

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**  
**June 22, 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 Scott Bender; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Town Engineer David J. Hickey Jr., Water & Sewer Superintendent William J. Shaughnessy; Executive Assistant Debra Sumner; and Advisory Committee Liaison Ralph Tortorella.

Chair Korpi called the meeting to order at 3:00 PM.

**APPROVAL OF MINUTES**

Following a review of the minutes of the meeting of June 8, 2020 and 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 June 8, 2020, as presented.

**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**

**Welcome to Scott Bender.** Chair Korpi welcomed Mr. Bender to the Board of Public Works on behalf of Commissioner Wechsler, Director Cohen the rest of the DPW staff and conveyed they look forward to the opportunity to work with him.

**Advisory Committee Liaison Update.** Chair Korpi invited Mr. Tortorella to share any pertinent information related to the evening's Annual Town Meeting. Mr. Tortorella confirmed numerous financial motions have been included on the consent agenda and the majority of articles have been pushed to the fall amendments.

**Annual Town Meeting (ATM) Preparation.** Chair Korpi conveyed her thanks to Director Cohen and Assistant Director Azano-Brown for preparing the Department's presentations. Ms. Korpi also acknowledged her appreciation to Mr. Wechsler to his willingness to present the articles.

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**Coming events.** Mr. Cohen confirmed a BPW meeting has been posted for Tuesday, June 23, in the event the Board would need to meet if Annual Town Meeting continues the following eve. If it is not necessary, the meeting will be cancelled. Following the Director's recommendation that a BPW meeting be scheduled to cover routine year-end and administrative business on Tuesday, June 30, at 3:00 p.m, that date and time was agreed upon by the Board.

**Statement of Fact Activity Report.** The Director reviewed the most recent items referenced on the report. Mr. Cohen also referenced a memorandum of notification from Executive Director Jop regarding the Town's Buy Recycled Policy in order to be eligible to be awarded grant funds. The Director confirmed a memorandum of notification confirming this policy would be issued to reinforce the message to all Town Departments.

**Director's FY 2021 Goals.** Mr. Cohen referred to the draft version of his proposed DPW-Wide Goals for the coming fiscal year and responded to specific inquiries from the Board. (Copy attached.) Following a lengthy review and discussion, including feedback from the Board, it was agreed a proposed final version would be prepared for review at the Board's next meeting on June 30.

**Annual Reorganization of the Board of Public Works.** Following a brief discussion, it was decided to defer this vote until the June 30 meeting.

### **ENGINEERING DIVISION**

**Award of Contract - #20C-410-1643 – Granite Street Reconstruction Project.** The Director referred to the Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart.

Following a brief discussion and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

**VOTED:** That the award for Contract #20C-420-1643, "Granite Street Reconstruction Project" be made to Richard D'Ambrosia, Inc., 166 White Street, Weymouth, MA 02190, all in accordance with our specifications and their bid in the amount of \$232,320.02 as the lowest responsible and eligible bidder.

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### **WATER & SEWER DIVISION**

**Award of Contract No. 21P-470-1651 – Professional Services for Maintaining Supervisory and Data Acquisition (SCADA) System.** The Director referred to the Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Meghan Condon. Following a discussion and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

**VOTED:** That Contract No. 21P-470-1651 for Maintaining the Supervisory Control and Data Acquisition (SCADA) System be awarded to Wood and Curran of Dedham, MA all in accordance with their technical proposal, their proposed unit prices and a total price of \$56,049.07

**Water & Sewer Enterprise Fund Financial Statements.** The Director referred to the financial statements for the month of May 2020. During a review of the highlights of these financials, Mr. Cohen and Mr. Shaughnessy responded to specific inquiries from the Board. Chair Korpi and Mr. Wechsler also took time to explain in detail various aspects of the report to Mr. Bender. Following the review, Mr. Wechsler credited the Director, Assistant Director and Water & Sewer Superintendent Shaughnessy on their fine management of the Sewer Fund.

Mr. Wechsler took the opportunity to once again welcome Mr. Bender to the Board of Public Works.

**Recycling & Disposal Facility (RDF).** Mr. Cohen notified the Board the decision has been made to plan to open the RDF on Sundays from 11:00 a.m. – 3:00 p.m., starting on Sunday, July 12, and to continue through the fall.

**Thank you to Tom Skelly.** The Director conveyed that he wished to extend his appreciation to Mr. Skelly for his having agreed to assume the role as Secretary of the Board of Public Works following former Commissioner David Donohue's resignation due to his moving out of Wellesley. Mr. Cohen noted Mr. Skelly's valuable insight was helpful.

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**ADJOURNMENT**

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

**VOTED:** To adjourn.

The meeting adjourned at 4:25 p.m.

**Respectfully submitted,**

DocuSigned by:  
*Jeff Wechsler*

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**Jeffrey P. Wechsler**  
**Secretary**

**DISCUSSION ITEMS**  
**WELLESLEY BOARD OF PUBLIC WORKS ONLINE REMOTE MEETING**  
**JUNE 22, 2020**  
**3:00 PM**

**APPROVAL OF MINUTES.** Board to review the Open Session Minutes of the Meeting of June 8, 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.**

**STATEMENT OF FACT ACTIVITY REPORT.** Director to refer to FY20 contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

**ANNUAL TOWN MEETING (ATM) PREPARATION.** Director to refer to DPW-related and/or other Articles to be addressed at this evening's ATM. **BOARD FEEDBACK REQUESTED.**

**DIRECTOR'S FY 2021 GOALS.** Director to refer to his proposed DPW-Wide Goals for the coming fiscal year. **BOARD FEEDBACK REQUESTED.**

**ANNUAL REORGANIZATION OF THE BOARD OF PUBLIC WORKS TO BE VOTED UPON.**

**2. ENGINEERING DIVISION**

**AWARD OF CONTRACT #20C-410-1643 – GRANITE STREET RECONSTRUCTION PROJECT.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

**5. WATER & SEWER DIVISION**

**AWARD OF CONTRACT NO. 21P-470-1651 – PROFESSIONAL SERVICES FOR MAINTAINING SUPERVISORY AND DATA ACQUISITION (SCADA) SYSTEM.** Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Meghan Condon. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUESTED.**

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

**TOWN OF WELLESLEY**  
**DEPARTMENT OF PUBLIC WORKS**

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**DAVID A. COHEN, DIRECTOR**

To: Board of Public Works  
Re: **Department of Public Works FY21 Director's Goals - DRAFT**  
Date: June 19, 2020

The following are proposed DPW Goals for FY21. I look forward to discussing these proposed goals at our upcoming Board meeting. The numbered goals below are in addition to the following primary and recurring annual Department Goals:

- Submit FY22 Guideline Budget
- End FY21 on Budget
- Complete the FY21 Capital Plan
- Complete the FY21 Maintenance Targets
- Zero Lost Time Injury Incidents and At-Fault Vehicle Incidents

**1. DPW Administration**

- a. Update DPW Strategic Plan and includes Succession Planning and elements of the Unified Plan
- b. Complete collective bargaining negotiations
- c. Employee Health and Safety - Implement new safety dividend program
- d. Upgrade VueWorks asset management system to a cloud-based platform
- e. Sustainability - 10% reduction in fuel use over a three-year period based on FY19 Actuals
  - i. Reduce vehicle idling
  - ii. Increase use of electric equipment
- f. Expand and Improve DPW Benchmarking

**2. Engineering**

- a. Develop Master Plan for Complete Streets prioritization
- b. Complete Great Plain Avenue Rotary Reconstruction
- c. Stormwater Permit compliance
- d. Complete bid documents for Grove Street and Walnut Street
- e. Provide support for William Street Development
- f. Complete Hunnewell Softball Field Project Phase 2
- g. Increase use of online permitting – Sewer House Connection Inspections

**3. Highway**

- a. Complete FY21 Street Resurfacing Capital Plan
- b. Develop Sign Replacement Master Plan
- c. Implement Pavement Management System
- d. Update Town's private ways policies & procedures
- e. Develop Sidewalk Master Plan
- f. Complete Vehicle Telematics pilot project

**4. Park & Tree**

- a. Develop Playground Replacement Master Plan
- b. Develop Invasive Species Management Master Plan
- c. Sustainability - Reduce herbicide use throughout Town
- d. Resiliency - Support MVP Tree Canopy Project
- e. Complete Clock Tower Project
- f. Complete Moses Pond Stabilization Project
- g. Streamline and automate daily reporting

**5. RDF – Solid Waste and Recycling**

- a. Reduce residential solid waste by 5% over FY20
  - i. Promote recycling, reuse, and reduction
  - ii. Expand cardboard collection
- b. Increase marketability through improved quality of recyclable materials
- c. Improve verification and implement online permitting
- d. Re-imagine and reboot Reusables area

**6. Water and Sewer**

- a. Water Meter Replacement Project: Restart the water meter change out and complete 75% meter replacement. Complete the implementation of the ACE customer portal.
- b. Cleaning and Lining Projects
  - i. Bid the cleaning and lining of the water mains in the Standish Area Neighborhood, Seaward Road, Fells Road and Circle, and Regis Circle.
  - ii. Complete the plans for the replacement of the Oakland Street water main from Brookside Road to Sheridan Road
  - iii. Clean and line Jackson Road and Oakland Street from Sheridan Road to Hunnewell Street
- c. Sewer System/Manhole Rehabilitation - Complete Phase 2 of the I/I Analysis and Flow monitoring Program
- d. Replace wells at Rosemary and Longfellow
- e. Upgrade Treatment Plant SCADA Systems
  - i. Replace the obsolete Modicon PLCs at Moses Pond WTP and Hegarty pump station with Allen Bradley PLCs
  - ii. Develop RFP for the replacement of Modicon PLCs at Wellesley Ave and Longfellow
- f. Complete installation of the Lake Road ejector and design of College Road ejector
- g. Renewal/registration of Water Management Act
- h. Sustainability
  - i. Expand Water Conservation education and promotion
  - ii. Install Variable Frequency Drives at Boulevard Pump Station
  - iii. Install ceiling insulation in the treatment plants (possible grant funds)
- i. Provide greater digital access to field crews
- j. Implement online permitting for demolition permits and other non-operating activities