

WAYLAND BOARD OF PUBLIC WORKS
Joint meeting with Board of Selectmen
WAYLAND TOWN BUILDING
January 3, 2012
6:30 PM
Meeting Minutes
Approved January 17, 2012

C.Brown, T. Abdella (6:40 pm), J. Mishara, M. Lowery, M. Wegerbauer (6:55 pm), D. Oullette, D. Gorham

Brown opened the meeting at 6:36 pm.

Public Comment

Anette Lewis Claypit Hill Road

Lewis thanked the board for the new barrels with working lights at the 27 & 126 intersection. She thanked the Board for making it happen.

Regarding the intersection at 27 & 30 Lewis said she would like to see the easement agreements in writing. Discussion about State approval and getting on the TIP. Ouellette told the board that a Public hearing will be held in February by the State. The State will be setting the date.

Lewis asked the board the following questions and expressed some concerns:

1. The cost for the Horseback riding rink with new fence and new jumps (labor and materials). Who paid and who approved the work?
2. Skate rink labor & material cost and how much overtime?
3. Why there has been no stripe on Glezen Lane after construction?
4. The Bond for Twenty Wayland is a performance bond not the right bond. Need warranties. Concerned town will be stuck.
5. Hannah Williams Playground budget of \$120,000 total spent vs actual whose budget is this money coming out of?
6. Tax bill inserted with DPW message is incorrect. This message states that all roads are plowed. Should not include subdivisions and condos.
7. Mass Highway Agreement jurisdiction shouldn't it be Board of Selectmen not Board of Public Works??

Traffic Signal Maintenance agreement with Mark Lanza Town Counsel

Brown thank Lanza for meeting with the Board regarding the signal agreement with Twenty Wayland ad the State. Brown asked for updated copies with permit numbers and the blanks filled in. Discussion by Lanza about his role. Discussion. Lanza told the

Board that it is up to someone other than him to verify and fill in the permit numbers, dates, and plan references.

Discussion about executing the agreement. Lanza told the Board to sign after Twenty Wayland. Ouellette will provide a completed signed document by the next meeting. Lanza told the board they could approve to sign contingent on Twenty Wayland signing with Mass DOT and the blanks are filled in. Discussion about who should sign and how.

Mishara made a motion to accept the substance of the agreements

2nd Brown

Lowery asked why vote on substance?

Abdella said they could bring agreement and sign

Discussion

Brown gave Ouellette authority to let Twenty Wayland know the Board approved the agreement.

Mishara made a motion to approve the substance of the agreement and will execute after signature of Twenty Wayland signs with all accurate information filled in.

2nd Brown

Unanimous

The Board thanked Lanza.

Board of Selectmen and Recreation Board

7:10 PM – Joint meeting with the Board of Selectmen and Recreation Board

Fay addressed both boards regarding the responsibilities of the boards. Fay said that both the Board of Public Works and the Recreation Board have done a great job. Fay stresses the importance of communication between the boards.

Virzi, Recreation Board, joined Recreation just before the DPW was formed. Virzi said most of his concerns that the quality of service would decrease once the DPW was established regarding Recreation care and maintenance has not been the case. . Virzi expressed his concern about wanting to understand better the roles, responsibility and process of both the Recreation Department and the DPW.

Brown said that regarding the use of the \$125,000.00 recreation monies he is pleased with the work that has been done.

Wright, recreation, said some of his concerns and predictions before the DPW was formed did not happen. DPW does an adequate job. Wright said he is concerned with how some issues are dealt with, how DPW ‘trumps’ Recreation. DPW makes decisions without Recreation. Needs a clarification of Board’s responsibilities.

Meliones, Recreation, said she feels that communication is a problem with the two boards since they have only had 3 meetings in the past 2 ½ years. Meliones too expressed concern about the DPW making decisions without Receptions input. Meliones sites the Horse rink and the Beach as examples.

Correia stresses that communication is very important. Correia also stressed the importance of Ouellette and McShea working together. He'd like to see a better link between the two of them.

Virzi asked about the correct process regarding Recreation issues and improvements.
Discussion.

Wright said that a process is needed. Ouellette and McShea need a clear understanding of jurisdiction.

Nolan suggested quarterly meetings with the three boards.

Lanza told the boards that developing recreation programs like the skate rink is the responsibility of Recreation. Modification and Maintenance of the land for the skate rink is the Department of Public Works responsibility.

Lanza went on to describe the relationship between the Town Administrator, the Recreation Board and Director and hiring of personnel administrative vs. operational.

Discussion about a 25 year inter-municipal Recreation agreement with Sudbury.

Recreation members expressed their frustration with the process. The sense of the Recreation Board is that they disagree with how the agreement was handled. The Recreation Board said that they should have been part of this agreement. Meliones expressed her concern that Recreation was not consulted.

Brown suggested a Recreation Board member be appointed as liaison to the Board of Public Works.

Virzi suggested that at the quarterly meeting they come up with guidelines for the members and future members.

Fay made a motion for the Board of Selectmen to support the three Boards meet quarterly and the three Department Heads along with their chairs meet monthly.

2nd Pope

Discussion

Unanimous in favor

Recreation Board dismissed

Water Reserves

Brown told the Board of Selectmen why water retained earnings are high. The Board of Public Works was told by the Abrahams group that best practice is they should keep enough in reserve to cover the highest capital item (Water Tank – 2 Million) and one quarter of the operational budget.

Discussion

Ouellette said that a lot of water was used last year resulting in 1 million dollars more revenue than anticipated. Ouellette spoke of possibly re-addressing rates in the future. Ouellette said beside pipe projects there is nothing major on the horizon for capital projects.

Discussion about the difference between excess and reserve

Discussion about lowering/ adjusting water rates.

Discussion about an email from a resident concerned with Water reserve amount and payment amount. Bladon suggested the Board of Public Works think through its options and communicate with residents its view of the appropriate amount of reserve.

Discussion about the reserve.

Ouellette said that if the water tank were to fail it would need to be replaced immediately.

Discussion.

Discussion about the fixed meter program and how it would save money and help to detect leaks early.

Discussion about a Water enterprise fund.

(Board of Public Works Reconvened at 9:00 PM in Selectmen's Room)

Ouellette told the Board that the horse corral was an existing facility in disrepair. Ouellette said the work was done for under \$2,500.00. Ouellette stressed that the Corral is open to everyone.

Discussion about the \$125,000.00 Recreation money. Who should say how it's used? Mishara suggested sitting down with Recreation to discuss how it should be spent.

Ouellette told the Board that the costs of the skating rinks were \$4,000.

Discussion about dividing up a lot of the work for Town Meeting articles.

Ouellette told the board that the playground cost at Hannah Williams was \$104,000.00 for the equipment and \$27,000.00 for installation. The fence around the playground cost \$30,000.00. The extra money came out the \$125,000.00 recreation money.

Discussion about plowing.

Ouellette will check with Stubby to find out why Glezen was not painted after the work was done.

Ouellette said that he is waiting for a proposal from Abrahams for rate on investment for the fixed network meter program.

Brown made a motion to retain Abraham group to provide a report on wireless fixed network a.s.a.p.
2nd Wegerbauer
Unanimous

Wegerbauer made a motion to draft an RFQ for outside services to perform financial reporting and analysis on an ongoing basis for Water.
2nd Abdella
Unanimous

Discussion. Abdella will draft an RFQ for a firm experienced in municipal water services.

Discussion about Capital items going in front of the Finance Committee on January 9th. Ouellette said the operating budget will be the following Monday. Discussion about who should be there. Ouellette said they need a letter stating the Board approves the CIP Capital.

Discussion about Personnel addition request.

Wegerbauer made a motion the DPW make a list of opportunities in FY13 to use the \$125,000.00 capital money for the Board of Public Works to review at the next meeting in preparation for the joint meeting with the Recreation Board.
2nd Mishara
Unanimous in favor

Board asked that minutes are sent to the Recreation Board once they are approved.

Water Abatement Process Guidelines

Lowery handed out the updated version of the guidelines.

Mishara made a motion to adopt and implement Water Abatement Process Guidelines 1.3
2nd Abdella
Unanimous in favor

Wellhead Protection Plan

Brown showed the Board a copy of the Wellhead Protection Plan in printed form.

Discussion

Discussion about a disclaimer at the beginning of the document. Lowery will incorporate a disclaimer. Discussion about other changes.

Lowery made a motion to accept the Wellhead Protection Plan as amended
2nd Lowery
Unanimous in favor

Current Business and Action Items

Brown asked Ouellette to check with the chief about signage and lines around Parkland

Brown asked Ouellette to check on the traffic machine.

Discussion about the process of easements regarding the intersection of route 27 & route 30.

Lowery asked about the settlement between Danforth Farms and the Town of Wayland. Lowery asked the status of the money from Danforth Farms? Discussion about the press release regarding the agreement. Lowery asked Ouellette to ask DiPietro about the money.

Discussion about the light restriction at Cochituate Field. Discussion about the cost of running the lights.

Mishara made a motion to approve the minutes of June 20, 2011 as amended.
2nd Abdella
Unanimous in favor

Mishara made a to approve the minutes of December 19th as amended
2nd Abdella
Unanimous in favor

Topics not reasonably anticipated within 48 hours of meeting.

Ouellette said that he received a memo from Turkington saying that warrant articles will be closing and need to be submitted by next Tuesday. Discussion.

Mishara made a motion to support an article to establish a water enterprise fund sponsored by the Board of Public Works and/ or other interested Board.

Abdella made a Motion to amend the article to establish a water enterprise fund sponsored by the Board of Public Works but to strike another Board support.

2nd Brown

4-0-1 Mishara abstained

Lowery made a motion to support article to establish of water enterprise fund sponsored the Board of Public Works only

2nd Abdella

Approved 4-0-1 Mishara abstained

Discussion about Water Division free cash reserve and how to deal with it. Abdella said the Board needs more information. Brown suggested a meeting with the resident who emailed the Board regarding the Water Division free cash. Brown will schedule this meeting. Discussion about how other towns compare.

Discussion about setting water rates. Is the board legally obliged to hold a public hearing?

February Meetings will be February 6th & February 21st

Ouellette will not be able to come on February 6 but will have someone come in his place.

Brown made a motion to adjourn at 10:51

2nd Lowery

Unanimous in favor

To Do:

Capital improvements

rte. 27 & 30 status

excess monies

license agreement

water meter program and mark abrahams

water abatements