

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
May 4, 2020

The Wellesley Board of Public Works held a duly posted open online remote meeting beginning at 3:00 PM.

Remote participants included Chair Ellen Korpi and Commissioner Thomas F. Skelly, Jr.; Commissioner Jeffrey P. Wechsler joined the meeting at 4:03 p.m.; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Town Engineer David J. Hickey Jr., Water & Sewer Superintendent William J. Shaughnessy; and Executive Assistant Debra Sumner.

Chair Korpi called the meeting to order at 3:04 p.m.

APPROVAL OF MINUTES

Following a review of the minutes of the meeting of March 30, 2020, it was decided to defer approval until the next meeting due to a decision for a portion of the wording to be revised to make a more general reference and reviewed at the next BPW Meeting.

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

VOTED: To approve the Open Session Minutes of the meeting of April 1, 2020, as presented.

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

VOTED: To approve the Open Session Minutes of the meeting of April 15, 2020, as presented.

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

VOTED: To approve the Open Session Minutes of the meeting of April 22, 2020, as presented.

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.

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ADMINISTRATION

Safety Program – Incident Summaries. The Director referred to the summaries of personal injury and vehicle incidents to date. Reference was made to the Safety Spotlight for the month of April, 2020 with a focus on “Staying Healthy and Productive During Difficult Times”.

Statement of Fact Activity Report. The Director referred to the purchases made in April for a 2020 Silver Toyota RAV4 Hybrid LE AWD, fertilizer for spring and summer applications, as well as the spring seed order.

Budget Status - FY21 DPW Tax Impact Capital Budget – Version 5. The Director referred to the most recently revised version and reviewed the two changes included in this version, both related to bonded road reconstruction project bids coming in higher than expected. Mr. Cohen explained the first change is for an increase in the Great Plain Rotary project in FY21. The second change is to request funds in FY22 for Grove Street, which has been deferred since the approved budget amount is insufficient to undertake the project. There is no change in the cash capital request of \$1,677,000 that the Board approved at its April 22, 2020 meeting. With the proposed changes, the total FY21 Tax Impact Capital Budget request from all sources is now \$5,717,000.

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

VOTED: To approve the FY2021 DPW Tax Impact Capital Budget, Version 5, with a cash capital total of \$1,677,000 and a Bonding and Chapter 90 total of \$4,040,000 for a total capital funding request of \$5,717,000. (Copy attached.)

Third Quarter Report – FY20. The Director referred to the report, which included detail on the Third Quarter Status of the Director's Goals, as well as Activity Summaries for the Engineering, Highway, Park, Recycling & Disposal Facility, Management/Fleet and Water/Sewer Divisions. Also reviewed were the FY20 Budget Status for the Operating and Capital Budgets, as well as Measures and Targets. The Director responded to inquiries from the Board as they conducted a thorough review and discussion regarding specific items in the report.

PARK & HIGHWAY DIVISION

Statement of Fact: Surface Treatments of Hot-Mix Asphalt Roadways – Contract #20C-420-1649. Following the Director's review of the bid recommendation and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

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VOTED: That Contract #20C-420-1649 for Surface Treatments of Hot-Mix Asphalt Roadways be awarded to the lowest bidder, All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375, in accordance with our specifications and their bid prices as follows:

Item 1 Furnish, deliver, prepare site and install Single Stone Seal on Hot-Mix Asphalt as directed at various job sites in Wellesley. \$2.75/SY

Item 2 Furnish, deliver, prepare site and install Double Stone Seal on Hot-Mix Asphalt. \$4.95/SY

Item 3 Furnish, deliver, prepare site and install 10% Asphalt Rubber Surface Treatment on Hot-Mix Asphalt as directed at various job sites in Wellesley. \$4.00/SY

Item 4 Furnish, deliver, prepare site and install 20% Asphalt Rubber Surface Treatment on Hot-Mix Asphalt as directed at various job sites in Wellesley. \$5.10/SY

WATER & SEWER DIVISION

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the version of the financial statements for the month of February 2020. Following a brief discussion, Mr. Cohen noted that demand has remained steady, yet rose due to a couple of leaks. In reply to an inquiry about the current water and sewer rates, Mr. Cohen responded the water rates are stable and sewer rates will be evaluated.

Water & Sewer Division Monthly Performance Reports. Following brief review of the content in the reports for the months of February and March, the Board expressed appreciation to Mr. Shaughnessy for the preparing the thorough reports.

Director's Highlights. Mr. Cohen provided the Board with updates on the status of a number of projects as well as other activities.

The Director conveyed he is working with the union to agree upon various work schedule options.

Group Photos. Mr. Cohen reported that local photographer, Beth Shedd, reached out to express her appreciation for what the DPW staff does and requested to take a number of group photos of crews from each Division.

Wellesley Gentlemen's Society. Dave conveyed he had been notified that members of this club would be delivering lunch on Friday to the offices at the DPW, Police and Fire Departments to say thank you for all their efforts.

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MIIA Local Gov U Online Learning Management System. Dave explained this system provides employees on line learning to support ongoing initiatives, including safety and professional development training sessions.

Lee Field. – The contractor is working on a punch list, including items related to erosion and a storm water system, as well as final tasks related to the dugout. Things are going well and winding down.

Sprague Field. Dave reported a portion of the rolls of carpet has been removed. Line painters will be there for two days. Final restoration is being made to areas which have been disturbed. Work should be completed within two weeks.

Sprague Field Tennis Courts. Now that school has been closed, the contractor can paint the permanent lines this week.

National Grid (NG). Dave reported there has been significant activity in Town recently, including with their capital work projects. They have new mains but no plan to reconnect houses to them at this time. Other NG work is being conducted by the Great Plain Avenue/Wellesley Avenue Intersection project, Cameron Street and on Grove Street, where it has become more complicated while upsizing to a 12-inch pipe.

On-line permitting system is up and running. While being used primarily to issue street opening permits, the plan is to use the same application to process Recycling & Disposal Facility permits in the future. This result was a great development by Engineering Division and Information Technology Staff working together to achieve this goal.

Masks. Dave confirmed having received a shipment in excess of 200 handmade masks from a local sewing group for DPW employees.

Next BPW Meeting Date. It was decided the next meeting would be held on Wednesday, May 20, at 3:00 p.m.

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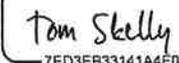
ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 4:45 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
MAY 4, 2020
3:00 PM

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meetings of March 30, 2020, April 1, 2020, April 15, 2020 and April 22, 2020. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

1. ADMINISTRATION

ADVISORY COMMITTEE LIAISON UPDATE. 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 April, 2020 with a focus on “Staying Healthy and Productive During Difficult Times”. **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.**

BUDGET STATUS – FY21 DPW TAX IMPACT CAPITAL BUDGET – VERSION 5. Director to refer to most recently revised version of this budget. **BOARD APPROVAL AND VOTE REQUIRED.**

QUARTERLY REPORT. Director to refer to highlights in the FY20 Third Quarter Report. **NO BOARD ACTION REQUIRED.**

3. PARK & HIGHWAY DIVISION

SURFACE TREATMENTS OF HOT-MIX ASPHALT ROADWAYS – CONTRACT #20C-420-1649. Director to review Bid Recommendation for subject contract. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER DIVISION

WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS. Director to refer to the financial statements for the month of February 2020. **NO BOARD ACTION REQUIRED.**

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORTS. Director to refer to reports prepared by Water & Sewer Superintendent Shaughnessy for the months of February and March. **NO BOARD ACTION REQUIRED.**

7. FYI

Ltr. to DEP – 2020 First Qtr. SDWA Monitoring Results: Nitrate and Nitrite
Ltr. to DEP - 2020 Annual SDWA Monitoring Results: Secondary Contaminants
Ltr. to DEP – 2020 SDWA Monitoring Results: Inorganic Contaminants
Ltr. to DEP – SDWA SOC Monitoring 2020

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



CHRISTOPHER A. CUSACK, SENIOR MANAGEMENT ANALYST

May 1, 2020

To: Board of Public Works
Re: FY21 DPW Tax Impact Capital Budget – Version 5

Please find the attached proposed FY21 Tax Impact Capital Budget, Version 5 for your review. There are two changes included in this version, both related to bonded road reconstruction project bids coming in higher than expected. The first change is for an increase to the Great Plain Rotary project in FY21. The second change is to request funds in FY22 for Grove Street, which has been deferred since the approved budget amount is insufficient to undertake the project. There is no change in the cash capital request of \$1,677,000 that the Board approved at the April 22, 2020 meeting. With the changes outlined below, the total FY21 Tax Impact Capital Budget request from all sources is now \$5,717,000.

The increase of \$1,000,000 in FY21 is due to the Great Plain Avenue Rotary reconstruction project bids coming in higher than anticipated. This project was developed in response to serious safety concerns and was expanded to include increased multi-use transportation and stormwater improvements that weren't part of the initial estimate. The recommended transportation improvements are eligible for MassDOT Complete Streets grant funding up to \$400,000. If our grant application is approved the borrowing requirements for this project would be reduced by the granted amount.

We also propose an increase in the FY22 road construction borrowing by \$3,150,000 for Grove Street, which has now been deferred. The original budget approved for FY19 was \$2,000,000. Similar to Great Plain Avenue, the inclusion of Complete Streets standards (including wider sidewalks) and stormwater controls (including granite curbing) resulted in higher bids than originally estimated. We believe that these are needed and substantial improvements to drainage and multi-use transportation to one of our major arterial roads.

In coordination with the Selectmen's Office and the Finance Department, the approach to funding these changes will be to seek Town Meeting Approval to re-purpose the Grove Street appropriation to the Great Plain Avenue project. This will make sufficient funds so that Great Plain Avenue can proceed in FY21. The plan for now includes both Grove Street and Walnut Street slated for reconstruction in FY22 and we will review this plan again once the FY22 budget picture becomes clearer in the coming months. 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 5, with a cash capital total of \$1,677,000 and a Bonding and Chapter 90 total of \$4,040,000 for a total capital funding request of \$5,717,000

Attachment – FY2021 DPW Tax Impact Capital Budget Version 5

TABLE 2 - DPW FY2021 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2018 Funding	FY2019 Funding	FY2020 Funding	FY2021 Plan	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan
A. Street Improvement									
1. Street Resurfacing	GF	400,000	300,000	320,000	310,000	460,000	485,000	485,000	485,000
					Note 1				
2. Street Resurfacing (Chapter 90)	CH	720,000	820,000	790,000	790,000	790,000	790,000	790,000	790,000
3. Crack Sealing	GF	55,000	55,000	55,000	60,500	60,500	60,500	60,500	60,500
4. Guardrail Maintenance and Replacement Program	GF	60,000	60,000	10,000	0	60,000	60,000	60,000	60,000
Subtotal		1,235,000	1,235,000	1,175,000	1,160,500	1,370,500	1,395,500	1,395,500	1,395,500
B. Street Rehabilitation									
1. Design	GF	130,000	0	150,000	0	150,000	0	160,000	0
		Grove Street		Walnut Street		Weston Road		TBD	
2. Road Reconstruction - Great Plain Avenue Rotary	B	2,470,000	2,000,000	0	2,750,000	4,900,000	2,000,000	0	2,000,000
		Cliff Road	Grove Street - to be reappropriated		Great Plain Ave Rotary	Walnut Street and Grove Street	Weston Road		TBD
Subtotal		2,600,000	2,000,000	150,000	2,750,000	5,050,000	2,000,000	160,000	2,000,000
C. Sidewalk Restoration									
1. Sidewalk Restoration	GF	125,000	100,000	50,000	160,000	160,000	160,000	160,000	160,000
Subtotal		125,000	100,000	50,000	160,000	160,000	160,000	160,000	160,000
D. Private Ways									
1. Private Ways	GF	20,000	20,000	20,000	20,000	22,000	22,000	22,000	22,000
Subtotal		20,000	20,000	20,000	20,000	22,000	22,000	22,000	22,000
E. Drainage Improvements									
1. Drainage System Rehabilitation	GF	150,000	125,000	125,000	0	270,000	270,000	270,000	270,000
2. Town Hall Roadway Bridge, Drainage, Culvert & Headwalls	GF	0	18,000	75,000	0	0	0	0	0
			Design	Construction					
Subtotal		150,000	143,000	200,000	0	270,000	270,000	270,000	270,000

Note 1: Reduced budget based on updated cash capital guidance and reappropriation of Grove Street reconstruction.

TABLE 2 - DPW FY2021 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2018 Funding	FY2019 Funding	FY2020 Funding	FY2021 Plan	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan
F. DPW Facilities									
1. DPW Facilities - Phased Replacement/Renovation of DPW Yard Facilities	B	0	0	0	0	0	0	1,000,000	0
								Storage Areas	
2. DPW Fuel Depot Rehabilitation	B	0	0	0	0	0	0	1,000,000	0
3. Park/Highway Building & Grounds Improvements	GF	30,000	30,000	30,000	23,500	50,000	50,000	50,000	50,000
					Note 1				
4. RDF Container Replacement	GF	25,000	25,000	25,000	0	27,500	27,500	30,000	30,000
					Note 1				
5. RDF Paved Areas, Grounds and Site Improvements	GF	30,000	10,000	30,000	0	50,000	50,000	50,000	50,000
					Note 1				
Subtotal		85,000	65,000	85,000	23,500	127,500	127,500	2,130,000	130,000
G. Other									
1. Traffic Island and Streetscape Renovations	GF	5,000	10,000	10,000	0	0	0	0	0
2. Fence/Flag/Flag Pole Replacement	GF	0	10,000	10,000	0	0	0	0	0
Subtotal		5,000	20,000	20,000	0	0	0	0	0
H. Athletic Field/Playground Improvements									
1. Sprague Field Improvements	GF	20,000	25,000	25,000	20,000	25,000	25,000	25,000	25,000
2. Elementary School Field Improvements	GF	35,000	35,000	35,000	0	35,000	35,000	35,000	35,000
		Town Wide	Town Wide		Note 1				
3. High School/Hunnewell Field	GF	20,000	30,000	35,000	20,000	25,000	25,000	25,000	25,000
					Note 1				
4. Playground Equipment Replacement	GF	40,000	60,000	40,000	25,000	25,000	25,000	25,000	25,000
5. Playground Reconstruction	GF	30,000	0	200,000	200,000	200,000	200,000	200,000	200,000
6. ADA Requirements	GF	10,000	10,000	10,000	0	10,000	10,000	10,000	10,000
					Note 1				
7. Tennis and Basketball Court Improvements	GF	60,000	150,000	25,000	0	50,000	350,000	10,000	10,000
		Hunnewell Crack Sealing	Sprague Reconstruction	Schofield	Note 1	Hunnewell	Hunnewell		
8. Drinking Water Fountains	GF	8,000	10,000	10,000	0	0	0	0	0
9. Hunnewell Field Master Plan -- Renovation of Baseball/Softball Fields	O	0	0	300,000	500,000	0	0	0	0
10. Sprague Field Artificial Turf Replacement	B	0	0	1,200,000	0	0	0	0	0
Subtotal		223,000	320,000	1,880,000	765,000	370,000	670,000	330,000	330,000

TABLE 2 - DPW FY2021 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2018 Funding	FY2019 Funding	FY2020 Funding	FY2021 Plan	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan
I. Equipment Procurement									
1. DPW Vehicle and Equipment Replacement	GF	920,000	943,000	1,136,000	838,000	1,285,000	1,452,000	1,447,000	1,500,000
					Note 1				
	Subtotal	920,000	943,000	1,136,000	838,000	1,285,000	1,452,000	1,447,000	1,500,000
DPW GRAND TOTAL		5,363,000	4,846,000	4,716,000	5,717,000	8,655,000	6,097,000	5,914,500	5,807,500
FUNDING CATEGORIES									
Improvements - DPW Sponsored - General Fund (GF)		1,030,000	763,000	910,000	574,000	1,310,000	1,185,000	1,347,500	1,187,500
Equipment Purchases - General Fund		920,000	943,000	1,136,000	838,000	1,285,000	1,452,000	1,447,000	1,500,000
Improvements - Multi-User Sponsored - General Fund (GF)		223,000	320,000	380,000	265,000	370,000	670,000	330,000	330,000
"Cash Capital" Subtotal		2,173,000	2,026,000	2,426,000	1,677,000	2,965,000	3,307,000	3,124,500	3,017,500
DPW Improvements - Bonding (B)		2,470,000	2,000,000	0	2,750,000	4,900,000	2,000,000	2,000,000	2,000,000
Multi-User Sponsored - Bonding (B)		0	0	1,200,000	0	0	0	0	0
Other Funding Chapter 90		720,000	820,000	790,000	790,000	790,000	790,000	790,000	790,000
Other CPC/Grants/Gifts		0	0	300,000	500,000	0	0	0	0
DPW GRAND TOTAL		5,363,000	4,846,000	4,716,000	5,717,000	8,655,000	6,097,000	5,914,500	5,807,500

Fund Codes: GF = General Fund CH = Chapter 90 O = Other B = Bonding