

WAYLAND BOARD OF PUBLIC WORKS

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

MEETING MINUTES

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

DPW Staff in Attendance: Daniel Cabral (Office Coordinator-Administrator), Joe Doucette (DPW Superintendent), Don Millette (Water Division Superintendent)

Meeting opened at 7:00 PM

Baston announced that the meeting is being recorded.

Baston reviewed the agenda.

Baston asked for public comment – there was none.

Irrigation Application Review – 38 Standish Road

Steve Eblonski of Paradigm Landscape appeared before the Board to discuss the application for the irrigation of 38 Standish Road.

Lowery encouraged Eblonski to consider the installation of drip irrigation.

Lowery urged Eblonski to confirm that none of the irrigated area is within the wetlands buffer.

[Mishara arrived at 7:09PM]

Abdella made a motion to approve the application for 38 Standish Road, subject to compliance with all Town bylaws and regulations.

Lowery 2nd.

Abdella, Baston, Lowery, Wegerbauer in favor. Mishara abstain.

Items Included in the Packet for Discussion
- 38 Standish Road Irrigation Application

Irrigation Application Review – 11 Training Field Road

Ben Stevens of Trask Development appeared before the Board to discuss the application for the irrigation of 11 Training Field Road.

Lowery urged the Board to consider requiring a separate meter for irrigation systems.

The Board noted that the lot size is not listed on the application, although it is present on the plan.

Mishara made a motion to approve the application of 11 Training field, subject to clarification of the application.

Abdella 2nd.

Abdella, Baston, Mishara, Wegerbauer in favor. Lowery abstain.

Items Included in the Packet for Discussion
- 11 Training Field Road Irrigation Application

Review and Potential Board Vote on FY19 DPW Operational Budget and Capital Requests

[Carol Martin and George Uveges of the Finance Committee in attendance]

Holder reviewed the FY2019 DPW Operational Budget and described the modifications.

Martin noted that the Finance Committee is considering increasing the snow budget, as it has consistently been overspent.

Holder discussed the upcoming expenses associated with pending MS4 stormwater regulations.

Abdella suggested that bullet points highlighting the range of services provided by the DPW be added to the bottom of the FY2019 Operational Budget proposals.

Uveges urged the Board to consider adjusting the overtime line to accommodate pending cost-of-living salary increases.

Wegerbauer asked about the nature of the proposed \$200,000 increase in the Water Contingency fund.

Holder described the nature of small-scale water main replacements that would be conducted in-house.

Wegerbauer suggested that the capital funding for water main replacement be increased to address any additional water main replacements needed.

Lowery asked if a transfer from the Waste Water Management District Commission (WWMDC) will be added to the Engineering Division budget.

Wegerbauer asked if expenses related to contract services have been reduced with the addition of a Town Engineer.

Holder replied that savings have not yet been quantified, but he expects savings to be included in the FY2020 budget.

Wegerbauer made a motion to endorse the FY2019 DPW Operating Budget, dated 9/7/2017, subject to review of the \$200,000 added to the Water Contingency Fund, unknown Water Division expense items (utility and debt expenses), and the potential increase in the snow budget.

Lowery made a motion to amend to include the revenue to be received by the WWMDC for the services of the DPW Director and Town Engineer.

Wegerbauer recognized Lowery's motion as a friendly amendment.

Mishara 2nd, all in favor.

The Board reviewed the DPW 5-Year Capital Plan.

Abdella urged the DPW to conduct a lease/buy analysis of the equipment on the capital budget.

Holder discussed Capital Item DPW 11 for the rehabilitation of a culvert on Concord Road, noting that the issue was recently identified.

Lowery requested the design and construction of the Route 20 South Laydown Area be moved ahead in the Capital plan, to FY2019 and FY2020 respectively.

Holder discussed the DPW Capital Item WTR 01 – Meter Replacements and Reading System, noting that recent estimates are significantly higher than what had previously been discussed.

Abdella asked if the costs of meter replacements could be separated out into its own capital request.

Abdella asked Holder to contact the North Reading DPW to determine how much it cost for them to implement a remote-read metering system.

Wegerbauer asked about the status of DPW Capital Item WTR 07 – Second Water Tank Design & Construction.

Holder replied that a site evaluation is currently underway to determine the type of tank and location.

Lowery noted he is not comfortable supporting DPW Capital Item WTR 07 until alternatives are considered.

Millette added that with only one water tank, the Town is currently 20% deficient in storage capacity based on DEP standards.

Uveges suggested that a description of the steps involved in planning DPW Capital Item WTR 07, including studies conducted and alternatives considered, be added to the CIP.

Millette discussed the need for DPW Capital Item WTR 09 – PLC Upgrades, noting that replacement parts are no longer available for the systems currently employed.

The Board discussed the potential to conduct PLC upgrades over time.

Wegerbauer made a motion to endorse the 5-year Capital Plan dated 9/7/2017, with further investigation needed for DPW Capital Items WTR 01 – Meter Replacements and Meter System, WTR 02 – Water Main Projects, WTR 06 – Campbell Well Manganese Removal Design & Construction, WTR 07 – Second Water Tank Design and Construction, and WTR 09 – PLC Upgrades.

