

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
October 10, 2017

MEETING MINUTES

Present: W. Baston (Chair), T. Abdella, M. Lowery, J. Mishara, 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.

Public Comment

Peggy Patton of 43 Plain Road appeared before the Board to state that, in her opinion, the Board was making a mistake in pursuing the installation of an Automated Meter Reading System.

Public Comment

Kim Cook of 12 Ellie Lane appeared before the Board to discuss the Town's Private Way Policy.

Cook discussed the legal opinion that had previously been offered by former Town Counsel Mark Lanza.

Cook discussed public safety concerns regarding the plowing of private ways, and noted that, in her opinion, the number of homes located on a private way should not be a factor in determining the level of service provided.

Irrigation Application Review – 19 Wallace Road

Kelly and James Zacco appeared before the Board to discuss the irrigation application of 19 Wallace Road.

Lowery asked if the Water Division has reviewed and approved of the application.

Water Superintendent Don Millette confirmed that it did.

Baston asked if any sprinkler heads are located within the leaching field.

James Zacco noted that there is no leaching field, as the home utilizes a septic pit.

Wegerbauer requested to review a full-size copy of the plan.

Millette provided the full-size plan for Board review.

Abdella made a motion to approve the irrigation application of 19 Wallace Road.

Mishara 2nd.

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

*Items Included in the Packet for Discussion
- 19 Wallace Road Irrigation Application*

Discussion of Automated Meter Reading Systems (Tata & Howard in Attendance)

Ryan Neyland and Amanda Cavaliere of Tata & Howard appeared before the Board to discuss Automated Meter Reading Systems.

Neyland and Cavaliere presented a Power Point presentation, “Wayland Water Meters and Advanced Metering Infrastructure”.

Lowery noted that there was a discrepancy in the age of the meters in the Power Point Presentation that he would like Tata & Howard to clarify.

The Board discussed the information provided noting the differences between cellular and fixed network systems.

Lowery noted that the amount of RF power emitted by a system would be a significant selection criterion for an Advanced metering Infrastructure (AMI).

Baston asked Neyland, in his experience, how many residents typically opt out of an AMI.

Neyland replied the he estimates the number of opt outs to be typically less than 1%.

Wegerbauer asked how the annual operating and maintenance costs were calculated.

Neyland responded that the operating and maintenance costs were based on an average 20-year annual cost.

Baston asked if the meters could be replaced at a different time than when the AMI system is installed.

Neyland replied that it could be done, although it may limit the Town to vendors who require a two-wire, as opposed to three-wire, system.

Abdella discussed the recent installation of an AMI in the town of North Reading.

Lowery asked what type of encryption is used by the AMI systems.

Neyland replied that the systems use various forms of encryption.

Items Included in the Packet for Discussion

- 9/18/2017 Tata & Howard Technical Memorandum – Water Meters and Advanced Metering Infrastructure Evaluation

Items Distributed for Review

- 10/10/2017 Tata & Howard Power Point presentation “Wayland Water Meters and Advanced Metering Infrastructure”

Discussion of DPW Personnel Items (John Senchyshyn in Attendance)

Human Resource Director John Senchyshyn appeared before the Board to discuss a potential new position within the DPW.

Senchyshyn discussed the number of ongoing capital projects that currently fall under the purview of the Facilities Director.

Senchyshyn noted that the desire is to establish a Project Manager position within the Engineering Division of the DPW.

Senchyshyn added that the proposal is to separate the Town and School portions of the Facilities Department, and to place the Town portion under the oversight of the DPW Director.

Senchyshyn noted he is seeking the support of the Board prior to presenting the proposal to the Personnel Board.

The Board discussed strategies for funding the Project Manager position.

Mishara made a motion to approve in principal the position of Project Manager as outlined in the meeting.

Baston 2nd.

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

Lowery requested that a written job description be provided to the Board when it is available.

Senchyshyn confirmed that a written job description will be provided to the Board when available.

Discussion and Potential Board Vote Concerning FY19 DPW Capital Requests

Holder discussed items on the DPW 5-Year Capital Plan that had been earmarked for additional discussion.

The Board discussed DPW CIP WTR 01: Meter Replacements and Reading System.

Lowery expressed his desire for Meter Replacements and Reading System to be placed in separate capital items.

The Board discussed the merits of splitting the capital request versus keeping it combined.

Lowery suggested the CIP WTR 01 be modified to \$350,000 for meter replacement, with borrowing being the designated source of funding, and the AMI Reading System moved to a separate CIP.

The Board discussed the potential cost of an AMI.

Abdella questioned whether the reading system should be presented as a CIP or an article.

Holder discussed CIP WTR 02: Water Main Replacement, noting that the \$250k cost for the replacement of the Sedgemoor water main had been added.

The Board discussed CIP WTR 09: PLC Upgrades.

Wegerbauer asked if the PLCs needed to be replaced at once or could be done over time.

Millette noted that it is recommended to replace them at once due to the specific programming requirements.

Lowery asked if there is any residual value to the existing PLC equipment.

The Board discussed the potential for Town Engineer Paul Brinkman to complete an MWRA connection study.

Items Distributed for Discussion

- DPW 5-Year Capital Plan
- DPW CIP Forms WTR 01, WTR 02, WTR 09, WTR 07, and WTR 06

Discussion and Potential Board Vote on BOPW Special Town Meeting Articles

The Board discussed the Special Town Meeting Article funding the demolition of 107 Old Sudbury Road.

Holder noted that the Finance Committee has recommended that retained earnings be used as a funding source.

Mishara made a motion to approve the Special Town Meeting Article funding the demolition of 107 Old Sudbury Road, with the source of funding to be retained earnings. Lowery 2nd.

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

The Board discussed the status of the CPC Special Town Meeting Article funding the preservation of the Castle Gate Pillars.

Baston noted that the Historical Commission plans to attend the next meeting to discuss this article.

Items Included in the Packet for Discussion
- Special Town Meeting Article: 107 Old Sudbury Road Demolition

Discussion and Potential Vote Concerning the Town's Private Way Policy

Baston described a recent Board of Selectmen Meeting where the Town's policy concerning the maintenance of private roads was discussed.

Lowery suggested that Provision 12 be struck, as it appears to contradict other aspects of the policy.

Abdella asked about the origin of Provision 1.

Holder described how Provision 1 was drafted, noting that a portion was dictated by Town Counsel.

Mishara noted that Provision 5 is not necessary, as he feels Provision 6 essentially says the same thing.

The Board discussed the status of fire hydrants located on private ways.

Holder noted that the location of public infrastructure, such as hydrants, on private ways does not present a conflict.

Holder added that he will confirm with Town Counsel that no obligation exists.

Abdella suggested that Provision 7 be relocated to the background section of the policy.

Baston asked the Town Counsel confirm the assertions in Provision 7.

Abdella asked if any special permits exist as referenced in Provision 11.

Lowery noted that there are permits in existence that specifically say the Town has no obligation to plow.

Mishara made a motion that the Board agrees with the Private Road Policy Draft, as revised, in principle subject to review and approval by Town Counsel.

Abdella 2nd, all in favor.

Items Included in the Packet for Discussion

- 11/1/2017 Private Road Policy Draft

Items Distributed for Review

- 10/10/2017 Private Roads list

DPW Director's Operational Report

The Board reviewed the 10/10/2017 DPW Director's Report

Items Included in the Packet for Discussion

- 10/10/2017 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Abdella asked that in the future the Board consider delegating the responsibility of approving irrigation systems to the DPW Director.

Lowery noted that he believes that the Town bylaws may need to be revised to authorize such delegation.

Mishara added that the Board may also consider expanding the authority of the DPW Director to grant water abatements.

Lowery suggested that the Town auditors be consulted prior to expanding the delegation of water abatements.

Lowery noted that he and Baston recently spoke with Selectman Doug Levine concerning the Town's temporary sign policy.

Lowery asked if the DPW has any role in curb cuts of 40B developments.

Holder replied that he is able to provide comments, although his authority is limited.

Lowery asked about the status of the Transfer Station Access Road Improvement project.

Holder replied that the project is still in the engineering phase.

Lowery urged that the project progress as quickly as possible.

Lowery asked if the triangular laydown area has been permitted.

Holder replied that a permit has been obtained from the Conservation Commission.

Lowery asked if a permit has been obtained for the expansion of the irrigation system at the Town Building Field.

Lowery noted that the memos of understanding regarding the DPW's continued use of 195 Main Street have not yet been obtained from the Library or Recreation Commissions.

Wegerbauer asked if staff had contacted Verizon regarding the radio read services offered.

Millette replied that when he last spoke with Verizon they did not have any information regarding specific costs available, but he will seek to contact them again.

Wegerbauer requested the indirect costs on the Transfer Station be based on actual expenses rather than the revolving fund spending cap.

Baston noted that there has been no feedback from the School Department regarding the Weston & Sampson Route 20 South Landfill Report.

Review and Approve the Minutes of the 9/26/2017 Meeting

Mishara noted that Wegerbauer provided the 2nd for the motion approving the irrigation application for 23 Country Corners Road.

Mishara made a motion to approve the minutes of the 9/26/2017 meeting as amended.

Lowery 2nd, all in favor.

Items Included in the Packet for Discussion
- 9/26/2017 BOPW Meeting Minutes Draft

Abdella made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 10:14PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator