

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**May 28, 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 4:00 p.m.

**PRESENT**

Those present included Chairman Jeffrey P. Wechsler and Commissioners David A.T. Donohue and Ellen Korpi; Director David A. Cohen; Town Engineer David J. Hickey, Jr.; Water & Sewer Superintendent William J. Shaughnessy; and Executive Secretary Debra Sumner. Also in attendance was Marybeth Martello, Sustainable Energy Administrator for the Town of Wellesley's Sustainable Energy Committee (SEC).

**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.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the Open Session Minutes of the meeting of March 18, 2019, as presented.

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

**VOTED:** To approve the Open Session Minutes of the meeting of March 25, 2019, as presented.

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

**VOTED:** To approve the Open Session Minutes of the meeting of March 26, 2019, as presented.

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

**VOTED:** To approve the Open Session Minutes of the meeting of April 11, 2019, as presented.

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

**VOTED:** To approve the Open Session Minutes of the meeting of May 6, 2019, as presented.

### **SUSTAINABLE BUILDING GUIDELINES**

Ms. Martello explained she was present on behalf of the Sustainable Energy Committee (SEC) to share what has been studied and discussed for the past two years.

Ms. Martello explained that she and SEC member Fred Bunger have been meeting and sharing with Board and Committee members throughout Town who occupy buildings and may undertake planning for new buildings in the future. She also referenced the longstanding leadership role the Town of Wellesley has held with this effort and was subsequently designated a Green Community in December 2017.

Ms. Martello conveyed that the Sustainable Energy Committee, in consultation with the Facilities Management Department, is developing Sustainable Building Guidelines to be applied to future municipal building projects and private development on Town-owned land.

Ms. Martello began by reviewing the Town of Wellesley's carbon footprint, which prompted the development of a policy for design, construction and operation of sustainable buildings. These Guidelines would be for new construction of municipal buildings, major renovations and private development on Town-owned land. Ms. Martello then reviewed the Draft Guidelines and related goals, which are being presented to boards, committees and departments throughout Town for discussion and feedback. She explained that the policy developed was to encourage consistent consideration be implemented for design, construction and operation of sustainable buildings to be built with the future in mind.

Ms. Martello emphasized the importance of the commitment to adhere to the Sustainable Building Guidelines (SBG) key elements in the early stages of any building project. Among those elements are resilience and adaptability.

Ms. Martello expressed it is the hope of the Sustainable Energy Committee that these Draft Guidelines will be supported by all Town Building proponents. She said the website would continue to include updated information as it becomes available.

Ms. Martello thanked the Board and Staff for their time prior to her departure from the meeting at 5:00 p.m.

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### ADMINISTRATION

**Safety Program.** The Director referred to the listing of incidents and assured the Board that Management Staff is always seeking ways of how tasks can be performed more safely. Mr. Cohen also referred to the Safety Spotlights for the months of April and May 2019, with focus on Working Safely Around Downed Electrical Wires and Roadway Work Zone Safety, respectively.

**Statement of Fact Activity Report.** The Director referred specifically to the most recently approved crushing activity referenced in the report.

**Quarterly Report.** Following a review of the information in the FY19 Third Quarter Report, Staff responded to specific inquiries from the Board. It was the consensus of the Board that this report continues to be a useful and informative tool to keep them update-to-date on the various activities and projects being carried out by DPW personnel.

**Next Meeting Date.** It was decided the next meeting of the Board of Public Works would be held on Tuesday, June 18, at 5:30 p.m.

**Recognition Program for Professional Staff.** Following a review of the Director's recommendation with a request that the Board support the recommendation for Town Engineer David J. Hickey to be designated a recipient of this year's award and upon motion duly made by Mr. Donohue and seconded by Ms. Korpi, it was unanimously,

**VOTED:** To approve Director Cohen's request to submit to the Human Resources Board for its consideration the recommendation for Town Engineer David J. Hickey to be awarded this special recognition, in the amount as proposed.

### ENGINEERING DIVISION

**Statement of Fact – Contract #19C-410-1622: Brook Street & Benvenue Street Intersection Improvements.** Following a discussion, and upon motion duly made by Mr. Donohue and seconded by Ms. Korpi, it was unanimously,

**VOTED:** To approve Director Cohen's recommendation that an award be made at this time to I.W. Harding Construction for the Brook Street & Benvenue Street Intersection Improvements Project Contract #19C-410-1622 as the bid received on May 2, 2019 in the amount of \$428,863.75 has met the Town's available funding.

