

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
August 28, 2018

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 Jeffrey P. Wechsler and Commissioners Paul L. Criswell and David A.T. Donohue; Director Michael P. Pakstis; Assistant Director David A. Cohen; Senior Management Analyst Christopher Cusack; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy; and Executive Secretary Debra Surner. Finance Director Sheryl Strother was present to participate in the Capital Budget Policy discussion. Thomas Ulfelder of the Board of Selectmen (BoS) notified the Board and Staff that he will serve as their liaison on behalf of the BoS. Mr. Ulfelder also conveyed that he looks forward to this experience and encouraged the Board to contact him if he can be of assistance in any way.

APPROVAL OF MINUTES

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

VOTED: To approve the Open Session Minutes of the meeting of June 13, 2018, as presented.

Commissioner Criswell recused himself from voting on the meeting minutes as had been unavoidably detained and not present for that entire meeting.

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

Capital Budget Policy Discussion. Ms. Strother explained to the Board and Staff that she was in attendance to review the proposed capital budget process. Ms. Strother reviewed key considerations and elements of the presentation on the FY20 Capital Budget Process provided by the Board of Selectmen to Town boards for review and discussion.

Ms. Strother explained she and Ms. Robinson are in the process of determining how much debt and cash capital will be part of the budgeting. Much of the discussion was centered on the Unified Plan. In establishing the capital budget, Ms. Strother explained that taking into account available funding, consideration is being given to whether, or

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not, organization-wide planning vs. silo planning is possible, as this could provide a pathway to implementing Unified Plan goals. Also discussed was the proposed criteria and how to prioritize capital if done across the organization.

Mr. Wechsler inquired about the approving body of the Unified Plan.

Mr. Ulfelder conveyed that when the concept of the Unified Planning Process began, there was a question as to what extent it ought to direct overall planning. He indicated that it might be presented to Annual Town Meeting. Ms. Strother explained that the goal of the Executive Director is to make the Unified Planning Process as transparent as possible to demonstrate how capital decisions are made and how funding for smaller departments is decided upon.

Mr. Ulfelder acknowledged there has been a bit of debate among the Board of Selectmen about the need for a committee. He also confirmed that it is an obligation of the BoS, as well as its responsibility. It has been suggested that all Board Chairs and Department Heads come together to review the Town's decentralized form of government. He added if a committee is not formed, there would need for another concept to be implemented.

Ms. Strother said that regardless of the outcomes, this policy proposes that all departments use the same budgeting format. She also emphasized that if a department proposes a new project, it should be added to that department's five-year plan. Only critical, unanticipated, needs would supersede what has previously been included in five-year plans.

Mr. Criswell conveyed he believes it is appropriate for each Town board to make decisions to reshuffle its own priorities in a particular year if that Board should wish to do so.

Mr. Donohue expressed concern about moving toward a bureaucratic way of deciding budgets and recommended that the document be revised. He also recommend that the individual Boards decide what is in their department's best interest and this is not something to be decided by the Executive Director and Finance Director.

Mr. Pakstis conveyed that he and other DPW senior staff are not in favor of the concept of a committee as its members could decide how staff is to develop the DPW's capital budget, which would make it difficult for planning purposes. Mr. Pakstis was also supportive of all Departments presenting their five-year plans.

The Director also conveyed that the Department has always been responsive to cuts proposed by Financial Services and would recommend to the BPW where and what amount can be shaved from the budget. Mr. Pakstis emphasized the smooth working relationship the DPW senior staff has with the Finance Director. He explained the current process has involved the Finance Director notifying him of how much the Town

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needs. He suggested that this informal process has worked well and recommended it be continued. Ms. Strother echoed the Director's comments and confirmed that Public Works staff has always been cooperative in making cuts to enable the Town to meet its budget.

Mr. Criswell conveyed it is his perception the people of Wellesley want superb services and do not want to overspend. Each year the Board works with the staff to determine where expenses can cut back, while realizing the importance of keeping the values of the townspeople in mind when establishing priorities.

Ms. Strother also referred to the ultimate goal being one of zero-based budgeting while continuing to provide gold-plated service the community has come to expect.

Mr. Wechsler concurred with an emphasis on the importance of transparency but also stated that the Department of Public Works has made a practice of demonstrating that concept over the years.

At 6:40 p.m. Ms. Strother and Mr. Ulfelder departed the meeting after having thanked the Board and Staff for their time, as well as for the interesting and informative discussion.

Next Meeting. Following Commissioners Wechsler and Criswell confirming availability to attend a meeting on either Tuesday September 18 or 25, Commissioner Donohue conveyed he would check his availability prior to confirming either date.

FY 2020 Tax Impact Capital Budget – Version 1. The Director referred to the preliminary version of this budget, which summarizes the anticipated capital needs of the Department of Public Works for FY20 through FY24. The total FY20 Tax Impact Capital Budget request from all sources is \$4,563,000. The FY20 cash capital request of \$2,521,000 is \$273,000 less than the FY20 projection in last year's five-year budget. The amount proposed to be funded through borrowing and our anticipated use of Chapter 90 funds is \$892,000, which is \$100,000 higher than last year.

