Capital Budget, Version 4, with a cash capital total of \$1,677,000 and a Bonding and Chapter 90 total of \$3,040,000 for a total capital funding request of \$4,717,000. (Copy attached.)

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**OTHER**

**Dugout Lights on Lee Field.** The Director referred to a matter recently brought to his attention by area neighbors related to the dugout lights having been left on all night.

Mr. Cohen explained that our contractor, inadvertently, left them on after he completed working on the lighting system.

Chair Korpi inquired about a second issue related to why fluorescent, versus LED bulbs were used in that lighting system.

The Town Engineer conveyed he is reaching out to the contractor to inquire about the cost to retrofit the existing lighting system to accommodate LED bulbs and, upon receipt of the response, he will provide that information to the Director.

Following a brief discussion, Chair Korpi recommended it be standard policy that any future lighting be LED.

**Use of Electric Powered Equipment in the Park & Tree Division.** Director Cohen conveyed that division has one battery-operated weed wacker and one chain saw. Mr. Cohen acknowledged it is challenging to get enough battery life for an entire day's work. He explained staff is exploring additional technology options and the Director will continue to provide updates after seeking feedback from other sources and towns related to their usage of electric powered equipment.

**Next Board of Public Works Meeting.** It was reconfirmed that the date for the next meeting would be Monday, May 4, start time to be confirmed at a later date.

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

**VOTED:** To adjourn.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,

DocuSigned by:

Tom Skelly

THOMAS F. SKELLY, JR.

Secretary

5/21/2020

**TOWN OF WELLESLEY**  
**DEPARTMENT OF PUBLIC WORKS**

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**CHRISTOPHER A. CUSACK, SENIOR MANAGEMENT ANALYST**

April 21, 2020

To: Board of Public Works  
Re: FY21 DPW Tax Impact Capital Budget – Version 4

Please find the attached draft (Version 4) of the FY21 Tax Impact Capital Budget, which summarizes the anticipated capital needs of the Department of Public Works for FY21 through FY25. The Town has asked for a 25% reduction in our cash capital budget to balance the FY21 budget and our recommended, revisions are attached.

The proposed FY21 cash capital request is now \$1,677,000 which is a \$559,000 reduction from the Board Approved capital budget of \$2,236,000 from October 2019. Proposed changes affect only cash capital and do not affect borrowing or other funding sources.

Our approach in selecting items to reduce was to strike a balance between programs that could be delayed or with the smallest possible impact to our infrastructure and maintenance programs.

Through careful planning and continued proactive maintenance, we can weather these proposed cuts for one year. However, extending cuts beyond one year will have a more pronounced negative impact on both our infrastructure and our personal services operating budget for both Park and Highway, which relies in part on funding from on-going capital programs.

The affected programs are summarized below with reference to the Program ID listed on the Five Year Plan:

- A1) Street Improvements – Decrease of \$130,000 will result in a delay of about one mile of streets being resurfaced.
- F3) Park/Highway Building Improvements – Decrease of \$6,500 which will delay repairs to certain structures on the DPW campus.
- F4) RDF Container Replacement – Decrease of \$27,500 which will delay purchase of containers needing replacement. This could result in additional repair and downtime costs if containers should fail before they are replaced.
- F5) RDF Paved Areas & Site Improvements – Decrease of \$50,000 which will delay resurfacing and other improvements at the RDF.

- H2) Elementary School Field Improvements – Decrease \$30,000. Remaining FY20 funds are anticipated to be available to perform these improvements in FY21.
- H3) High School/Hunnewell Field – Decrease \$20,000. Remaining FY20 funds are anticipated to be available to perform these improvements in FY21.
- H6) ADA Requirements – Decrease \$10,000. Remaining FY20 funds are anticipated to be available to perform these improvements in FY21.
- H7) Tennis and Basketball Court Improvements – Decrease \$50,000 which will delay resurfacing repairs of the Hunnewell Tennis Courts.
- I1) Equipment Procurement – Decrease \$235,000. This will delay the purchase of a Highway Dump Truck (\$200,000) until FY22, delay purchase of Fleet shop equipment (\$25,000), and delay the purchase of replacement snow plows (\$10,000).

We look forward to discussing this budget with you at the upcoming meeting and suggested motion language is provided below for your consideration.

**Suggested Motion:**

**To approve the FY2021 DPW Tax Impact Capital Budget, Version 4, with a cash capital total of \$1,677,000 and a Bonding and Chapter 90 total of \$3,040,000 for a total capital funding request of \$4,717,000**

