

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
January 31, 2017

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara, M. Wegerbauer, T. Holder (DPW Director)

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown asked for public comment.

Public Comment

Kathie Steinberg, member of the School Committee, appeared before the Board to discuss the search for school bus parking, noting that the School Committee has discussed the old landfill on the north side of Route 20 as a potential location for bus parking.

Brown noted that the potential usage of the land needs to be explored further.

Lowery noted that a right-of-entry needs to be granted to any School Department contractor prior to examining the land.

Public Comment

Lowery recited a poem submitted by a resident commending the DPW's snow & ice operations.

Water Abatement Requests

Brown explained the abatement process and how abatements are calculated.

6 Catherine's Farm

Vincent Vitiello of 6 Catherine's Farm Road appeared before the Board to discuss his request for abatement.

Brown made a motion to abate the 12/8/16 bill to 5500 units, waiving all interest and fees.

Wegerbauer 2nd, all in favor.

271 Concord Road

Lynn Connelly of 271 Concord Road appeared before the Board to discuss her request for abatement.

Brown made a motion to abate the 12/7/16 bill to 6000 units, waiving all interest and fees.

Wegerbauer 2nd, all in favor.

Lowery suggested that the meter be scheduled for replacement due to its high reading.

56 Draper Road

Brown asked if anyone was present to represent 56 Draper Road – there was no one.

Lowery noted that the work done on the invoice presented was prior to the billing date.

33 Hazelbrook Road

Janet Haspel of 33 Hazelbrook Road appeared before the Board to discuss her request for abatement.

Wegerbauer asked Haspel to confirm that she wished to use her one opportunity for abatement.

Haspel responded that she wished to confirm her desire to abate with the DPW Office.

Brown made a motion to abate the 12/23/16 bill to 16,400 units, waiving all interest and fees, conditional upon the homeowner’s confirmation she would like to abate.

Wegerbauer 2nd, all in favor.

11 Holiday Road

Christopher Memoli of 11 Holiday Road appeared before the Board to discuss his request for abatement.

Lowery discussed possible causes of water loss in the home, and urged Memoli to periodically check his meter.

Wegerbauer made a motion to abate the 12/23/16 bill to 4700 units, waiving all interest and fees.

Brown 2nd. Baston, Brown, Wegerbauer, Mishara in favor. Lowery abstain.

Items Included in the Packet for Discussion

- 6 Catherine’s Farm request for water abatement and water usage history
- 271 Concord Road request for water abatement and water usage history
- 56 Draper Road request for water abatement and water usage history
- 11 Holiday Road request for water abatement and water usage history

Items Distributed for Discussion

- 33 Hazelbrook Road request for water abatement and water usage history

Traffic Calming Hearing: Bow Road

Brown described the previous meeting regarding Bow Road Traffic Calming.

Brown asked if anyone was present to speak against speed bumps on Bow Road – there was no one.

Tom Curren of 16 Bow Road discussed potential placement of speed bumps on Bow Road, noting that he would like to see four or five placed on the road.

Wegerbauer asked Holder what the sightline requirement for the installation of speed bumps is.

Holder responded that the recommended sightline is 150 to 200 feet.

Baston noted that Fire Chief Houghton had expressed his concern for speed bumps in the past, citing damage that has incurred to his equipment when responding to calls.

Daniel Hill of 25 Bow Road appeared before the Board, noting that he feels that the installation of two speed bumps is insufficient; and discussed potential locations of speed bumps.

Holder noted that temporary speed bumps would be installed in April, after which the location could be reassessed prior to the installation of permanent bumps in conjunction with the resurfacing of Bow Road.

Hill noted that Bow Road is in the Historic District, and requested the installation of historic-looking signs rather than the standard signage.

Lindeman noted that in his observation, the road should have three speed bumps installed.

Holder clarified that Bow Road is under consideration for the installation of speed bumps due to the special circumstances of Bow Road's status as a commonly-known cut-through.

Wegerbauer made a motion that up to three temporary speed bumps be installed, with locations to be determined following consultation between Police Chief Irving, the DPW, and Bow Road residents. Following their installation, future consideration should be given for the location of the installation of permanent speed bumps as well as the redesign of the intersections of Bow Road and Route 27 and Route 126 in conjunction with the resurfacing of Bow Road.

Brown 2nd.

Brown asked if the Board would like to investigate the potential installation of historical signage on Bow Road.

The sense of the Board was that the type of signage to be placed is dictated by State regulations.

Baston expressed his concern with the effect speed bumps have concerning the response time of the Fire Department, as well as the precedent installation could set for residents on other roads.

Wegerbauer reiterated that this approval is due to Bow Road's known usage as a cut-through.

Brown, Wegerbauer, Mishara, and Lowery in favor. Baston opposed.

Items Included in the Packet for Discussion

- Bow Road Traffic Calming Request Form
- 11/22/2016 BOPW Meeting minutes Excerpt

Items Distributed for Discussion

- 1/27/2017 emails from Tom Curran and Daniel Hill
- 1/30/2017 from Teresa Amabile

Road Layout Public Hearing; Dylan's Circle, Spencer Circle, & Summer Lane

Brown described the process by which roads are accepted as Town Ways.

Dylan's Circle

Holder noted that the DPW feels Dylan's Circle is up to Town standards and is in support of its acceptance.

Anette Lewis, of 33 Claypit Hill Road and former Road Commissioner, asked if a punch list has been completed and signed off on by the contractor associated with Dylan's Circle.

Holder noted that an assessment of the street has been made by Town staff.

Lewis described the process by which roads have traditionally been accepted as Town Ways.

Mishara recommended that the public hearing continue, but a Board vote should occur at a later date following confirmation that proper as-builts are in place and the bounds are set.

Holder asked if there are any bond funds remaining on these streets.

Daniel Hill, Chair of the Planning Board, noted he was unsure if any bond funds remain.

Summer Lane

The Board discussed the as-built plans for Summer Lane.

DPW Senior Foreman Joseph Doucette noted that the DPW assessed Summer Lane and is in support of its acceptance.

Spencer Circle

DPW Superintendent Michael Lindeman noted that Spencer Circle is in need of repaving and many of the structures need to be rebuilt.

Hill noted that this issue as discussed by the Planning Board at their last meeting, and that the Planning Board feels this road had been overlooked and should have been accepted in 2004; and as such it should be accepted as a Town Road in its present condition.

Gordon Schultz of 6 Spencer Circle discussed the release of the bond, noting that he had written the Planning Board in opposition of the bond's release at the time.

Brown noted that it is the sense of the Board that Holder should discuss the status of the three roads with Town Planner Sarkis Sarkisian prior to the Board taking a vote.

Items Included in the Packet for Discussion

- 7/25/2002 Process for Accepting Town Ways
- 10/7/2003 Planning Board Findings and Decision regarding Dylan's Circle
- Dylan's Circle As-Built Plan
- Dylan's Circle Street Assessment
- 6/23/2000 Planning Board Findings and Decision regarding Spencer Circle
- 11/17/2004 Spencer Circle Bond Reduction Request
- Spencer Circle As-Built Plan
- Spencer Circle Street Assessment
- 11/18/2011 Planning Board Findings & Decision regarding Summer Lane
- Summer Lane As-Built Plan
- Summer Lane Street Assessment

Review of Draft WRAP Report

The Board agreed to delay discussion of this item until the next meeting.

Items Included in the Packet for Discussion

- 4/28/2016 Draft WRAP Report

Review of Eversource Vegetation Management Plan & Well Protection

Lowery suggested that the Board communicate with Eversource and request they not use herbicides within the Town's capture Zones.

Lowery distributed a draft of a letter to be sent to Eversource.

Wegerbauer made a motion to approve the letter as written.

Lowery 2nd.

Holder noted that the Board may wish to incorporate the concerns in the letter into a single letter to be sent by the Town encompassing the concerns of all Town departments.

Lowery noted that he is amenable to the letter being included with other Town concerns, but wishes for it to be included in its full form.

All in favor.

Items Included in the Packet for Discussion

- 12/15/2016 Eversource 45 Day Yearly Operational Plan

Items Distributed for Discussion

- 1/31/17 Draft Letter: Wayland Wellhead Capture Zones – Sensitive Areas

Discussion of MassDOT Complete Streets Program

Holder discussed the steps involved in joining the Complete Streets Program.

Brown asked Holder for his recommendation regarding the program.

Holder noted that the program is of limited risk to the Town, as the measures involved only need be considered, and implemented only where appropriate.

Wegerbauer made a motion to take the necessary steps to proceed with joining the Complete Streets Program.

Mishara 2nd.

Lowery noted that he is unclear of how much increased labor will be imposed on the DPW as part of this program.

Holder noted that the next step would be to present the Complete Streets Program to the Board of Selectmen.

Brown, Wegerbauer, Mishara in favor. Lowery opposed. Baston abstain.

Items Included in the Packet for Discussion

- MassDOT Complete Streets Policy Scoring System Summary

Discussion of DPW and DPW-Related ATM Articles

Brown noted that the Board had agreed at a previous meeting to delay the wireless meter program.

Holder noted that recent advancements in technology have given the DPW pause to begin installing meters that may not be compatible with the technology selected by the Board in the future.

Wegerbauer suggested that the Board seek a vote to allow the existing funds for meter replacement be used to begin the wireless read program.

Holder noted that it is his intent to use the delay to initiate a public outreach and education campaign.

Baston discussed the status of obtaining an easement with regards to the Happy Hollow Well Access Road.

Brown noted that it appears the Finance Committee will not recommend the passing of the Transfer Station Access Road.

The Board discussed the status of the temporary laydown area as well as the potential construction of an access road to reach the laydown area directly from River Road.

Holder noted he would contact Weston & Sampson to clarify the nature of their cost estimate.

Lowery noted that part of the order of conditions is that the mitigations called for must be done as a first-step in any portion of the project.

Lowery clarified that he will inform the Finance Committee and the Board of Selectmen that the Board of Public Works is exploring options with strategies pertaining to the presenting all or a portion of the Transfer Station Access Road Article at Town Meeting.

Brown asked for the sense of the Board regarding an opinion on the plastic bag and Styrofoam container petitioner's articles.

Holder noted that, in his opinion, the enforcement of such articles is not under the scope of the DPW.

Brown noted that it is the sense of the Board that he should contact the petitioner to inform him the Board has taken no position.

Lowery noted he feels the Board should support the articles because it would reduce roadside trash.

Discussion of FY18 DPW Capital Budget

Holder noted that the 10-wheel dump truck could be funded through Chapter 90, but the sander and plow apparatus would not be funded by Chapter 90.

Holder recommended that the purchase of the truck be funded through Chapter 90, but a Capital Request be initiated seeking the funding of \$65,000 to purchase a sander and plow attachments.

Lowery discussed partially funding the salaries of several staff members from the Water Enterprise Fund and Transfer Station Revolving Fund, rather than solely from the General Fund.

The Board was supportive of this reallocation of salary funding, but expressed concern for its overall effect on the Water Enterprise Fund and the Transfer Station Revolving Fund.

The Board discussed the closure of an open capital account for the installation of a water main on Pemberton Road.

Brown made a motion that the Board authorize the closure of the Capital Account for the Pemberton Road Water Main Project, with the remaining \$59,987.63 returned to the Water Enterprise Fund.

Mishara 2nd, all in favor.

The Board discussed the closure of several Capital Accounts pertaining to the purchase of vehicles in FY2017.

Mishara made a motion to release the remaining funds in Capital Accounts, following the purchase of the Street Sweeper, Park Division Dump Truck P58, and Transfer Station Swap Loader.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion
- 1/17/2017 DPW 5-Year Capital Plan

DPW Director's Operational Report

The Board Reviewed the DPW Director's Operational Report.

The Board noted that the traffic signal mast arms are being installed at the Five Paths Intersection.

Items Included in the Packet for Discussion
- 1/31/2017 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Lowery noted that Stone's Bridge has been accepted on the National Register of Historic Places.

Lowery asked about the status of the hiring of a Town Engineer.

Holder replied that the job description is slated for approval by the Personnel Board and he hopes to have the job posted shortly.

Lowery requested data from VADAR pertaining to water usage over the past year.

Holder described a recent meeting with Raftelis Financial Consultant David Fox regarding the ongoing water rate study.

Baston asked that the DPW ensure the Depot Parking Lot be treated during winter storms.

Brown noted that he received a message from a resident applauding the recent opening of the new Give and Take area.

The Board determined that February meetings will occur on 2/14/16 and 2/28/16.

Review and Approve the Minutes of the 1/3/2017 and 1/13/2017 Meetings

Baston noted a clarification to the location of the traffic lights referenced on page 3 of the 1/3/17 meeting minutes.

Brown made a motion to accept the minutes of the 1/3/17 meeting as amended.

Mishara 2nd, all in favor.

Brown made a motion to accept the minutes of the 1/13/17 meeting as amended.

Baston 2nd.

Baston, Lowery, Brown in favor. Wegerbauer and Mishara abstain.

Items Included in the Packet for Discussion

- 1/3/2017 BOPW Meeting minutes Draft

- 1/13/2017 BOPW Meeting minutes Draft

Baston made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 9:55 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator