

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
June 30, 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., and Executive Assistant Debra Surner.

Chair Korpi called the meeting to order at 3:06 PM.

APPROVAL OF MINUTES

Following a review of the minutes of the meeting of June 22, 2020 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 June 22, 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

Advisory Committee Liaison Update. Director Cohen notified the Board that Mr. Tortorella conveyed to him that he has resigned from the Advisory Committee. Mr. Cohen took the opportunity to publicly thank Mr. Tortorella for his guidance and positive contributions during his tenure as Advisory Committee Liaison. Both Ms. Korpi and Mr. Wechsler concurred with Mr. Cohen's sentiments and reiterated what a valued partner Mr. Tortorella had been to the Board.

Updated items. Mr. Cohen announced that it has been confirmed that the Recycling & Disposal Facility (RDF) will be resuming Sunday openings, as of July 12, from 10:00 a.m. to 3:00 p.m. The Facility will be closed on Saturday, July 4. Mr. Cohen also noted there are plans in the works for the Book Exchange area to open in the near future and due to the number of inquiries regarding paint collection, the decision was made to open the Facility for this purpose, only, Wednesdays from 3:00 p.m. to 6:00 p.m. on the following three dates: July 15, 22 and 29.

BOARD OF PUBLIC WORKS RECORDS

June 30, 2020

2

No drought status. Mr. Cohen confirmed that while a number of other communities have declared they are in drought status, the DPW follows the MWRA's guidance, which is currently categorized as normal. He indicated that a departure from normal status would begin with a warning status, to be followed by increased restrictions. Mr. Cohen explained it is the Department's practice to encourage customers to practice general conservation efforts on a regular basis. Conditions continue to be monitored throughout the season.

Additional BPW Agenda Item. Chair Korpi conveyed that she and Mr. Cohen recently agreed to include a sustainability-related discussion on each regular meeting agenda. It was recommended the specific topic could vary from meeting to meeting and three suggestions for areas of focus included landscaping, recycling and storm water management.

Director's DPW-Wide FY 2021 Goals. The Director referred to the most recently proposed goals for the coming fiscal year. Mr. Cohen confirmed they had been revised to reflect comments from the last meeting. He also explained the goals have been structured in order of priorities. (Copy attached.)

A discussion ensued related to how these goals may open new and different opportunities to potentially include evaluating fuel consumption and emissions. It was suggested the Town may fulfill eligibility requirements to be granted Green Communities grant funds to conduct an initial analysis. It was suggested another area of focus could be "green" storm water management.

Following the discussion, it was agreed that the proposed goals be pursued in a structured way as a guidepost and move forward with a plan and revise, accordingly.

FY 2020 Capital Carry Forward. The Director referred to the memorandum and list which represents the maximum amount that could be carried forward for use next year. Mr. Cohen explained that the work completed through the end of the year will reduce the actual amount carried forward. Approximately \$325,000 of the available balance is encumbered to cover existing commitments.

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

VOTED: That prior year capital appropriations be carried forward to FY21 as indicated on the June 26, 2020 Continued Appropriations for Capital Outlay List for DPW Divisions 400-454, with an amount not to exceed \$1,622,465. (Copy attached.)

BOARD OF PUBLIC WORKS RECORDS

June 30, 2020

3

Budget Reallocation Request, FY 2020. The Director reviewed the memorandum, which refers to the potential deficits in the Highway Division's Personal Services and Expenses Budgets.

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

VOTED: That the Board of Public Works approves the transfer of positive Personal Services budget balances from Park and RDF to offset the deficit in Highway not to exceed \$70,000.

That the Board of Public Works approves the transfer of positive Expense budget balances from Park and RDF to offset the deficit in Highway not to exceed \$80,000. (Copy attached.)

Annual Reorganization of the Board of Public Works. Chair Korpi announced that the Board would move forward with voting the annual reorganization of the Board of Public Works that occurs every June and becomes effective each July 1.

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

VOTED: To elect Ellen L. Korpi as Chair of the Board of Public Works, effective July 1, 2020.

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

VOTED: To elect Mr. Wechsler as Vice Chair of the Board of Public Works, effective July 1, 2020.

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

VOTED: To elect Mr. Bender as Secretary of the Board of Public Works, effective July 1, 2020.

BOARD OF PUBLIC WORKS RECORDS

June 30, 2020

4

ENGINEERING DIVISION

Award of Contract #21C-420-1652 – Wellesley Avenue at Great Plain Avenue Intersection Improvement Project. The Director referred to the Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Doug Stewart. Following a discussion, and upon motion duly made by Mr. Wechsler and seconded by Mr. Bender, it was unanimously,

VOTED: That the award for Contract No. 21C-420-1652, “Wellesley Avenue at Great Plain Avenue Intersection Improvement Project” be made to J.H. Lynch & Sons, Inc. of 50 Lynch Place, Cumberland, RI 02864, all in accordance with our specifications and their bid in the amount of \$2,152,999.90 as the lowest responsible and eligible bidder.