Attachment – FY2021 DPW Tax Impact Capital Budget Version 4

**DPW FY2021 GENERAL FUND CAPITAL REQUEST AND FIVE YEAR PLAN**

Program	FY2020 Budget	FY2021 Request	Proposed Reductions	Revised Request	FY2022	FY2023	FY2024	FY2025
<b>A. Street Improvement</b>								
1. Street Resurfacing	320,000	440,000	(130,000)	310,000	460,000	485,000	495,000	485,000
3. Crack Sealing	55,000	60,500		60,500	60,500	60,500	60,500	60,500
4. Guardrail Maintenance and Replacement Program	10,000				80,000	80,000	80,000	80,000
<b>Subtotal</b>	<b>385,000</b>	<b>500,500</b>	<b>(130,000)</b>	<b>370,500</b>	<b>580,500</b>	<b>605,500</b>	<b>605,500</b>	<b>605,500</b>
<b>B. Street Rehabilitation</b>	Walnut				Weston		TBD	
1. Design	150,000				150,000		160,000	
<b>Subtotal</b>	<b>150,000</b>				<b>150,000</b>		<b>160,000</b>	
<b>C. Sidewalk Restoration</b>								
1. Sidewalk Restoration	50,000	160,000		160,000	160,000	160,000	160,000	160,000
<b>Subtotal</b>	<b>50,000</b>	<b>160,000</b>		<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>D. Private Ways</b>								
1. Private Ways	20,000	20,000		20,000	22,000	22,000	22,000	22,000
<b>Subtotal</b>	<b>20,000</b>	<b>20,000</b>		<b>20,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>E. Drainage Improvements</b>								
1. Drainage System Rehabilitation	125,000				270,000	270,000	270,000	270,000
2. Town Hall Roadway Bridge, Drainage, Culvert & Headwalls	75,000							
<b>Subtotal</b>	<b>200,000</b>				<b>270,000</b>	<b>270,000</b>	<b>270,000</b>	<b>270,000</b>
<b>F. DPW Facilities</b>								
3. Park/Highway Building & Grounds Improvements	30,000	30,000	(6,500)	23,500	50,000	50,000	50,000	50,000
4. RDF Container Replacement	25,000	27,500	(27,500)		27,500	27,500	30,000	30,000
5. RDF Paved Areas, Grounds and Site Improvements	30,000	50,000	(50,000)		50,000	50,000	50,000	50,000
<b>Subtotal</b>	<b>85,000</b>	<b>107,500</b>	<b>(84,000)</b>	<b>23,500</b>	<b>127,500</b>	<b>127,500</b>	<b>130,000</b>	<b>130,000</b>
<b>G. Other</b>								
1. Traffic Island and Streetscape Renovations	10,000							
2. Fence/Flag/Flag Pole Replacement	10,000							
<b>Subtotal</b>	<b>20,000</b>							
<b>H. Athletic Field/Playground Improvements</b>								
1. Sprague Field Improvements	25,000	20,000		20,000	25,000	25,000	25,000	25,000
2. Elementary School Field Improvements	35,000	30,000	(30,000)		35,000	35,000	35,000	35,000
3. High School/Hunnewell Field	35,000	40,000	(20,000)	20,000	25,000	25,000	25,000	25,000
4. Playground Equipment Replacement	40,000	25,000		25,000	25,000	25,000	25,000	25,000
5. Playground Reconstruction	200,000	200,000		200,000	200,000	200,000	200,000	200,000
6. ADA Requirements	10,000	10,000	(10,000)		10,000	10,000	10,000	10,000
7. Tennis and Basketball Court Improvements	25,000	50,000	(50,000)		50,000	350,000	10,000	10,000
8. Drinking Water Fountains	10,000							
<b>Subtotal</b>	<b>380,000</b>	<b>375,000</b>	<b>(110,000)</b>	<b>265,000</b>	<b>370,000</b>	<b>670,000</b>	<b>330,000</b>	<b>330,000</b>
<b>I. Equipment Procurement</b>								
1. DPW Vehicle and Equipment Replacement	1,136,000	1,073,000	(235,000)	838,000	1,285,000	1,452,000	1,447,000	1,800,000
<b>Total Cash Capital Budget</b>	<b>2,426,000</b>	<b>2,236,000</b>	<b>(559,000)</b>	<b>1,677,000</b>	<b>2,965,000</b>	<b>3,307,000</b>	<b>3,124,500</b>	<b>3,017,500</b>

**TOWN OF WELLESLEY  
BOARD OF PUBLIC WORKS  
ONLINE REMOTE MEETING  
WEDNESDAY, APRIL 22, 2020  
1:30 PM**

**[https://youtu.be/22\\_T\\_qh0NxI](https://youtu.be/22_T_qh0NxI)**

**AGENDA**

- Call to Order
- Citizen Speak
- Director's Items
  - Budget Status
  - Water & Sewer Billing
- Topics not reasonably anticipated by the Chair prior to posting, if any
- Adjournment

**REMOTE MEETING PROTOCOL**

Residents can view the meeting from the youtubelink above. The online meeting will also be streaming live and will be telecast live on Comcast channel 8 and Verizon channel 40. Residents seeking to participate in Citizen Speak, or any other agenda item, should mail [dpw@wellesleyma.gov](mailto:dpw@wellesleyma.gov) prior to the meeting and a number will be assigned for speakers. All residents seeking to participate shall call into 781-489-7747 (Conference Line) and await the announcement of your assigned number to speak. Individuals wishing to participate who have not received a number shall be asked at the end of the agenda item if they would like to speak before the Board moves on to the next agenda item.