

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
June 8, 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 3:00 PM.

APPROVAL OF MINUTES

Following a review of the minutes of the meeting of May 20, 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 20, 2020, as presented.

Following a review of the minutes of the meeting of June 1, 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 June 1, 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.

PUBLIC HEARING - PROPOSED CHANGES TO SEWER CUSTOMER CHARGES

Chair Korpi declared the Public Hearing open to entertain any comments related to the proposed changes to the Sewer Customer Charges.

Director Cohen took the opportunity to review and clarify information related to the proposed increase in Sewer Charges for FY21.

No discussion ensued as there was no public comment.

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Upon to motion duly made by Mr. Skelly and seconded by Mr. Wechsler to close the Public Hearing, Ms. Korpi declared the Public Hearing closed at 3:10 PM.

ADMINISTRATION

Proposed Rate Increase for Sewer Charges for FY21. Following the Public Hearing, the Director referred to the memorandum prepared by Assistant Director Jeffrey Azano-Brown regarding the changes to Water and Sewer Rates and Charges for FY21. As discussed previously, Mr. Cohen confirmed that no water rate increase was necessary at this time and responded to specific inquiries from the Board related to the increase for sewer charges.

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

VOTED: To approve increases in the Sewer Rates of \$1.80 to \$1.87 per CCF for the Service Rate and from \$7.24 to \$7.53 per CCF in the MWRA Adjustment rate, for a total Sewer Rate of \$9.40 per CCF, effective July 1, 2020. (Copies attached include Cover memo, Customer Letter, Draft Summary of Rate Changes, Draft Sewer & Water Proforma.

Director Cohen notified the Board that staff would prepare information and work with Customer Service staff to coordinate the information regarding the new rates to be included in the upcoming billing cycle and be posted on the DPW website.

Safety Program. The Director referred to the Safety Spotlight for the month of June 2020 with a focus on "Preventing Injuries from Slips, Trips and Falls".

ENGINEERING DIVISION

Drainage Easement Relocation – 21 Carisbrooke Road. The Director referred to the easement to be signed by the Board of Public Works, the Board of Selectmen and approved by Annual Town Meeting. Mr. Cohen explained the existing house located at 21 Carisbrooke Road has been demolished and a new home is being constructed on the property. There is an existing drainage easement at the property that will be relocated as part of the new house construction. (Copy attached - detailed memorandum of explanation prepared by Assistant Town Engineer Douglas Stewart.)

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Drainage Easement Relocation - 34 Wachusett Road. The Director referred to the revised proposed Abandonment of Existing Drainage Easement and Grant of Drainage Easement document and associated plan. (Copy attached – detailed memorandum of explanation prepared by Assistant Town Engineer Douglas Stewart.)

National Grid Work (NG). Mr. Skelly conveyed that a resident contacted him to inquire about work being performed by National Grid (NG) on the gas lines on Walnut Street and inquired why the Town does not supervise the work from a safety perspective. Town Engineer Hickey responded that NG is responsible for its own monitoring of safety measures. However, Mr. Hickey noted if Engineering Division staff observed a potential issue, they would make the Town Engineer aware of the situation and he would address it with NG staff. He also conveyed that NG has capitalized on traffic being down and access to police details has improved. The opportunity was taken to replace the entire gas main on Walnut Street, which was already on NG's capital plan. Prior to commencement of any work plan, NG staff makes the Engineering Division staff aware of who at NG is responsible for project coordination and traffic management. The trench is permitted through the Engineering Division and no concerns have been reported. Engineering Staff inspects roadways following completion of all work to confirm they have been restored to decent condition. Mr. Skelly conveyed he would relay this information to the resident, after which Mr. Hickey offered to have a conversation with the resident if there are additional questions.

Award of Contract #20C-420-1641 - Sidewalks & Curbing Installation and Replacement. Following the Director's review of the Bid Recommendation prepared and Statement of Fact prepared by Staff Engineer Matthew Hernon and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, it was unanimously,

VOTED: That the award for Contract No. 20C-420-1641, "Sidewalks & Curbing Installation and Replacement" be made to Ellingwood Construction, Inc., 3 Brent Drive, Hudson, MA 01749, all in accordance with our specifications and their unit bid prices submitted in their bid, as the lowest responsible and eligible bidder.

WATER & SEWER DIVISION

Award of Contract #21P-470-1653 – Water Treatment Chemicals. The Director reviewed the Bid Recommendation and Statement of Fact prepared by Water & Sewer Superintendent William J. Shaughnessy. Following the review and upon motion duly made by Mr. Wechsler and seconded by Mr. Skelly, and it was unanimously,

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VOTED: That Contract #21P-470-1653 for Water Treatment Chemicals be awarded to Univar USA of Morrisville, PA, Borden & Remington of Fall River, MA, and Harcros Chemicals of Nashua, NH in accordance with the specifications and their bid price as follows:

Chemical	Awarded Company	Unit Bid Price	Est. Amount
Potassium Hydroxide	Univar USA	\$0.2410 per wet Lb	\$85,000
Potassium Permanganate	Harcros Chemicals	\$3.3100 per Lb	\$20,000
Sodium Hypochlorite	Borden & Remington	\$0.0868 per wet Lb	\$15,500

The quantities in this contract are on a requirement basis and the quantities may be increased or decreased as the needs of the Town shall require.

Water & Sewer Enterprise Fund Financial Statements. The Director referred to the version of the financial statements for the month of April 2020.

Following a brief discussion, Mr. Cohen reviewed highlights of both the sewer and water financials and responded to specific inquiries from the Board related to the content in the statements.

In reply to Mr. Wechsler's inquiry related to the status of capital work planned, Mr. Cohen confirmed a significant amount of work is slated to be done in FY21. He also noted a Capital Carry Forward list would be prepared for submission to the Finance Director.

Water & Sewer Division Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent William Shaughnessy for the month of April 2020. Both Mr. Cohen and Mr. Shaughnessy responded to specific inquiries from the Board.

PROJECT UPDATES

MBTA Bridge Projects. The Town Engineer reported that he had participated in a number of Zoom meetings and summarized the design plans for advancing the Bacon Street Bridge replacement over the course of the next two summers.

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Mr. Hickey explained the construction will be based upon a similar approach as was used for the replacement of the Cedar Street Bridge over Route 9 a few years ago.

Mr. Hickey also referred to similar work planned for the bridge on Intervale Road in Weston.

Enbridge Project. The Town Engineer provided a brief overview on the status of the ongoing project at the corner of Route 9 and Emerson Road. It was confirmed Enbridge has enlisted the services of an independent consultant and the plan is to start to reenergize the existing gas line. Replanting of trees in that location is planned for later this summer.

Recent storm. The Director reported over the past weekend crews responded to more than 20 calls related to fallen trees, dealing with debris and responding to reports of flooding, as well.

ADVISORY COMMITTEE LIAISON UPDATE

In reply to the Director's inquiry, Mr. Tortorella confirmed that the Advisory Committee's Article 20 has been completed. He noted there have been no additional requests for money and does not anticipate receiving any major questions until Annual Town Meeting.

Coming events. Highlighted was the Town election scheduled for Saturday, June 13.

Next BPW Remote Online Meeting. It was decided the next meeting would be held on Monday, June 22, at 3:00 p.m., prior to Annual Town Meeting scheduled to begin at 7:00 p.m. that evening.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

DocuSigned by:

Jeff Wechsler

Jeffrey P. Wechsler
Vice Chair

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JUNE 8, 2020
3:00 PM

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meetings of May 20, 2020 and the Open Session Minutes of June 1, 2020. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

PUBLIC HEARING

Proposed Changes to Sewer Customer Rates

1. ADMINISTRATION

PROPOSED RATE INCREASE FOR SEWER CHARGES. Director to refer to memorandum prepared by Assistant Director Jeffrey Azano-Brown regarding a proposed 4.0% sewer rate increase to be effective July 1, 2020. **BOARD VOTE AND APPROVAL REQUIRED.**

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 June, 2020 with a focus on "Preventing Injuries from Slips, Trips and Falls". **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

DRAINAGE EASEMENT RELOCATION – 21 CARISBROOKE ROAD. Director to refer to easement to be signed by the Board of Public Works and approved by Annual Town Meeting. **BOARD SIGNATURES REQUIRED.**

BID RECOMMENDATION AND STATEMENT OF FACT – SIDEWALKS & CURBING INSTALLATION AND REPLACEMENT – CONTRACT 20C-420-1641. Director to refer to Bid Recommendation and Statement of Fact prepared by Staff engineer Matthew Hernon. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

5. WATER & SEWER DIVISION

BID RECOMMENDATION AND STATEMENT OF FACT – WATER TREATMENT CHEMICALS – CONTRACT 21P-470-1653. Director to refer to Bid Recommendation and Statement of Fact prepared by Water & Sewer Superintendent William Shaughnessy. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUESTED.**

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

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent William Shaughnessy. **NO BOARD ACTION REQUIRED.**

VOC MONITORING FOR 2nd QUARTER 2020. Reference to be made to monitoring for Volatile Organic Contaminants (VOC's) recorded on the appropriate DEP Report Forms. **NO BOARD ACTION REQUIRED.**

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



JEFF AZANO-BROWN, ASSISTANT DIRECTOR

To: Board of Public Works

Date: June 3, 2020

Re: Proposed Changes to Water and Sewer Rates and Charges for FY21

Attached are the Water and Sewer Proforma statements for FY21 which include a proposed 4.0% sewer rate increase that would be effective July 1, 2020. Also attached is a draft Customer Letter and draft Summary of Rate Changes for residential and commercial/ municipal/ multi-unit properties. No water rate increase is recommended at this time. Further explanation of the proposed increase and suggested motion language is included below.

WATER

Water revenues continue to be sufficient to cover planned expenditures and we recommend that no increase is needed for FY21. We will continue to monitor the fund closely and inform the Board if changes are required.

SEWER

As expected and projected in the FY21 budget, we recommend a 4.0% increase in the sewer rate. The Service Rate portion of the rate would increase from \$1.80 per CCF to \$1.87 per CCF and the MWRA Adjustment portion of the rate would increase from \$7.24 to \$7.53 per CCF to cover the increase in MWRA charges. The total sewer rate would therefore increase from \$9.04 to \$9.40 per CCF. For reference, one CCF is equal to 748 gallons.

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. For your information, aside from a \$3.50 shift in the Customer Charge from Water to Sewer in January 2020, the last sewer increase was a 5.0% increase in July of 2018.

We look forward to discussing these recommendations with you and have provided suggested motion language below for your consideration.

Voted: To approve increases in the Sewer Rates of \$1.80 to \$1.87 per CCF for the Service Rate and from \$7.24 to \$7.53 per CCF in the MWRA Adjustment rate, for a total Sewer Rate of \$9.40 per CCF, effective July 1, 2020.

Attachments: Customer Letter, Draft Summary of Rate Changes, Draft Water & Sewer Proforma

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



Dear Wellesley Water and Sewer Customer:

Effective for bills issued on and after July 1, 2020, Wellesley's **Sewer Rates** will change as indicated in the table on the reverse side of this letter. These increases will be based on the amount of water you use beginning with your June meter reading. **There is no increase in Water Rates.**

The **Sewer Rate** has three components: the monthly Customer Charge, the Service Rate, and the MWRA Adjustment. The monthly Customer Charge will not change. The Service Rate will increase by 4% from \$1.80 to \$1.87 per CCF (hundred cubic foot, or 748 gallons. The MWRA Adjustment will increase 4% from \$7.24 to \$7.53 per CCF). The net effect is an increase of 4% from \$9.04 to \$9.40 per CCF.

The effect of this rate increase to the "average" Wellesley residential customer who uses 10 CCF per month is estimated to be \$3.62 per month for sewer (a 4% increase).

Please contact the Customer Service Staff or the Water and Sewer Division at 781-235-7600 if you have any question.

Sincerely,

Jeff Azano-Brown
Assistant Director of Public Works

**SUMMARY OF WATER RATE CHANGES
RESIDENTIAL WATER CUSTOMERS
MONTHLY CHARGE, EFFECTIVE JULY 1, 2020**

RATE CATEGORY	PRIOR	NEW
Indoor Customer Charge (monthly)	\$3.33	Same
Outdoor Customer Charge (monthly)	\$6.83	Same
Base Water Rate per 100 cubic feet (1 CCF) in effect during November - April billing periods:		
Indoor Meter, 0 - 5 CCF (0 to 3,740 gal)	\$2.99	Same
Indoor Meter, above 5 CCF (over 3,740 gal)	\$3.51	Same
Outdoor Meter, all use (1 CCF = 748 Gallons)	\$3.51	Same
Peak Water Rate per CCF in effect during May - October billing periods:		
Indoor Meter, 0 - 5 CCF (0 to 3,740 gal)	\$2.99	Same
Indoor Meter, 6 - 12 CCF (to 8,976 gal)	\$3.51	Same
Indoor Meter, 13 - 24 CCF (to 17,952 gal)	\$5.57	Same
Indoor Meter, 25 - 36 CCF (to 26,928 gal)	\$7.21	Same
Indoor Meter, above 36 CCF (over 26,928 gal)	\$9.18	Same
Outdoor Meter, 0 - 24 CCF (0 to 17,952 gal)	\$5.57	Same
Outdoor Meter, 25 - 36 CCF (to 26,928 gal)	\$7.21	Same
Outdoor Meter, above 36 CCF (over 26,928 gal)	\$9.18	Same
Readiness-To-Serve Charge on meters over 5/8" (monthly)		
3/4" meter	\$5.54	Same
1" meter	\$9.63	Same
1 1/2" meter	\$25.28	Same
2" meter	\$70.67	Same
3" meter	\$92.79	Same
4" meter	\$136.79	Same
6" meter	\$241.37	Same
Minimum Monthly Bill (Plus Readiness-To-Serve Charge)	\$3.33	Same
Special Meter Readings	\$30.00	Same
Service Turn On / Turn Off	\$45.00	Same

**SUMMARY OF SEWER RATE CHANGES
RESIDENTIAL SEWER CUSTOMERS
MONTHLY CHARGE, EFFECTIVE JULY 1, 2020**

RATE CATEGORY	PRIOR	NEW
Customer Charge (monthly)	\$5.00	Same
Service Rate per 100 cubic feet (1 CCF)	\$1.80	\$1.87
MWRA Adjustment per CCF	\$7.24	\$7.53
Minimum Monthly Bill	\$5.00	Same

**SUMMARY OF WATER RATE CHANGES
COMMERCIAL AND MUNICIPAL WATER CUSTOMERS (and MULTI-UNIT)
MONTHLY CHARGE, EFFECTIVE JULY 1, 2020**

RATE CATEGORY	PRIOR	NEW
Indoor Customer Charge (monthly)	\$3.33	Same
Outdoor Customer Charge (monthly)	\$6.83	Same
Base Water Rate per 100 cubic feet (1 CCF) in effect during November - April billing periods:		
Indoor Meter, 0 - 5 CCF (0 to 3,740 gal)	\$2.99	Same
Indoor Meter, above 5 CCF (over 3,740 gal)	\$3.51	Same
Outdoor Meter, all use (1 CCF = 748 Gallons)	\$3.51	Same
Peak Water Rate per CCF in effect during May - October billing periods:		
Indoor Meter, 0 - 5 CCF (0 to 8,976 gal)	\$2.99	Same
Indoor Meter, 6 - 12 CCF (0 to 8,976 gal)	\$3.51	Same
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Readiness-To-Serve Charge on meters over 5/8" (monthly)		
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1 1/2" meter	\$25.28	Same
2" meter	\$70.67	Same
3" meter	\$92.79	Same
4" meter	\$136.79	Same
6" meter	\$241.37	Same
Minimum Monthly Bill (Plus Readiness-To-Serve Charge)	\$3.33	Same
Special Meter Readings	\$30.00	Same
Service Turn On / Turn Off	\$50.00	Same

**SUMMARY OF SEWER RATE CHANGES
COMMERCIAL AND MUNICIPAL SEWER CUSTOMERS
MONTHLY CHARGE, EFFECTIVE JULY 1, 2020**

RATE CATEGORY	PRIOR	NEW
Customer Charge (monthly)	\$5.00	Same
Service Rate per 100 cubic feet (1 CCF)	\$1.80	\$1.87
MWRA Adjustment per CCF	\$7.24	\$7.53
Minimum Monthly Bill	\$5.00	Same