### RECYCLING & DISPOSAL FACILITY

**Recycling & Disposal Facility (RDF) System Study.** The Director provided the Board with an update on the Building Systems Study underway under the direction of the

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Facilities Management Department. Results of the study will be used to develop short- and long-term capital plans for required improvements to be made at the Facility.

**RDF Rules and Regulations.** Following a brief discussion, it was decided to defer the detailed review of the proposed changes to the existing Rules and Regulations until the next meeting.

**WATER & SEWER DIVISION**

**MWRA Notice.** The Director referred to Water & Sewer Superintendent Shaughnessy's response to the MWRA to it Notice of Violation dated May 8, 2019 for the Longfellow Pond Groundwater Treatment Facility (WTP) of exceedance of its permit limitations of copper and zinc in the residuals discharged to wastewater to the MWRA sanitary sewer system. Mr. Cohen assured the Board the notice was of a routine nature and not an issue.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the versions of the financial statements for the months of February and March 2019. Mr. Cohen also confirmed the current sewer rate is sufficient and there is no need for an increase at this time.

**Water & Sewer Division Monthly Performance Report.** Following a review and brief discussion about this report for the month of March 2019, Chairman Wechsler thanked Mr. Shaughnessy for the comprehensive report.

**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,



David A.T. Donohue  
Secretary

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS MEETING**  
**MAY 28, 2019**  
**4:00 PM**

**APPROVAL OF MINUTES.** Board to review the Open Session Minutes of the meetings of March 18, 2019, March 25, 2019, March 26, 2019, April 11 and May 6, 2019.

**CITIZEN SPEAK**

**1. ADMINISTRATION**

**SUSTAINABLE BUILDING GUIDELINES PRESENTATION.** Marybeth Martello will present the guidelines. **BOARD FEEDBACK REQUESTED.**

**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 April and May 2019 with focus on Working Safely Around Downed Electrical Wires and Roadway Work Zone Safety, respectively.  
**NO BOARD ACTION REQUIRED.**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to refer to FY19 contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

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

**RECOGNITION PROGRAM FOR PROFESSIONAL STAFF.** Director to review the confidential nomination of one employee to be a recipient of the Human Resources Board's Award Program. **BOARD APPROVAL REQUESTED.**

**2. ENGINEERING DIVISION**

**AWARD OF CONTRACT #19C-410-1622: BROOK STREET AND BENVENUE STREET INTERSECTION IMPROVEMENTS.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart.  
**BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**4. RECYCLING & DISPOSAL FACILITY**

**DPW/RDF BUILDING SYSTEMS STUDY.** Director to update the Board on the Building Systems Study underway under the direction of the Facilities Management Department. Results of the study will be used to develop short and long term capital plans for required improvements. **NO BOARD ACTION REQUIRED.**

**RDF RULES & REGULATIONS.** Director to refer to the **DRAFT** RDF Rules and Regulations into which comments were incorporated from the Board of Public Works Meeting of March 18, 2019. **BOARD APPROVAL REQUESTED.**

### **WATER & SEWER DIVISION**

**MWRA NOTICE.** Director to refer to Water & Sewer Superintendent Shaughnessy's response to the MWRA to the Notice of Violation dated May 8, 2019 for the Longfellow Pond Groundwater Treatment Facility (WTP) of exceedance of its permit limitations of copper and zinc in the residuals discharged to wastewater to the MWRA sanitary sewer system. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS.** Director to refer to the revised version of the financial statements for the months of February and March 2019. **NO BOARD ACTION REQUIRED.**

**WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT.** Director to refer to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of March 2019. **NO BOARD ACTION REQUIRED.**

### **7. FYI**

- DEP Public Water Supply Annual Statistical Report for the Year 2018.
- Ltr. to DEP re: Monitoring Results 1<sup>st</sup> Quarter Sodium 2019: PWS #3317000, POE's @ 10400, 10406 and 10407.
- Ltr. to DEP DBPR (TTHM & HAA5) Monitoring for 1<sup>st</sup> Quarter 2019.
- Ltr. of Appreciation for Assistance Provided by Water & Sewer Division personnel.