

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
November 28, 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)

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.

Review and Approve the Minutes of the 11/7/17 and 11/14/17 Meetings

Lowery noted a typographical correction to page 2.

Mishara noted that irrigation application abatements are limited to 20%, not 25% as noted on page 1.

Baston noted typographical corrections to pages 3, 4, 5, and 6.

Mishara noted that the location of the 11/14/17 meeting was the High School Field House.

Lowery made a motion to accept the minutes of 11/7/17 and 11/14/17 as amended.

Mishara 2nd, all in favor.

Items Included in the Packet for Discussion

- 11/7/2017 BOPW Meeting Minutes Draft
- 11/14/17 BOPW Meeting Minutes Draft

Joint Meeting with Waste Water Management District Commission

Fred Knight, Rick Greene, and Uday Virkud of the Waste Water Management District Commission (WWMDC) convened at 7:15 in conjunction with the Board of Public Works.

Baston discussed recent meetings with Town staff, WWMDC members, and BOPW members concerning oversight and management of the High School and WWMDC treatment plants.

Knight noted that Town Engineer has been very helpful in waste water operations, including the oversight of the WWMDC contractor Whitewater.

Lowery asked Holder to estimate the amount of time Brinkman spends on waste water operations.

Holder described the various tasks Brinkman has undertaken, and estimated 20% of his time has been devoted to waste water.

Holder discussed the potential creation of a new operations manager position shared between the School Department and the WWMDC to oversee both treatment plants.

Holder replied that Brinkman is preparing an analysis, and anticipates savings are expected to balance out the salary expenses.

Greene expressed his desire for an extensive cost-benefit analysis to be conducted regarding the potential creation of the new position.

Holder replied that Brinkman is currently preparing a cost-benefit analysis.

Virkud suggested that improved management of the contractor may prove to be more cost-effective than creating a new position.

Knight suggested a meeting between the BOPW and WWMDC should be scheduled to further discuss the potential new position.

Baston suggested that the cost-benefit analysis be reviewed by both committees upon its completion.

Greene noted that funds are currently taken from the WWMDC to compensate for Town functions.

Holder noted that he was unsure if the DPW has received any compensation.

Baston noted that the WWMDC and BOPW should meet again in late January.

Discussion of FY19 DPW Capital Budget

Holder discussed the prioritized list of FY19 Capital requests as presented to the Finance Committee the previous evening.

The Board discussed the FY19 capital requests related to the MOU and the DPW's role in those projects.

Lowery asked if the DPW will be issuing an RFP or managing the construction of the two FY19 capital requests pertaining to the MOU.

Holder replied that the DPW will not, and added that Town Administrator Balmer would be working to clarify the roles of the departments involved with the MOU.

Items Included in the Packet for Discussion

- 11/3/2017 DPW 5-Year Capital Plan

Items Distributed for Review

- 11/27/2017 DPW 5-Year Prioritized Capital Plan

Discussion of Irrigation Application Approval Process

Abdella noted that the bylaw allows the Board to name a designee to approve irrigation applications.

Wegerbauer expressed his concern that in the past, irrigation applications have been presented to the Board for review that are missing key information.

Mishara noted that he has seen an increase in the quality of applications and would be in support of designating application approval to the DPW Director.

Baston asked Holder if he would be comfortable with taking responsibility for approving irrigation applications.

Holder replied that he would be comfortable approving applications, and proposed that a monthly update on irrigation approvals could be provided to the Board.

Mishara suggested that the 20% limit on abatements for irrigation issues be noted on the application.

Lowery discussed the importance of having an owner's signature on the application to acknowledge the potential restrictions that may be imposed on irrigation systems in the future.

Abdella made a motion that the Board of Public Works appoints the DPW Director as its designee under Chapter 194 concerning the approval of irrigation applications.

Mishara 2nd.

Lowery added that he would consider supporting the motion after the new application system has been in practice for a period of time.

Lowery expressed his opinion that it should be considered a public policy issue whether or not treated and filtered water should be used for irrigation.

Lowery noted that he feels a separate meter should be required on irrigation systems as well.

Wegerbauer suggested that the Director's threshold for approving irrigation applications be raised from 5000 square feet to over 10,000 square feet.

Holder noted that the large majority of systems installed are in excess of 10,000 square feet.

Lowery expressed his desire to continue this discussion and potentially vote at the next meeting.

Abdella tabled his motion for further discussion and potential vote at a future meeting.

Lowery expressed his desire to have Water Superintendent Don Millette present to discuss the new application process.

Items Included in the Packet for Discussion:

- Irrigation Application

Discussion and Board Review of MOU with Recreation Commission and Library Board of Trustees Concerning the DPW's Continued Use of 195 Main Street

The Board reviewed the draft MOU dated 11/28/2017.

Mishara distributed a copy of the draft MOU with proposed changes.

Following Board discussion, several additional changes to the language of the MOU were proposed.

Wegerbauer made a motion to approve the MOU as amended.

Lowery 2nd. All in favor.

Items Included in the Packet for Discussion:

- 11/28/2017 MOU Draft

DPW Director's Financial Report

Holder reviewed the DPW Financial Report.

Wegerbauer asked if a new surveyor has been hired.

Holder noted that a candidate was interviewed last week.

Holder noted that the Transfer Station has received a DEP Recycling Dividends grant of \$4550 as well as a mattress recycling grant.

Holder noted that WayCam plans on featuring the DPW on an upcoming program.

Baston added that WayCam would also like to feature the Water Division in January.

Items Included in the Packet for Discussion
- 11/17/2017 DPW Director's Financial Report

Board Members' Reports, Concerns, and Updates

Lowery noted that a rock wall has collapsed in North Cemetery, and suggested Holder consult with the Historical Commission to discuss how permanent repairs could be made.

Mishara discussed recent progress that has occurred concerning the reconstruction of the intersection of Routes 27 and 30.

Mishara asked about the status of improvements to the traffic signals at the intersection of Route 27 and Plain Street.

Holder replied that the Town will retain a bond until the signal improvements are complete.

Wegerbauer asked about the status of the MWRA connection report.

Holder noted that Brinkman is close completing the report.

Wegerbauer asked if instructions on how residents can read a digital water meter have been drafted.

Baston noted that the article to tear down 107 Old Sudbury passed special town meeting.

Baston asked if any action needs to be taken regarding the contested tree from the recent tree hearing.

DPW Superintendent Joe Doucette noted that he is attempting to contact the resident who objected to the tree's removal.

The Board determined that the next meeting will occur on 12/12/2017.

Public Comment

Linda Segal of 9 Aqueduct Road appeared before the Board to discuss a meeting between staff and Raytheon officials is scheduled on 12/5/2017 to discuss recent reports concerning the former Raytheon site.

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 8:58 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator