

# WAYLAND BOARD OF PUBLIC WORKS

DPW Facility  
66 River Road  
Wayland, MA 01778  
April 12, 2017

## MEETING MINUTES

Present: M. Lowery (Acting Chair), T. Abdella, W. Baston, M. Wegerbauer, T. Holder (DPW Director)

Absent: J. Mishara.

Meeting opened at 7:05 PM

Lowery announced that the meeting is being recorded.

Lowery noted that Transition Wayland's Annual Wayland Cleans Up will be occurring this month.

Lowery noted that the Solar Panels on the roof of the DPW Facility are up and running.

### **Review and Discussion of Policy for the Grading of Dirt Roads**

Lowery noted that according to Town bylaw, a resident must petition the Board for any maintenance or repairs to be made on private roads.

Wegerbauer urged the Board to form a policy dictating what maintenance should occur on dirt roads.

Baston distributed a draft table of contents as guidance for the formulation of a Board of Public Works Policy Book.

Lowery suggested that, as a policy, the Board does not need to be consulted if repairs are made in the interest of public safety.

Holder reviewed a list of dirt roads located within Town, and discussed the difference between a common driveway and a private way.

Wegerbauer made a motion to authorize the DPW to address any emergency situations on private roads where such issues might impede emergency response. Otherwise, non-emergency requests should come before the Board for approval.

Baston 2<sup>nd</sup>, all in favor.

***Items Included in the Packet for Discussion***  
*- Town Bylaw: Repairs to Private Ways*

***Items Distributed for Discussion***

- *Draft Board of Public Works Table of Contents*
- *Comparison between a Common Driveway and a Private Roadway*
- *List of Dirt Roads in Wayland*

**Public Comment**

Duane Galbi of 190 Stonebridge Road appeared before the Board to ask if the planned Happy Hollow Well Site Access Road needed to be 18 feet wide as planned.

Lowery responded that the road was designed to allow for two vehicles to pass each other.

Michael Delman of 192 Stonebridge Road appeared before the Board to ask how often two-way traffic could be anticipated on the access road.

Lowery noted that two-way traffic will occur at times in addition to anticipated pedestrian traffic.

Delman asked if the road will be curbed.

Holder noted that the road is designed to be sheet-drained, and as such he believes there is no curbing in the design.

Delman asked if the road will be accessible by the public.

Baston noted that it will be gated and locked.

Christopher Barr of 21 Riverview Avenue noted that he is in agreement with the comments made by Galbi and Delman.

**Discussion of Actions and Results of Annual Town Meeting**

Lowery discussed the results of Town Meeting, and urged the DPW to establish purchase orders for the projects approved as soon as possible.

**Status Updates**

**Agreements to Maintain Library Drainage**

Holder noted the Middlesex County Mosquito Control has committed to clean out the drainage swale, and are currently in discussion to coordinate with the Conservation and Health Departments.

**Permitting for Triangular Laydown Area**

Holder noted the he met with Conservation Administrator Linda Hansen, and will be contacting a consultant to delineate the wetlands to facilitate removing the material currently on the site.

Holder added that Hansen is certain a Notice of Intent will be required for the preparation of the laydown area.

Baston suggested that the neighbors be notified when work is underway.

### **Briefing on Meeting with David Fox**

Lowery discussed a recent meeting with David Fox, discussing the status of the rate model and Fox's preliminary suggestions.

[Abdella arrived at 7:52 PM]

Lowery discussed the Finance Department's position on borrowing for Water Capital Projects.

### **Proposal for Review of Land South of Route 20 for Laydown Area**

Holder noted that he is trying to expedite a service agreement with Weston and Sampson to review the site.

Abdella noted that he has information from the WRAP committee on the parcel he will distribute.

### **Fields Opening Status**

Senior Foremen Joe Doucette discussed the current status of fields, noting which fields are open and when others are estimated to be opened.

Wegerbauer requested that areas other than fields that could be used for practice be identified.

Lowery asked about the status of hiring a Town Engineer and DPW Superintendent.

Holder noted that follow-up interviews are scheduled for the Town Engineer tomorrow, and two interviews for the DPW Superintendent's position are scheduled for Friday.

Baston discussed the status of the Library Drainage system following recent rain, noting that water is not currently passing through the new pipe.

### **Communications Received by BOPW**

#### **Letter from Oak Hill Area Residents**

Wegerbauer made a motion to authorize Lowery to write a letter to the Oak Hill Neighborhood Association and provide a copy of Chris Brown's 1/31/2017 letter to Eversource regarding sensitive areas around the wellhead capture zones.

Baston 2<sup>nd</sup>, all in favor.

## **Selectmen Questions**

Lowery discussed a recent conversation with Selectman Mary Antes regarding a resident's attempt to buy the easement at the Habitat for Humanity site, and Lowery advised the DPW to acquire the easement as quickly as possible.

### ***Items Included in the Packet for Discussion***

- 3/30/17 Letter from Oak Hill Neighborhood Association re: Eversource Planned Maintenance

### ***Items Distributed for Discussion***

- 1/31/2017 Letter from Chris Brown to Eversource re: Wayland Wellhead Capture Zones – Sensitive Areas

## **DPW Director's Financial Report**

The Board reviewed the DPW Financial Report.

Holder discussed the potential encumbrance of surplus FY2017 Highway funds to begin MS4 storm water management permitting.

### ***Items Included in the Packet for Discussion***

- 4/7/2017 DPW Financial Report

## **Board Members' Reports, Concerns, and Updates**

Baston noted the IW Harding is currently working on the Rail Trail project.

Baston suggested that he will provide an update on field status for the Wayland Weekly Buzz.

Abdella noted that he observed a number of vehicles parked in the right-of-way during snow events in his neighborhood.

Doucette noted that the police were notified of the vehicles impeding snow operations.

Lowery noted he attended a meeting with the Historical Commission regarding their monument preservation project in North Cemetery.

Lowery suggested a regular monument maintenance program be considered in the future.

The Board discussed the potential for utilizing CPC funding for the preservation of monuments.

Lowery discussed the repair and preservation of the pillars at Castle Gate.

Lowery expressed his desire to see the Stone's Bridge land be changed from Highway to Park custody at a future Town Meeting.

Lowery discussed the clearing of culverts under the Town Building driveway.

Lowery urged the Board to contemplate what objectives they wished to accomplish in the following year.

**Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, is any**

Lowery discussed the letter received from the attorneys at 8 Glezen Lane seeking reimbursement for the estimated \$32,000 cost for the design and construction of their septic system.

Holder noted that Health Department Director Julia Junghanns has contacted KP Law and is awaiting their response.

Lowery discussed Town Administrator Nan Balmer's request for the DPW to provide oversight to the wastewater system.

Wegerbauer suggested that any consideration be delayed until several ongoing issues with the DPW are addressed.

Lowery noted that Balmer is not proposing the Board take over the Waste Water Management District Commission, but is seeking Holder's oversight of the wastewater system.

The Board determined that Balmer should first send a memo of the WWMDC's specific needs prior to further discussion by the Board.

Holder noted that he is not prepared to offer any operational support from the Water Division but, with the Board's support, would begin management oversight in small steps.

Lowery clarified that he would respond to Balmer with the suggestion that an outline of what services they feel the DPW would provide for further discussion by the Board.

***Items Distributed for Discussion***

*- 4/12/17 Email from Lowery to Balmer re: WWMDC*

**Review and Approve the Minutes of the 3/29/2017 Meeting**

Wegerbauer made a motion to approve the minutes as presented.

Lowery 2<sup>nd</sup>, all in favor.

***Items Included in the Packet for Discussion***

*- 3/29/2017 BOPW Meeting minutes Draft*

Holder noted that National Public Works Week is in May, and discussed having an open house at the DPW Facility with tours of the Water Treatment Facility also available.

Abdella made a motion to adjourn.

Baston 2<sup>nd</sup>, all in favor.

Meeting adjourned at 8:55 PM.

Respectfully submitted,  
Daniel Cabral  
DPW Office Coordinator-Administrator