

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
June 27, 2017

MEETING MINUTES

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

Absent: J. Mishara

Meeting opened at 7:00 PM

Baston announced that the meeting is being recorded.

Baston reviewed the agenda.

Baston asked for public comment.

Public Comment

Mike Lowery read a letter from Ken Isaacson of 228 Lakeshore Drive regarding the proposed Verizon construction of a cell tower at Pod Meadows, noting that construction of such a tower is authorized in the Wireless Communications Overlay District only.

Public Water Rate Hearing

[Baston opened the public hearing at 7:05PM]

Town Engineer Paul Brinkman presented a PowerPoint presentation reviewing the status of the Water Enterprise Fund as well as recommended water rate changes.

Finance Committee members Carol Martin and George Uveges attended the presentation.

Abdella asked if OPEB costs are projected to remain constant in future years.

Martin and Uveges noted that OPEB costs will likely increase in future years.

The Board discussed the nature of OPEB and indirect expenses, and their impact on the Water Enterprise Fund balance.

Wegerbauer expressed his desire for the Board to establish what the desired retained earnings balance of the Water Enterprise Fund should be.

Lowery made a motion to close the Water Rate Hearing and proceed to the next agenda item.

Abdella 2nd, all in favor.

[Public Hearing closed at 7:36PM]

Items Included in the Packet for Discussion
- Water Rate Hearing Power Point Presentation

Discussion and Board Vote to Set Water Rates

Lowery questioned whether the administrative fee should be raised, adding that if they are increased, the fees should perhaps be based on the size of the connection.

Holder added that the administrative change reduces the vulnerability brought on by fluctuations in use and revenue and is associated with the cost of providing service.

Wegerbauer made a motion that the administrative fee remain unchanged due to its disproportionate impact on low water users.

Lowery 2nd.

Baston noted that if the motion passes, approximately \$50,000 in revenue would need to be raised in another form.

Baston asked if the tiers could be modified to raise the \$50,000 in revenue.

All in favor.

The Board discussed the desired funding strategy and schedule for planned meter replacements.

Lowery expressed his opinion in support for the establishment of a 7-year replacement program to be funded from cash capital.

Lowery requested that Brinkman use the current rate structure, but manipulate the percentage increase to present different rate options.

Martin urged the Board to contact Finance Director Brian Keveny to discuss the appropriate retained earnings balance of the Water Enterprise Fund.

Discussion of Remote-Read Meter Options with Tata & Howard

Amanda Cavaliere from Tata & Howard appeared before the Board to discuss potential Advanced Meter Read systems.

Cavaliere presented a PowerPoint presentation discussing the features of four available AMR Systems.

Baston asked if the current system could be retained for residents who opt out of the AMR system.

Holder noted that if the Board desires an opt-out option, it could be written into the specifications.

Wegerbauer asked Holder what type of system he feels should be pursued.

Holder noted that he feels a fixed network system is the preferable option.

Lowery asked if the Beacon system is a mobile-only system.

Cavaliere noted that it is a cellular-based system.

Baston asked if the current meters would work with a new system.

Water Superintendent Don Millette noted that all recently-installed meters would work with any of the potential systems.

Wegerbauer asked how often the proposed systems transmit data.

Cavaliere replied that the rate at which data is collected and transmitted could be set as desired.

Lowery asked if any of the options provide billing software.

Cavaliere noted that the systems generally do not provide billing software.

Wegerbauer noted that the three main goals were to reduce costs, detect leaks, and allow for more frequent billing.

Baston urged Board members to compile a list of meter reading system features they feel are important, so they can be compiled and discussed at the next meeting.

Discussion and Board Vote to Set Water Rates (continued discussion)

The Board discussed the need to establish the acceptable level of retained earnings, as well as the desired debt threshold limit.

Discussion of Dylan's Circle and Summer Lane Takings

Holder noted that KP Law prepared the Orders of Taking for Board signature, noting the language regarding the drainage system of Dylan's Circle had been modified to note that any drainage outside the paved area is the responsibility of the Homeowner's Association.

Lowery questioned whether it is wise to allow the maintenance of any drainage system to be the responsibility of a private entity such as a Homeowner's Association.

Lowery made a motion that the Board of Public Works adopt the order of taking for Dylan's Circle dated 6/27/2017.

Abdella 2nd, all in favor.

Lowery made a motion that the Board of Public Works adopt the order of taking for Summer Lane dated 7/6/2017.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion

- 7/25/2002 Letter from Town Counsel re: Acceptance of Subdivision Streets as Town Ways
- Dylan's Circle Order of Taking
- Summer Lane Order of Taking

Discussion of Letter Received from Representative of 8 Glezen Lane

Lowery described a meeting he and Millette attended between Health Department staff and the owner of 8 Glezen Lane.

Lowery noted that the expectation was that the Health Department would draft a response to the 3/9/17 letter that was received from the owner's attorney.

Holder replied that the Health Department has not yet responded the letter.

Lowery suggested that KP Law respond to the letter on behalf of the Board of Public Works, taking into account both he and Millette's recollection of the meeting.

Lowery discussed a public records request made to the Board of Public Works that was received by and responded to by the Town's Records Access Officer.

Lowery requested that in future public records requests, the Chair be notified of its receipt and review the response.

Items Included in the Packet for Discussion

- 2/9/2017 Letter from Alphen & Santos, P.C. re: 8 Glezen Lane
- 6/14/2017 Letter from Alphen & Santos, P.C. re: 8 Glezen Lane
- 6/16/2017 Town response to Alphen & Santos Public Records Request

Discussion of DPW Position Regarding Verizon Cell Tower Installation

Lowery noted that the Board does not regulate the installation of cell towers, and no proposed sites are in the custody of the Board.

Lowery added that the Board does have custody of some parcels located within the Wireless Communications Overlay District.

Holder noted that the Town Administrator sought comment by the Board.

Lowery responded that the Board has no comment to offer, as the issue is governed by existing bylaws.

Items Included in the Packet for Discussion

- 5/31/2017 Letter from McLane Middleton re: Proposed Wireless Communication Facility – Wayland Locations
- 5/12/2017 Letter from McLane Middleton re: Proposed Wireless Communication Facility – Wayland Locations

DPW Director’s Operational Report

Holder noted that updates from the Town Engineer will be added to future Director’s Reports.

Lowery requested that updates on current projects be added to the Director’s Report as well.

Holder noted that the School Department has signed their portion of the Weston & Sampson Route 20 South Landfill Site Study.

Holder discussed the planned replacement of the Route 20 water main up to the Sudbury River.

Items Included in the Packet for Discussion

- 6/27/17 DPW Director’s Report

Board Member’s Reports, Concerns, and Updates

Lowery noted the Historical Commission expressed their reluctant to relocate the Castle Gate pillars.

Abdella noted that if there condition has become a safety issue, the Board should consider removing them.

Lowery discussed potential relocation of the pillars.

Lowery asked if the rear catch basins in the library parking lot should have been connected during the library drainage project.

Brinkman presented images of the library drainage design and the infrastructure associated with the catch basins in question.

Brinkman described a pipe to be installed to connect the basin to the existing drainage infrastructure.

Lowery noted that School Committee member Jeanne Downs contacted him regarding the maintenance of the High School turf field, noting the School Committee will ask Weston & Sampson to provide a brief status update.

Lowery discussed the hydro-raking currently being performed on Mill Pond by the Surface Water Quality Commission.

Baston discussed the 6/16/17 letter that was sent to the Planning Baord by the Baord of Public Works regarding the suggested policy for the return of bonds held for street construction.

Baston asked about the status of funding for MS4 permitting.

Holder noted that funds in the operating budget have been earmarked, and the EPA has delayed MS4 permitting.

Baston asked about the status of payment to IW Harding for the Library Drainage Project.

Holder replied they have been paid, and the DPW will perform some limited site finishing work utilizing remaining funds.

Baston asked about the status of the easement on the Habitat for Humanity property.

Holder replied that he has not yet heard back, but will contact Habitat for Humanity for an update.

Baston asked if the DPW is getting many requests for the repair of dirt roads.

Holder replied that road repairs are made if it is determined to be a matter of public safety.

Lowery urged the Board to consider what the formal policy for the maintenance of dirt roads should be.

Baston asked if there has been any progress of mapping wastewater infrastructure.

Holder noted that no advances have been made yet.

Baston asked about the schedule for tearing down the house at 107 Old Sudbury Road.

Holder noted he is currently gathering quotes for asbestos abatement, but suggested a general contractor be hired to complete the entire project.

Baston asked about the status of the temporary laydown area.

Holder noted that the wetlands have been flagged and the project continues to progress.

Baston noted that the Community Preservation Committee has requested that the DPW maintain the granite posts at the First Congregational Church.

Lowery sought to clarify if the request was made by a Town or private entity.

Wegerbauer asked about the start of construction at the intersection of Parkland & Charles.

DPW Superintendent Joe Doucette noted that construction began today.

The Board determined that the next two meetings would occur on 7/12/17 and 7/25/17.

[Wegerbauer departed at 10:39PM]

Items Included in the Packet for Discussion

- 6/17/17 Letter from the BOPW to the Planning Board re: Suggested policy regarding return of bond held for street construction

Review and Approve the Minutes of the 6/13/17 Meeting

Lowery noted correction to the name referenced during Public Comment.

Lowery made a motion to accept the minutes of the 6/13/17 meeting as amended.

Baston 2nd, all in favor.

Items Included in the Packet for Discussion

- 6/13/2017 BOPW Meeting Minutes Draft

Baston made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 10:40 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator