

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
May 20, 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 Commissioners Jeffrey P. Wechsler and Thomas F. Skelly, Jr.; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Town Engineer David J. Hickey Jr., Water & Sewer Superintendent William J. Shaughnessy; Advisory Committee Liaison Ralph Tortorella; and, Executive Assistant Debra Sumner.

Chair Korpi called the meeting to order at 3:02 PM.

APPROVAL OF MINUTES

Following a review of the minutes of the meeting of May 4, 2020 and 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 May 4, 2020, as presented.

Following a review of the revised minutes of the meeting of March 30, 2020, and upon motion duly made by Mr. Skelly and seconded by Mr. Wechsler, it was unanimously,

VOTED: To approve the Open Session Minutes of the meeting of March 30, 2020, as amended.

CITIZEN SPEAK

The Chair provided anyone participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. No citizens participated and no one chose to speak.

ADMINISTRATION

Advisory Committee Liaison Update. Mr. Tortorella referred to the Advisory Committee Meeting to be held at 7:00 p.m. this evening. He requested Director Cohen be prepared to review the specifics related to the budget changes and the reasons for the increase in the anticipated cost of the Wellesley Avenue at Great Plain Avenue Intersection Improvement Project, which will cause the project to be re-bid.

Moderator's Meeting. Mr. Cohen confirmed that he plans to participate in this meeting on May 29, at which time the Moderator will address pertinent information related to how Annual Town Meeting will be carried out this year.

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Safety Program. The Director referred to the Safety Spotlight for the month of May 2020 with a focus on "Roadway Work Zone Safety".

Budget Status - FY21 DPW Tax Impact Capital Budget – Version 6. The Director referred to the most recently revised version and reviewed the one change from Version 5, approved by the Board on May 4, 2020. The change is a \$100,000 reduction from \$500,000 to \$400,000 for Phase 2 of the Hunnewell Field Softball Field Renovation.

With the proposed changes, the total FY21 Tax Impact Capital Budget request from all sources is now \$5,617,000 with no change in the cash capital request of \$1,677,000 and Bonding and Chapter 90 requests now totaling \$3,940,000.

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 6, with a cash capital total of \$1,667,000 and a Bonding and Other Sources funding total of \$3,940,000 for a total capital funding request of \$5,617,000.
(Copy attached.)

Proposed Changes to Water and Sewer Rates for FY21. The Director referred to the Notice of a Public Hearing to be held on Monday, June 8, 2020 for a proposed sewer rate increase that would become effective July 1, 2020. It was also confirmed that no water rate increase is recommended at this time.

Staff reviewed with the Board the Draft Summary of Rate Changes and a Draft of the Water and Sewer Proforma statements for FY21. It was explained that water revenues continue to be sufficient to cover planned expenditures. While no increase is needed for FY21, staff will continue to monitor the fund closely and notify the Board if changes are required.

In the FY21 budget, a 4.0% increase is recommended in the sewer rate. The Total sewer rate would increase from \$9.04 to \$9.40 per CCF.

It was noted the effect of these rate increases to the average Wellesley residential customer who uses 10 CCF per month is estimated to be \$3.62 per month for sewer.

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ENGINEERING DIVISION

Statement of Fact: Wellesley Avenue at Great Plain Avenue Intersection Improvement Project, in Wellesley – Contract #20C-420-1646. 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,

VOTED: That no contract award for "Contract #20C-420-1646, "Wellesley Avenue at Great Plain Intersection Improvement Project" be made at this time as the bid price of \$2,276,146.20 exceeds the available project budget of \$1,750,000.00.

WATER & SEWER DIVISION

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the version of the financial statements for the month of March 2020. Following a brief discussion, Mr. Cohen reviewed highlights of both the sewer and water financials and responded to specific inquiries related to the water financials.

OTHER

Director's Highlights. Mr. Cohen requested Mr. Hickey provide highlights related to various construction project updates including the completion of the tennis courts at Sprague Field. The Town Engineer also noted the sizeable amount of work National Grid has been able to accomplish with less daily traffic on the roadways.

The Director provided the Board with updates on the status of a number of ongoing activities. Among those included were the start of the FY21 roadway resurfacing plan; a continuation of sidewalk capital work; completion of sewer work on Grove Street; a new initiative to implement an On Line Learning Management System to provide employees a tool to be used remotely, or otherwise; and, efforts to phase in electric powered equipment to enhance sustainability objectives.

Mr. Cohen confirmed that every effort is being made to comply with state orders and staffing plans are being adjusted, accordingly, related to the staggered phases as part of the planned reopening of the Department's divisions and offices taking into consideration all the planning requirements that entails.

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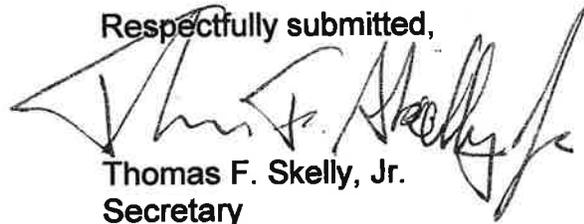
ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,

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

Thomas F. Skelly, Jr.
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
MAY 20, 2020
3:00 PM**

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meetings of May 4, 2020 and the revised Open Session Minutes of March 30, 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. Reference to be made to the Safety Spotlight for the month of May, 2020 with a focus on "Roadway Work Zone Safety". **NO BOARD ACTION REQUIRED.**

FY21 DPW TAX IMPACT CAPITAL BUDGET – VERSION 6. Director to refer to most recently revised version of this budget. **BOARD APPROVAL AND VOTE REQUIRED.**

PROPOSED RATE INCREASE FOR SEWER CHARGES. Director to refer to memorandum prepared by Assistant Director Azano-Brown regarding a proposed 4.0% sewer rate increase to be effective July 1, 2020. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

WELLESLEY AVENUE AT GREAT PLAIN AVENUE INTERSECTION IMPROVEMENT PROJECT, IN WELLESLEY – CONTRACT 20C-420-1646. Director to review Bid Recommendation that no award of the subject contract be made at this time. **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 March 2020. **NO BOARD ACTION REQUIRED.**

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



CHRISTOPHER A. CUSACK, SENIOR MANAGEMENT ANALYST

May 15, 2020

To: Board of Public Works
Re: FY21 DPW Tax Impact Capital Budget – Version 6

Please find the attached proposed FY21 Tax Impact Capital Budget, Version 6 that includes one change from Version 5 approved by the Board on May 4, 2020. The only change is a \$100,000 reduction from \$500,000 to \$400,000 for Phase 2 of the Hunnewell Field Softball Field Renovation. The previous amount requested for this project included contingencies that, after further conversations with our contractor, we believe are no longer needed.

In addition, the CPC has enthusiastically supported this project and has agreed to increase their funding from \$200,000 to \$400,000 so that the Town could avoid additional borrowing for this project.

With the changes outlined above, the total FY21 Tax Impact Capital Budget request from all sources is now \$5,617,000 with no change in the cash capital request of \$1,677,000 and Bonding and Chapter 90 requests now totaling \$3,940,000.

The attached capital worksheet matrix reflects all of the changes to the capital budget since Version 3 was approved in October of 2019.

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

Suggested Motion:

To approve the FY 2021 DPW Tax Impact Capital Budget, Version 6, with a cash capital total of \$1,677,000 and a Bonding and Other Sources funding total of \$3,940,000 for a total capital funding request of \$5,617,000.

Attachment – DPW FY 2021 General Fund Capital Request

DPW FY2021 GENERAL FUND CAPITAL REQUEST

Program	FY2021 Request (V3)	FY2021 Request (V4)	FY2021 Request (V5)	FY2021 Request (V6)	Adjustment from V3 to V6
A. Street Improvement					
1. Street Resurfacing	440,000	310,000	310,000	310,000	(130,000)
3. Crack Sealing	60,500	60,500	60,500	60,500	0
4. Guardrail Maintenance and Replacement Program	-	-	-	-	0
Subtotal	500,500	370,500	370,500	370,500	(130,000)
2. Ch90 Street Resurfacing	790,000	790,000	790,000	790,000	0
B. Street Rehabilitation					
1. Design	-	-	-	-	0
Subtotal	-	-	-	-	0
2. Road Construction	GPA 1,750,000	GPA 1,750,000	GPA 2,750,000	GPA 2,750,000	1,000,000
C. Sidewalk Restoration					
1. Sidewalk Restoration	160,000	160,000	160,000	160,000	0
Subtotal	160,000	160,000	160,000	160,000	0
D. Private Ways					
1. Private Ways	20,000	20,000	20,000	20,000	0
Subtotal	20,000	20,000	20,000	20,000	0
E. Drainage Improvements					
1. Drainage System Rehabilitation	-	-	-	-	0
2. Town Hall Roadway Bridge, Drainage, Culvert & Headwalls	-	-	-	-	0
Subtotal	-	-	-	-	0
F. DPW Facilities					
3. Park/Highway Building & Grounds Improvements	30,000	23,500	23,500	23,500	(6,500)
4. RDF Container Replacement	27,500	-	-	-	(27,500)
5. RDF Paved Areas, Grounds and Site Improvements	50,000	-	-	-	(50,000)
Subtotal	107,500	23,500	23,500	23,500	(84,000)
G. Other					
1. Traffic Island and Streetscape Renovations	-	-	-	-	0
2. Fence/Flag/Flag Pole Replacement	-	-	-	-	0
Subtotal	-	-	-	-	0
H. Athletic Field/Playground Improvements					
1. Sprague Field Improvements	20,000	20,000	20,000	20,000	0
2. Elementary School Field Improvements	30,000	-	-	-	(30,000)
3. High School/Hunnewell Field	40,000	20,000	20,000	20,000	(20,000)
4. Playground Equipment Replacement	25,000	25,000	25,000	25,000	0
5. Playground Reconstruction	200,000	200,000	200,000	200,000	0
6. ADA Requirements	10,000	-	-	-	(10,000)
7. Tennis and Basketball Court Improvements	50,000	-	-	-	(50,000)
8. Drinking Water Fountains	-	-	-	-	0
9. Hunnewell Field Master Plan -Baseball/Softball Rehab	500,000	500,000	500,000	-	(100,000)
Subtotal	375,000	265,000	265,000	265,000	(110,000)
I. Equipment Procurement					
1. DPW Vehicle and Equipment Replacement	1,073,000	838,000	838,000	838,000	(235,000)
Subtotal	1,073,000	838,000	838,000	838,000	(235,000)
DPW GRAND TOTAL	5,276,000	4,717,000	5,717,000	5,717,000	341,000
Funding Categories					
Improvements - DPW Sponsored - General Fund (GF)	788,000	574,000	574,000	574,000	(214,000)
Equipment Purchases - General Fund	1,073,000	838,000	838,000	838,000	(235,000)
Improvements - Multi-Sponsored-General Fund	375,000	265,000	265,000	265,000	(110,000)
Cash Capital Subtotal	2,236,000	1,677,000	1,677,000	1,677,000	(559,000)
DPW Improvements - Bonding	1,750,000	1,750,000	2,750,000	2,750,000	1,000,000
Multi-User Sponsored	-	-	-	-	0
Other Funding Chapter 90	790,000	790,000	790,000	790,000	0
Other CPC/Grants/Gifts	500,000	500,000	500,000	-	(100,000)
DPW GRAND TOTAL	5,276,000	4,717,000	5,717,000	5,717,000	341,000

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