

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**June 8, 2021**

The Wellesley Board of Public Works held a duly posted open online remote meeting beginning at 4:00 PM.

Remote participants included Chair Ellen Korpi and Commissioners Jeffrey P. Wechsler and Scott Bender; Director David A. Cohen, Assistant Director Jeffrey Azano-Brown; Town Engineer David J. Hickey, Jr., Water & Sewer Superintendent William J. Shaughnessy, Executive Assistant Debra Sumner; and Advisory Committee Liaison William Maynard.

Chair Korpi called the meeting to order at 4:01 PM.

**APPROVAL OF MINUTES**

Following a review of the minutes from the meeting of May 3, 2021 and upon motion duly made by Mr. Bender and seconded by Mr. Wechsler, it was unanimously,

**VOTED:** To approve the Open Session Minutes of the meeting of May 3, 2021, as presented.

Following a review of the minutes from the meeting of May 11, 2021 and upon motion duly made by Mr. Bender and seconded by Mr. Wechsler, it was unanimously,

**VOTED:** To approve the Open Session Minutes of the meeting of May 11, 2021, as presented.

**CITIZEN SPEAK**

Chair Korpi provided anyone participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one participated by phone.

**ADVISORY COMMITTEE LIAISON UPDATE.** Director Cohen invited Mr. Maynard to apprise the Board and Staff of any information pertinent to the Department of Public Works. Mr. Maynard conveyed that by the end of month a new liaison would be determined to begin the assignment by the end of summer. Mr. Maynard confirmed he would continue in his current capacity until a new liaison has been assigned. Chair Korpi took the opportunity to express her thanks to Mr. Maynard for his partnership, which has been appreciated by the Board. Mr. Wechsler extended his appreciation to Mr. Maynard for his contributions while serving over the years.

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Mr. Bender congratulated Mr. Maynard and wished him well on the conclusion of his term. Mr. Maynard conveyed that Neal Goins would serve as the next Advisory Committee Chair. Director Cohen also thanked Mr. Maynard for the guidance he provided while serving in this valuable capacity.

Mr. Cohen notified the Board the plan is to have one more meeting prior to July 1 to review and approve budget reallocations prior to the end of the fiscal year. The Director also noted there are tentative Board meetings planned for Tuesdays, July 13 and August 10, which will need to be held in-person unless the Governor signs an approval to extend the remote meetings. He also noted that while the Chair must be present, other members could participate remotely. Following a brief discussion, it was the consensus of the Board that any manner of providing flexibility with meeting arrangements is appreciated. The Director conveyed he would convey that spirit to Executive Director Jop.

### **DIRECTOR'S ITEMS**

**DPW Monthly Report.** Prior to a discussion of this information, Chair Korpi acknowledged the document provides an extremely helpful overview and thanked the Director for developing this template for presentation. Director Cohen conveyed he plans to select highlights to emphasize throughout the report, vs. itemizing referencing the entire document.

Director Cohen began the review by referencing topics and additional highlights in the current report including Key Performance Goals, Key Challenges & Opportunities and Key Metrics in the following divisions: DPW Administration; Engineering; Highway; Park & Tree; Recycling & Disposal Facility; Water & Sewer; Health & Safety; Winter Maintenance and Additional Information, including Completed Goals. A detailed discussion ensued and staff responded to specific comments and inquiries from the Board.

Among the specific topics discussed more in depth included the latest information related to the PFAS matter; as well as an update on plans for resurfacing certain areas to improve the condition of some roads that recently received a chipseal application. The Director also referred to the circumstances related to the most recent safety incidents and awarded contracts under \$50,000.

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**HIGHWAY DIVISION**

**Award of Contract #21C-420-1667 – Road Restoration – Hot-Mix Asphalt Overlay (HMA), Cold-Planing & Hot-Mix Asphalt Berm.** The Director referred to the bid recommendation for the paving services for the upcoming season.

Following a brief discussion and review of the recommendation and Statement of Fact prepared by Assistant Highway Superintendent Gildae and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

**VOTED:** That Contract #21C-420-1667 for Road Restoration – Hot Mix Asphalt Overlay, Cold Planing & HMA Berm be awarded to the lowest bidder, D&R General Contracting, Inc., Melrose, MA in accordance with our specifications and their bid prices as follows:

Item I:	Furnish, deliver, spread and compact to grade Hot Mix Asphalt, Class I Type I Top or Binder	\$71.00/ton
Item II:	Furnish, deliver, spread and compact to grade Hot Mix Asphalt, Class I Type I Top or Binder <i>(Night hours)</i>	\$82.00/ton
Item III:	Cold Plane and/or Profile Hot Mix Asphalt Surfaces to a depth of up to 2" inches	\$2.95/sy
Item IV:	Cold Plane and/or Profile Hot Mix Asphalt Surfaces to a depth of up to 2" inches <i>(Night hours)</i>	\$4.00/sy
Item V:	Install HMA Berm, MassDOT Type 2	\$3.75/lf

**WATER & SEWER DIVISION**

**Award of Contract Statement of Fact: Contract No. 21S-460-1666, Professional Engineering Services for Rosemary & Longfellow Well Replacement Project.**

Following a brief discussion and review of the Statement of Fact prepared by Assistant Water & Sewer Superintendent Meghan Condon and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

**VOTED:** The acceptance of the proposal for Engineering Services for Rosemary and Longfellow Well Replacement Project from technical and price proposal for a total price of \$310,500.

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### **Award of Contract Statement of Fact: Contract No. 19S-410-1609, Professional Engineering Services for Moses Pond Water Treatment Plant PFAS Feasibility Study and Conceptual Design.**

Following a brief discussion and review of the Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Meghan Condon and, upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

**VOTED:** That the acceptance of the proposal for Engineering Services for Moses Pond Water Treatment Plant PFAS Feasibility Study and Conceptual Design from Environmental Partners of Quincy, MA all in accordance with their technical and price proposal for a total price of \$101,300.

**Draft DPW Enterprise Fund Allocation Policy.** Director Cohen referred to the second draft of the proposed Enterprise Fund Allocation Policy, which incorporates input provided by the Town's Auditor. The Director reiterated that the purpose of the policy is to provide guidance for establishing allocations to equitably distribute, monitor, and report indirect costs between the Tax Impact and Enterprise Funds.

Mr. Cohen responded to comments and inquiries from the Board.

### **WATER & SEWER DIVISION**

**Water & Sewer Enterprise Fund Financial Statements.** The Director referred to specific information reflected in the financial statements for the months of March and April 2021 and responded to inquiries from the Board. Mr. Cohen noted that the Division continues to remain in a positive position and noted that from a water standpoint, expenses are up. The Director noted that the sewer side includes sewer safety rodding service at no cost, which is the potential driver over our potential lateral assistance program. Mr. Cohen also addressed the status of the W&S Sewer Capital Plan. He referred to the very aggressive capital program planned ahead and itemized the projects with which the Division should be able to move forward this summer.

**Water & Sewer Division Monthly Performance Report.** The Director referred to this report, which includes various statistics for the month of April 2021, prepared by Water & Sewer Superintendent Shaughnessy.

### **OTHER**

**Next BPW Meeting Date.** It was reconfirmed that the next regularly scheduled meeting will be held on Tuesday July 13, 2021, at 4:00 p.m.

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**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

DocuSigned by:  
*Scott Bender*  
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**Scott Bender**  
**Secretary**

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS REMOTE ONLINE MEETING**  
**JUNE 8, 2021**  
**4:00 PM**

**A. APPROVAL OF MINUTES.** Board to review the Open Session minutes of the meetings of May 3, 2021 and May 11, 2021. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

**B. CITIZEN SPEAK.**

**ADMINISTRATION**

**C. ADVISORY COMMITTEE LIAISON UPDATE.** Director to inquire if Mr. Maynard has information to bring to the attention of the Board and Staff. **NO BOARD ACTION REQUIRED.**

**D. DIRECTOR'S ITEMS**

**E. PFAS DISCUSSION/UPDATE.** Director to review recent occurrences and current status related to this matter, including MWRA response in acknowledgement of Water & Sewer Superintendent Shaughnessy's request seeking approval to utilize water supply volumes from the MWRA that would exceed the existing agreement for 350 million gallons per year. **NO BOARD ACTION REQUIRED.**

**F. RESURFACING & CHIPSEAL DISCUSSION/UPDATE.** Director to notify the Board of plans to address and improve the condition of roadways, which received the chipseal treatment. **NO BOARD ACTION REQUIRED.**

**G. DPW MONTHLY REPORT.** Director to refer to division highlights listed in report. **BOARD FEEDBACK REQUESTED.**

**H. 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 June, 2021 with a focus on "Roadway Work Zone Safety". **NO BOARD ACTION REQUIRED.**

**I. STATEMENT OF FACT ACTIVITY REPORT.** Director to reference the report reflecting contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

**J. SUSTAINABILITY.** Director to update the Board on recent developments and initiatives. **NO BOARD ACTION REQUIRED.**

**HIGHWAY DIVISION**

**K. AWARD OF CONTRACT #21C-420-1667 – ROAD RESTORATION - HOT-MIX ASPHALT OVERLAY (HMA), COLD-PLANING & HOT MIX ASPHALT BERM.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Highway Superintendent Gildae. **BOARD VOTE & SECRETARY SIGNATURE REQUIRED.**

**WATER & SEWER DIVISION**

**L. AWARD OF CONTRACT # 21S-460-1666 – PROFESSIONAL ENGINEERING SERVICES FOR ROSEMARY & LONGFELLOW WELL REPLACEMENT PROJECT.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Condon. **BOARD VOTE & SECRETARY SIGNATURE REQUIRED.**

**M. AWARD OF CONTRACT # 19s-410-1609 - PROFESSIONAL ENGINEERING SERVICES FOR MORSES POND WATER TREATMENT PLANT PFAS FEASIBILITY STUDY AND CONCEPTUAL DESIGN.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Condon. **BOARD VOTE & SECRETARY SIGNATURE REQUIRED.**

**N. DPW ENTERPRISE FUND ALLOCATION POLICY.** Director to refer to status of draft policy. **NO BOARD ACTION REQUIRED**

**O. WATER & SEWER ENTERPRISE FUND FINANCIAL STATEMENTS.** Director to refer to financial statements for the months of March and April 2021. **NO BOARD ACTION REQUIRED.**

**P. WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT.** Director to refer to report for the month of April 2021 prepared by Water & Sewer Superintendent Shaughnessy. **NO BOARD ACTION REQUIRED.**