Lowery made a motion to amend the article to move DPW Capital Item DPW 07 – Rt 20 Laydown Are Design and Construction up to FY2019 and FY2020 respectively, and move DPW Capital Item WTR 07 – Second Water Tank Design and Construction back to FY2020 and FY2021 respectively.

Wegerbauer recognized Lowery’s motion as a friendly amendment.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion

- Proposed DPW FY2019 Operating Budget
- DPW 5-Year Capital Plan
- DPW FY2019, FY2020, and FY2021 Capital Requests

Review of DPW/BOPW Submission to Annual Town Report

Lowery clarified that the Board voted to conditionally transfer the land at 195 Main Street to the Recreation Commission and the Board of Library Trustees.

Lowery clarified that the ‘Give-n-Take’ feature was not added in 2017, but expanded to be offered year-round.

Baston clarified that the Park Division maintains Town-owned trees along 200 *lane* miles of roadways.

Mishara clarified that the Board’s role should note that they are responsible for oversight, budgeting, and policy-setting for DPW operations.

Mishara made a motion to approve the DPW/BOPW submission to the Annual Town Report as amended.

Wegerbauer 2nd, all in favor.

Items Included in the Packet for Discussion

- BoPW/DPW 2017 Annual Report

Review of Town Counsel's Legal Opinion Concerning the Status of Private Ways

The Board discussed the opinion of Town Counsel regarding the status of private ways.

Gil Roland of West Plain Street appeared before the Board, noting that many of the private roads have been plowed for many decades and expressed his desire to attend any public hearing that may be held on the subject.

Items Included in the Packet for Discussion

- 8/15/2017 Email from Town Counsel re: Private Ways

Review of Proposed DPW Job Description / Staffing Modifications

Holder discussed the DPW's desire to convert the vacant part-time position at the Transfer Station to a full-time position.

Holder discussed the reason for the change, noting that it would result in a net budget increase of approximately \$12,000.

Mishara made a motion to approve the request to convert the part-time position at the Transfer Station to a full-time position.

Lowery 2nd, all in favor.

Holder discussed the modifications to the job description of the Water Treatment Plant Manager that he is recommending.

Holder discussed his recommendation to modify the position of DPW Office Coordinator-Administrator to DPW Business Manager.

Lowery asked if MCPPO certification would be included in the job description.

Holder confirmed that it would.

DPW Director's Operational Report

Holder reviewed the DPW Director's Operational Report.

Mishara asked about the status of work being done by MassDOT at the intersection of Route 27 and Route 30.

Holder noted that he is seeking a solution to expedite the completion of the intersection.

Lowery urged Holder to confirm who the appointing authority of the Tree Warden is, as he believed it was the duty of the cemetery commissioners.

Lowery requested that the Board be copied on any correspondence addressed to the Tree Warden.

Holder noted that site work is underway at 150 Main Street, and they are installing an irrigation system that will be included on the Board's 9/26/2017 Agenda for approval prior to its use.

Holder noted that the irrigation system on the field behind the Town Building is currently being installed, and the system may be run as a test as part of the installation process.

Lowery expressed his desire for the installers to obtain a permit for the system's installation.

Items Included in the Packet for Discussion
- 9/12/17 DPW Operational Report

Board Members' Reports, Concerns, and Updates

Wegerbauer asked about an update on the status of removing the easement on Michael Road, adding that he feels the builder should bear the costs of removing the easement.

Lowery asked about the status of the Happy Hollow access road.

Holder noted that several contractors have obtained plans, and bid opening is scheduled within the next few weeks.

Lowery asked about the status of Transfer Station Access Road improvements.

Holder noted that he anticipates an update from Weston & Sampson on the project shortly.

Lowery suggested that the Board consider drafting a bylaw clarifying the DPW and the Board's authority to enact water restrictions.

Mishara noted that the Board had previously voted to delegate the implementation of water restrictions to the DPW for the season.

Lowery asked about the nature of the issue that recently occurred at the High School Waste Water Treatment Plant, and if the wells were in danger.

Holder noted that if liquid had escaped the building, it could have led to contamination, and preventative measures are currently being discussed to minimize future risk.

Lowery noted that he would like the Board to be informed of what actions will be taken to minimize risk.

Holder noted that the jurisdiction ultimately lies with the Board of Health.

Baston noted that a statement from Fire Chief Houghton has been included in the verbiage of the article for the demolition of 107 Old Sudbury.

Baston noted that the CPC approved funding to conduct an archeological dig on the grounds of 107 Old Sudbury Road.

Review and Approve the Minutes of the 8/8/2017 Meeting

Lowery noted a typographical correction to page 4.

Wegerbauer made a motion to accept the minutes of the 8/8/2017 meeting as amended.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion
- 7/25/2017 BOPW Meeting Minutes Draft

Mishara made a motion to adjourn.

Abdella 2nd, all in favor.

Meeting adjourned at 9:44PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator