

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
July 16, 2019

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the DPW Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman David A.T. Donohue; Commissioners Ellen Korpi and Jeffrey P. Wechsler; Director David A. Cohen; Assistant Director Jeff Azano-Brown; Town Engineer David J. Hickey, Jr.; Water & Sewer Superintendent William J. Shaughnessy; Executive Secretary Debra Surner; and Advisory Committee Liaison William Maynard.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session Minutes of the meeting of June 18, 2019, as presented.

CITIZEN SPEAK

The Chairman provided those in attendance with the opportunity to speak regarding matters pertaining to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Advisory Committee. Mr. Maynard notified the Board that Todd Cook will serve as Chair and Betsy Roberti will serve as Vice-Chair of the Committee starting in September.

Next Meeting of the Board of Public Works. Following a brief discussion, it was decided the Board would meet next on Tuesday, September 10, 2019.

Safety Program – Incident Summaries. The Director referred to the most recent personal injury and vehicle incident summaries. Mr. Cohen confirmed he is working with the managers to move toward improving the number of incidents, as well as frequently emphasizing the need for all employees to exercise care and caution while performing daily tasks in a safe manner. He also referred to the Safety Spotlights, which reflected a focus on “Summer Hazards” and “A Second Look at Back Injury Prevention.” It was the consensus of the Board that consideration by the Director be given to reviving incentive programs to supplement training efforts.

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Statement of Fact Activity Report. The Director referred to the most recently approved contract award referenced in this report for Trimble R10 GPS Equipment, which will replace the current GPS equipment used for surveying and provide more exact coordinates.

Director's FY20 Goals. Mr. Cohen referred to the revised DPW-Wide Goals proposed for the coming fiscal year. The Director explained the numbered goals are in addition to the primary and recurring annual Department Goals. The Board reviewed specifics related to each of the proposed goals. Mr. Cohen clarified related information pertaining to inquires from the Board. In summation, it was the consensus of the Board that they are supportive of the goals, as presented, and it was acknowledged the comprehensive listing reflects an ambitious plan to be undertaken. (Copy attached.)

ENGINEERING DIVISION

Award of Contract No. 19C-410-1617 - Sprague Field Tennis Courts Replacement Project. Following the Director's reference to the bid recommendation prepared by Assistant Town Engineer Douglas Stewart, as well as clarification of the funding sources and, upon motion duly made by Ms. Korpi and seconded by Mr. Wechsler, it was unanimously,

VOTED: It is recommended that an award be made at this time to Green Acres Landscape & Construction Co., for the "Sprague Field Tennis Courts Replacement Project" #19C-410-1617 in accordance with their bid submission in the amount of \$323,275.00 and the contract documents.

RECYCLING & DISPOSAL FACILITY

RDF Hours of Operation. The Director referred to the proposed change in hours of operation at the Facility. Mr. Cohen explained that the proposal is to close one hour earlier on Saturdays and open one hour earlier on Sundays. The proposed hours would then be 7:00 a.m. to 3:45 p.m. on Saturdays and 10:00 a.m. to 3:00 p.m. on Sundays.

Following a brief discussion, the Board expressed its support for the change in hours, which would become effective in September, following ample notification to residents of the change.

WATER & SEWER DIVISION

Award of Contract Award No. 20E-460-1630 for "Aerator for Morses Pond Treatment Plant – Wellesley, Massachusetts". Following a review of the bid recommendation prepared by Assistant Water & Sewer Superintendent Meghan Condon and upon motion duly made by Ms. Korpi and seconded by Mr. Wechsler, it was unanimously,

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VOTED: That Contract No. 20E-460-1630 for the Aerator for Moses Pond Treatment Plant be awarded to Delta Cooling Towers, Inc. of Roxbury Township, NJ all in accordance with our specifications, their unit bid prices and total price of \$74,950.00.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the month of May 2019. During a detailed review of the information, Mr. Cohen responded to specific inquiries from the Board.

Water & Sewer Division Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of June, 2019, which highlights the Water & Sewer Division's activities during June 2019. Referenced and reviewed were 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, as well as a chart reflecting the daily June pumpage with the gains and losses from the reservoirs.

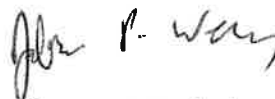
ADJOURNMENT

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

VOTED: To adjourn.

The meeting adjourned at 6:40 p.m.

Respectfully submitted,



Jeffrey P. Wechsler
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JULY 16, 2019
5:30 PM

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meeting of June 18, 2019. **BOARD APPROVAL and SECRETARY SIGNATURE REQUIRED.**

CITIZEN SPEAK

1. ADMINISTRATION

SAFETY PROGRAM – INCIDENT SUMMARIES. Director to refer to summaries of personal injury and vehicle incidents to date. Reference to be made to two Safety Spotlights for the month of June regarding Summer Hazards, Part 2 related to Heat Stress & UV Exposure and Part 3 related to Stinging & Biting Insects. He also referred to the Safety Spotlight for the month of July with a focus on “A Second Look At Back Injury Prevention”. **NO BOARD ACTION REQUIRED.**

STATEMENT OF FACT ACTIVITY REPORT. Director to refer to FY19 contract awards between \$10,000 and \$50,000, to date. **NO BOARD ACTION REQUIRED.**

DIRECTOR’S FY20 GOALS. Director to refer to his revised DPW-Wide Goals proposed for the coming fiscal year. **BOARD FEEDBACK REQUESTED.**

2. ENGINEERING DIVISION

AWARD OF CONTRACT NO. 19C-410-1617 – SPRAGUE FIELD TENNIS COURTS REPLACEMENT PROJECT. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Town Engineer Douglas Stewart **TO BE DISTRIBUTED AT THE MEETING TUESDAY EVENING. BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

RDF HOURS OF OPERATION. Director to refer to the proposed change in hours of operation at the Facility. **BOARD APPROVAL REQUESTED.**

5. WATER & SEWER DIVISION

CONTRACT AWARD – 20E-460-1630: AERATOR FOR MORSES POND TREATMENT PLANT. Director to refer to Bid Recommendation and Statement of Fact prepared by Assistant Water & Sewer Superintendent Meghan Condon. **BOARD APPROVAL REQUESTED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the financial statements for the month of May 2019. **NO BOARD ACTION REQUIRED.**

WATER & SEWER DIVISION MONTHLY PERFORMANCE REPORT. Director to refer to report prepared by Water & Sewer Superintendent Shaughnessy for the month of June 2019. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP Re: DBPR (TTHM & HAA5) Monitoring for 2nd Quarter 2019
- Ltr. to DEP Annual Lead and Copper Monitoring for Wellesley Schools
- Ltr. to MWRA Re: Morses Pond Water Treatment Plant Residuals Sampling
- VOC Monitoring for 2nd Quarter 2019