Following a detailed review and discussion with the Board of the various Programs and corresponding line items in Version 1, Staff confirmed they would continue to refine the plan and would provide a revised budget with more detailed information in Version 2.

Safety Program. The Director referred to graphs, which illustrated the FY 2018 Health & Safety Metrics: Workplace Injury and Mobile Equipment Incidents. It was the consensus of the Board that all the information presented looks very good and appears to be progressing in a positive direction.

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Quarterly Report. The Director referred to highlights of the report from the Fourth Quarter for 2018. Among the items reviewed were the status of the Director's Goals; Activity Summary by Division; Budget Status of Operating & Capital Budgets; as well as Measures and Targets. Staff responded to related inquiries from the Board.

ENGINEERING DIVISION

Statement of Fact – Contract 19C-410-1605: Brook at Benvenue Intersection Improvements. The Director referred to the Bid Recommendation and Statement of Fact Not To Award this contract prepared by Assistant Town Engineer Douglas Stewart.

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

VOTED: It is recommended that no award be made at this time for the "Brook Street & Benvenue Street Intersection Improvements" Project Contract #19C-410-1605 as both bids received on August 16, 2018 have exceeded the Town's available funding.

RECYCLING & DISPOSAL FACILITY

Food Waste Drop-off Pilot Program. The Director referred to RDF Superintendent Azano-Brown's recommendation that based upon the success of Phase Two of the pilot, that consideration be given to it being established as a permanent program. The Board was supportive of the suggestion to make it permanent.

WATER & SEWER DIVISION

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statements for the month of June 2018. Staff responded to inquiries related to the status of the Capital Improvement Plan and a comparison of the balances in the Cash Flow Statements for FY 2017 vs. FY2018.

Water & Sewer Division Monthly Performance Report. The Assistant Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy for the month of July 2018. Staff responded to specific comments and inquiries from the Board.

OTHER

Potential Retirement of the Director of Public Works. Mr. Pakstis discussed with the Board the search process he anticipates would be followed by the Board of Public Works and coordinated by the Human Resources Staff. Mr. Pakstis suggested that the position would be advertised on The Massachusetts Municipal Association's job posting website, as well as the New England Chapter of the American Public Works

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Association's website. Mr. Pakstis recommended a committee be created for the hiring process consisting of selected department heads with whom the DPW staff works closely, as well as a board member.

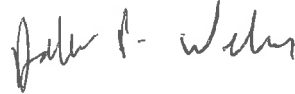
ADJOURNMENT

Upon motion duly made by Mr. Donohue and seconded by Mr. Criswell, it was unanimously,

VOTED: To adjourn.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,



~~David A. T. Donohue~~
~~Secretary~~

Jeffrey P. Wechsler
Chairman

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
AUGUST 28, 2018
5:30 PM**

APPROVAL OF MINUTES. Board to review the Open Session Minutes of the meeting of June 13, 2018.

CITIZEN SPEAK

1. ADMINISTRATION

FY 2020 CAPITAL BUDGET POLICY DISCUSSION. Finance Director Sheryl Strother is expected to attend a portion of the meeting to participate in the Capital Budget Policy Discussion. **BOARD FEEDBACK REQUESTED.**

FY20 TAX IMPACT CAPITAL BUDGET – VERSION 1. Director to refer to preliminary version of this budget. **BOARD FEEDBACK REQUESTED.**

SAFETY PROGRAM. Director to refer to FY 2018 Health & Safety Metrics. **NO BOARD ACTION REQUIRED.**

QUARTERLY REPORT. Director to refer to highlights of the report from the Fourth Quarter for 2018. **NO BOARD ACTION REQUIRED.**

2. ENGINEERING DIVISION

STATEMENT OF FACT – CONTRACT 19C-410-1605: BROOK AT BENVENUE INTERSECTION IMPROVEMENTS. Director to refer to Bid Recommendation and Statement of Fact Not to Award this contract prepared by Assistant Town Engineer Douglas Stewart. **BOARD APPROVAL AND VOTE REQUIRED.**

4. RECYCLING & DISPOSAL FACILITY

FOOD WASTE DROP-OFF PILOT PROGRAM. Director to review RDF Superintendent Azano-Brown's recommendation that based upon the success of Phase Two of the pilot, that consideration be given to it being established as a permanent program. **BOARD FEEDBACK REQUESTED.**

5. WATER & SEWER DIVISION

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the financial statements for the month of June 2018. **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 July 2018. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltr. to DEP – VOC Monitoring 3rd Quarter 2018
- Michael Quinn achieved rank of Roads Scholar
- FEMA correspondence Re: Town of Wellesley's Digital Flood Insurance Rate Maps (DFIRMs)