Mr. Hickey noted that the goal is to have the majority of work accomplished during the summer, though it may be necessary to have a portion of the work extend into September.

Director’s Highlights. Director Cohen apprised the Board of the status of a number of items of interest.

Sustainable Wellesley. It was confirmed Recycling & Disposal Facility (RDF) Superintendent Manzolini would speak via Zoom that evening at a meeting related to efficient and effective use of the RDF.

DPW Newsletter. The Director confirmed the most recent version has been completed and distributed as well as a copy on the website.

Lee Field. It was confirmed there will be a final walkthrough with the contractor tomorrow. And noted Phase 2 at Warren Field will be starting up soon. Users will be advised in advance of any accessibility limitations.

Safer Streets Pilot Demonstration Project in Elm Park by the Clock Tower. The Director referred to this pilot project as a collaborative effort involving the Traffic Safety Committee, the Selectmen’s office with the assistance of the Executive Director and the Department of Public Works. Traffic Safety Committee. Mr. Cohen referred to a Safer Streets Grant Application, which is being completed to apply for funds to cover the associated expenses. The proposed plan is to borrow space from the existing parking lane to create a parklet.

BOARD OF PUBLIC WORKS RECORDS

June 30, 2020

5

Union negotiations. The Director noted that while the talks were stalled for some time, they are now back up and running and the goal is to move forward and settle as soon as possible.

Water meter installation project. Mr. Cohen confirmed work on this project is being resumed.

Year-end Close. The Director referred to the preparations in the works related to the closing out of FY20 and opening of FY21. One finalized, the FY22 budget season will begin.

Next BPW Remote Online Meeting. It was decided the next meeting would be scheduled for Monday, July 20, at 4:30 p.m. That time will be reconfirmed by a calendar meeting invite following confirmation by Wellesley Media that timeframe is available.

ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 3:47 p.m.

Respectfully submitted,



Scott Bender
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS REMOTE ONLINE MEETING
JUNE 30, 2020
3:00 PM

NOTE - REVISED 6/30/2020 – MINUTES OF THE JUNE 22, 2020 MEETING WERE SCANNED TO THE BPW FOR REVIEW IN ADVANCE OF THE JUNE 30, 2020. THE BOARD REVIEWED AND APPROVED THE JUNE 22, 2020 MINUTES AT THE JUNE 30 MEETING.

APPROVAL OF MINUTES. No minutes to be approved at this meeting. **NO BOARD ACTION REQUIRED.**

CITIZEN SPEAK

ADMINISTRATION

ADVISORY COMMITTEE LIAISON UPDATE. Director to update, if any. **NO BOARD ACTION REQUIRED.**

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

FY 2020 CAPITAL CARRY FORWARD. Director to refer to the summary prepared of accounts to be carried into FY 2021 as requested by the Finance Director each year. **BOARD APPROVAL REQUIRED.**

FY 2020 BUDGET REALLOCATION REQUEST. Director to review the memorandum, which refers to the potential deficit in the Highway Division's Personal Services and Expenses budgets. **BOARD APPROVAL REQUIRED.**

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

ENGINEERING DIVISION

AWARD OF CONTRACT #21C-420-1652 – WELLESLEY AVENUE AT GREAT PLAIN INTERSECTION IMPROVEMENT PROJECT. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

WATER & SEWER DIVISION

NOTE – AGENDA WAS REVISED 6/30/2020 TO REFLECT THE FOLLOWING REPORT WAS REMOVED FROM THE AGENDA ITEMS AS IT WAS NOT COMPLETE AND WILL BE INCLUDED TO BE REVIEWED AT THE NEXT BPW MEETING.

