

**Town of Wellesley  
Board of Public Works  
Department of Public Works  
Engineering Division**



**UTILITY AND WORK IN PUBLIC WAY  
RULES AND SPECIFICATIONS  
REGULATING STREET AND TRENCH EXCAVATIONS,  
OBSTRUCTIONS AND DRIVEWAY APRONS  
APRIL 1, 1988**

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David Cohen, Director  
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**REGULATIONS FOR  
STREET EXCAVATIONS, STREET OR  
SIDEWALK OBSTRUCTIONS AND DRIVEWAY APRONS**

**Article 200**

Pursuant to Town Bylaw 49.3 (Excavations In Streets and Sidewalks) and 49.11 (Obstructions In Streets and Sidewalks), the Board of Public Works hereby adopts the following regulations for street excavations, street or sidewalk obstructions and driveway aprons, as amended, effective January 2021. These regulations are in six sections as follows:

- Section I - Definitions
- Section II - Street Excavations
- Section III - Street or Sidewalk Obstructions
- Section IV - Driveway/Aprons
- Section V - General
- Section VI - Fines and Penalties

**SECTION I - DEFINITIONS**

- a. Applicant - person-assuming responsibility for the work. Only the name appearing on the Certificate of Insurance under "insured" will be considered to be the applicant.
- b. Barricade - device or structure used to prevent access to a specific area.
- c. Controlled Density Fill (CDF) – A flowable mixture of aggregate and cementitious material used to backfill trenches and achieve 100% compaction.
- d. Competent Person - a person or persons who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to people, and who has authorization to take prompt corrective measures to eliminate them. A competent person must be able to demonstrate they have been trained in and is knowledgeable about: soil analysis, the use of protections for the General Public and the requirements of these regulations.
- e. Critical Work Areas - Critical work areas are street intersections, arterial routes and streets within the Town shopping areas. Streets considered as ARTERIAL ROUTES are:

Benvenue Street	Hunnewell Street
Cedar Street	Linden Street
Central Street	Oakland Street
Cliff Road	Walnut Street
Forest Street	Washington Street
Glen Road	Wellesley Avenue
Great Plain Avenue	Weston Road
Grove Street	

The TOWN SHOPPING AREAS are:

Linden Street Shopping Area  
Wellesley Square  
Wellesley Fells Area  
Wellesley Lower Falls  
Wellesley Hills Square

- f. Curb line - the boundary line on either side of a roadway or paved portion of a street.
- g. Director - Director of Public Works of the Town of Wellesley, or their designee.
- h. Encroach - to intrude upon, above or beneath any public ways.
- i. Excavation – any man-made cut, cavity, trench, or depression in the earth’s surface formed by earth removal.
- j. New Applicant –an applicant who has never performed work in the Town of Wellesley having obtained a Street Occupancy Permit.
- k. Permittee - an applicant who has been issued a valid Street Occupancy Permit by the Director, or their designee.
- l. Person - any person, firm, partnership, association, society, corporation, company, governmental agency or organization of any kind.
- m. Public Utility - any utility subject to the provisions and regulations of M.G.L. C. 164.
- n. Public Way - a street maintained and accepted as such by the Town of Wellesley.
- o. Roadway - that portion of a street improved, designed, or ordinarily used for vehicular traffic.
- p. Sidewalk - that paved portion of a street between the curb lines or the lateral lines of a roadway, and the adjacent property lines intended for pedestrian use.
- q. Street - the entire width between the boundary lines of every public way publicly maintained.
- r. Street Line - the boundary line on either side of a street.
- s. Town Construction Contract - a major Town project being constructed under direction and supervision of the Town Engineer.
- t. Tree Lawn - that unpaved portion (normally grassed, possibly with trees) of a street between the curb lines or the lateral lines of a roadway, and the adjacent property lines intended for pedestrian use.

- u. Trench - an excavation which is narrow in relation to its length, made below the ground's surface in excess of 3 feet below grade and the depth of which is, in general, greater than the width, but the width of a trench, as measured at the bottom is no greater than 15 feet.
- v. Unattended Trench - a trench where neither the permittee, nor any of the people who work in the trench are present.

## **SECTION II - STREET EXCAVATIONS**

### **A. Permit Required**

Prior to obtaining a Street Occupancy Permit, the applicant shall file a Permit Request on View Point Cloud (VPC) at <https://wellesleyma.viewpointcloud.com/categories/1079>, including a Dig Safe number and a sketch or plan of the proposed excavation, including existing conditions.

New applicants shall complete the "Registration for Street Occupancy and Trench Permits" and upload a copy of their Class B or C Hoist Engineer's License, a list of available equipment and references of similar work successfully completed in the past 3 years for at least 3 other municipalities in the Commonwealth of Massachusetts. Only bonded and insured contractors are allowed to obtain a Street Occupancy Permit.

No person shall cut any excavation in any public way without first obtaining a permit to do so from the Department of Public Works, except as otherwise provided in these regulations. If an excavation is made in the public way without obtaining a permit, a fine will be assessed, see Section VI Fines and Penalties. After obtaining a permit, the contractor will be allowed to complete the work. However, the contractor will be on a probationary period for the remainder of the current construction season or 6 months, whichever is longer. Any excavation in the public way shall follow the construction details as shown in Construction Detail Standards for the Installation and/or Repair of Underground Facilities, Excavations and Paving in the Public Way, amended January 2021 (See Appendix A). Additionally, the construction procedures must be follow that are specified in the Construction Requirements for the Installation and/or Repair of Underground Facilities, Excavations and Paving in the Public Way, amended January 2021. (See Appendix B)

Permits must be kept at the project site during the progress of the excavation and must be shown upon request to any authorized Town personnel. Failure to show permit may result in the immediate cessation of work. Permits must be renewed before the expiration date. Contractors working with expired permits could result in a fine, see Section VI – Fines and Penalties.

No Street Occupancy Permit shall be issued between November 1 and April 1, except in cases of emergencies, as determined by the Director. Unless approved by the Director, work performed after November 15, the official closing of the Street Occupancy Permit program, will result in a fine; see Section VI – Fines and Penalties.

Trench excavations on private property shall be performed after obtaining a permit from the Department of Public Works Engineering Division pursuant to M.G.L. c.82A s.1 and 520 CMR 14.00 et seq. (as amended). The permit application fee for trench excavation work performed on private property is \$150.00. All trench excavation work performed on private property shall be subject to the appropriate statutes and regulations of the Commonwealth of Massachusetts.

B. Preconstruction Meeting

Work performed on an arterial road will require a preconstruction meeting with the Director of Public Works. At a minimum, representatives of the Police Department and the Engineering Division will be required to attend this meeting. The permittee will provide a traffic management plan, which shall be approved by the Chief of Police.

C. Insurance

Before an excavation permit is issued, the applicant shall file with the Department of Public Works an insurance certificate, acceptable to the Department of Public Works, containing the following:

Insurance under which the Town shall be named as an insured, carried with an insurance company licensed to write such insurance in the Commonwealth of Massachusetts, against the following risks in not less than the amounts as herein indicated:

WORKERS' COMPENSATION in accordance with the provisions of M.G.L. Chapter 152:

1. Statutory State - Massachusetts
2. Coverage Limit \$100,000 each employee
3. Additional Endorsements
  - a. Voluntary Compensation

GENERAL LIABILITY (Comprehensive Form of Policy)

1. Limits of Liability
  - a. Bodily Injury and Property Damage - Combined Single Limit of \$1,000,000 with a \$2,000,000 Annual Aggregate Limit. The Town should be named as "Additional Insured"
  - b. Property Damage
2. Arrangement of Coverage
  - a. Premises Operation
  - b. Products - Completed Operations
  - c. Owners & Contractors Protective
  - d. Explosion, Collapse, and Underground
  - e. Broad Form Comprehensive General Liability endorsement or equivalent (to include Broad Form Contractual, Personal Injury, Broad form Property Damage, Incidental Malpractice, etc)
  - f. Cross Liability

AUTOMOBILE LIABILITY (Comprehensive Form of Policy)

1. Limits of Liability
  - a. Bodily Injury and Property Damage  
and Combined Single Limit of \$1,000,000  
The Town should be named as an "Additional Insured"
2. Arrangement of Coverage
  - a. Employer Non-Owned
  - b. Hired Car
  - c. All Owned or Leased Vehicles

#### UMBRELLA

Limit of Liability: \$2,000,000 (minimum) occurrence, \$2,000,000/aggregate. The Town should be named as Additional Insured.

All policies shall provide the Town of Wellesley 15 day's notice of cancellation, non-renewal, or material change. Certificates are to evidence notice. Certificate wording to the effect that carriers will "endeavor to" provide notice and failure to provide notice "shall not impose liability or obligation" are not acceptable.

Exemptions to filing insurance endorsement are made only to other governmental agencies of State and Federal level, and public utility companies.

#### D. Cash Bonding

Before a Street Occupancy Permit is issued, the applicant shall file a certified bank check or make credit card payment with the Department of Public Works in the amount of \$1,000 for driveway permits and \$5,000 for excavation permits. Certified bank check shall be payable to the Town of Wellesley - DPW. Credit card payments will be paid online through VPC. All certified bank checks and credit card payments will be deposited in a Street Occupancy Permit Account for a period of 5 years (guarantee period) for said purpose, with the exception of those regarding driveway aprons, which shall be held for a period of 2 years for said purpose.

The Director shall be authorized to draw upon the cash bond account as may be necessary to cover the costs to the Town, including administrative costs, to perform work which a permittee has not satisfactorily performed or maintained said work. The Director shall be authorized to draw upon the certified bank check account without notice, but only after the permittee has failed to perform said work and failed to pay the invoice for the cost of the work performed by the Town. The Director shall also draw upon the cash bond account for unpaid invoices resulting from damages to public property.

**No new Street Occupancy Permits shall be issued to a permittee until the full amount of the cash bond is restored.**

The Director may require a cash bond for a higher amount than \$1,000 for driveway permits and

\$5,000 for excavation permits, for reasons such as previous failures to comply with Town rules and regulations, specifications, permit requirements or for large scale projects.

**Exemptions to filing the cash bonding requirements are made only to other governmental agencies of state and federal level and public utility companies.**

E. Governmental Agencies and Public Utilities

Though governmental agencies and public utility companies are exempt from the cash bonding requirements, they shall comply with these regulations, to the extent permitted by law, and with all requirements of the Massachusetts Department of Public Utilities Standards D.T.E. 98-22 regarding all work on Public Ways and those requirements are incorporated herein by reference.

F. Location Plan

Scaled drawings, plans or a sketch location map detailing the proposed work (depending on the type of permit applied for) shall be filed with the Director before an excavation permit is issued. A detailed sketch shall be uploaded to VPC.

G. Issuance of Permit

A permit shall be issued upon completion of all requirements of the application for a permit, including but not limited to: receipt of cash bond and insurance as required, receipt of permit fees as required by these regulations, and any additional requirements as determined by the Director. Permit review will begin once fees have been paid. Approved permits will be issued by the Department of Public Works no later than 5 full business days after the application for a permit has been accepted unless additional information is required.

H. Revocation of Permits

The Director may at any time cancel or suspend permits. Cancellation or expiration of insurance endorsement shall result in automatic cancellation of permit. Failure to notify the Director prior to the start of work shall result in the cancellation of permit.

I. Start of Work

Failure to start work by dates given in permit shall cause the permit to become null and void. A new application fee will be required to begin work. A 72 hour notice to the Director prior to starting work is required. The Permit may also have additional inspection notification requirements, such as for sewer work requiring an inspection. Also, prior to the start of work, emergency phone numbers shall be supplied to the Director. No new work shall commence on Fridays. No work, except in an emergency or by specific authorization, will be conducted on Saturdays, Sundays or legal holidays. Except in an emergency, all work will be performed on Monday through Friday between the hours of 7:00 AM and 8:00 PM.

**The Applicant is forbidden to commence work until an approved permit is obtained and the Applicant has notified the Department of Public Works at least 72 hours in advance of the exact date and hour the proposed work is to begin.**

J. Completion of Work

The permittee shall notify the Director within 24 hours of completion of the work performed under a given permit. The site will be inspected and if it is determined that all aspects of the project are properly complete, the permit will be closed out on VPC. Permit closure on VPC does not constitute final acceptance, which is after permanent paving. Failure to notify the Director will result in no new permits being issued until any deficiencies in the work are remedied. If the permit closure request is not approved, the applicant will receive written notification of the reasons why the request was not accepted.

K. Office Hours

The Director will hold office hours for appointments and phone calls during the hours of 7:00 AM-9:00 AM and 3:00 PM – 4:00 PM. These are the hours that inspections can be scheduled and that questions can be answered.

L. Urgent Work (Emergency)

If, in the judgment of the Director, traffic conditions, the safety or convenience of the traveling public or the public interest require that the excavation work be performed as urgent or emergency work, the Director shall have full power to order that a crew of workers and adequate equipment and materials be employed by the permittee 16 hours a day to the end that such excavation work may be completed as soon as possible.

M. Emergency Action

Nothing in these rules shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property or for the location of trouble in conduit or pipe, or for making repairs, provided that the person making such excavation shall apply to the Director for such a permit on the first business day after such work is commenced.

**The person engaged in emergency action shall notify the Department of Public Works, the Police Department and the Fire Department at the start of the emergency work.**

N. Winter Moratorium

No person shall be granted a permit to excavate or open any Public Way from November 15<sup>th</sup> of each year to April 1<sup>st</sup> of the next year unless a special condition exists and a permit is obtained from the Director.



Any person wishing to obtain an excavation permit between the aforementioned dates shall first explain fully, in writing, the nature of the special condition on the permit application before the application is considered. Before any permit is granted it is critical that the Applicant demonstrate a compelling need for this work and that it is in the best interest of the Town.

If an emergency condition exists, excavation and related work shall not be delayed by this section of these regulations.

O. Indemnification

The Applicant shall agree as a condition governing the issuance of a permit that the Applicant will indemnify and hold harmless the Town of Wellesley, the Director of Public Works and its agents and employees from any and all claims and action whatsoever arising from the exercises of said permit. The Applicant's signature on the permit application shall be deemed to be an acknowledgement and agreement with the above condition.

The Applicant shall agree as a condition governing the issuance of a permit that if it becomes necessary for the Town to incur legal fees or expenses to defend or enforce any of the terms or conditions of the permit, the Applicant shall reimburse the Town for any such fees and expenses reasonably incurred by the Town.

P. Routing of Traffic

The permittee shall take appropriate measures to assure that during the performance of the excavation so far as is practicable normal traffic conditions shall be maintained at all times so as to cause as little inconvenience as possible to the occupants of the abutting property and to the general public, provided that the Chief of Police may permit the closing of streets and walks to all traffic for a period of time as deemed necessary. If traffic conditions warrant, the permittee shall provide a police detail for adequate traffic control. When the Chief of Police deems it necessary, the permittee shall engage a police detail at the permittee's cost, to maintain traffic control and public safety of a project. The use of a police detail does not eliminate the need for warning signs and traffic control devices.

Warning signs shall be placed a sufficient distance away from the construction operation to alert all traffic within the travel way. Traffic cones or other approved devices shall be placed to channel traffic, all in accordance with the requirements of the Police Department or the Director. Work shall not be allowed to commence until these warning signs are in place.

Warning signs, lights, and such other precautions as may be necessary for these purposes, unless specified by the Director, shall conform to the requirements and practices of the Massachusetts Department of Transportation for their use in the performance of work upon streets and highways, and as provided in the "Manual on Uniform Traffic Control Devices for Streets and Highways",

latest edition.

Q.     Critical Work Areas

Projects in Critical Work Areas require a traffic management plan, preconstruction meeting with the Department of Public Works and the Police Department, and controlled density fill for backfill. Once backfilled with CDF and cured, it must be permanently paved immediately as prescribed in these Rules and Specifications and Appendices A and B.

R.     Access to Vital Structures

The excavation work shall be performed and conducted, and storage of equipment and material shall not interfere with access to fire hydrants, fire stations, fire escapes, water gates, underground vaults, catch basins, sewer manholes and all other vital equipment as designated by the Director.

S.     Protection of Traffic

The permittee shall maintain safe crossings for two lanes of vehicle traffic at all road intersections where possible and safe crossings for pedestrians at intervals of not more than 300 feet. If any excavation is made across a public way, it shall be made in sections to assure maximum safe crossing for vehicles and pedestrians. If the way is not wide enough to hold the excavated material for part time storage, the material shall be immediately removed from the location. If any excavation will require a detour of vehicle or pedestrian traffic, the applicant shall prepare a traffic management plan indicating the required signage, lights and safety devices as may be necessary to implement thereafter and shall submit this plan to the Chief of Police for review and approval. Any excavation to be performed on an arterial road will require the submission of a traffic management plan. In cases of emergencies, compliance shall be as close to practicable as possible under the emergency conditions.

T.     Relocation and Protection of Utilities

The permittee shall not interfere with any existing utility without the written consent of the Director and the owner of the utility. If it becomes necessary to relocate an existing utility, this shall be done by its owner and the cost of such work borne by the permittee. The permittee shall verify the location of all underground utilities before excavation. The permittee shall adequately support and protect by timbers or otherwise all pipes, conduits, poles, wires or other apparatus which may be in any way affected by the excavation work, and do everything necessary to support, sustain and protect them under, over, along or across such work area. Where a utility is damaged or suspected to be damaged, the utility company must be notified. No trench containing a damaged utility shall be backfilled unless authorized by that utility's appropriate representative. In the event any of said pipes, conduits, poles, wires or apparatus be damaged, and for this purpose pipe coating and other encasement or devices are to be considered as part of a sub-structure, such damage shall be repaired by the utility or person owning them and the expense of such repairs borne by the permittee. The permittee shall be responsible for any damage done to any public or private property by reason of the

breaking of any water pipe, sewer pipe, gas pipe, electric conduit or other utility.

U. Notification to Public Utility Companies

The permittee shall in accordance with the General Laws of the Commonwealth of Massachusetts, currently in effect, give notice to public utility companies before making an excavation.

Under the General Laws of the Commonwealth of Massachusetts, Chapter 82, Section 40 as amended, no one may excavate in the Commonwealth of Massachusetts except in an emergency without giving 72 hours notice, exclusive of Saturdays, Sundays, and legal holidays, to natural gas pipeline companies, public utility companies, cable television companies and municipal utility departments that supply gas, electricity, telephone or cable television service in or to the city or town where the excavation is to be made.

The utility companies have established a public utility underground plant damage prevention system called "Dig Safe" to receive the above mentioned notices of excavation which are then transmitted to member utilities. There is no cost to the excavator. The calls are received over toll free lines. The telephone number is 811 or 888-DIG-SAFE. Also, a Dig Safe Ticket may be submitted online at <http://www.digsafe.com/>.

V. Protection of Adjoining Property

The permittee shall at all times and at their own expense preserve and protect from injury any adjoining property by providing proper support, and by taking such other precautions as may be necessary for the purpose. The permittee shall, at their own expense, shore up and protect all buildings, walls, fences or other property likely to be damaged during the progress of the excavation work and shall be responsible for all damage to public or private property or highways resulting from its failure to properly protect and carry out said work. The permittee shall not remove, even temporarily, any trees or shrubs, which exist in the public way without first consulting with the Director.

W. Protective Measures

It shall be the duty of every person cutting or making an excavation in a street to place and maintain all required signs and traffic devices. All signs and devices shall be in accordance with the Manual on Uniform Traffic Control Devices, latest edition. The number and location of all signs and devices shall be as deemed necessary by the Director for the safe and efficient performance of the work and the safety of the traveling public.

X. Excavated Material

All material excavated from trenches or excavations shall be removed from the site of the work except in such cases where the material is suitable for and permission has been granted by the Director to use it for the backfill. At no time shall the trench be backfilled without prior approval

from the Director.

Y. Construction Materials

Construction materials on the site shall be limited in quantity and space occupying area so as to not unduly hinder and block the use of the way. Flashing barricades shall be used to protect any materials left overnight, subject to the approval of the Director.

Z. Dust and Clean-up

As the excavation work progresses, all ways shall be thoroughly cleaned of all rubbish, excess earth, rock and other debris. The permittee shall take necessary precautions to prevent and avoid dust and to keep the ways clean each day. All clean-up operations shall be accomplished at the expense of the permittee and shall be carried out to the satisfaction of the Director.

AA. Protection of Gutters

The permittee shall maintain all gutters free and unobstructed for the full depth of the adjacent curb and for at least one foot in width from the face of such curb at the gutter line.

The permittee shall make provisions to take care of all surplus water; muck, silt, slicking, or other run-off pumped or removed from excavations and shall be responsible for any damage resulting from his failure to so provide.

BB. Erosion and Sedimentation Control

The permittee shall prevent muck, silt, slicking, or other run-off pumped or removed from the excavations from obstructing stormwater flow into brooks, streams, canals, channels, ditches, culverts, catch basins and piping. Catch basin inserts, filtration bags, or siltation basins shall be used to trap silt. If the permittee damages or alters a drainage facility, they shall replace that facility in-kind. A copy of the erosion and sedimentation control plan shall be submitted with the permit application.

CC. Noise

Each permittee shall conduct and carry out excavation work in such manner as to avoid unnecessary inconvenience and annoyance to the general public and occupants of neighboring property. During the hours from 7:00 PM to 7:00 AM, they shall not use, except with the express written permission of the Chief of Police, or in case of emergency as herein otherwise provided, any tool, appliance or equipment producing noise of sufficient volume to disturb the sleep or repose of occupants of the neighboring property. The permittee shall not work on Sunday, except with the express written permission of the Chief of Police, or in case of emergency.

DD. Trenches

**Roads must remain open to travel at all times.** The maximum length of open trench permissible at any time shall not exceed one half the roadway width and shall be in accordance with existing ordinances or regulations or as may be specified by the Director and no greater length shall be open for pavement removal, excavation, construction, backfilling, patching and other operations without the written permission of the Director. All unattended trenches shall be plated with steel plates or shall be completely enclosed by a chain link fence at least 6 feet in height in accordance with M.G.L. c.82A s.1 and 520 CMR 14.00 et seq.

EE. Prompt Completion of Work

After an excavation is commenced, the permittee shall prosecute with diligence and expedition all excavation work covered by the excavation permit and shall promptly complete such work and restore the way to its original condition, so as not to obstruct the way or travel thereon more than is reasonably necessary.

FF. Breaking Through Pavement

- (a) The limit edges of the proposed cutting of pavement shall be made with a cutting saw.
- (b) Approved cutting of portland cement concrete and bituminous pavement surface ahead of excavations is required to confine pavement damage to the limits of the trench.
- (c) Sections of sidewalks shall be removed to the nearest score-line in full width panels.
- (d) Unstable pavement shall be removed over cave cuts and over breaks and the subgrade shall be treated as the main trench.
- (e) Pavement edges shall be trimmed to a vertical face and neatly aligned with the centerline of the trench.
- (f) Cut-outs outside of the trench lines must be perpendicular or parallel to the trench line.
- (g) Excavations shall be made in open cut and no tunneling will be allowed except by special permission of the Director. Trenches and excavations shall be braced and sheathed when necessary.

GG. Backfilling

Excavated material shall not be used for backfill unless it consists of clean sand or gravel. Broken pavement, large stones, clay, roots and other debris shall not be used in the backfill.

Backfill material shall consist of sand, flowable fill, bank-run gravel or two-inch size processed

gravel as approved by the Director.

Sand, flowable fill, or bank-run gravel may be used from the bottom of the trench to a point twelve inches below the surface of the pavement. Only flowable fill shall be used on arterial routes. Only gravel borrow or processed gravel is to be used in the top 12 inches of the excavation, maximum size of stone in gravel shall be 2 inches in largest dimension - State Spec. M1.03.0, type C, latest edition.

If not using flowable fill, backfill material shall be placed in layers not to exceed 12 inches and shall be compacted to not less than 95% maximum dry density at optimum moisture content using pneumatic tampers, vibratory compactors or other approved means. Puddling will not be allowed. The material compaction shall be determined by the Standard Proctor Method.

#### HH. Temporary Steel Plates

No open trench shall be left unattended at any time. Exposing the trench in gravel overnight will not be allowed. If the Applicant cannot temporarily patch the trench immediately following backfill, steel plates. Steel plate(s) must be recessed with the existing roadway and pinned down with appropriate spikes. Cold patch will be required around the edges of the plate(s).

#### II. Temporary Paving

A temporary hot patch ("QPR" or approved equal) must be placed on the surface of the fill and thoroughly compacted. Temporary paving shall be completed within a period of time not to exceed 5 days from the date of backfill.

Temporary pavement shall be Class I Bituminous Concrete Type I-1, and match existing pavement thickness or 4" – 6" minimum thickness as directed, conforming to Section 460 of the Massachusetts Standard Specifications for Highways and Bridges, current edition. Temporary pavement must be placed and compacted in two equal lifts. The temporary pavement shall be maintained in a satisfactory condition until the permanent pavement is placed. Temporary pavement must be installed in accordance with the details shown in Construction Detail Standards for the Installation and/or Repair of Underground Facilities, Excavations and Paving in the Public Way. (See Appendix A)

#### JJ. Restoration of Permanent Paving

All permanent paving shall be done by or under the direction of the Department of Public Works at the expense of the permittee in accordance with the Department of Public Works specifications. One winter shall pass before temporary paving is permanently repaired. The Director may temporarily refuse to issue permits for new excavations if the permittee is not making permanent restorations to existing openings in a timely and satisfactory manner. All seams (joints) between existing and new pavement shall be sealed with asphalt sealer and sand cover.

All permanent pavement markings (crosswalks, traffic center lines, etc.), shall be repainted or replaced under the direction of the Department of Public Works, at the expense of the Applicant. All curbing and/or asphalt berm edging that is removed or damaged during permitted construction and/or restoration activities shall be promptly reset and replaced to the satisfaction of the DPW.

Additional construction procedures are specified in the Construction Requirements for the Installation and/or Repair of Underground Facilities, Excavations and Paving in the Public Way, amended January 2021. (See Appendix B)

KK. Restoration Guaranty

Permittee shall put all pavements and sidewalks in as good repair as they were in when opened or disturbed and shall do so within 24 hours. Any permittee making excavations in streets must guarantee their permanent restoration work for a period of five years from the date of acceptance of the permanent restoration by the Director. If the restored excavation fails, the permittee may be required to completely re-excavate, refill, and repave any permanent restoration that falls within the 5 year guarantee period. Permittees must guarantee their permanent restoration work for a period of 5 years from the date of acceptance of the permanent restoration by the Director.

If, at any time, during the guarantee period, it is discovered that the permanent restoration was not made in accordance with Town specifications, the permittee shall be responsible for making a proper restoration.

LL. Testing of Work

The Director has the right to order a test on any street restoration in order to determine if the work has been completed in accordance with Town specifications.

If the test shows the street restoration to be acceptable, the testing costs will be borne by the Town. If the test shows the street restoration to be unacceptable, the permittee must pay the cost of the testing, in addition to making the proper restoration.

No further permits will be issued to said permittee until the invoice for the testing has been paid.

MM. Restoration by Town - Costs

In the event that the permittee is unable to successfully perform a permanent restoration to a street cut or excavation, upon the approval of the Director, the Town, shall perform the permanent restoration.

The permittee shall pay to the Town the total cost of the work based upon the actual cost of the restoration as performed by the Town.

If any charge so made by the Town remains unpaid 30 days after the invoice date, no new permits for

any excavation shall be issued to said permittee until the payment is made. If payment is not made, the Director shall be authorized to draw upon the certified bank check account as may be necessary to pay for the costs incurred by the Town, including administrative costs, to perform work. No new Street Occupancy Permits shall be issued to a permittee until the full amount of the certified bank check is restored.

NN. Extended Maintenance Fee - New Pavement

- (a) No newly constructed or reconstructed pavement less than five (5) years old will be cut into except in cases of emergency, in which case an extended maintenance fee will be charged for cuts in newly paved streets as follows:

New pavement, 12 months or less – (\$2,500.00)

13 months to 24 months old – (\$2,000.00)

25 months to 36 months old – (\$1,500.00)

37 months to 48 months old - (\$1,000.00)

49 months to 60 months old - (\$750.00)

61 months or older – (standard permit fee)

- (b) The extended maintenance fee shall be waived for public and private utilities in all cases where the Town has not provided a minimum advance notice of 60 days of the street improvement work to them so that they can complete all necessary work prior to the street improvement. After receiving the advance notice, the permittee may request 60 day extension if extensive work is necessary.
- (c) If a newly constructed roadway requires excavation due to an emergency, the following items will be required:

The trench shall be filled with Controlled Density Fill (CDF). The CDF must be batched at a concrete plant, must be flowable, require no vibrating, and the finished product must be excavatable without the use of power tools.

After the excavation work has been completed in accordance with the Town's specifications, the permittee shall restore the paved area as specified by the Director. The pavement restoration requires cold planing and overlay of all the roadway patches with 10 foot offsets from the farthest patch from curb to curb or curb to centerline as directed by the engineer. The joints shall be sealed with emulsion seal and sand cover. There shall be a smooth transition from existing pavement to new pavement. Where a street has been chip sealed, cold planing will not be required and the patch once backfilled with CDF and cured, it must be permanently paved immediately as prescribed in these Rules and Specifications and Appendices A and B.

### **SECTION III - STREET OR SIDEWALK OBSTRUCTIONS**



Street Occupancy Permits – Non Excavation to place material, equipment, or obstruction in a public way.

A. Permit Required

No person shall use any portion of a public way to place material, equipment, or obstruction without prior approval from the Chief of Police and without first obtaining a permit to do so from the Board of Public Works, pursuant to Town Bylaw, Article 49, Police Regulations Section 49.11 which provides in full as follows: No person shall use any portion of any street which the Town is obliged to keep in repair for the purpose of placing building materials containers or rubbish or moving a building on either the sidewalk or roadway without a permit from the Board of Public Works. No person to whom such a permit is issued shall fail to comply with the conditions thereof. Application for such permit shall be made to the Board of Public Works. The Board of Public Works may by vote grant such permit to be in force for a period they may designate, not exceeding 90 days, upon condition that during the whole of every night, from sunset until sunrise, warning lights shall be so placed as to warn travelers of the presence of the obstruction and upon such further conditions as the Board of Public Works may by vote determine. The Board of Public Works may require that a bond be furnished to secure the performance of the provisions of this section. A copy of said vote certified by the Secretary or Clerk of the Board of Public Works shall forthwith be transmitted to the Chief of Police.

B. Insurance

Insurance requirements shall be as defined in Section II - Street Excavations, B Insurance.

C. Cash Bond

Non-Excavation Work (Driveway overlay, scaffolding, dumpster, etc.)

The issuance of a permit shall be conditional upon the permittee filing with the Department of Public Works a satisfactory bond of a Surety Company authorized to do business in the Commonwealth of Massachusetts or a certified bank check or credit card payment in the sum of \$1,000, conditioned substantially that the applicant shall faithfully perform said work in all respects.

The Director may require a bond or certified check or credit card payment of a higher amount than \$1,000 for reasons such as previous failures to comply with Town rules and regulations, specifications, permit requirements or for large-scale projects.

The Director may waive the requirement of a bond or certified check in cases where the work to be done under permit will not cause damage to pavement, sidewalks, curbing, or any other portion of the public way.

D. Moving Building - Payment

Before a permit is issued for moving a building over the public way, the applicant shall deposit with the Department of Public Works the required fee. This fee is to cover work to be done by the Department to accommodate the building move. The work includes a review of the move route by the Engineering, Highway, and Park and Tree Divisions together with the work to be performed in conjunction with the move itself.

The Director shall fix the fee dependent upon the amount of work required as determined by review of move route. The minimum fee will be \$3,000.

The work shall be accomplished at such times and in a way and manner as the Director may require. Each request for a permit to move a building shall be accompanied with written certification in accordance with the following:

General Law 85 Section 18 - Permission is required from the Board of Selectmen to move a building within a public way.

General Law 87 Section 3 - A permit from the Tree Warden and approval of the Board of Selectmen to cut, trim or remove any public shade tree

#### **SECTION IV - DRIVEWAYS/APRONS**

##### **A. Permit Required**

No person shall drive any vehicle over a curb, tree lawn or sidewalk for the purpose of providing access across such curb, tree lawn, or sidewalk or resurface a driveway without first obtaining a permit from the Director.

No person shall lower any curb or change the grade of any grass plot or sidewalk for the purpose of providing access; and no person shall construct, reconstruct, or enlarge a driveway apron without first obtaining a permit from the Director.

The issuance of permit shall be as defined in Section III Street or Sidewalk Obstructions, **A. Permit Required**, **B. Insurance**, and **C. Bond**.

Each request for a Street Occupancy Permit to construct, reconstruct or enlarge a driveway apron shall be accompanied by a detail plan showing the width and location of the driveway apron and curb cut. Each request to install, relocate or enlarge a driveway apron shall be in accordance with Town of Wellesley Policy Driveway Aprons and Curb Cuts Policy (Adopted May 15, 1973), as amended.

#### **SECTION V - GENERAL**

A. Specifications for Work in a Public Way

For definitive construction specifications see: Town of Wellesley Department of Public Works, "Construction Details for the Installation and/or Repair of Underground Facilities and Paving in the Public Way", Dated April 1, 1988, as Amended (Appendix A) and Town of Wellesley Department of Public Works, "Construction Requirements for the Installation and/or Repair of Underground Facilities and Paving in the Public Way", Dated April 1, 1988, as Amended (Appendix B).

B. Permit Fees

Applications for permits shall be made online on VPC to the Director, shall contain such information as he may require, and shall be accompanied by the following fees:

(a)	<u>Application</u>	<u>Fee</u>
	Permit Application Fee (All Permits) <u>Including trench excavations on private property)</u>	\$150.00
(b)	<u>Excavations</u>	
	Inspection and Maintenance Fee for Street Openings for 150 sq. ft. or less	\$185.00
	For each additional 150 sq. ft.	\$35.00
(c)	<u>Non Excavating Street or Sidewalk Obstruction</u>	
	Per Day	\$25.00
	Per Month	\$200.00
(d)	<u>Moving Building</u>	
	Minimum Payment	\$3,000.00
(e)	<u>Driveways/Aprons</u>	
	New, Reconstruction or Enlargement	
	Residential	\$65.00
	Commercial	\$185.00
	Resurface Existing Driveway	\$15.00 - Driveway \$135.00 - Annually
(f)	<u>Coring or Shut Off Holes</u>	

Up to 5 Holes (corings)	\$15.00
6 Holes or Greater (corings)	\$35.00
Shut off Holes (each)	\$35.00

- (g) There shall be no permit fee for that work being done by a contractor performing or accommodating a Town construction contract.
- (h) Work performed by those public utilities subject to regulation under M.G.L. Chapter 164 shall be subject to "Application" fee only.

## **SECTION VI - FINES AND PENALTIES**

- A. Failure to obtain a permit as required in these regulations before commencing the work or, having obtained a permit and failure to comply with these regulations, shall be subject to a fine not exceeding \$50 for each offense. Each day in which violation continues shall constitute a separate offense. The Director reserves the right to suspend or revoke Street Occupancy Permits at any time. Three documented incidents of poor quality of work or failure to comply with these regulations shall result in the suspension of the privilege to work within the public way for 1 year. For purposes of these regulations, the Director shall be the enforcement officer.

## **SECTION VII - RIGHT TO HEARING**

Any person accused of violating these rules or regulations shall be notified of the alleged violation, in writing, via certified mail, return receipt requested, which shall set forth a date and time at which a hearing will be held before the Director or their designee in order to afford the person an opportunity to be heard in regard to the alleged violation, with or without counsel, as the person shall choose.

Effective date:  
April 1, 1988

LATEST REVISION: January, 2021

**APPENDIX A**

**TOWN OF WELLESLEY**

**DEPARTMENT OF PUBLIC WORKS**

**CONSTRUCTION DETAIL STANDARDS**

**FOR**

**THE INSTALLATION AND/OR REPAIR**

**OF**

**UNDERGROUND FACILITIES, EXCAVATIONS AND PAVING**

**IN THE**

**PUBLIC WAY**



April 1, 1988

Latest Revision: February 2021

David Cohen, Director  
David J. Hickey, P.E., Town Engineer

## INDEX – STANDARDS

<u>1-1A</u>	<u>Typical Cross Section for Residential Street Sidewalk W/O Curbing</u>
<u>1-1A-1</u>	<u>Typical Cross Section for Residential Street Sidewalk with Cape Cod Berm</u>
<u>1-1C</u>	<u>Bituminous Sidewalk and Curb (Bituminous Concrete Berm)</u>
<u>1-1D</u>	<u>Reconstructed Driveway Apron</u>
<u>1-1E</u>	<u>Concrete Sidewalk (Full Depth)</u>
<u>1-1F</u>	<u>Driveway Apron Full Depth Reconstruction</u>
<u>1-4A</u>	<u>Temporary Pavement Replacement</u>
<u>1-4B</u>	<u>Permanent Pavement</u>
<u>1-4E</u>	<u>Typical Trench Section</u>
<u>1-4F</u>	<u>Trench Detail (Water, Drain &amp; Sewer)</u>
<u>1-6K</u>	<u>Wheelchair Ramp on Narrow Sidewalk with Detectable Warning Panel</u>
<u>1-6L</u>	<u>Wheelchair Ramp (ACR), Type “A”</u>
<u>1-6R</u>	<u>Detectable Warning Panel Concrete Encasement for Bituminous ADA Ramps</u>
<u>1-7A</u>	<u>Permanent &amp; Temporary Pavement, Trench Section &amp; Notes</u>
<u>4-1A</u>	<u>Typical Water Connection Service Pipe</u>
<u>5-3B</u>	<u>Safety Signing for Construction Operations</u>
<u>5-3C</u>	<u>Safety Signage</u>
<u>5-3D-1</u>	<u>Typical Traffic Management Plan Two Lane Road W/ Alternating One-Way Traffic</u>
<u>7-1A</u>	<u>P.V.C. Traffic Conduit Crossing Roadway</u>
<u>8-1E</u>	<u>Tunneling Beneath Public Trees</u>

NOTE: Please see the “Town of Wellesley Standard Details” for a full listing of construction details.



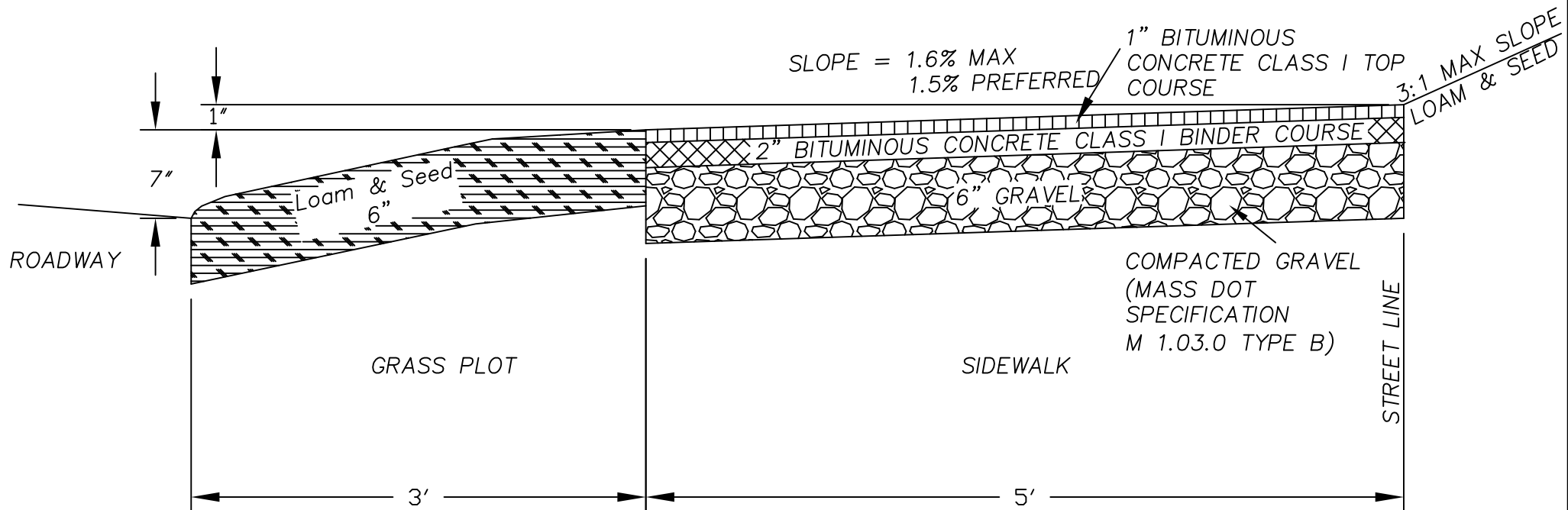
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-1A

TYPICAL CROSS SECTION FOR RESIDENTIAL STREET SIDEWALK W/O CURBING

DATE: 1/23/02  
REVISED: 8/12/08  
REVISED: 1/3/17

SCALE: NONE





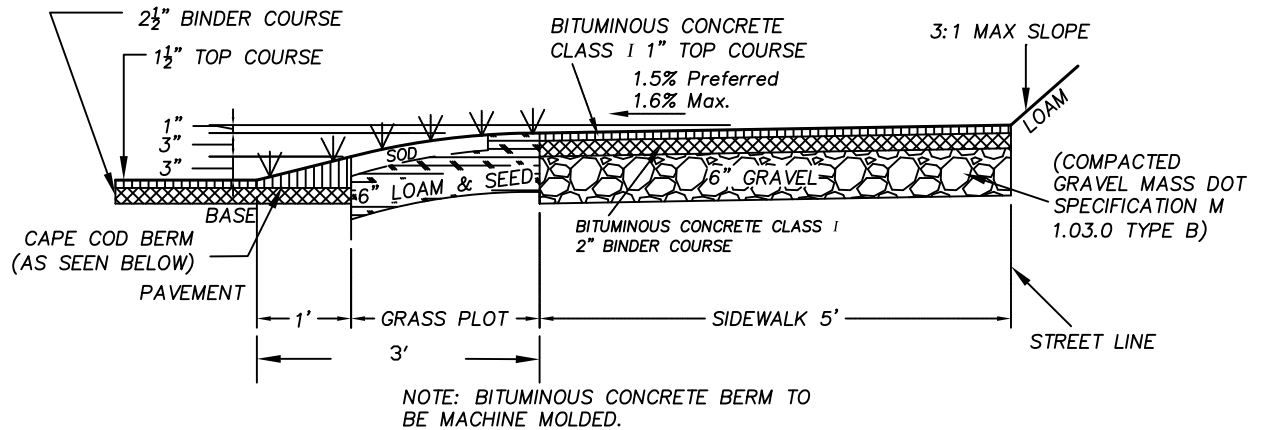
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
TYPICAL CROSS SECTION

1-1A-1

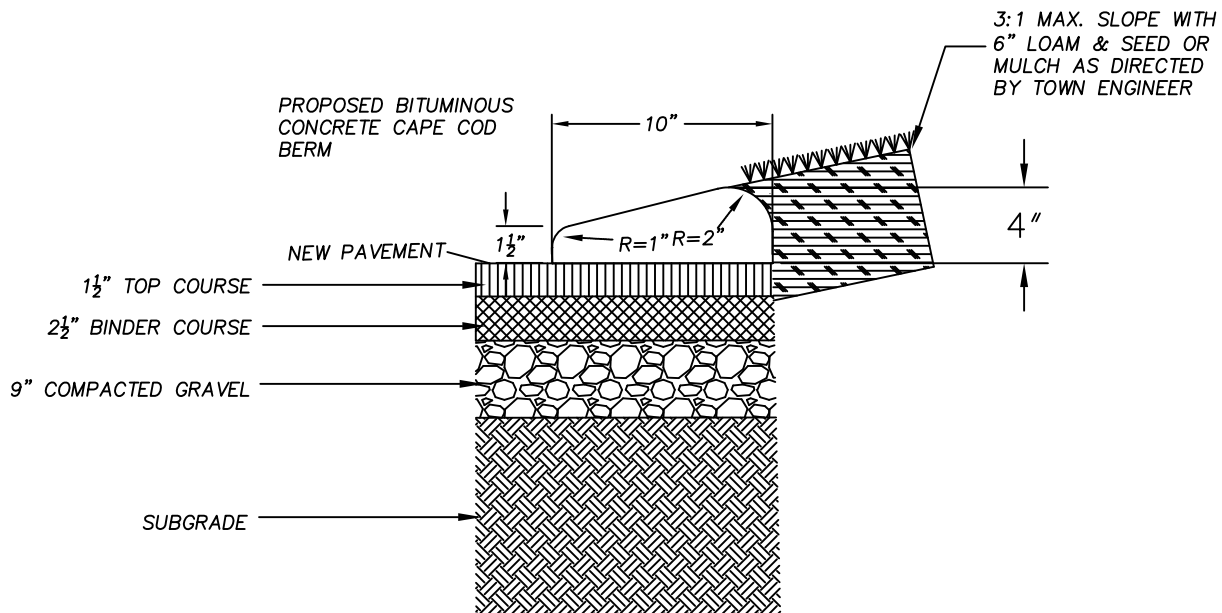
FOR RESIDENTIAL STREET WITH CAPE COD BERM

DATE: 1/23/02  
REVISED: 08/12/08  
REVISED: 1/3/17

SCALE: NONE



RESIDENTIAL STREET SIDEWALK



CAPE COD BERM



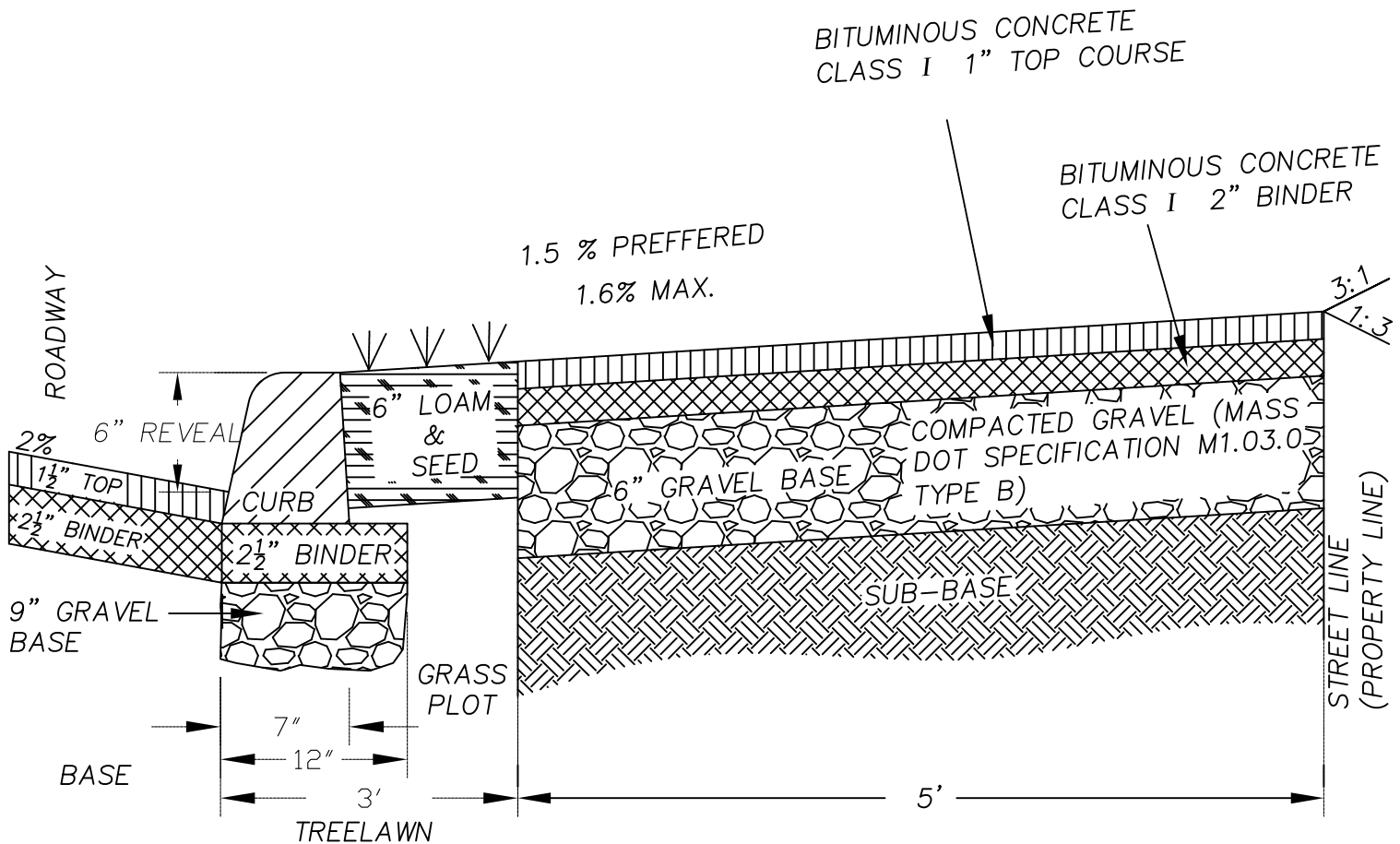


TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
BITUMINOUS SIDEWALK AND CURB  
(BITUMINOUS CONCRETE BERM)

1-1C

DATE: 1/22/02  
REVISED: 7/22/05  
REVISED: 1/14/08  
REVISED: 1/3/17

SCALE: NONE



NOTE:  
BITUMINOUS CONCRETE CURB TO BE MACHINE MOULDED



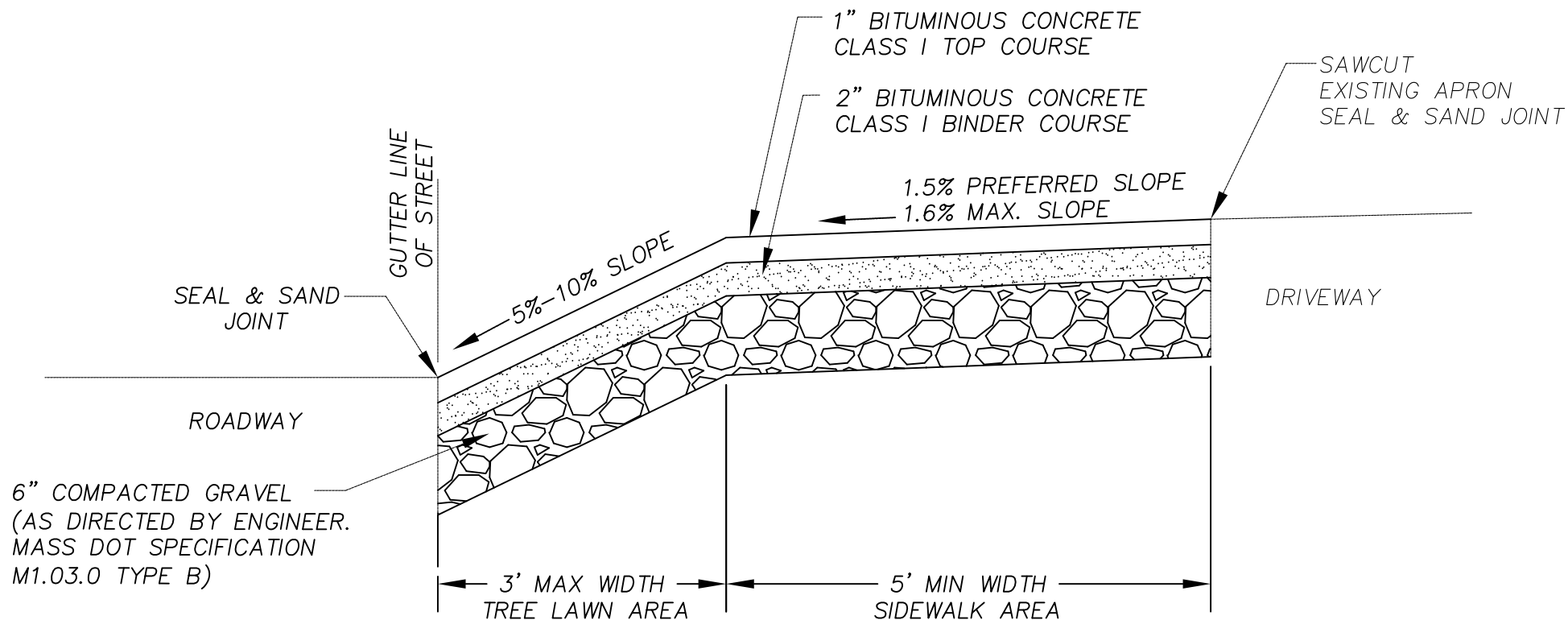
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-1D

RECONSTRUCTED DRIVEWAY APRON

DATE: 1/23/02  
REVISED: 7/22/05  
REVISED: 1/28/08  
REVISED: 12/11/09  
REVISED: 1/3/17

SCALE: NONE





TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-1E

CONCRETE SIDEWALK (FULL DEPTH)

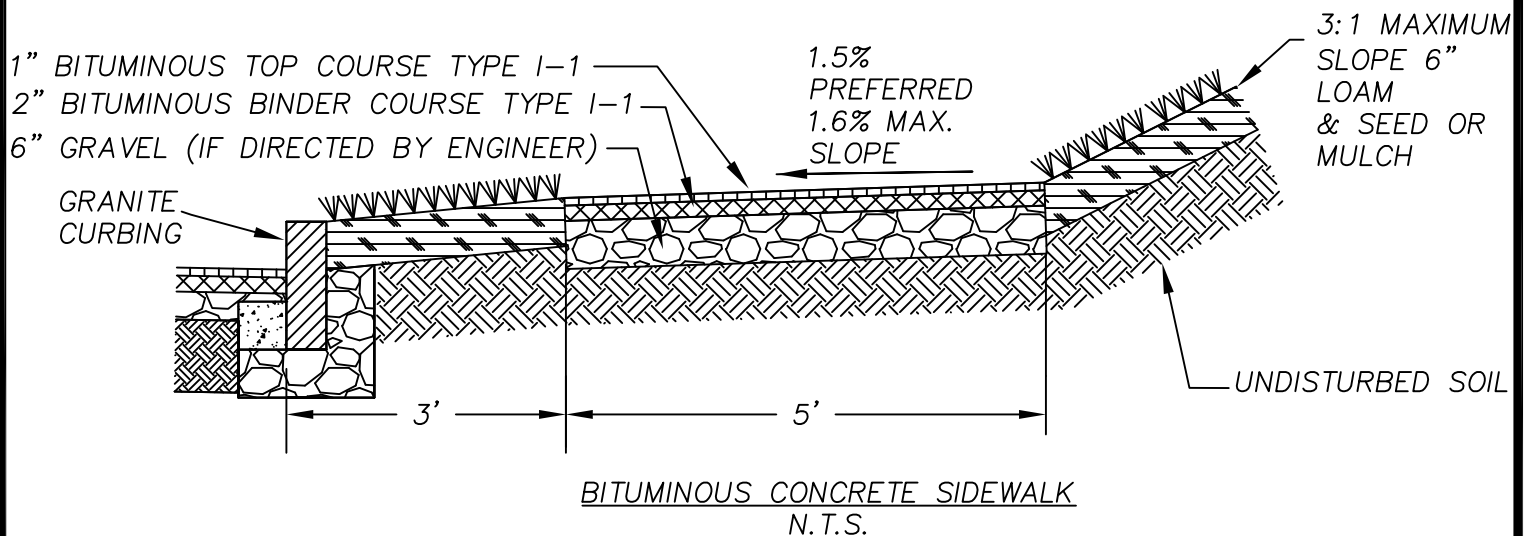
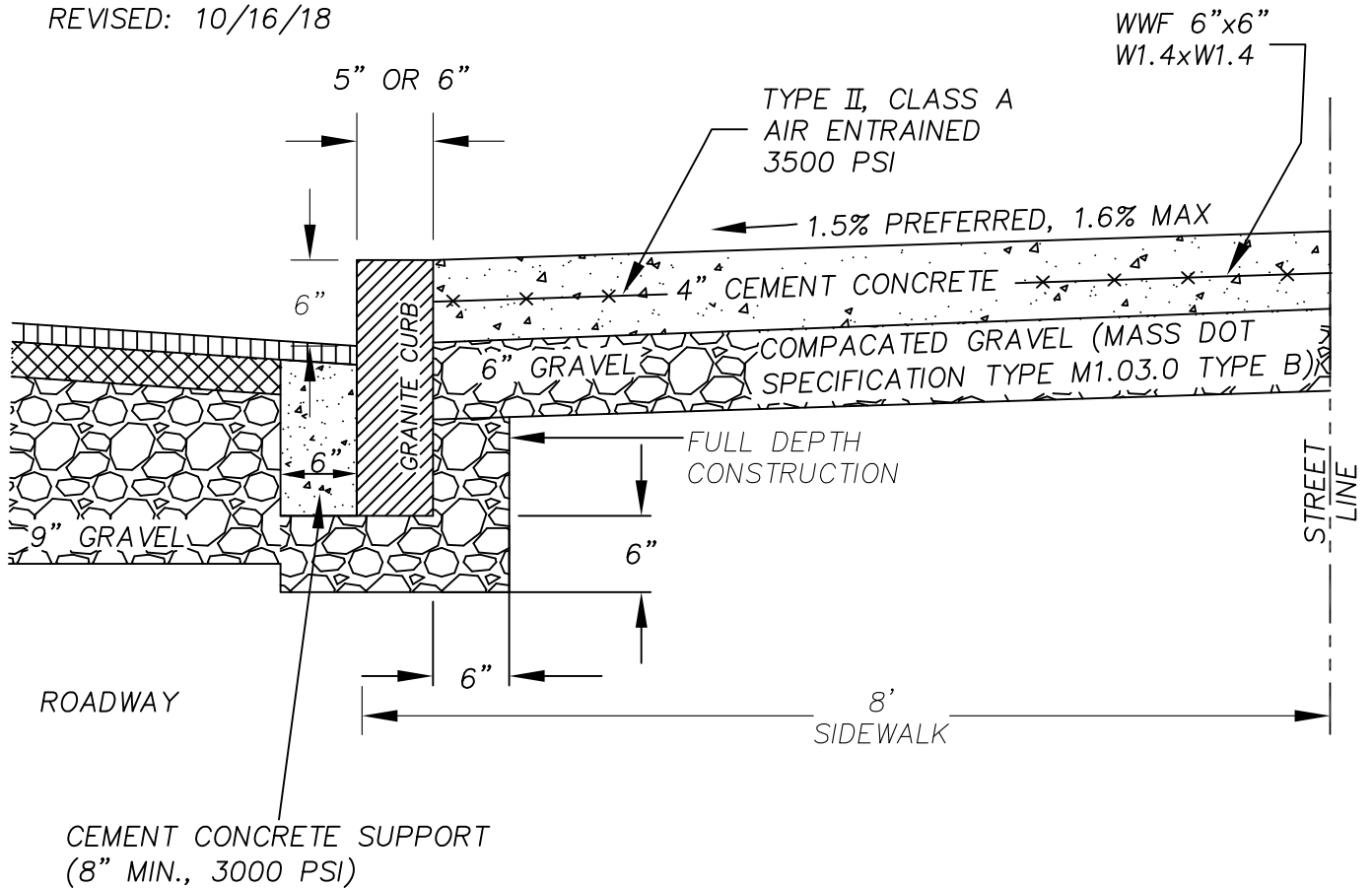
DATE: 1/23/02

SCALE: NONE

REVISED: 8/12/08

REVISED: 1/3/17

REVISED: 10/16/18





TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-1F

DRIVEWAY APRON FULL DEPTH RECONSTRUCTION

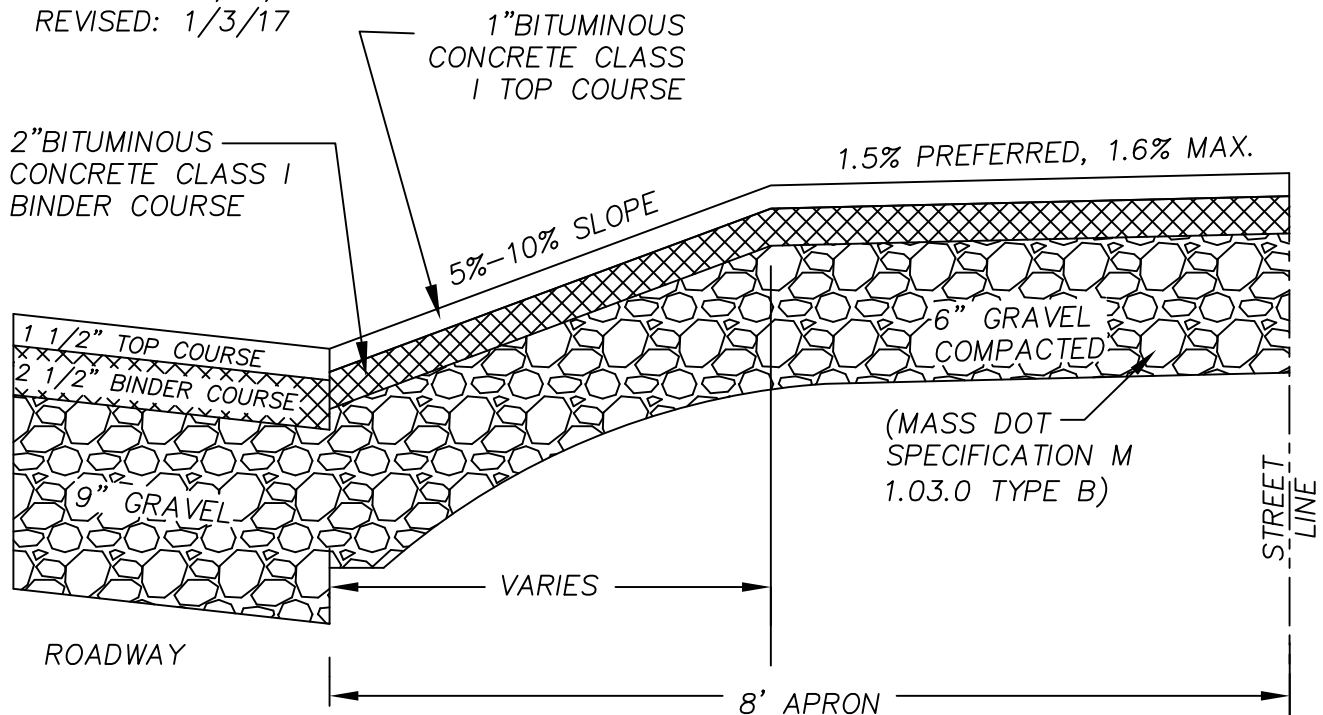
DATE: 1/23/02

SCALE: NONE

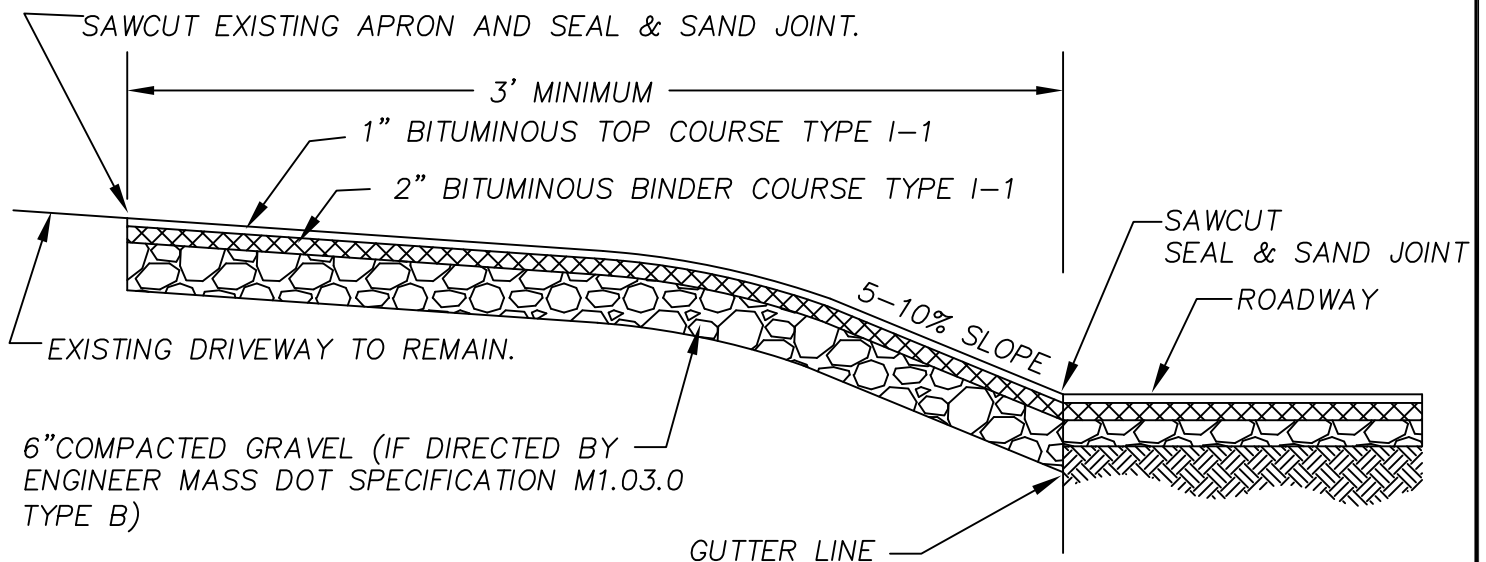
REVISED: 8/12/08

REVISED: 12/11/09

REVISED: 1/3/17



FULL DEPTH RECONSTRUCTION  
(TYP.)



RECONSTRUCTED DRIVEWAY APRON  
N.T.S.



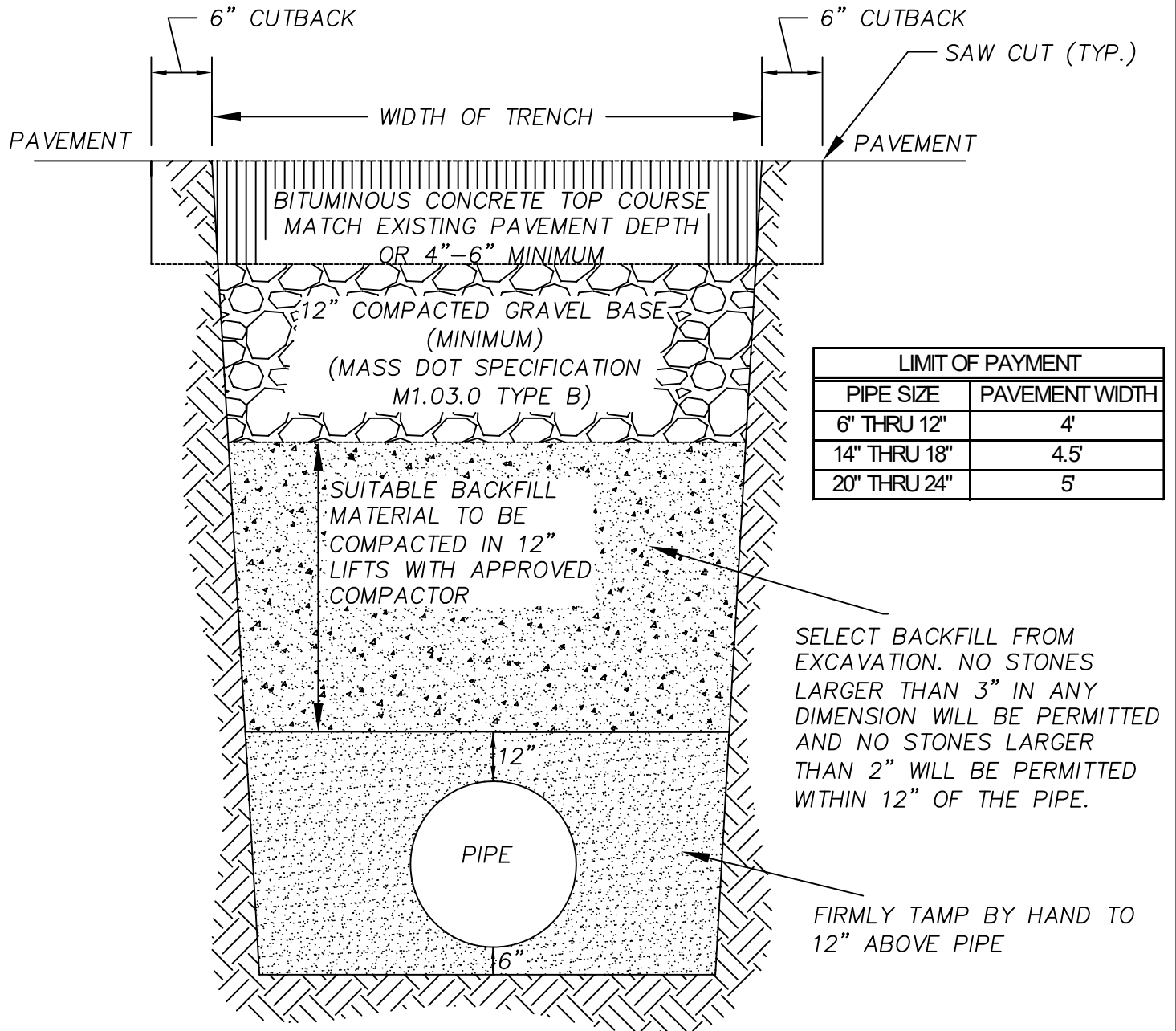
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-4A

TEMPORARY PAVEMENT REPLACEMENT

DATE: 1/18/02  
REVISED: 7/21/05  
REVISED: 1/28/08  
REVISED: 12/22/20

SCALE: NONE





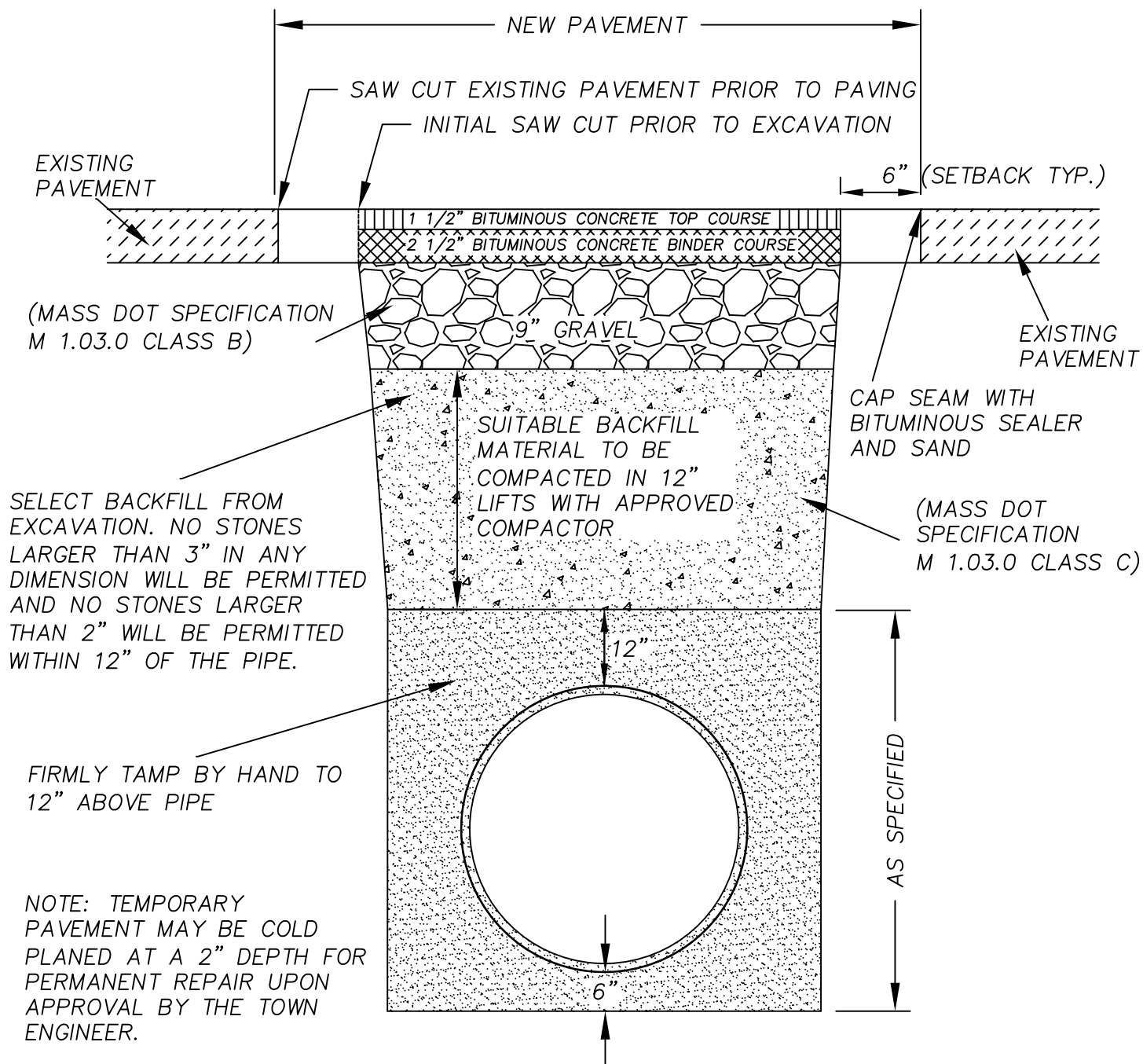
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-4B

PERMANENT PAVEMENT

DATE: 1/18/02  
REVISED: 7/21/05  
REVISED: 1/28/08  
REVISED: 12/22/20

SCALE: NONE





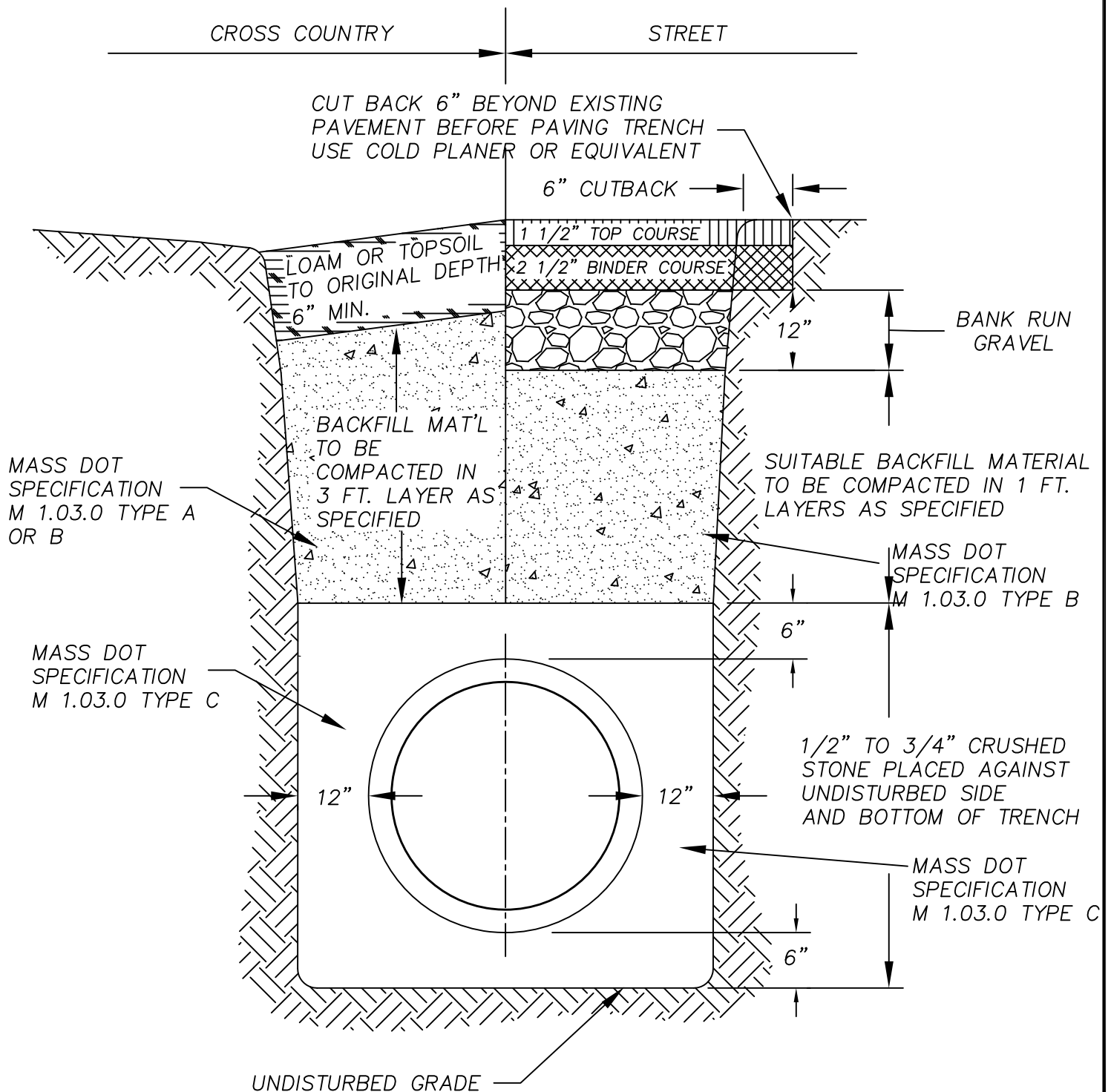
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-4E

TYPICAL TRENCH SECTION

DATE: 1/18/02  
REVISED: 8/12/08

SCALE: NONE



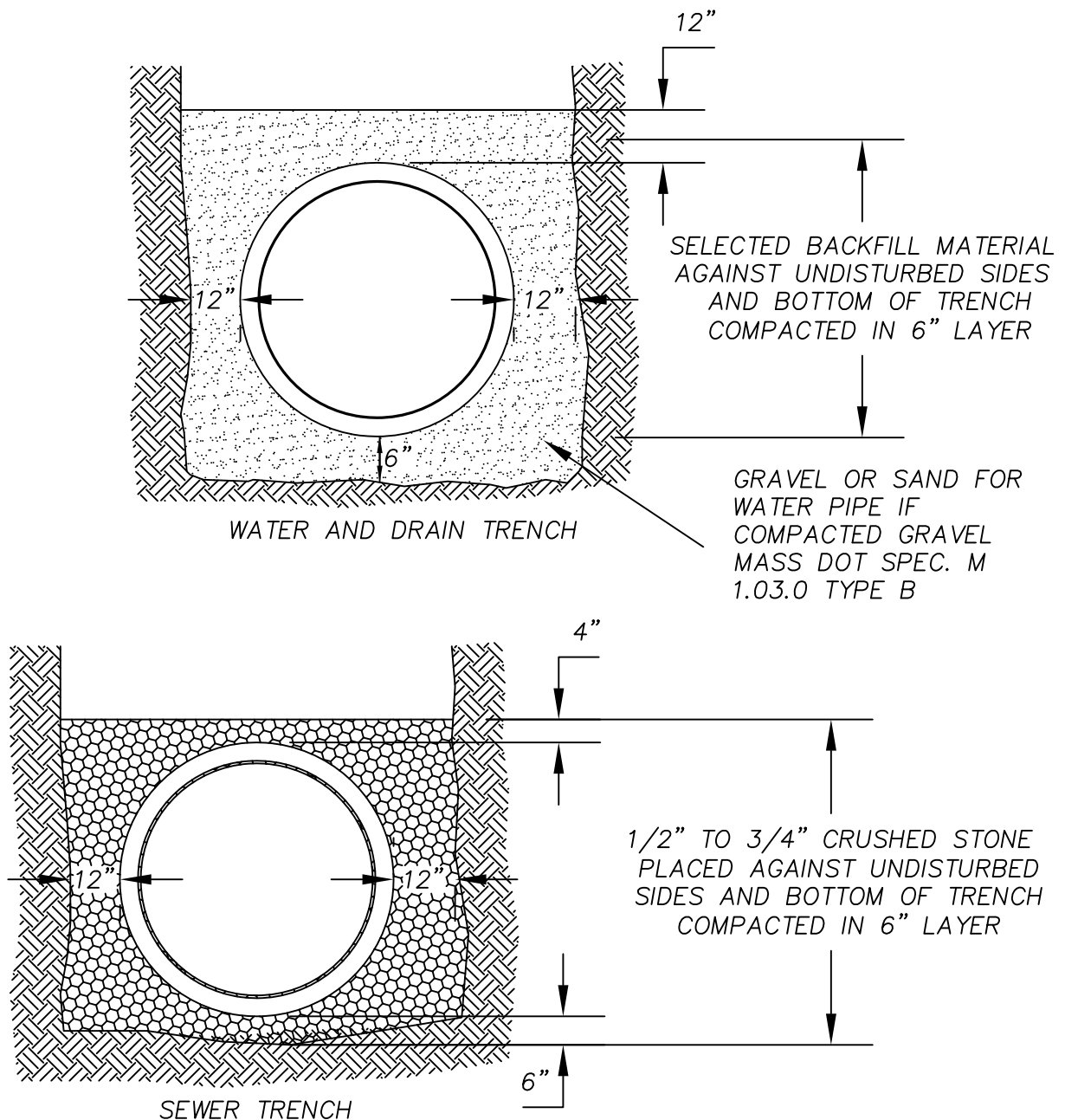


TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
TRENCH DETAIL  
(WATER, DRAIN & SEWER)

1-4F

DATE: 1/18/02  
REVISED: 8/12/08

SCALE: NONE







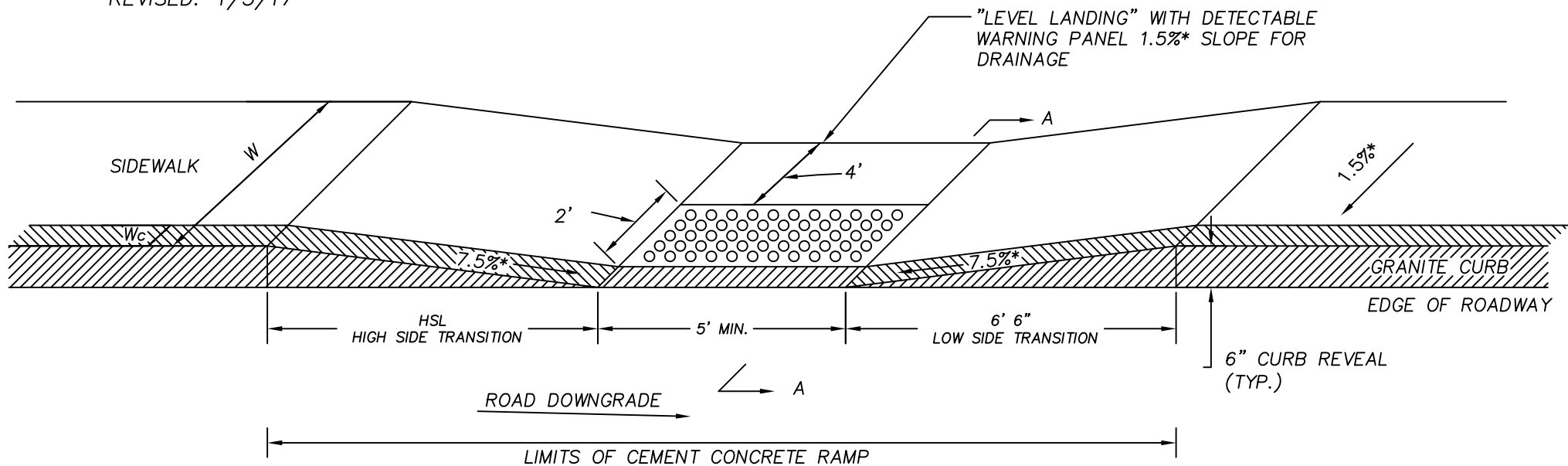
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
MASS DOT

1-6K

WHEELCHAIR RAMP ON NARROW SIDEWALK  
WITH DETECTABLE WARNING PANEL

DATE: APRIL, 2004  
REVISED: 8/25/08  
REVISED: 1/3/17

SCALE: NONE



LEGEND

HSL = HIGH SIDE TRANSITION LENGTH (SEE M/E 107.9.0)

W = SIDEWALK WIDTH

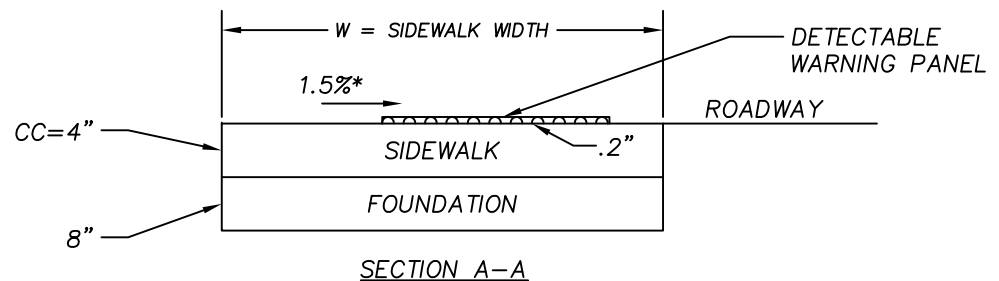
Wc = CURB WIDTH

\* = TOLERANCE FOR CONSTRUCTION  $\pm 0.5\%$

USABLE SIDEWALK WIDTH PER AAB =  $W - Wc$

USABLE SIDEWALK WIDTH PER AAB IS NOT TO BE LESS THAN 4'0" (1.22m), 5'0" preferred

SEE M/E 107.6.5 FOR DETAILS OF DETECTABLE WARNING PANEL





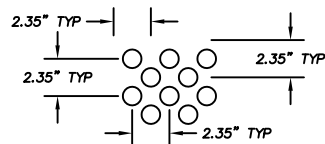
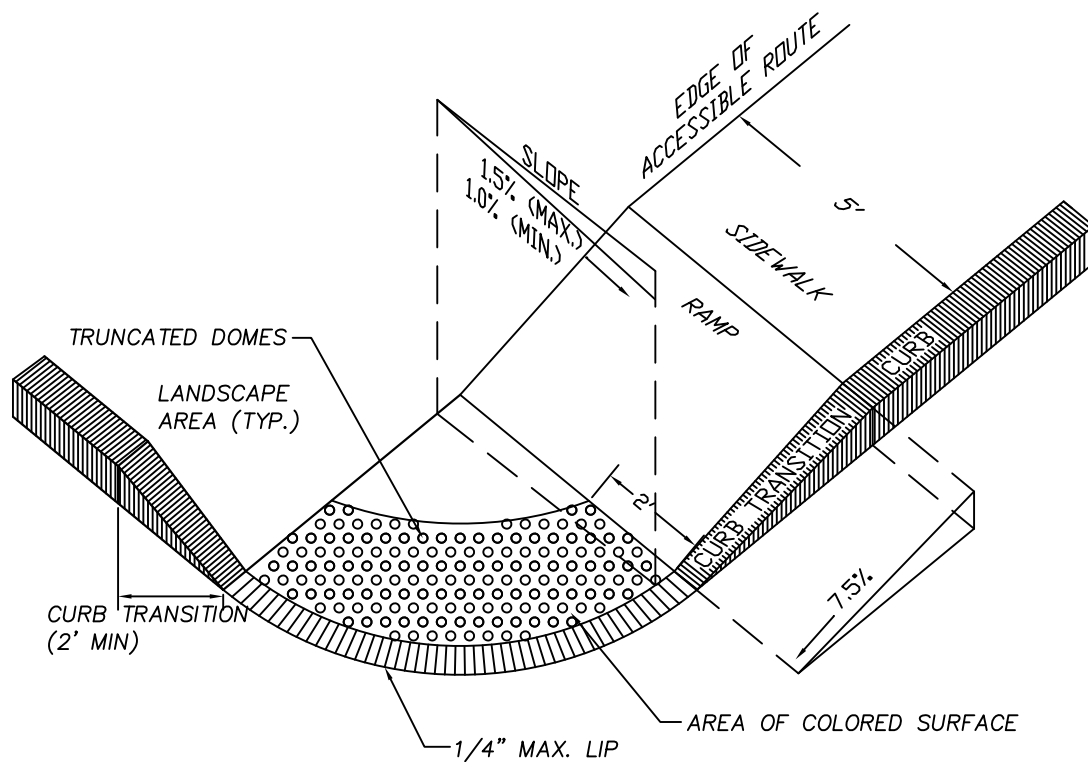
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
MASS DOT

1-6L

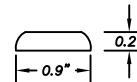
WHEELCHAIR RAMP (ACR), TYPE "A"

DATE: 8/24/16  
REVISED: 1/3/17

SCALE: NONE



TRUNCATED DOMES  
(PLAIN VIEW)



TRUNCATED DOMES  
(PROFILE)



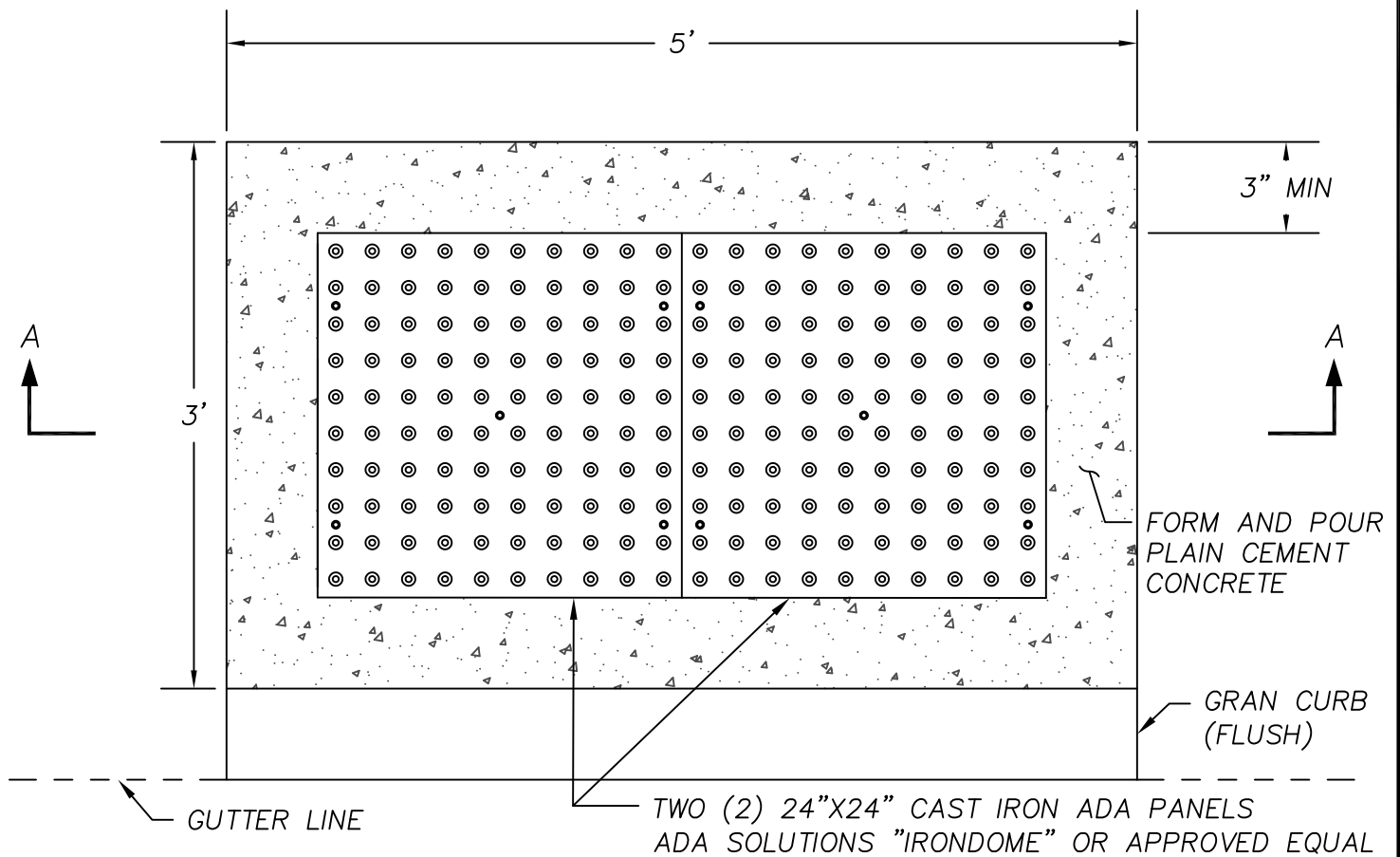
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

1-6R

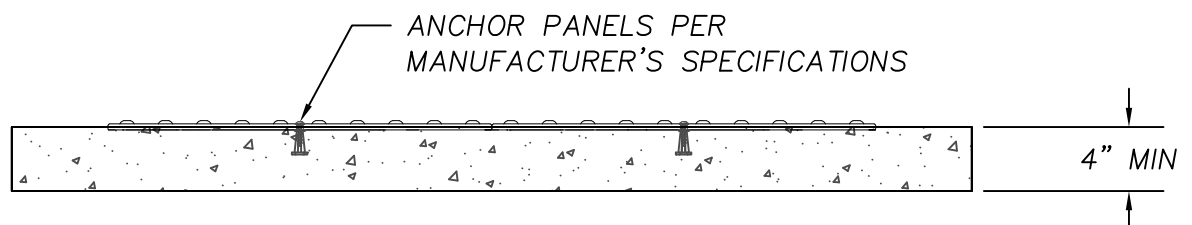
DETECTABLE WARNING PANEL CONCRETE  
ENCASEMENT FOR BITUMINOUS ADA RAMP

DATE: 10/19/2020

SCALE: NONE



PLAN



SECTION A-A



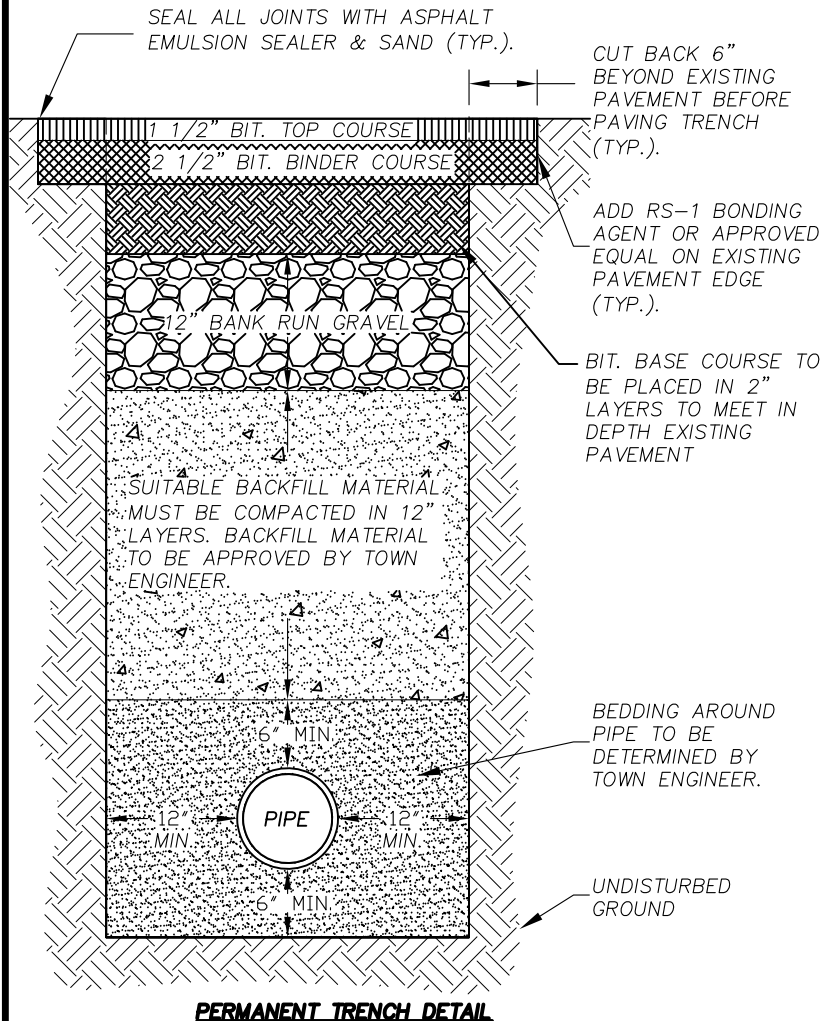
**TOWN OF WELLESLEY**  
**DEPARTMENT OF PUBLIC WORKS**  
**ENGINEERING DEPARTMENT**

1-7A

DATE: 8/29/2008 (REVISED)  
12/22/2020 (REVISED)

**PERMANENT & TEMPORARY PAVEMENT, TRENCH SECTION & NOTES**

SCALE: N.T.S



- \* 1.) COMPACTION MUST BE DONE IN 12" LIFTS WITH A VIBRATORY PLATE/DRUM COMPACTOR, JUMPING JACK OR BY PNEUMATIC RAMMING ONLY. COMPACTING THE TRENCH WITH BUCKETS, VEHICLES, WHEELS OR ANY MACHINERY NOT DESIGNED FOR COMPACTING WILL NOT BE ALLOWED.
- 2.) ALL SUITABLE AND BANK-RUN GRAVEL MUST BE FREE FROM FROST, LOAM, CLAY AND ORGANIC MATTER AND SHALL CONTAIN NO STONE HAVING ANY DIMENSIONS GREATER THAN 2". BOTTOM OF TRENCH MUST BE COMPACTED BEFORE THE PLACEMENT OF PIPE OR CONDUIT.
- 3.) TEMPORARY PAVEMENT MUST BE PLACED ON THE SURFACE OF THE FILL (GRAVEL) AND COMPACTED FLUSH WITH THE EXISTING STREET GRADE TO MATCH THE THICKNESS OF THE EXISTING PAVEMENT OR A MINIMUM THICKNESS OF 4"-6". TEMPORARY PAVEMENT MUST BE MAINTAINED IN SATISFACTORY CONDITION UNTIL THE PERMANENT PAVEMENT IS PLACED.
- 4.) THE EXISTING PAVEMENT MUST BE CUT BACK 6" FROM THE EDGE OF THE TRENCH BEFORE THE PERMANENT PAVEMENT IS PLACED. IF ANY HAIRLINE CRACKS DEVELOP IN THE EXISTING PAVEMENT AS A RESULT FROM THE CONTRACTOR(S) OPERATION, THE CONTRACTOR WILL BE REQUIRED TO CUT BACK 6" FROM THE FURTHEST CRACK BEFORE PLACING THE BITUMINOUS CONCRETE. DIAGONAL TRENCHES WILL REQUIRE SAW CUTTING. TRENCHES GREATER IN LENGTH THAN 24' MUST BE SAW CUT.
- 5.) CURVED, CROOKED OR JAGGED TRENCH EDGES ARE UNACCEPTABLE. ALL TRENCH EDGES 'P' MUST BE SQUARED, PARALLEL, VERTICAL & STRAIGHT.
- 6.) EDGES OF THE EXISTING PAVEMENT MUST BE SWEEPED CLEAN UNTIL THEY ARE FREE FROM GRAVEL, SILT AND OTHER DEBRIS BEFORE APPLYING A COAT OF RS-1 BONDING AGENT OR APPROVED EQUAL.
- 7.) NO PERMANENT PAVEMENT SHALL BE PLACED OVER A BACKFILLED TRENCH WITHIN THE SAME CONSTRUCTION SEASON AFTER COMPLETION OF THE BACKFILLING UNLESS PERMITTED TO DO SO BY THE TOWN ENGINEER.
- 8.) ALL AREAS OF THE PERMANENT BITUMINOUS BINDER COURSE MUST BE 1 1/2" BELOW EXISTING PAVEMENT AFTER COMPACTION (2 1/2" MIN. THICKNESS ALLOWED).
- 9.) THE PERMANENT BITUMINOUS TOP COURSE MUST BE FLUSH WITH EXISTING PAVEMENT GRADE AFTER COMPACTION (1.5" MIN. THICKNESS ALLOWED). NO FEATHERING ONTO THE EXISTING PAVEMENT WILL BE ALLOWED. THE JOINTS ARE TO BE SEALED WITH ASPHALT EMULSION SEALER AND SAND.
- 10.) EXPOSING THE TRENCH IN GRAVEL OVERNIGHT WILL NOT BE ALLOWED. IF CONTRACTOR CANNOT TEMPORARY PATCH THE TRENCH, STEEL PLATES OR COLD PATCH MUST BE USED. STEEL PLATE(S) MUST BE RECESSED WITH THE EXISTING ROADWAY AND PINNED DOWN WITH APPROPRIATE SPIKES. COLD PATCH WILL BE REQUIRED AROUND THE EDGES OF THE PLATE(S).
- 11.) ANY EXCAVATION ON A NEWLY PAVED STREET WILL REQUIRE COLD PLANING & OVERLAY. CONTROLLED DENSITY FILL (CDF) WILL BE REQUIRED FOR BACKFILLING THE TRENCH. THE TOWN ENGINEER IS TO DETERMINE THE LIMITS OF COLD PLANING AND OVERLAY.

\* CONTRACTOR(S) NOT FOLLOWING THE TOWN OF WELLESLEY STANDARDS WILL BE IN VIOLATION AND MAY BE DENIED FUTURE STREET OCCUPANCY PERMITS. STREET OCCUPANCY PERMIT(S) **MUST** BE OBTAINED BEFORE STARTING WORK IN THE PUBLIC RIGHT-OF-WAY. FAILURE TO OBTAIN A STREET OCCUPANCY PERMIT WILL RESULT IN A \$50 PER DAY FINE.



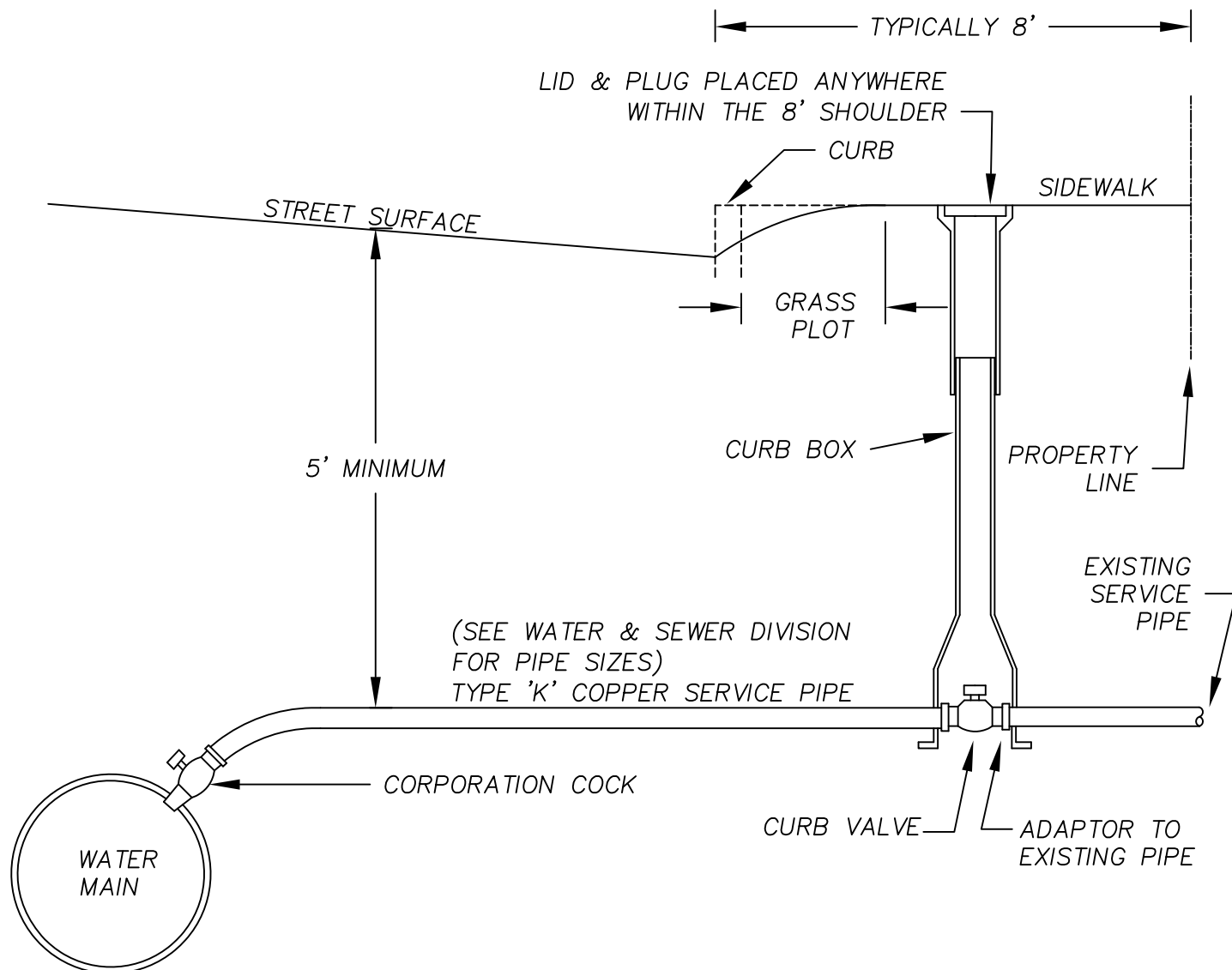
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

4-1A

TYPICAL WATER CONNECTION SERVICE PIPE

DATE: 1/18/02  
REVISED: 8/3/05

SCALE: NONE





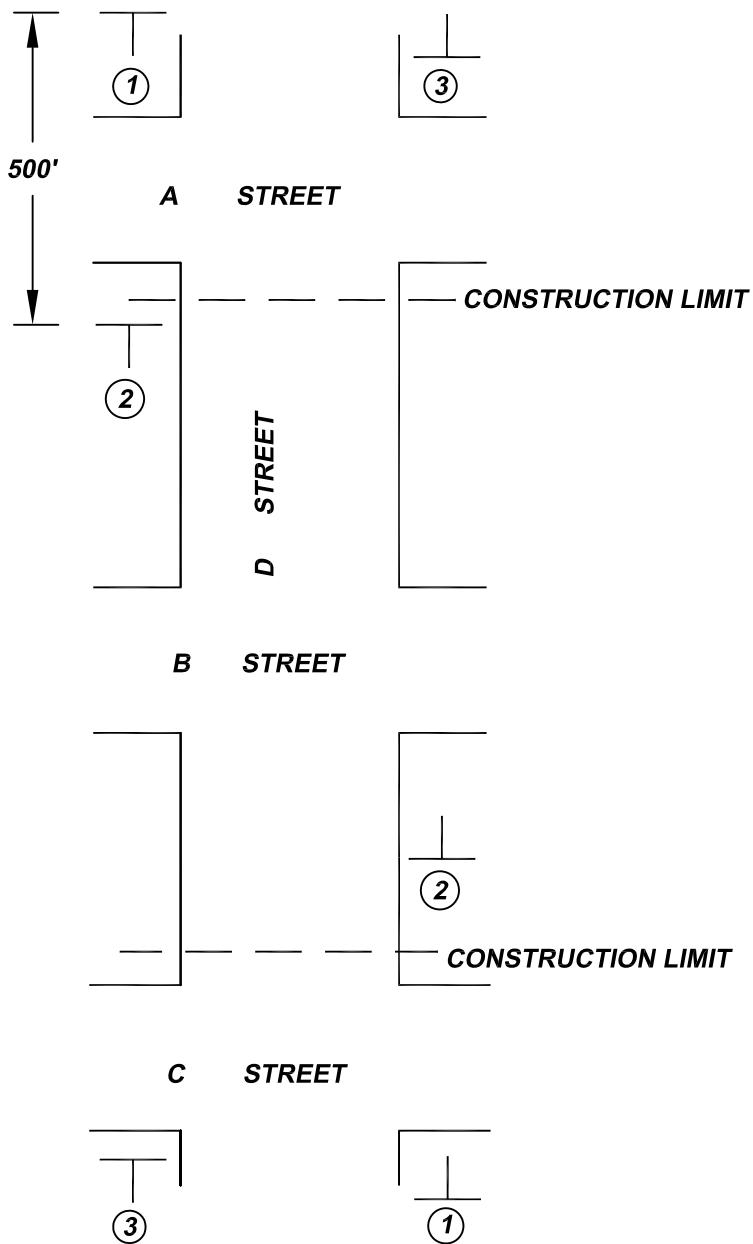
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

5-3B

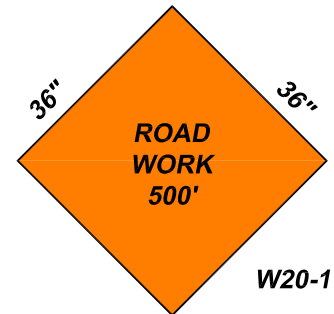
SAFETY SIGNING FOR CONSTRUCTION OPERATIONS

DATE: 1/22/02  
REVISED: 7/27/05

SCALE: NONE



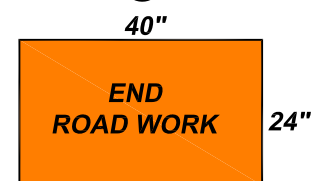
**SIGN**  
**BLACK LEGEND ON**  
**ORANGE BACKGROUND**



①



②



③

G20-2



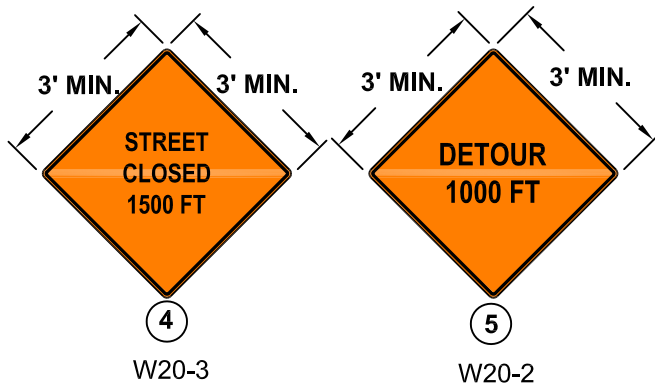
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

5-3C

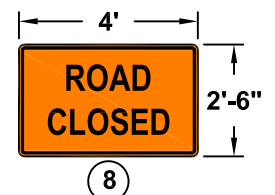
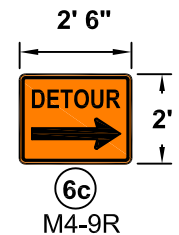
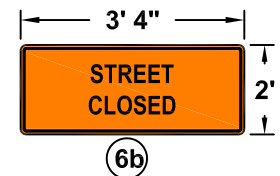
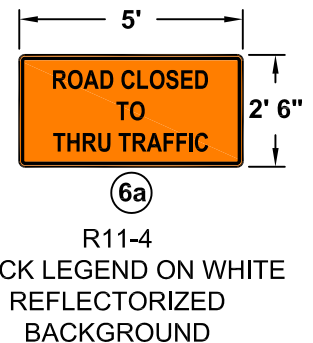
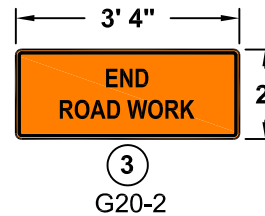
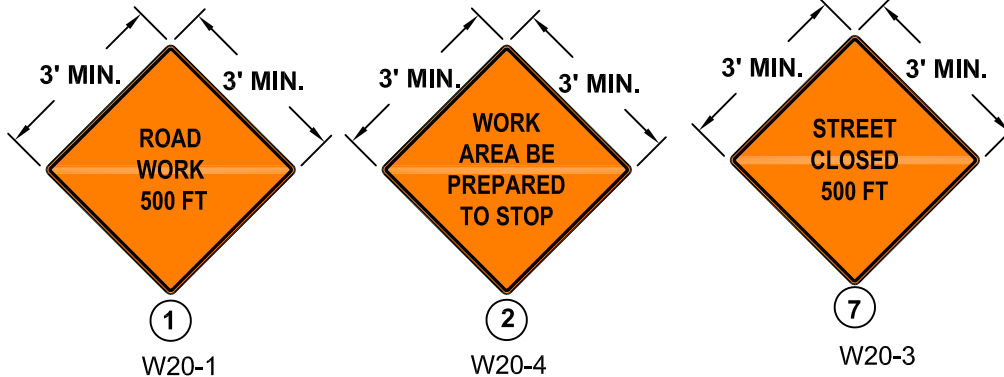
SAFETY SIGNAGE

DATE: 1/24/02  
REVISED: 7/27/05

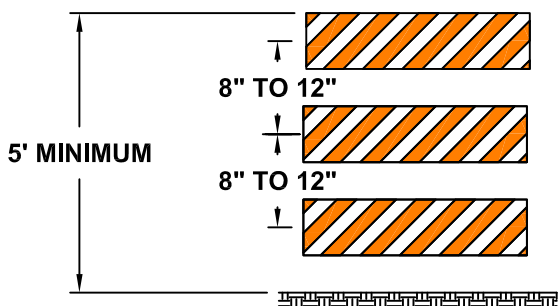
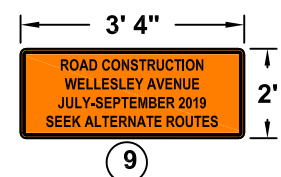
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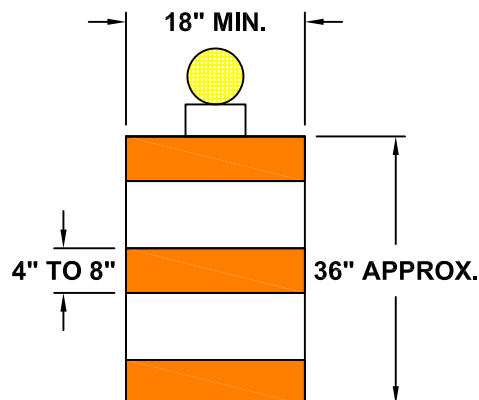
Detail "B"  
Typical Safety Signage for  
Construction Operations Detail



BLACK LEGEND ON WHITE  
REFLECTORIZED  
BACKGROUND



Detail "C"  
Type III Portable  
Barricade



Detail "D"  
Typical Safety Drum for  
Construction Operations Detail



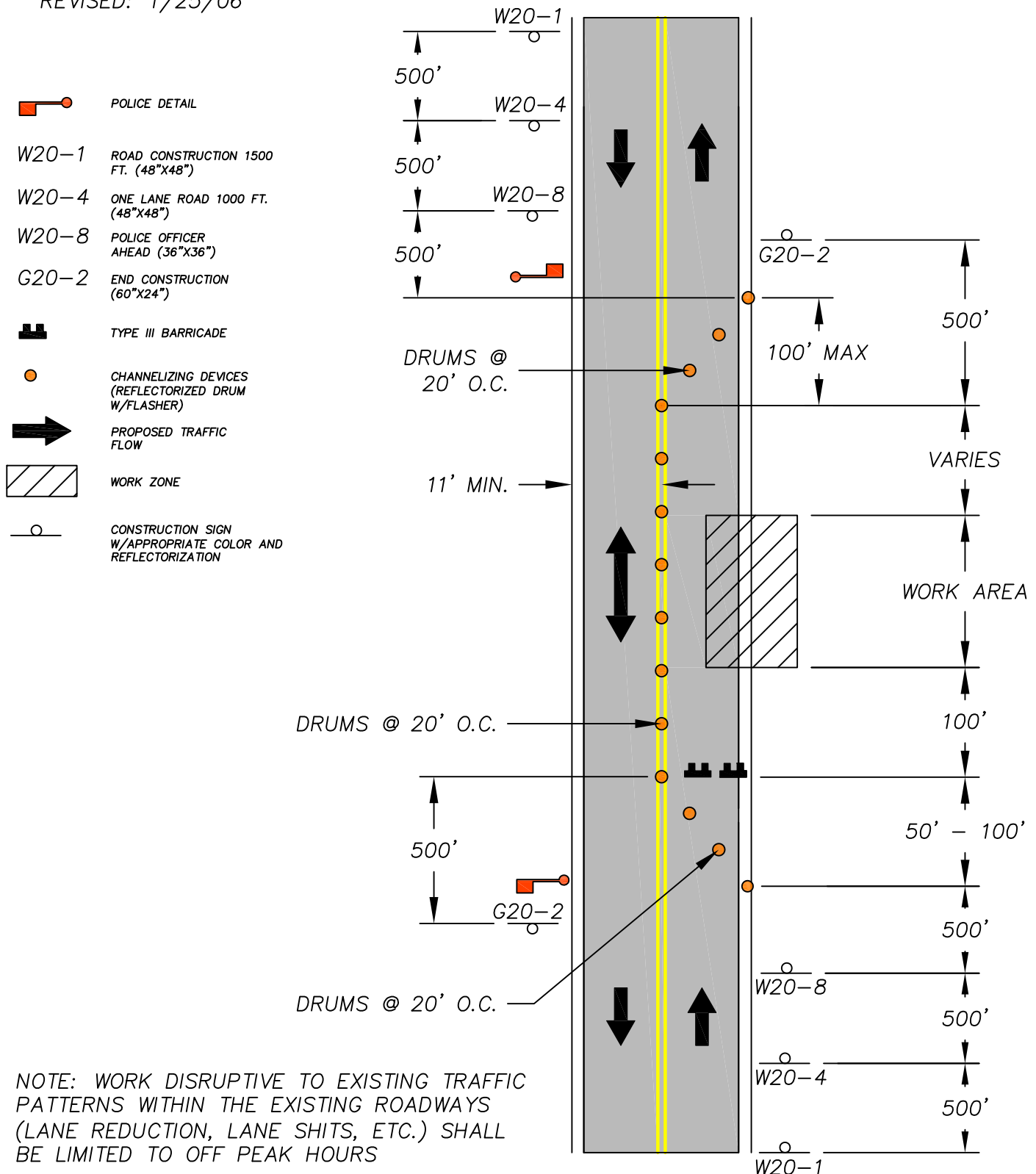
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

5-3D-1

TYPICAL TRAFFIC MANAGEMENT PLAN  
TWO LANE ROAD W/ALTERNATING ONE-WAY  
TRAFFIC

DATE: 4/15/03  
REVISED: 1/25/06

SCALE: NONE







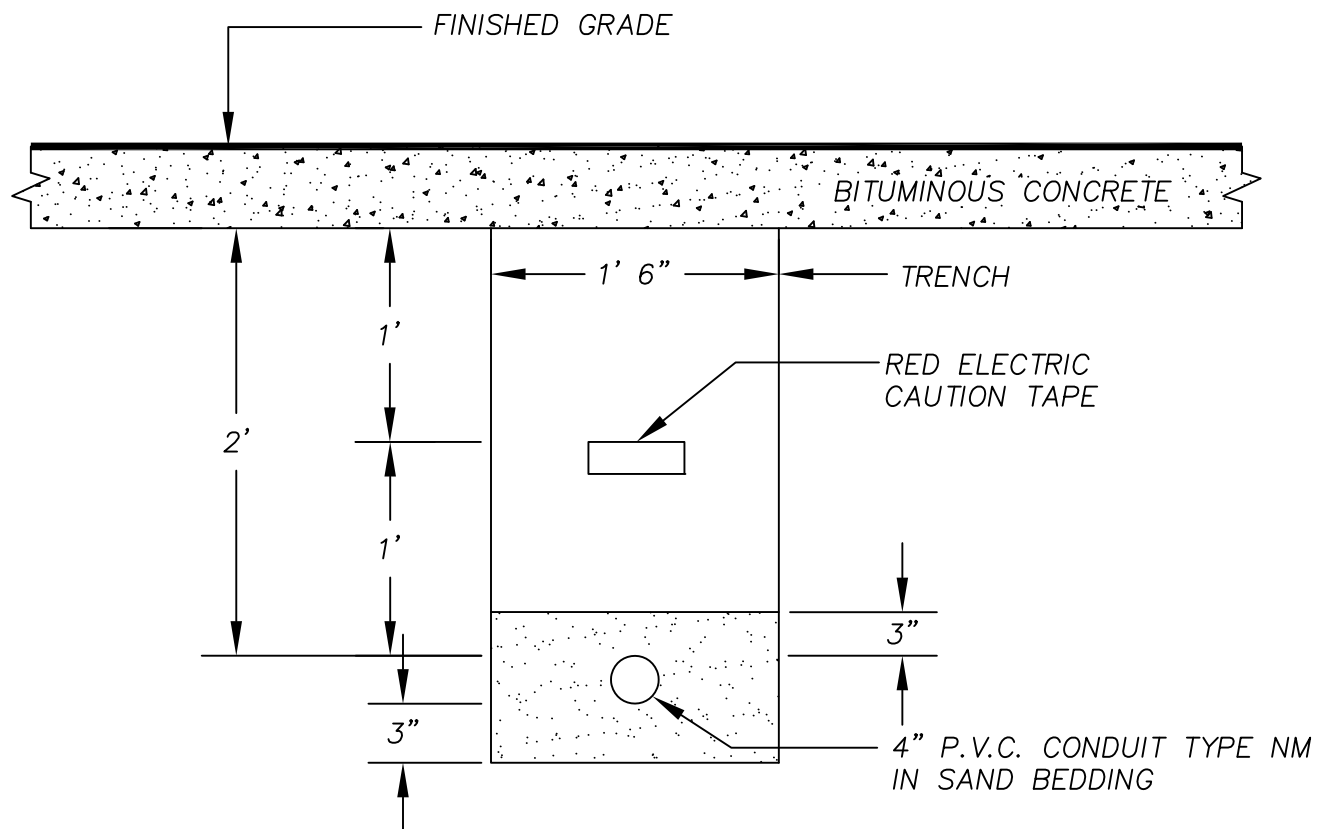
TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

7-1A

P.V.C. TRAFFIC CONDUIT CROSSING ROADWAY

DATE: 1/17/02  
REVISED: 8/3/05

SCALE: NONE





TOWN OF WELLESLEY  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

8-1E

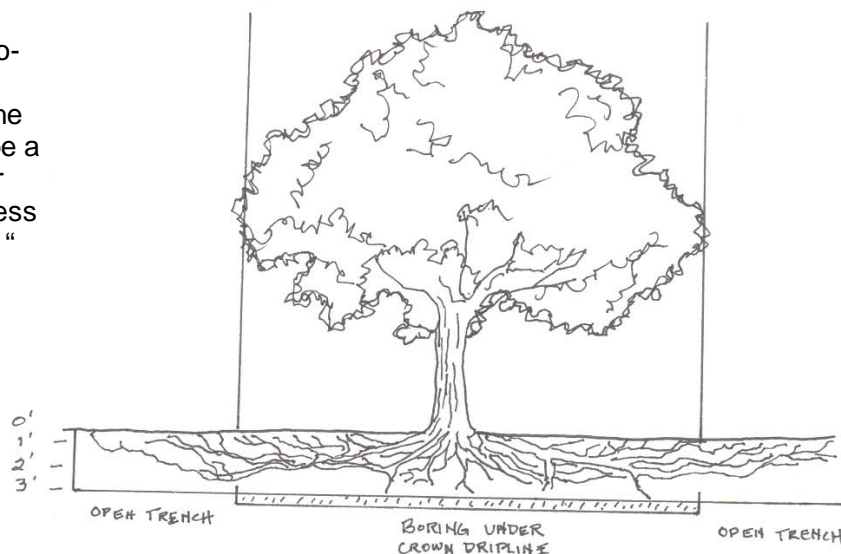
TUNNELING BENEATH PUBLIC TREES

DATE: 5/3/07

SCALE: NONE

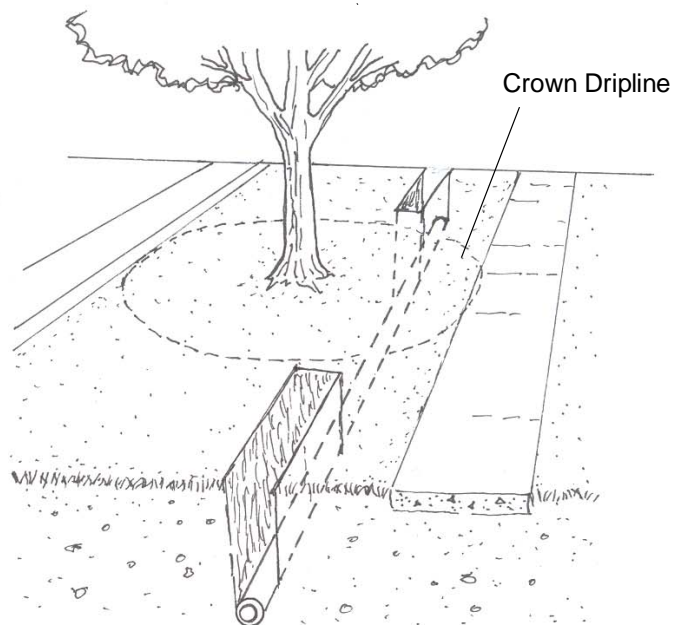
Tunneling Beneath Public Trees

Conduit lines need to be tunneled under tree root systems if lines are to be located within the root protection zone. Minimum depth of tunneling from the surface of the soil must be a minimum of 24 inches for trees 12" in diameter or less and 36" for trees over 12" diameter.



The length of the tunneling should be from dripline to dripline of tree canopy.

Guidelines for tunneling are based on ANSI Z60.1 Nursery Standards which state that for each inch of trunk diameter the tree needs a root ball of at least 1' diameter. (Example: a 30" diameter tree needs a root ball of 30' diameter which requires tunneling to be a minimum of 15' from trunk.)



**APPENDIX B**

**TOWN OF WELLESLEY**

**DEPARTMENT OF PUBLIC WORKS**

**CONSTRUCTION REQUIREMENTS**

**FOR**

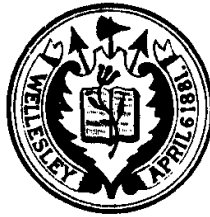
**THE INSTALLATION AND/OR REPAIR**

**OF**

**UNDERGROUND FACILITIES, EXCAVATIONS AND PAVING**

**IN THE**

**PUBLIC WAY**



April 1, 1988

Latest Revision: February 2021

David Cohen, Director  
David J. Hickey, P.E. Town Engineer

## INDEX

### Introduction

### General

- A. Guarantee & Failure
- B. Traffic Requirements
- C. Testing of Work
- D. Excavation and Cut Repairs to Pavement, Driveways, and Sidewalks

### Construction Standards

#### Backfilling

#### Temporary Pavement

#### Permanent Pavement Replacement

#### Permanent Pavement Replacement Utilizing an Approved Infra-Red Heater

#### Bituminous Concrete Excavation by Cold Planer

#### Crack Sealing by Fiber Reinforced Method

#### Filling of Cored Holes at Pavement, Driveways and Sidewalks

#### Cement Concrete Sidewalk and Aprons

#### Curbs

#### Granite Curbing

#### Bituminous Concrete Curbing

#### Bituminous Concrete Sidewalk and Aprons

#### Turf Establishment and/or Earth Areas

### Public Shade Trees

## **INTRODUCTION**

All requirements outlined herein are of standard nature and must be complied with at all times in connection with the construction of underground facilities, excavations and paving in the public ways in the Town of Wellesley.

In accordance with Town Bylaws, Article 49.3, Excavation In Streets and Sidewalks, and Article 49.11, Obstructions On Streets and Sidewalks, together with regulation of the Board of Public Works entitled, Utility and Work in Public Way, Rules and Specifications Regulating Street Excavations, Obstructions and Driveway Aprons, all persons making excavations or using any portion or any public way are required to obtain a written permit from the Board of Public Works.

All persons working and making excavations in public ways in accordance with Board of Public Works regulations shall notify the Director 72 hours before starting work.

All persons making excavations shall make certain that all underground utilities have been visibly marked; that all signs and requirements for safety of pedestrians and vehicles have been provided and are in proper place, all detours have been approved by the Chief of Police, and that all material and equipment necessary to complete the work are at the job site.

All construction methods and materials used for backfilling an excavated area and restoring the pavement shall conform to the Massachusetts Highway Department Standard Specifications for Highways and Bridges, current edition, together with the construction requirements detailed in this document.

Specific requirements for individual projects, not covered herein, will be handled on an individual basis as stated in the permit issued by the Department of Public Works.

## **GENERAL**

### **A. Guarantee & Failure**

All persons working and making excavations in public ways must guarantee their permanent restoration work for a period of 5 years from the date of acceptance of the permanent restoration by the Director of Public Works. The permit holder may be required to completely re-excavate, refill and repave any permanent restoration that fails within the 5 year guarantee period.

### **B. Traffic Requirements**

In order to provide a safe and effective work area when temporary disruption of vehicular and/or pedestrian traffic is necessary, all requirements including proper signing must be observed as provided in the "Manual on Uniform Traffic Control Devices for Streets and Highways", latest edition.

C. Testing of Work

The Town of Wellesley has the right to order a test on any street restoration in order to determine if the work has been completed in accordance with Town specifications.

If the test shows the street restoration to be unacceptable, the permit holder must pay the cost of the testing in addition to making the proper restoration.

D. Excavation and Cut Repairs to Pavement, Driveways and Sidewalks

The limit edges of the proposed cutting of pavement shall be made with a cutting saw. In the case of Portland cement concrete pavement, the cutting saw shall be used. A cutting saw or cutting wheel shall be used when excavation/trench length is 24 feet or greater.

Approved cutting of Portland cement concrete and bituminous pavement surface ahead of excavation is required to confine pavement damage to the limits of the trench.

Sections of sidewalks shall be removed to the nearest shoreline or approved saw cut edge.

Unstable pavement shall be removed over cave-ins and over breaks.

Pavement edges shall be trimmed to a vertical face and neatly aligned with the centerline of the trench.

Cutouts outside of the trench lines must be perpendicular or parallel to the trench line. Excavations shall be made in open cut and no tunneling will be allowed except by special permission of the Director. Trenches and excavations shall be braced and sheathed when necessary.

The removal and disposal of materials, including pavement, shall be done in such a manner that it will minimize interference with pedestrian and vehicular traffic. No material shall be left within a right-of-way once the repair and/or installation is complete.

Temporary or permanent sheathing must be used to support the sidewalls where necessary to prevent undermining of pavement and/or maintenance of traffic or safety of personnel. All work must be protected from freezing. In areas where water is standing in the excavated area, the water shall be removed by pumps or other means before backfilling.

## **CONSTRUCTION STANDARDS**

### **Backfilling**

Cuts in the street pavement shall be carefully backfilled with layers of approved materials. The bedding layer and the material around pipe and cover up to 12 inches above pipe shall be specified by the owner of the utility and approved by the Town of Wellesley.

Suitable material for backfilling shall consist of granular fill consisting of soil substantially free from clay, organic materials, loam, wood, trash or other objectionable material which may be compressible or which cannot be properly compacted. It shall not contain stones, broken concrete, masonry rubble or other similar materials larger than 6 inches in largest dimension. It shall have physical properties such that it can be readily spread and compacted. It shall not contain any snow, ice or frozen soil. Material excavated from the trench shall be used as backfill if it meets specifications.

If not using flowable fill, backfill material shall be placed in 12 inch layers, power tamped and moistened when required to secure maximum compaction of the backfill and to reduce settlement.

The top layer of backfill shall be 12 inches of well-compacted gravel.

### **Temporary Pavement**

A temporary hot patch must be placed on the surface of the fill and thoroughly compacted. Temporary paving shall closely follow backfilling operation.

A temporary pavement shall be Class I Bituminous Concrete Type I-1, and match existing pavement thickness or 4" – 6" minimum thickness as directed, conforming to Section 460 of the Massachusetts Standard Specifications for Highways and Bridges, current edition. The temporary pavement shall be maintained in a satisfactory condition until the permanent pavement is placed.

### **Permanent Pavement Replacement**

Pavement replaced must not be less than the existing pavement in depth and composition. No permanent pavement shall be placed over a backfilled trench within the same construction season after completion of the backfilling unless permitted to do so by the Director. Permanent pavement may be delayed for a longer time if the Director so directs. Permanent pavement shall be Class I Bituminous Concrete, Type I-1, conforming to Section 460 of the Massachusetts Highway Department Standard Specifications for Highway and Bridges, current edition.

The Contractor shall remove the temporary pavement and a portion of the gravel base; the edge of the existing pavement shall be straightened and primed with a cutback asphalt before applying the permanent pavement. The permanent pavement shall consist of a minimum of 2 ½ inches of binder and 1 ½ inches wearing course after compaction

and the surface shall conform to the adjacent existing road surface as shown on construction standards for "Permanent Pavement Replaced". After paving mixture has been properly blended, spread and raked to grade, compaction shall be obtained by use of a power roller of sufficient weight to establish a uniform density comparable to that of adjacent surfaces. Finished patch shall be level with no depression holding water on any of its' surfaces. On arterial routes, the patch should be a total of 6 inches thick. All seams (joints) between existing and new pavement surface shall be sealed with asphalt sealer and sand cover.

Temporary pavement may be cold planed at a 2 inch depth for permanent repair upon approval by the Town Engineer.

#### Permanent Pavement Replacement Utilizing an Approved Infra-Red Heater

Trench resurfacing utilizing an approved infra-red heater shall be done according to the specifications for permanent pavement replacement with one change as follows:

The 1 ½ inch top course of bituminous concrete surface shall be placed utilizing an approved infra-red heater to blend the new pavement with the existing pavement.

The work shall be generally performed in the following manner:

1. Area to be repaired shall be swept clean to remove all loose and foreign material.
2. An approved infra-red heater shall be placed over the area to be repaired for several minutes until a depth of two or more inches of the existing pavement has been softened. Care must be taken to avoid oxidation of the pavement by improper heating techniques. If this condition occurs, the unsuitable material must be discarded, and new material added.
3. The softened area shall be scarified and raked to a workable condition.
4. Surplus material must be removed and Class I Bituminous Concrete Top added. Blending the new asphalt with the existing heated asphalt will re-emulsify the asphalt.
5. After paving mixture has been properly blended, spread and raked to grade, compaction shall be obtained by use of a power roller of sufficient weight to establish a uniform density comparable to that of adjacent surfaces. Finished patch shall be level with no depression holding water on any of its' surfaces.
6. Edges of the rolled area shall be sealed with suitable asphalt emulsion and sand spread over the entire newly patched area.
7. Work area shall then be swept of all old and excess materials and left in a neat condition.



Any additional Class I Bituminous Concrete Top needed for the above work shall be obtained from a suitable infra-red heated trailer provided to keep asphalt mix at near constant temperature throughout the working day. Under no conditions is asphalt mix to be used that registers a temperature of under 175 degrees F.

The finished areas shall be completed in a workmanlike manner satisfactory to the Director.

Workmanship determined to be below the high standards of the particular craft involved will not be accepted and will be corrected and/or replaced as directed by the Director.

#### Bituminous Concrete Excavation by Cold Planer

This work consists of removing bituminous concrete by cold planing in designated areas. The cold planer must be equipped with an elevating device capable of loading planed material directly into dump trucks while operative. It shall have all necessary safety devices such as reflectors, headlights, taillights, flashing lights, and back up signals so as to operate safely in traffic both day and/or night.

The Cold Planer shall be designed and built for planing flexible pavements and possess the ability to plane cement concrete patches when encountered in bituminous pavement. It shall be self-propelled and have the means for planing without tearing or gouging the underlying surface. Variable lacing patterns shall be provided to permit a rough grooved or smooth surface as directed.

The depth of cut shall be approximately 2". The minimum width of pavement planed in each pass shall be 6 feet, except in areas to be trimmed and edged. The machine shall be adjustable as to crown and depth and meet the standards set by the Air Quality Act for noise and air pollution.

The milled or planed surface shall conform generally to the grade and cross slope required. The surface shall not be torn, gouged, shoved, broken or excessively grooved. It shall be free of imperfections in workmanship that prevent resurfacing after this operation. Surface texture shall be as specified by the Engineer and excess material shall be removed so that the surface is acceptable to traffic if required.

#### Crack Sealing by Fiber Reinforced Method

##### 1. Scope of Work

The work covered by this specification consists of furnishing all plant, labor, equipment and materials necessary to perform all operations in connection with the cleaning and sealing of construction and random cracks in bituminous concrete pavements, and vegetation removal and sterilization of cracks where necessary.

##### 2. Material

Crack Sealer shall be an asphalt-fiber compound designed especially for improving strength and performance of the parent asphalt sealant.

- (a) Asphalt Sealant shall be AC-10 or AC-20 with a penetration of 75-100.
- (b) Fiber reinforcing materials shall be short-length polyester (carbon black) fibers having the following properties:

Length	7mm.
Diameter	0.0008 in. plus or minus 0.0001 in.
Specific Gravity	1.32 to 1.40
Melt Temperature	480 degrees F. minimum
Ignition Temperature	1000 degrees F. minimum
Tensile Strength	75,000 PSI plus or minus 5,000 PSI
Break Elongation	33% plus or minus 9%

Asphalt-Fiber compound shall be mixed at a rate of 6-8% fiber weight to weight of asphalt cement.

### 3. Equipment

Equipment used in the performance of the work required by this section of the specification shall be subject to the approval of the Director and maintained in a satisfactory working condition at all times.

- (a) Air Compressor: Air compressors shall be portable and capable of furnishing not less than 100 cubic feet of air per minute at not less than 90 lbs. per square inch pressure at the nozzle. The compressor shall be equipped with traps that will maintain the compressed air free of oil and water.
- (b) Manually operated, gas powered air-broom or self-propelled sweeper designed especially for use in cleaning highways shall be used to remove debris, dirt, and dust from the cracks.
- (c) Hand tools shall consist of brooms, shovels, metal bars with chisel shaped ends, and any other tools which may be satisfactorily used to accomplish this work.
- (d) Melting Kettle: The unit used to melt the joint sealing compound shall be double boiler, indirect fired type. The space between the inner and outer shells shall be filled with a suitable heat transfer oil or substitute having a flash point of not less than 600 degrees F. The kettle shall be equipped with a satisfactory means of agitating the joint sealer at all times. This may be accomplished by continuous stirring with mechanically operated paddles and/or by a continued circulating gear pump attached to the heating unit. The kettle must be equipped with thermostatic control calibrated between 200 degrees F. and 550 degrees F.

4. Preparation of Cracks

- (a) Debris removal: All cracks shall be blown clean by high pressure air. All old materials and other debris removed from the cracks shall be removed from pavement surface immediately by means of power sweepers, hand brooms or air brooms.
- (b) Vegetation: When cracks show evidence of vegetation, it shall be removed and sterilized by use of a Propane Torch unit eliminating all vegetation, dirt, moisture and seeds.
- (c) General: No crack sealing material shall be applied in wet cracks or where frost, snow or ice is present nor when ambient temperature is below 25 degrees F.

5. Preparation and Placement of Sealer

Joint sealing material shall be heated and applied at a temperature specified by the manufacturer and approved by the Director. Minimum application temperature shall be 320 degrees F.

Sealer shall be delivered to the pavement surface through a pressure hose line and applicator shoe. The shoe width and sealer overbanding area shall be 3". A boiler slag aggregate shall be broadcast over cracks and sealer shall be rolled with a 1 ton roller.

6. Workmanship

All workmanship shall be of the highest quality, and excess or spilled sealer shall be removed from the pavement by approved methods and discarded. Any workmanship determined to be below the high standards of the particular craft involved will not be accepted, and will be corrected and/or replaced as required by the Director.

7. Performance

The Director shall approve the contractor who is to perform this work. The Director will not approve a contractor who does not meet the following requirements.

- (a) This work shall be performed by a contractor having ability and experience to perform this type of work together with having sufficient capital and equipment to enable them to prosecute the work successfully and complete in a timely manner.
- (b) The contractor who is to perform this work shall provide the Director with a list of not less than 3 projects which they have successfully completed,

giving the name and the address of the work so that workmanship can be reviewed.

- (c) The contractor shall furnish the Director with a manufacturer's certificate of material compliance certifying conformance to the above material specifications.

#### Filling of Cored Holes at Pavement, Driveways and Sidewalks

The Contractor shall fill any cored holes at their own expense. All core holes shall be identified and filled the same day they are cored.

Suitable material for backfilling shall be placed in the cored hole and properly tamped prior to asphalt patching.

Bituminous material for tack coating shall be applied to the sides of the cored hole prior to placing asphalt patch. Asphalt removed by coring operations shall be replaced with Class I bituminous concrete, Type I-1, conforming to Section 460 of the Massachusetts Highway Department, Standard Specifications for Highways and Bridges, current edition.

Pavement replaced must be properly tamped and may not be less than the existing pavement in depth and composition. The finished patch shall be level with no depression.

The area of the asphalt patch shall be sealed with an asphalt seal and sand cover.

As an alternate the above procedure may be followed except that an asphalt plug may be installed in lieu of the asphalt patch.

#### Cement Concrete Sidewalk and Aprons

All sidewalks removed by any excavation shall be replaced with cement concrete conforming to Section 701 of the Massachusetts Highway Department Standard Specifications for Highways and Bridges, current edition.

Concrete shall have a 28-day compressive strength of 4,000 PSI. Air entrained shall be 6% (+/- 1%).

Concrete shall not be placed at temperatures below 40 degrees F and shall be properly protected when temperature is expected to fall below 40 degrees F. Concrete shall not be placed when it rains nor on frozen ground. All temperatures shall be measured in the shade.

Cement concrete sidewalks and aprons shall be constructed in one course on a prepared foundation of gravel in accordance with these specifications and in conformity with lines, grades and typical cross sections as shown on drawings.

The gravel foundation for aprons shall be good binding gravel not less than 6 inches in depth, and shall contain no stones having any dimension greater than 4 inches.

The subgrade for aprons shall be shaped parallel to the proposed surface and be thoroughly rolled and tamped. All depressions occurring shall be filled with suitable material and again rolled and tamped until the surface is smooth and hard. After the subgrade has been prepared, a foundation of gravel shall be placed upon it. After being wetted and thoroughly rolled and tamped, the foundation shall be at least 6 inches thickness and 6 inches below and parallel to the proposed surface of driveway aprons.

Side forms for one-course sidewalks and aprons shall be smooth, free from warp, of sufficient strength to resist springing out of shape, and of a depth to conform to the thickness of the proposed walk. All forms shall be oiled before placing concrete.

The concrete for one-course sidewalks shall be poured in alternate slabs, 30 feet length, except as otherwise ordered by the Director. The slabs for the one course sidewalks shall be separated by transverse preformed expansion joint fillers, one-half inch (1/2") in thickness. Driveway aprons shall be reinforced with 7 gauge, 6" x 6" welded wire fabric. Performed expansion joint fillers shall be placed adjacent to or around existing structures in sidewalks where directed. Concrete shall be placed in such quantity that, after being thoroughly consolidated in place, it shall be 4 inches in depth at sidewalks and 6 inches in depth at driveway aprons. The concrete shall be worked and floated so as to give a smooth uniform and attractive surface finish. The surface of the concrete shall be uniformly scored into block units of areas not more than 36 square feet as directed. The depth of the scoring shall be at least 1/4 of the thickness of the sidewalk. After floating and scoring, the surface shall be steel troweled. If necessary, tooled joints and edges shall be rerun after troweling to maintain uniformity. After troweling, the surface shall be brushed by drawing a soft-bristled push broom with a long handle over the surface of the concrete to produce a nonslip surface.

### Curbs

All curbing removed or broken from any excavation shall be replaced in kind. The curbing will be placed to meet existing grades or as directed by the Director.

### Granite Curbing

Shall be type VA-4 (6" x 18") or VB (at the request of the Director), curb shall be set on an approved gravel base. Trench excavation for curbing shall be excavated to a width of 18 inches; the bottom of the trench shall be 6 inches below the bottom of the proposed curbstone.

The foundation for the curb shall consist of gravel spread upon the subgrade and after being thoroughly compacted by tamping, shall be not less than 6 inches in depth upon the foundation. Additional gravel shall be spread as required and the granite curb shall be set thereon. All spaces under the curbstone shall be filled with gravel, thoroughly rammed so that the curbstones will be completely supported throughout their length. The curb shall be set at the line and grade required. Where gravel foundation exists, it

shall be maintained as directed by the Director. After curbing is set, the space between it and the wall of the trench shall be filled with gravel and thoroughly tamped to the depth directed, care being taken not to affect the line or grade of the curb. The street side of the trench shall be filled with cement concrete to within 3 inches of finished grade. Joints between curbstones shall be carefully filled with cement mortar and shall be neatly pointed on top and exposed front portion. After pointing, curbstones shall be cleaned of all excess mortar. Mortar for jointing shall be composed of equal parts of cement and sand with sufficient water to form a workable mixture.

#### Bituminous Concrete Curbing

The replacement of Class I Bituminous Concrete berms shall be in accordance with applicable requirements of the Massachusetts Highway Department, Standard Specifications for Highways and Bridges, current edition.

The mixture shall be placed and compacted with a machine. The dimensions and cross sections of proposed replacement of bituminous concrete curb shall be as shown on the Standard Detail. Where bituminous concrete curbing is to be replaced, the roadway pavement shall be widened 1 foot to provide a proper base for the curbing and shall be constructed on a 6 inch gravel base.

#### Bituminous Concrete Sidewalk and Aprons

This type of pavement shall be composed of mineral aggregate, mineral filler and bituminous material, plant-mixed and laid hot. The bituminous concrete for sidewalks and aprons shall be laid in 2 courses, standard bottom binder course and standard top course with a finished pavement depth of 3 inches after compaction. In no case shall the surface be laid until the sub base has been inspected and approved by the Director.

The sub base (subgrade) shall consist of at least 6 inches of approved gravel after rolling. The gravel base will be shaped, graded and rolled to accurately meet the finish grade.

Methods of construction and quality of materials used shall conform to the specifications of Section 460 for Class I Bituminous Concrete Pavement, Type I-1, Standard Specifications for Highways and Bridges of Massachusetts Highway Department, current edition.

#### Turf Establishment and/or Earth Areas

In areas where excavation takes place in grass areas, sod will be carefully removed in suitable size squares, set aside and carefully re-laid on the surface of the refilled trench or excavation. The area around the excavation will be neatly raked and seeded. A minimum of 6 inches of topsoil shall be placed on top of the fill material before applying fertilizer, mulch and seed.

1. Fertilizer shall be applied at a rate of 25 lbs. per 1000 sq. ft.
2. Mulch shall be "hay" or "straw"

3. Seed shall be 50% by weight rye grass and 50% by weight bluegrass - both 85% purity. Rate of application - 5 lbs. per 1000 sq. ft.

Reseeding may be required within one year if the initial seeding fails to produce a reasonable growth of grass.

### **PUBLIC SHADE TREES**

A permit is required to trim public shade trees within the Town of Wellesley. See Massachusetts General Laws, Chapter 87 and 242.

The permittee shall not remove, cut, deface or damage the root zone of any tree or shrub growing on Town property. If it becomes unavoidable to prevent such damage the permittee must advise the Engineering Division, which will arrange for the Town Arborist or Deputy Tree Warden to evaluate the condition of the tree.

When work will affect the health of any Town tree or shrub, the permittee must demonstrate the following proper arboricultural practices.

- To keep equipment and vehicles off non-paved areas around the drip zone of trees and shrubs to prevent soil compaction. When work exceeds 48-hour period the permittee shall fence off such areas.
- To make proper tree pruning cuts when uplifting tree limbs as approved by a Town Arborist or Deputy Tree Warden.
- To immediately and properly prune any tree or shrub roots that is visibly damaged during excavation before backfilling.

In accordance with Chapter 87, Section 3 of the Massachusetts General Laws any person must obtain a permit for the removal of any tree from the Natural Resource Commission as Tree Warden. Replacement costs shall be the responsibility of the permittee as prescribed in the Town By Law 49.8B:

#### **Replacement of Public Shade Trees.**

Conditions for trimming trees and making excavations within 10 feet of a public shade tree are as follows:

1. Employees or representatives of the person(s) or firm holding the Street Occupancy Permit (permittee) shall be trained in the proper method of tree pruning.
2. No spurs, climbing irons or gaffs, which injure trees, shall be used for climbing.
3. All pruning shall be of the best quality and be done in accordance with the ANSI A300 (Part 1) - 2001 Pruning (National Arborist Association) or current edition. Also follow "Best Management Practices" 2002 by ISA (International Society of Arboriculture), companion to the ANSI A300 - 2001 Pruning Standards.
4. No limbs over 4 inches in diameter or roots over one and half inches in diameter shall be cut without specific consent of the Department of Public Works, Park and

Tree Division. The permittee shall contact the Park and Tree Division 24 hours in advance of the work. (Telephone No. 781-235-7600, ext. 3335).

5. The Street Occupancy Permit will not allow the removal of any public shade tree.
6. The permittee shall dispose of all trimming by chipping or other approved methods, shall be responsible for removal of all debris, and shall leave the job site in a neat and clean condition.
7. The permittee shall hold the Town of Wellesley and its representatives harmless and indemnified from any damages resulting from this work.
8. The permittee shall contact the Park and Tree Division 24 hours in advance of the work. (Telephone No. 781-235-7600, ext. 3335.)