

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
JULY 12, 2022**

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

Remote participants included Chair Scott Bender, Commissioners Jeffrey P. Wechsler and Ellen Korpi; Director David A. Cohen; Assistant Director Jeff Azano-Brown, Town Engineer David Hickey Water & Sewer Superintendent William J. Shaughnessy; Executive Assistant Debra Surner; Advisory Committee Liaison Pete Pedersen; Recreation Commission Chair Paul Cramer; and Tighe & Bond Senior Project Manager Emily Scerbo.

Chair Bender called the meeting to order at 4:00 PM.

APPROVAL OF MINUTES

Following reference to the minutes proposed for approval and upon motion duly made by Ms. Korpi and seconded by Mr. Wechsler, the Board unanimously,

VOTED: To approve the Open Session Minutes of the meeting of June 30, 2022, as presented (3-0).

Ms. Korpi – Aye
Mr. Wechsler – Aye
Mr. Bender – Aye

CITIZEN SPEAK

Chair Bender provided anyone participating remotely with the opportunity to speak regarding matters pertaining to the Department of Public Works. There was no remote participation.

DIRECTOR'S ITEMS

Advisory Committee Liaison Update. Chair Bender invited Mr. Pedersen to bring any matters of interest to the Advisory Committee to the attention of the Board.

Mr. Pedersen conveyed he would be interested in the review and discussion of all agenda items and to learn the latest information related to the PFAS issue, any updates to the potential Stormwater Management Program, as well as other topics to be raised at the Special Town Meeting, if any.

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Permanent Building Committee (PBC) Project Schedule. Director Cohen referred the Board to the PBC's Project Schedule Discussion listed on the agenda related to the PBC's proposed delay of the DPW construction projects planned for the Park & Highway Division and the Recycling and Disposal Facility. Mr. Cohen conveyed that he received notification that the PBC members were unable to accept his invitation to participate in this evening's meeting and, instead, proposed that the Board of Public Works attend a future PBC Meeting to discuss the matter.

Following Director Cohen's inquiry if the Board chose to discuss the topic at this time, Ms. Korpi suggested it would be helpful for the Director to arrange a tour for both members of the Board of Public Works and the Permanent Building Committee to visit the locations under consideration and in need of updating. Since the projects have been deferred in the past, a current visit would remind all of the present needs. It was also suggested it would be helpful to understand what projects are being prioritized ahead of these DPW projects. Mr. Cohen reported it had been conveyed to him that the sizeable amount of work related to the current school projects is paramount and leaves the PBC an insufficient amount of time to devote to additional projects.

Director Cohen noted that in addition to the DPW projects, the same information was sent to the Recreation Commission related to its proposed Moses Pond project. Recreation Commission Chair Cramer conveyed he understands the reality and the challenge the PBC may have with additional projects waiting to be addressed than they have resources to cover at one time. Mr. Cramer indicated he also understood the potential impact that limitations on PBC resources could have when considering the need to defer projects, as well as the financial ramifications, including inflation and increased project costs as a result of project postponements.

It was agreed that it could be helpful for Advisory Liaison Pedersen to participate in the tour to enable him to accurately convey to the Advisory Committee the need for this work to be accomplished as soon as PBC resources allow. It was also recommended that Facilities Management Director Joseph McDonough participate in the tour to validate the need for this work to be done. It was suggested that perhaps there should be a meeting of all Town boards to confirm each has an accurate understanding of the PBC's workload and financial considerations. All were in agreement this would be helpful for Town-wide planning purposes.

Following the discussion, Mr. Cohen conveyed the earliest opportunity to meet with the Permanent Building Committee would be at its meeting on Thursday, July 28. Mr. Cohen confirmed he would follow up separately with the potential participants, including Recreation Director, Matt Chin, prior to confirming with the PBC availability to attend that meeting.

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Stormwater Update. Director Cohen referred to the most recent planning accomplished by staff and consultants related to development of an enterprise fund. He conveyed that Town Engineer Hickey, as well as Emily Scerbo from Tighe & Bond, would provide an overview of the most recent updates since meeting with the Board this past March.

Mr. Hickey began by conveying his intent to provide the Board with an update on recent activities and the current status prior to scheduling stake holder meetings with large land owners and commercial land owners regarding outreach opportunities for them to act upon if they wish to do so.

Mr. Hickey explained the consultant team continues to meet regularly with the internal DPW team and municipal land owners. As the budget component is analyzed, additional policy-related questions and decisions are identified that need to be addressed. He then turned to Ms. Scerbo to explain activities related to the Stormwater Enterprise Fund Development in greater detail.

Ms. Scerbo proceeded to present an overview on the Stormwater Management Program. Following the presentation she welcomed feedback from the Board of Public Works on next steps for establishing a Stormwater Utility.

Ms. Scerbo referred to Assistant Town Engineer George Saraceno's memo to Director Cohen regarding the Stormwater Enterprise Fund Development, in which he references a detailed memorandum prepared by Tighe & Bond staff outlining the work that DPW and Tighe & Bond staff members have accomplished together over the past several months. The topics outlined include a Stormwater Action Plan, Associated Costs and a Proposed Fee Schedule.

Ms. Scerbo provided a recap of the public outreach efforts extended so far and will be continued. She noted that Mr. Saraceno developed many updates, which appear on the website, to provide the public with the evolution of this discussion and related project materials.

An itemized breakdown of the Revised Projected Annual Stormwater Program Expenditures were reviewed, concluding with the projected total revenue needs of \$3,150,000. Also referenced were the results of the updated rate structure and fees.

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Ms. Scerbo referred to future work required, including decisions to be made related to confirmation of the Single Family Residential (SFR) Rate Structure; Private Roads and Unaccepted Streets; Credit Policy; Vacant Properties; Appeals and Abatements; Penalties for late or Non-Payment and a decision whether the Select Board or Board of Public Works will set the rates.

Also reviewed were elements of the next steps and proposed timeline, summarized below.

Summer 2022. Meetings will be scheduled with key stakeholders and the general public. An online parcel viewer with proposed fees per parcel will be published on the website. Related policy decisions will be considered.

October 2022. The Stormwater Enterprise Fund will be presented at Special Town Meeting.

October 2022 – June 2023. Preparations underway for billing and customer communication.

Adopt and publish policy for credits and abatements.

The Board of Public Works or Select Board will adopt the FY24 Rate Schedule.

March 2023. The FY24 Stormwater Enterprise Fund budget will be presented at Annual Town Meeting.

July 1, 2023. The fee will become effective and included in the next billing cycle.

July – September 2023. Issues related to Customer Service, Credits and Abatements will be addressed.

Following the presentation, Ms. Scerbo responded to specific inquiries from the Board, after which she encouraged the Board to continue to convey to her any additional feedback, questions or concerns.

Ms. Korpi complimented those who presented for their very thoughtful and detailed overview, as well as the confirmation that the momentum is in place to meet the deadline.

Director Cohen replied kudos are to be extended to Messrs. Hickey and Azano-Brown, Ms. Scerbo and their team members for their efforts in creating a specific and well-thought-out plan.

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In reply to Mr. Wechsler's inquiry about a plan to communicate to large parcel owners, Director Cohen responded that part of the current outreach is that the conversation can be ongoing. Mr. Cohen confirmed Staff would continue to update the Board as progress continues to move forward.

Director Cohen conveyed his thanks to Ms. Scerbo for her informative participation in the meeting prior to her departure at 4:35 p.m.

PFAS Update. Director Cohen conveyed the latest information related to the PFAS interim treatment system. Mr. Cohen confirmed that since the June 30 BPW meeting, the system has been working as expected. The Director did note there had been a minor non-PFAS related failure of one Variable Frequency Drive (VFD), but was immediately addressed and replaced. No new sample round data has been collected or tested, to date.

Mr. Shaughnessy responded to specific questions from the Board related to the mechanical issue encountered related to the VFD that controls the drive, which controls the pump.

With regard to the recent Health Advisory issued by the Environmental Protection Agency (EPA), Mr. Cohen reported he continues to await guidance on next steps from the Department of Environmental Protection (DEP). The Director did convey that according to the webinars and trainings he has recently accessed, all point to the expectation for advance regulations to be put into place at this time next year.

Dave reported that our consultant, Wright-Pierce, has been conducting exploration but indicates additional sampling is needed. No conclusive results have been found in the surface water or ground samples. Mr. Cohen conveyed he is working with representatives from the Town of Natick and its consultant to compare findings.

It was the consensus of the Board, Staff and Mr. Pedersen that until the spectrum of future testing and those standards to be met are available, it is wise for any recommendation for any investment in a permanent solution be deferred until the new regulatory requirements have been decided upon.

Massachusetts Water Resources Authority (MWRA). The Director reported there would be a meeting this week to discuss the MWRA's planned work in Town related to existing lines and concepts for adding a second connection point to the existing system.

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FY23 Director's Goals. Director Cohen referred to his memorandum which outlined the DPW-Wide Director's Goals for FY23 and referred to specific deliverables and timelines for progress reports and completion of each goal.

Director Cohen explained the quarterly format and assigned designations as milestones or deadlines within each Goal. Mr. Cohen conveyed that while he had not planned to discuss the goals in detail, he did inquire if there were any questions or suggestions for additions to the current plan.

A brief discussion ensued regarding the Recycling & Disposal Facility's Goal to Reduce Solid Waste and increase the collection in the Food Waste Program. Mr. Bender conveyed he appreciated how the document was laid out and added, to Mr. Wechsler's points on the food waste and trash disposal programs, it would be helpful to have a continuity and a baseline to determine the long-term trend vs. short-term variability. Mr. Cohen added these goals would also be tied into the Climate Action Plan. Mr. Bender conveyed he appreciated the intent to attempt to align the goals of decreased fuel use with the Climate Action Plan.

Following a discussion and review of the document, Mr. Cohen thanked the Board for their questions and feedback on his FY23 Director's Goals.

DPW Project Update. The Director referred to the many ongoing projects within the Department and conveyed he created this agenda item to set aside time to allow for discussion if the Board had any specific questions. No questions were raised and the Director moved forward the next agenda item.

WATER & SEWER DIVISION

Water Customer Portal Update. Director Cohen provided a preview of this new system to enable customers to monitor their water use. He explained that IT and Customer Service are prepared to launch the portal the end of this week. Mr. Cohen reviewed the various aspects in preparation for the introduction through a media campaign. He referred to a memorandum prepared by Assistant Director Azano-Brown outlining the process to be followed this week, including the press release and other publicity outreach efforts associated with the launch.

Director Cohen reviewed the system highlights and walked the Board through the process to access the portal and utilize the system's numerous features. He reviewed accessibility beginning with the Dashboard and explained data is compiled and available to customers to enable them to view their daily, weekly and monthly water use.

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The Director confirmed that the Customer Service staff is well-prepared to address all inquiries related to this system and to provide insights to customers on their water use. Following Mr. Cohen's responding to inquiries from the Board, the Board thanked the entire team involved in coordinating this very exciting effort.

Water & Sewer Division Monthly Performance Report. Mr. Cohen referred to the report prepared by Water & Sewer Superintendent Shaughnessy, which highlights the Water & Sewer Division's activities during the month of May 2022. Among items referenced are the Daily Water Pumping Record, the iron and manganese Chemical Analyses, the graph of water supply trending, the graph of the temperature, and the Summary Report. Also included is a chart showing the daily gains and losses from the reservoirs. Staff responded to specific inquiries from the Board.

Remote Meeting Guidance. The Director reported that, to date, he has not received confirmation that the current remote meeting guidelines will be extended beyond July 15. The Director confirmed Staff will plan accordingly, upon receiving confirmation of how to move forward.

Next meeting date. Following a brief discussion, the Board selected Tuesday, August 30, at 5:00 p.m. as the next meeting date, if there is a need to meet at that time. He will advise Ms. Korpi who previously departed the meeting. Otherwise, the next regularly scheduled meeting will be held on Tuesday, September 13, at 5:00 p.m., to be reconfirmed closer to that date.

Mr. Cohen conveyed he would be in contact with the Board to check on their availability to attend the Permanent Building Committee Meeting the eve of July 28.

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ADJOURNMENT

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

VOTED: To adjourn (2-0).
(As Ms. Korpi had previously departed the meeting.)

Mr. Wechsler – Aye
Mr. Bender – Aye

The meeting adjourned at 5:24 PM.

Respectfully submitted,

DocuSigned by:

Jeff Wechsler

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Jeffrey P. Wechsler
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS REMOTE ONLINE MEETING
JULY 12, 2022
4:00 PM

A. APPROVAL OF MINUTES. Board to review the Open Session minutes of the meeting of June 30, 2022. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

B. CITIZEN SPEAK

C. DIRECTOR'S ITEMS

ADMINISTRATION

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

E. PERMANENT BUILDING COMMITTEE (PBC) PROJECT SCHEDULE DISCUSSION. Director to refer to invitation extended for PBC members to participate in this meeting. **BOARD FEEDBACK REQUESTED.**

F. STORMWATER UPDATE. Director to refer to most recent planning accomplished by staff and consultants related to development of an enterprise fund. It is anticipated that a representative from Tighe & Bond will participate in the discussion and presentation. **BOARD FEEDBACK REQUESTED.**

G. PFAS UPDATE. Director to refer to most recent activity related to this matter. **NO BOARD ACTION REQUIRED.**

H. FY23 DIRECTOR'S GOALS. Director to refer to specific deliverables and timelines associated with each goal for the coming year. **NO BOARD ACTION REQUIRED.**

I. DPW PROJECT UPDATE. Director to summarize status of ongoing projects. **NO BOARD ACTION REQUIRED.**

J. REMOTE MEETING GUIDANCE. Director to refer to notification from Town Clerk K.C. Kato regarding guidelines to become effective July 16, 2022. **BOARD FEEDBACK REQUESTED.**

WATER & SEWER DIVISION

K. WATER CUSTOMER PORTAL UPDATE. Director to review status and preview new system to enable customers to monitor their water use. **NO BOARD ACTION REQUIRED.**

L. WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report for the month of May 2022 prepared by Water & Sewer Superintendent Shaughnessy. **NO BOARD ACTION REQUIRED.**

FYI

Letter To DEP - DBPR (TTHM & HAA5) Monitoring for 2nd Quarter 2022