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report for the month of May 2020 prepared by Water & Sewer Superintendent William Shaughnessy. **NO BOARD ACTION REQUIRED.**

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS



DAVID A. COHEN, DIRECTOR

To: Board of Public Works
Re: **Department of Public Works FY21 Department Goals**
Date: June 29, 2020

The following are proposed DPW Goals for FY21. 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 that includes Succession Planning and elements of the Unified Plan and the Sustainable Energy Committee's Climate Action and Resiliency 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. Conduct study to confirm baseline usage and identify strategies for reduction (e.g. Reduce vehicle idling, Increase use of electric equipment)
- f. Improve Customer Service and Community Engagement Efforts
- g. Expand and Improve DPW Benchmarking and Reporting

2. Engineering

- a. Develop Master Plan for Complete Streets prioritization
- b. Complete Great Plain Avenue Rotary Reconstruction
- c. Improve Stormwater related education and outreach
- d. Complete bid documents for Grove Street and Walnut Street to have bids in hand prior to 2021 Annual Town Meeting
- e. Provide Engineering support as needed for William Street Development
- f. Complete Hunnewell Softball Field Project Phase 2

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. Streamline and automate daily reporting
- b. Complete Moses Pond Stabilization Project
- c. Complete Clock Tower Project
- d. Finalize Playground Replacement Master Plan
- e. Develop Invasive Species Management Master Plan
- f. Sustainability - Eliminate glyphosate as a treatment for poison ivy and invasives
- g. Resiliency - Support MVP Tree Canopy Project

5. RDF – Solid Waste and Recycling

- a. Increase the percentage of households who use the RDF by 5%
- b. Increase residential rate by 5 percentage points over FY20
 - i. Promote recycling, reuse, and reduction
 - ii. Expand cardboard collection
- c. Increase marketability through improved quality of recyclable materials
- d. Improve verification and implement online permitting
- e. Re-imagine and reboot the approach to Reusables

6. Water and Sewer

- a. Complete the FY21 phase of the Water Meter Replacement program including 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

TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS
20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

DAVID COHEN
DIRECTOR

TELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

June 26, 2020

To: Board of Public Works

From: Jeff Azano-Brown, Assistant Director

Re: Continued Appropriations for Capital Outlay, FY 2020

Please find the attached Continued Appropriations for Capital Outlay list for your review and approval. This list represents the maximum amount that could be carried forward for use next year. Work completed through the end of the year will reduce the actual amount carried forward. Approximately \$325,000 of the available balance is encumbered for existing commitments but will most likely not be paid until after FY20 is closed.

Suggested motion language is included below for your consideration.

I look forward to discussing this request with you at our next Board meeting.

Suggested Motion

That prior year capital appropriations be carried forward to FY21 as indicated on the June 26, 2020 Continued Appropriations for Capital Outlay List for DPW Divisions 400-454, with an amount not to exceed \$1,622,465.

Attachment: Continued Appropriations for Capital Outlay List as of 6/26/2020

Department of Public Works
Department

400-454

CONTINUED APPROPRIATIONS

(Capital Outlay and Special Purpose)

Current - Account # Org Obj Proj	Project Description	Purpose or Reason Carried Forward	Budget	Available	Division Total	Projected Completion Date
14104995 511350 95120	DRAINAGE TOWN HALL ROADWAY	Continued Appropriation	\$75,000.00	\$75,000.00	\$75,000.00	6/30/2021
14204995 511350 95210	STREET RESURFACING	Continued Appropriation	\$9,000.00	\$9,000.00		6/30/2021
14204995 511350 95220	CRACK SEALING	Continued Appropriation	\$55,000.00	\$4,844.92		6/30/2021
14209019 511350 95230	SIDEWALK RESTORATION	Continued Appropriation	\$100,000.00	\$93,205.67		6/30/2021
14204995 511350 95230	SIDEWALK RESTORATION	Continued Appropriation	\$50,000.00	\$50,000.00		6/30/2021
14209018 511350 95240	CULVERT & HEADWALL REHAB	Continued Appropriation	\$150,000.00	\$112,856.94		6/30/2021
14209019 511350 95240	CULVERT & HEADWALL REHAB	Continued Appropriation	\$143,000.00	\$143,000.00		6/30/2021
14204995 511350 95240	CULVERT & HEADWALL REHAB	Continued Appropriation	\$125,000.00	\$125,000.00		6/30/2021
14204995 511350 95360	PRIVATE WAYS	Continued Appropriation	\$20,000.00	\$1,046.42		6/30/2021
14209018 511350 95270	GUARDRAIL REPLACEMENT	Continued Appropriation	\$28,538.15	\$11,241.19		6/30/2021
14209019 511350 95270	GUARDRAIL REPLACEMENT	Continued Appropriation	\$60,000.00	\$60,000.00		6/30/2021
14204995 511350 95270	GUARDRAIL REPLACEMENT	Continued Appropriation	\$10,000.00	\$10,000.00		6/30/2021
14204995 511350 95290	BUILDING IMPROVEMENTS	Continued Appropriation	\$30,000.00	\$22,588.45	\$642,753.59	6/30/2021
14309019 511350 95310	ELEMENTARY SCHOOL FIELD IMPROVMENT	Continued Appropriation	\$29,543.92	\$15,299.67		6/30/2021
14304995 511350 95310	ELEMENTARY SCHOOL FIELD IMPROVMENT	Continued Appropriation	\$35,000.00	\$35,000.00		6/30/2021
14304995 511350 95320	HIGH SCHOOL/HUNNEWELL FIELD	Continued Appropriation	\$35,000.00	\$32,412.80		6/30/2021
14304995 511350 95330	SPRAGUE FIELD REHAB	Continued Appropriation	\$25,000.00	\$6,749.30		6/30/2021
14304995 511350 95340	PLAYGROUND EQUIPMENT REPLACEMENT	Continued Appropriation	\$40,000.00	\$27,248.42		6/30/2021
14304995 511350 95341	PLAYGROUND RECONSTRUCTION	Continued Appropriation	\$200,000.00	\$1,230.73		6/30/2021
14304995 511350 95350	TENNIS & BASKETBALL COURT IMPROVEMENTS	Continued Appropriation	\$25,000.00	\$922.50		6/30/2021
14309018 511350 95360	ADA REQUIREMENTS	Continued Appropriation	\$4,506.12	\$2,227.82		6/30/2021
14309019 511350 95360	ADA REQUIREMENTS	Continued Appropriation	\$10,000.00	\$10,000.00		6/30/2021
14304995 511350 95360	ADA REQUIREMENTS	Continued Appropriation	\$10,000.00	\$10,000.00		6/30/2021
14309019 511350 95370	RENOVATIONS: ISLAND & STREETSCAPE	Continued Appropriation	\$15,147.95	\$14,384.43		6/30/2021
14304995 511350 95370	RENOVATIONS: ISLAND & STREETSCAPE	Continued Appropriation	\$20,000.00	\$20,000.00		6/30/2021
14309019 511350 95381	DRINKING FOUNTAINS	Continued Appropriation	\$5,695.81	\$5,695.81		6/30/2021
14304995 511350 95381	DRINKING FOUNTAINS	Continued Appropriation	\$10,000.00	\$10,000.00		6/30/2021
14309016 511350 95391	CLOCK TOWER BELL	Continued Appropriation	\$12,889.69	\$7,602.59	\$198,774.07	6/30/2021
14404995 530900 95410	CONTAINER REPLACEMENT	Continued Appropriation	\$25,000.00	\$25,000.00		6/30/2021
14409016 530900 95413	FACILITY IMPROVEMENTS	Continued Appropriation	\$19,255.00	\$19,255.00		6/30/2021
14409017 530900 95413	FACILITY IMPROVEMENTS	Continued Appropriation	\$6,505.00	\$6,505.00		6/30/2021
14404995 530900 95413	FACILITY IMPROVEMENTS	Continued Appropriation	\$30,000.00	\$30,000.00		6/30/2021
14409016 530900 95414	RDF RESURFACE PAVED AREAS	Continued Appropriation	\$30,000.00	\$27,593.52		6/30/2021
14409018 530900 95414	RDF RESURFACE PAVED AREAS	Continued Appropriation	\$30,000.00	\$30,000.00		6/30/2021
14404995 530900 95414	RDF RESURFACE PAVED AREAS	Continued Appropriation	\$10,000.00	\$10,000.00	\$148,353.52	6/30/2021
14503019 583190 95501	DPW VEHICLE & EQUIP REPLACEMENT	Continued Appropriation	\$180,532.58	\$27,264.11		6/30/2021
14503995 583090 95501	DPW VEHICLE & EQUIP REPLACEMENT	Continued Appropriation	\$1,136,000.00	\$530,319.40		6/30/2021
			\$2,800,614.22	\$1,622,464.69	\$557,583.51	

TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

DAVID COHEN
DIRECTOR

TELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

June 26, 2020

To: Board of Public Works
From: Jeff Azano-Brown, Assistant Director
Re: Budget Reallocation Request, FY 2020

Our projections for the end of FY20 show potential deficits in Highway's Personal Services and Expense budgets. Expenditures in other areas of the budget have been managed so that funds are available in other divisions to cover this potential allocation deficit. A motion showing the proposed reallocation dollar amounts is included at the end of this memo.

Once we have attended to the above shortfall, we expect that we will still have an overall positive balance in the rest of the DPW FY20 allocations and all available balances will be returned to the General Fund.

Therefore, it is requested that the Board of Public Works approve the following motion:

That the Board of Public Works approves the transfer of positive Personal Services budget balances from Park and RDF to offset the deficit in Highway not to exceed \$70,000.

That the Board of Public Works approves the transfer of positive Expense budget balances from Park and RDF to offset the deficit in Highway not to exceed \$80,000.

Thank you for considering this request. We look forward to discussing this matter with you at the next Board Meeting.