SEWER PROFORMA
FY20 Sewer Rate Projection

		4.50%	1.00%	0.00%	4.25%	1.40%	2.85%	3.00%	3.00%	2.80%	1.75%	1.75%
	Additional Rate Increase (above MWRA Rate Increase):	3.50%	-1.00%	0.00%	-0.25%	-1.40%	-2.85%	-3.00%	1.00%	1.20%	2.25%	2.25%
8	CCF Billed	824,031	817,627	808,184	815,490	796,633	784,538	771,000	771,000	771,000	771,000	771,000
9				604,522	606,987	595,861	586,834	576,708	576,708			
10	SEWER PROFORMA	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
11	Updated 10/18/19	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Plan	Plan	Plan	Plan
12	WITH NEW FY20 MWRA Sewer Grant Loan											
13	REVENUES											
14	Sewer Revenue - User Fee	6,816,221	6,748,333	6,886,758	7,015,433	6,864,316	7,086,913	6,923,412	6,923,412	7,200,348	7,488,362	7,787,897
16	Sewer Customer Charge [\$1.50 per month]	145,800	146,897	145,800	146,800	145,800	145,800	147,690	147,690	147,690	147,690	147,690
17	Rate Adjustment - \$						0	0	276,936	288,014	299,534	311,516
18	Rate Adjustment - %	8.00%	0.00%	0.00%	4.00%	0.00%	0.00%	0.00%	4.00%	4.00%	4.00%	4.00%
19	Wellesley College	504,760	534,100	512,422	519,085	550,852	556,883	550,000	550,000	550,000	550,000	550,000
20	Rate Increase Cust Use charge (\$3.50)							172,700	344,400	344,400	344,400	344,400
21	Other Revenue	13,094	12,406	12,526	14,267	14,145	15,750	15,750	15,750	15,750	15,750	15,750
22	TOTAL REVENUE (Ln 14, 15, 16, 17, 19, 20, 21)	7,479,676	7,441,535	7,357,509	7,694,595	7,575,113	7,805,348	7,809,052	8,258,188	8,546,202	8,845,737	9,157,253
23												
24	EXPENSES											
25	Operating Exp	1,170,608	1,278,595	1,232,867	1,314,351	1,259,279	1,222,116	1,492,235	1,537,002	1,583,112	1,630,805	1,679,524
26	MWRA Assessment	5,246,821	5,333,982	5,276,300	5,459,750	5,601,602	5,745,909	5,933,569	5,955,781	6,152,322	6,281,521	6,413,432
27	[Combined MWRA Rate & Usage Adj %]	3.3%	1.7%	-1.0%	3.4%	2.6%	2.6%	3.3%	0.4%	3.3%	2.1%	2.1%
28	[MWRA Rate Adj %]	4.4%	2.9%	2.4%	8.5%	3.7%	3.6%	3.5%	3.6%	3.3%	2.1%	2.1%
29	Depreciation	412,440	423,784	443,942	433,839	448,179	446,059	451,059	456,059	461,059	466,059	471,059
30	Other - OPEB	45,982	47,275	48,247	47,275	47,275	16,500	16,500	16,500	16,500	16,500	16,500
31	TOTAL OP EXPENSE (Ln 25, 26, 29, 30)	6,876,852	7,083,646	7,003,156	7,265,215	7,356,335	7,430,584	7,893,363	7,965,342	8,212,993	8,394,685	8,580,515
32												
33	NET OPERATING INCOME (L22 - L31)	604,024	357,889	354,353	439,380	218,778	374,762	(84,311)	292,846	333,210	451,052	576,738
34												
35	Other Income/Expense	-65,136	-17,213	-10,395	-69,978	-59,945	-55,666	-54,061	-51,586	-45,086	-45,086	-45,086
36	Net Income (L31 + L35)	518,888	340,676	343,958	369,402	158,833	319,096	-138,372	241,260	288,124	405,966	531,652
37												
38	CASH FLOWS											
39	Operating Income (L33)	604,024	357,889	354,353	439,380	218,778	374,762	-84,311	292,846	333,210	451,052	576,738
40	Adjustments:											
41	Depreciation	412,440	423,784	443,942	433,839	448,179	446,059	451,059	456,059	461,059	466,059	471,059
42	Loss on Disposal Fixed Assets	0	0	0	0	0	0	0	0	0	0	0
43	Accounts Receivable	-22,124	-28,873	(18,224)	30,163	(73,680)	(16,891)	0	0	0	0	0
44	Accounts Payable	0	0	0	0	0	0	0	0	0	0	0
45	Total Adjustments (Sum L41:L44)	390,316	394,911	425,718	464,002	374,499	429,168	451,059	456,059	461,059	466,059	471,059
46												
47	Net Cash from Operations	994,341	752,800	780,071	903,382	593,277	804,130	366,748	748,905	794,269	917,111	1,047,797
48												
49	CASH-Non Capital/Financial											
50	Proceeds from non-op actv	56,100	72,900	101,850	73,288	63,000	54,250	50,000	50,000	50,000	50,000	50,000
51	Proceeds for non-op actv	-47,369	-588	-47,880	-72,980	-57,834	-50,330	-50,000	-50,000	-50,000	-50,000	-50,000
53	Non-Op Int BAN (Wtr Office/Garage Bldgs)											
54	Non-Op Int (Int Exp, Wtr Office/Garage Bldg)	-93,838	-89,525	-84,385	-70,286	-65,111	-59,586	-54,061	-51,586	-45,086	-45,086	-45,086
56	Net Non-Op Int (Int Inc)	0	0	0	0	0	0	0	0	0	0	0
57	Net Cash - Non Capital/Financial (SUM 50:56)	-85,136	-17,213	-10,395	-69,978	-59,945	-55,666	-54,061	-51,586	-45,086	-45,086	-45,086
58												
59	CASH-Capital & Related Financial											
65	Principal - MWRA Loan	-139,102	-138,102	-74,697	-84,554	-55,816	-91,707	-91,707	-139,546	-92,827	-104,842	-69,692
66	Principal Payments - Wtr Office/Garage Bldgs	-172,500	-172,500	-172,500	-172,500	-170,000	-170,000	-165,000	-162,500	-162,500	-162,500	-162,500
67	Contribution in Aid of Construction											
68	House Connections (offset)											
69	Fed/State Grant Proceeds (MWRA Grant)	0	0	228,337	0	146,826	0	611,736	363,750	363,750		
70	Fed/State Loan Proceeds (MWRA Loan)	0	0	279,079	0	179,454	0	343,458	121,385	121,385		
71	Subtotal - Financing Proceeds/Payments (SUM 59:70)	-311,602	-311,602	280,216	-257,054	166,464	-261,707	900,488	185,552	229,843	-267,462	-231,592

SEWER PROFORMA
FY20 Sewer Rate Projection

	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Plan	Plan	Plan	Plan
10 SEWER PROFORMA											
11 Updated 10/10/19											
WITH NEW FY20 MWRA Sewer Grant Loan											
73 Other Capital:											
74 Vehicles/Equipment	-44,222	-6,710	-11,329	-80,262	0	-7,908	-373,000		-120,000		
75 GIS	-16,710	-11,270	0	0	-1,670	-11,961	-12,467				
76 Billing System/Office Equip/SCADA	-64,354	-103,617	-13,137	0	0	0	-66,862				
77 Sewer Lateral Program											
78 I&I / Main Inspection & Rehab, Spot Repairs	-176,230	-159,704	-130,036	-386,326	-318,048	-464,546	-532,953	-320,000	-350,000	-350,000	-350,000
81 Rehabilitation of Sewer Main	-11,478	-11,281	-80,214	-86,476	-43,286	-46,855	-841,437		-225,500		-225,500
Relocate Fuller Brook Trunk Main			0								
82 Newton/Well Swr Main Repairs - Contingency	see resrv below	see resrv below	see resrv below		0	-9,636	-80,352				
83 Other (Pump Sta Improv, etc)	0	0	-7,012	0	0	0	0				
84 Ejector Stations - Design	-19,000	-11,000	-30,000		-14,889	-15,111	-50,000		-50,000		-50,000
85 Ejector Stations - Construction	-156,762	-56,489	-247,002	-36,269	0	-107,438	-897,893	-300,000		-300,000	
86 Ejector Stations - Williams Street									-355,000		
87 Ejector Stations - Contrib Williams Street Office Park									355,000		
89 New Water Office/Garage Buildings - Constr											
90 Building Maintenance	-4,037	0	0	0	0	-8,626	-63,646				
91 Contingency	see resrv below	see resrv below	see resrv below	0	0	0	0	0	0	0	0
92 Other							1,700,000	-850,000	-850,000		
93 Subtotal - Capital (Sum L73:L92)	-484,793	-360,061	-466,731	-549,323	-377,893	-671,811	-1,008,630	-1,470,000	-1,595,500	-650,000	-625,500
94 NET CASH - From/For Capital/Fin (L71 + L93)	-796,395	-671,663	-238,512	-806,377	-277,429	-933,518	-108,141	-1,284,948	-1,365,657	-917,482	-857,092
96 NET INCR/DECR CASH (L47 + L57 + L94)	112,809	63,924	531,164	27,027	255,903	-185,054	204,546	-586,729	-616,674	-45,457	145,619
98 Cash-Beginning of Year	2,575,875	2,686,684	2,752,809	3,263,773	3,310,800	3,566,703	3,381,649	3,586,195	2,999,466	2,382,792	2,337,334
99 Cash- End of Year	2,688,684	2,752,609	3,283,773	3,310,800	3,566,703	3,381,649	3,586,195	2,999,466	2,382,792	2,337,334	2,462,953
100 Less Unspent Capital Reserve	0	0	0	0	0	0	0	0	0	0	0
101 Adjusted Cash - End of Year	2,688,684	2,752,609	3,283,773	3,310,800	3,566,703	3,381,649	3,586,195	2,999,466	2,382,792	2,337,334	2,462,953
104 Components of Cash (End of Year)											
105 General (Available)	2,064,185	2,132,750	2,663,914	2,660,641	2,946,844	2,761,790	2,966,336	2,379,608	1,762,933	1,717,476	1,863,095
106 MWRA Assessmnt Accrual	444,499	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858
107 Reserve for Newton Sewer Main	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
108 Reserve for Contingency	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
109 Retainage											
110 MWRA I & I Debt Accrual											
111 Capital Reserve (zero with other Reserves)	0	0	0	0	0	0	0	0	0	0	0
112 Yr End Operating Encumbrances											
113 Total Cash	2,688,684	2,752,609	3,283,773	3,310,800	3,566,703	3,381,649	3,586,195	2,999,466	2,382,792	2,337,334	2,462,953
116 Total Available Cash	2,064,185	2,132,750	2,663,914	2,660,641	2,946,844	2,761,790	2,966,336	2,379,608	1,762,933	1,717,476	1,863,095
117 Total Discretionary Cash	1,310,977	1,349,263	1,890,370	1,896,321	2,129,757	1,935,549	2,283,040	1,867,436	1,040,231	972,373	1,095,081
119 45 Day Exp (not incl MWRA Reserve)	403,208	433,488	423,544	454,820	467,087	476,241	533,296	542,170	572,702	595,103	616,013
120 DOR Free Cash Reserve - Increased FY12	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
121 MWRA Assessmnt Accrual (MWRA Resrv)	444,499	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858	439,858
122 Contingency Reserves	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000
123 Capital Reserve (minus Contingency Resrv)	0	0	0	0	0	0	0	0	0	0	0
124 Total Cash Target	1,377,708	1,403,326	1,393,403	1,424,479	1,436,945	1,448,099	1,303,154	1,312,028	1,342,661	1,364,961	1,367,872

WATER PROFORMA -
Projection for FY20 Water Budget

With FY19 Actuals

	Est incr rev per % rate incr	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	45,050
Add'l Revenue abv \$4.6m		859,031	1,163,149	1,533,085	984,512	825,438									
CCF Billed	1,172,068	1,228,724	1,259,570	1,301,268	1,222,324	1,178,817									
CCF Estimated:	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000
WATER PROFORMA		FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24			
Revised 02/06/20	Incr FY21 MWRA	Actual	Actual	Actual	Actual	Actual	ACTUAL	Plan	Budget	Plan	Plan	Plan			
8															
9	Water Revenue - Rates	5,082,135	5,459,031	5,763,148	6,133,065	5,584,512	5,425,438	4,585,750	4,585,750	4,585,750	4,585,750	4,585,750	4,585,750	4,585,750	4,585,750
10	Est decreased water use														
11	Customer Charge	928,280	983,139	929,280	923,280	923,280	923,280	765,860	570,480	570,480	570,480	570,480	570,480	570,480	570,480
	Add'l CCF W/ RST for meters				489,506	489,506	489,506	489,506	489,506	489,506	489,506	489,506	489,506	489,506	489,506
12	Rate Adjustment - \$	0	0	0	0	0	0	0	0	0	0	0	0	0	367,880
13	Rate Adjustment - %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.00%
14	Est increased water use														
	Save FY19 revenue to pay FY20 MWRA														
15	Other Revenue	41,526	42,454	47,681	49,738	45,731	46,606	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
16	TOTAL REVENUE (L9, L10, L11, L12, L14, L15)	6,046,943	6,464,824	6,734,110	7,575,809	7,023,029	6,864,830	5,832,136	6,855,736	6,855,736	6,855,736	6,855,736	6,855,736	6,855,736	6,023,306
17															
18	EXPENSES														
19	Operating Exp (w/o MWRA)	3,127,436	3,400,376	3,202,086	3,313,143	3,357,165	3,455,926	3,874,216	3,990,442	4,110,156	4,233,460	4,380,464			
	[extra line for new/addl expense items]														
20	MWRA	1,423,735	1,396,825	852,477	1,056,294	1,742,278	1,485,700	1,476,827	1,835,381	1,908,061	1,981,332	2,058,804			
21	[Combined MWRA Rate & Usage Adj %]	88.6%	-2.6%	-38.5%	23.8%	64.8%	-14.7%	-0.8%	24.3%	3.9%	3.9%	3.9%			
22	[MWRA Rate Adj %]	2.5%	5.2%	5.2%	5.4%	4.0%	4.5%	4.5%	3.9%	3.9%	3.9%	3.9%			
23	Depreciation	845,419	860,047	940,827	953,718	945,330	922,226	985,330	975,330	985,330	995,330	1,005,330			
24	Other - OPEB	107,200	110,307	112,577	110,307	110,307	38,500	38,500	38,500	38,500	38,500	38,500			
25	TOTAL OP EXPENSE (L19, 20, 23,24)	5,503,880	5,787,555	5,107,767	5,433,462	6,155,080	5,902,951	6,354,873	6,839,653	7,040,947	7,248,623	7,462,989			
26															
27	NET OPERATING INCOME (L16 - L25)	543,063	677,069	1,626,343	2,142,147	867,949	962,478	-522,737	-1,163,917	-1,385,211	-1,592,887	-1,439,503			
28															
29	Other Income/Expense (Line 55)	-147,819	-123,381	-176,702	-131,838	827,054	-293,102	-102,546	-160,371	-164,171	-75,999	-77,999			
30	Net income (L27 + L29)	395,245	553,688	1,449,641	2,010,209	1,695,003	669,376	-715,283	-1,364,288	-1,549,382	-1,668,886	-1,517,502			
31															
32	CASH FLOWS														
33	Operating Income (L27)	543,063	677,069	1,626,343	2,142,147	867,949	962,478	-522,737	-1,163,917	-1,385,211	-1,592,887	-1,439,503			
34	Adjustments:														
35	Depreciation	845,419	860,047	940,827	953,718	945,330	922,226	985,330	975,330	985,330	995,330	1,005,330			
36	Loes, Disp Fixed Assets		(1)	0	0	0	0	0	0	0	0	0			
37	Accts Receivable	4,884	(174,949)	(67,317)	118,331	(129,965)	149,923	0	0	0	0	0			
38	Materials & Supplies	(16,932)	(12,309)	(5,381)	3,380	(4,310)	5,869	0	0	0	0	0			
	Due from Capital Projects					(1,000,000)									
39	Accts Payable	0	0	0	0	0	0	0	0	0	0	0			
40	Customer Deposits	93,521	0	0	0	0	0	0	0	0	0	0			
41	Total Adjustments (Sum 34:40)	926,892	702,792	867,929	1,075,429	-165,945	1,076,018	985,330	975,330	985,330	995,330	1,005,330			
42															
43	Net Cash from Operations (L33 + L41)	1,470,055	1,379,861	2,494,272	3,217,576	682,004	2,040,496	442,563	-208,587	-399,881	-567,557	-434,173			

WATER PROFORMA -
Projection for FY20 Water Budget

With FY19 Actuals

	CCF Billed	1,172,068	1,228,724	1,259,570	1,301,268	1,222,324	1,178,817						
	CCF Estimated:	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000
WATER PROFORMA		FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	
	Revised 02/08/20	Actual	Actual	Actual	Actual	Actual	ACTUAL	Plan	Budget	Plan	Plan	Plan	Plan
44													
45	CASH-Non-Capital Financial:												
46	Net Non-Op Int (Int Income)												
47	Non-Op Int (Int Exp W/Tr Treat)												
	Non-Op Int BAN (Remote Meters)												
48	Non-Op Int Bond (Remote Meters)							-44,350	-39,750	-35,250	-30,750	-26,250	-21,750
50	Non-Op Int Bond (W/Tr Office/Garage Bldgs)	-93,839	-89,525	-84,365	-70,286	-65,111	-59,586	-54,061	-51,586	-45,086	38,586	32,086	32,086
51	Non-Op Int Bond (Morses Wells Note FY15 bdgt amt)	-46,564	-40,300	-37,700	-33,800	-26,900	-26,000	-20,800	-15,800	-10,400	-10,400	-10,400	-10,400
52	Non-Op Exp (Borrowing Fees: Bonding)												
53	Proceeds from non-op actv	316,790	371,028	480,004	493,888	1,458,585	364,381	458,585	458,585	458,585	458,585	458,585	458,585
54	Proceeds for non-op actv	-324,176	-364,584	-364,841	-521,540	-536,520	-527,547	-536,520	-536,520	-536,520	-536,520	-536,520	-536,520
55	Net Cash - Non Op Financial (Sum 45 54)	-147,819	-123,381	-176,702	-131,938	827,054	-283,102	-192,546	-180,371	-164,171	-75,989	-77,989	-77,989
56													
57	CASH-Capital & Related Finance												
59	Proceeds from MWRA Loan - distrib sys (zero interest)	0	0	0	0	0	0	350,000	350,000	350,000	350,000	350,000	350,000
63	Proceeds from Bond (Morses Wells)												
	Proceeds from MWRA Loan - meters (zero interest)												
64	Proceeds from Bond (Remote Read Meters)			0	0	1,000,000							
65	Principal Payments - Bond:												
66	W/Tr Trt - Principal												
67	MWRA Loan - W/Tr Distrib (Incl water meters)	-152,085	-152,085	-152,085	-100,389	-88,440	-51,841	-86,841	-98,932	-133,932	-140,000	-175,000	-175,000
68	W/Tr Office/Garage Bldgs	-172,500	-172,500	-172,500	-172,500	-170,000	-170,000	-165,000	-162,500	-162,500	-162,500	-162,500	-162,500
69	Satellite Wells- Morses	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000	-130,000
71	Remote Meter -Bond Principal						0	-82,000	-90,000	-80,000	-80,000	-80,000	-80,000
	Remote Meter -Bond Principal												
	Repayment BAN - Water Meters												
73	Contribution in Aid of Constr	26,314	26,091	31,866	17,780	4,505	0						
74	House Services (offset)	-26,314	-26,091	-31,866	-17,780	-4,505	0						
75	MWRA Connection Fee												
76	Subtotal-Financing Proceeds/Payments (SUM 58:75)	(454,585)	(454,585)	(454,585)	(402,869)	631,560	(443,841)	(121,841)	(131,432)	(166,432)	(172,500)	(207,500)	(207,500)
77													
78	Other Capital:												
79	Vehicles	-6,743	-198,067	-189,570	-72,599	-244,992	-521,704	-161,402	-334,000	-280,000	-103,000	-100,000	-100,000
80	Office Equip/Other	0	0	0									
81	Meter Replacement	-24,196	-35,222	-43,964	-25,419	-7,849	-5,775	-61,146	-30,000	-30,000	-30,000	-30,000	-30,000
82	Remote Read Meters	-6,231	-19,577	0	-15,705	-19,189	-107,901	-892,098					
	Installation						0	0					
	Construction Administration						0	0					
83	Hydrant Replace/Add	-71,488	-23,154	-43,792	-41,302	-83,736	-21,225	-154,319	-70,000	-70,000	-70,000	-70,000	-70,000
84	GIS	-10,340	-16,458	0	-22,584	0							
85	Distribution Improvements:												
88	Distrib System Improvements	-256,739	-23,232	-256,025	-304,588	-83,411	-915,965	-905,337	-400,000	-400,000	-400,000	-400,000	-400,000
89	Hegarty Upgrade, Woodridge Booster FY14/17	-4,294	-16,006	-101,103	-17,882								
94	Treatment Facilities	-13,078	0	-100,824	-58,151	-94,794	-38,507	-341,724	-100,000	-100,000	-100,000	-100,000	-100,000
95	Well Improvements/Cleaning	-21,812	-53,946	-88,177	-535	-96,527	-6,658	-176,383	-50,000	-50,000	-50,000	-50,000	-50,000

WATER PROFORMA -
Projection for FY20 Water Budget

With FY19 Actuals

	CCF Billed	1,172,066	1,228,724	1,259,570	1,301,288	1,222,324	1,178,817								
	CCF Estimated:	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000	1,089,000
WATER PROFORMA		FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24			
	Revised 02/08/20	Actual	Actual	Actual	Actual	Actual	ACTUAL	Plan	Budget	Plan	Plan	Plan			
96	Satellite Wells - Morses	-154,003													
97	Satellite Wells - Longfellow	0	0	0	-4,843	-12,348	-49,006	-463,822							
98	Building Maintenance	-73,806	-16,330	-54,876	-4,493	-8,749	-41,025	-31,056	-30,000	-30,000	-30,000	-30,000			
100	New Water Office/Garage Buildings - Design														
101	New Water Office/Garage Buildings - Constr														
102	Wtr/Swr Office & Garage Bldgs - W/S Paymnt														
103	Billing & Collections Syst														
104	Capital Reserve	0	0	0	0										
105	Contingency - General														
106	Other														
107	Subtotal - Capital (Sum 78:106)	-643,172	-402,570	-688,131	-567,911	-631,695	-1,707,767	-3,167,288	-1,014,000	-960,000	-783,000	-780,000			
108	NET CASH From/For Cap/Fin (76+107)	-1,097,757	-857,155	-1,342,716	-970,800	-135	-2,151,608	-3,309,129	-1,145,432	-1,126,432	-955,500	-887,500			
110	NET INCR/DECR CASH (L43+L56+L108)	224,460	399,324	974,654	2,114,836	1,508,923	-404,214	-3,059,082	-1,634,390	-1,690,484	-1,629,056	-1,489,672			
111															
112															
113	Cash - Beginning of Year	3,885,353	3,889,832	4,289,157	5,264,011	7,378,849	8,887,772	8,483,558	5,424,476	3,890,085	2,199,801	570,546			
114	Cash - End of Year (L110 + L113)	3,889,832	4,289,157	5,264,011	7,378,849	8,887,772	8,483,558	5,424,476	3,890,085	2,199,801	570,546	-929,126			
115	Less Unspent Capital Reserve (L104)	0	0	0	0	0	0	0	0	0	0	0			
116	Adjusted Cash - End of Year	3,889,832	4,289,157	5,264,011	7,378,849	8,887,772	8,483,558	5,424,476	3,890,085	2,199,801	570,546	-929,126			
117															
118	Components of Cash: (end of yr)														
119	General (Available) (L130 - L120:L129)	3,489,832	3,889,157	4,844,011	6,489,343	7,528,760	4,853,558	4,054,476	3,810,085	2,119,801	490,546	-1,009,126			
120	Developer														
121	Water Treatment														
122	Debt Accrual - Wtr Treat.														
123	Water Meter Project Reserve				489,506	939,012	1,408,518								
124	Yr End Operating Encumbrances														
125	Reserve for Major Capital Projects	340,000	340,000	340,000	340,000	340,000	340,000	340,000							
126	Contingency Reserve	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000			
127	Capital Reserve (zero with other Reserves)	0	0	0			0	0	0	0	0	0			
128	Water Reserve for Water Meter Project (part of other Reserves)						1,901,882	950,000							
130	Total Cash (L116)	3,889,832	4,289,157	5,264,011	7,378,849	8,887,772	8,483,558	5,424,476	3,890,085	2,199,801	570,546	-929,126			
131															
132	Total Available Cash	3,489,832	3,889,157	4,844,011	6,489,343	7,528,760	4,853,558	4,054,476	3,810,085	2,119,801	490,546	-1,009,126			
133	Discretionary Cash	2,391,272	2,755,622	3,814,266	5,419,464	6,369,914	3,725,870	2,870,999	2,506,840	851,340	-803,120	-2,329,209			
134															
135	46 Day Target	678,561	713,534	629,725	669,879	758,845	737,887	783,477	643,245	668,062	693,666	920,083			
136	(Op Exp+MWRA/365*45)														
137	DOR Free Cash	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000			
138	Contingency & Major Projects Reserve	420,000	420,000	420,000	420,000	420,000	420,000	420,000	60,000	80,000	80,000	80,000			
139	Capital Reserve	0	0	0	0	0	0	0	0	0	0	0			
140	Total Cash Target	1,496,561	1,633,634	1,449,725	1,489,879	1,576,845	1,547,887	1,803,477	1,323,245	1,348,062	1,373,666	1,400,083			

TOWN OF WELLESLEY
WELLESLEY, MASSACHUSETTS 02481

DAVID J. HICKEY, JR., P.E.
TOWN ENGINEER

DOUGLAS R. STEWART, P.E.
ASSISTANT TOWN ENGINEER



20 MUNICIPAL WAY
781-235-7600
FAX 781-237-0047

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

To: Dave Cohen

From: Doug Stewart 

Date: June 4, 2020

Subject: Drainage Easement Relocation at 21 Carisbrooke Road

The existing house located at 21 Carisbrooke Road has been demolished and a new home is being constructed on the property. There is an existing drainage easement at the property that will be relocated as part of the new house construction. A portion of the existing (to be abandoned) drainage easement travels diagonally across the rear corner of the property. The same portion of the drainage easement will be relocated closer to the side of the property as shown on the attached Easement Plan for 21 Carisbrooke Road dated March 12, 2020 and prepared by MetroWest Engineering.

Enclosed for signature by the Board of Public Works is the First Amendment to Drainage Easement Agreement document for 21 Carisbrooke Road. It is a requirement of the 21 Carisbrooke Road project that the applicant prepare all easement documents related to the relocation of the drainage easement. Also, construction and costs related to the relocation of the drain easement will be accomplished by the applicant. Construction of the relocated drainage system will be inspected by the DPW Engineering Division.

Town Counsel has reviewed and approved the easement documents as to form. The attached First Amendment to Drainage Easement Agreement document needs to be signed by the Board of Selectmen and Board of Public Works. The easement documents would then need to be approved at Annual Town Meeting and recorded at the Norfolk County Registry of Deeds.

The Town first acquired a drainage easement over 21 Carisbrooke Road in 1940 and the easement document specifically references the Board of Selectmen. Therefore, the Board of Selectmen signatures are required for the easement to be relocated. Also, because the Board of Public Works now have jurisdiction regarding drainage easements, they must sign the easement document related to relocated portion of the drainage easement.

Attached is a reduced size copy the easement plan, we have the full size plan available in the Engineering Division, if you would like a full size copy. Please let us know if you have any questions.

Encs: First Amendment to Drainage Easement Agreement Document and Easement Plan

**cc: Dave Hickey
George Saraceno
Mike Quinn
Meghan Jop
Tom Harrington**

WELLESLEY
WELLESLEY, MASSACHUSETTS 02481

DAVID J. HICKEY, JR., P.E.
TOWN ENGINEER

DOUGLAS R. STEWART, P.E.
ASSISTANT TOWN ENGINEER



20 MUNICIPAL WAY
781-235-7600
FAX 781-237-0047

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

To: Dave Cohen
From: Doug Stewart 
Date: June 8, 2020
Subject: **Drainage Easement Relocation at 34 Wachusett Road**

Attached is a revised proposed Abandonment of Existing Drainage Easement and Grant of Drainage Easement document and associated plan for 34 Wachusett Road. Please note that the Board of Public Works reviewed and signed this easement at their March 5, 2020 meeting.

Subsequent to the meeting there was an agreement made between the property owner and Department of Public Works staff that the proposed easement location be shifted slightly to preserve an existing tree on the property. Hence the proposed easement location was shifted approximately 10 feet and the proposed easement plan and easement document revised to reflect the change. Therefore, the Board of Public Works will need sign the revised proposed new drain and drainage easement document. Apologize for the change, but it will help to preserve a nice tree on the property.

The easement document and plan would then need to approved at Annual Town Meeting under Article 27 for Town Easements and then be recorded at the Norfolk County Registry of Deeds.

Please let us know if there are any questions.

Encs: Abandonment of Existing Drainage Easement and Grant of Drainage Easement Document and Easement Relocation and Abandonment Plan

cc: Dave Hickey
George Saraceno
Mike Quinn
Meghan Jop
Tom Harrington