

WAYLAND BOARD OF PUBLIC WORKS
Joint Meeting with Finance Committee
WAYLAND TOWN BUILDING
January 17, 2012
7:00 PM
Meeting Minutes
Approved February 21, 2012

C. Brown, T. Abdella (7:10 pm), J. Mishara, M. Lowery, M. Wegerbauer (8:10 pm), D. Ouellette, G. Hughes

Visitors: Annette Lewis, Parker Robinson, Mike Moynihan

Brown opened the meeting at 7:02 p.m.

Public Comment

No Public Comment

Water Abatements

1. Parker Robinson, 31 Davelin Road, Wayland, MA

Mr. Robinson spoke on his behalf regarding his request for an abatement. There was a leak on his property. A plumber came out several times. Pipe was pierced. Leak was fixed.

Mr. Robinson stated that there was not a meter read for about a year. The TP/MXU was subsequently repaired.

Board discussion.

Lowery motioned for abatement: 2 new bills to be created. One for 11,100 units, and one for 4,000 units, plus admin fees for each. Abating a total of \$3815.50.

Motion seconded by Mishara.

All in favor.

2. Mike Moynihan, 5 Lake Road Terrace, Wayland, MA

Mr. Moynihan spoke on his behalf regarding his request for an abatement. Plumber replaced his shower heads and checked all toilets. No obvious leaks.

Brown stated that it is the Board's policy to do one abatement per property within a 3 year time period.

Board discussed a motion to abate 9/16 reading, replace with averaging of the last 3 bills, subject to checking that his meter is OK.

Abdella motioned for abatement: abate 6900 units, pending the checking of meter to ensure it is operating correctly.

Motion seconded by Lowery.

All in favor.

3. Gail O'Neil, 10 Emerson Road, Wayland, MA

Ms. O'Neil was not in attendance with explanation in her November 29, 2011 letter.

Board discussion.

Abdella motioned for abatement. Mishara seconded. All in favor to abate the admin fees for 2012; 2 admin fees, \$56 x 2 to be abated.

4. Dennis Reilly, 25 Williams Road, Wayland, MA

Mr. Reilly was not in attendance with explanation in his November 19, 2011 letter.

Board discussion. Reviewed previous 3 years of water usage showing 6600, 7600, and 8200.

Brown motioned for abatement. Abate down to 7200 units; waive all interest fees, pending installation of new meter.

All in favor.

5. Alan Green, Amy Sachs, 11 Smokey Hill Road, Wayland, MA

Brown motioned to first change meter, then to abate bill down to \$805.

Mishara seconded motion. Lowery opposed. Remainder voted to abate as motioned.

6. Mauricia Alvarez, 52 Moore Road, Wayland, MA

Kiko Thebaud, representative for homeowner, requested to be heard at next board meeting for water abatements. Board agreed to postpone until next abatement hearing.

Board Discussion: Irrigation Systems – residents to use devices to control water, set up possible policy for no abatements for irrigation systems.

Lowery stated that discussion on abatements for irrigation systems to be discussed at another time.

Water Abatement Requests Checklist – Abdella discussed and presented a Water Abatement Requests Checklist to be completed by Diane Gorham prior to board abatement meetings and to be used by Board when discussing

abatements. Can be reformatted into an Excel spreadsheet with columns .
Add Water Usage and Amount of Money columns.

Discussion about Wireless Meter Reading Program

Ouellette has discussed the wireless meter reading program with 5 contractors. One is in Wayland by the name of Robert Ford. Ouellette spoke with Dave Bernstein.

Wireless Meter sends out impulse readings, 5,000 hits in ten minutes, transmitted into a separate server, billing runs into this server, billing Disc goes into town's billing system, physically separated.

Need to read meter 3 to 4 times a day per Ouellette.

Batteries run on an 18 year time span. Battery is located on the outside.

Can stagger replacing batteries in 18 years. It provides good information for tracking leaks.

Robert Ford is a PhD. He can provide a piece of equipment to record output from electronics versus these new wireless meters.

Ouellette will try to have Mr. Ford attend a Board Meeting following the next two meetings.

Trucks Discussion

Ouellette prepared truck information which was acknowledged as good information.

Have 100 vehicles now. 5 ton was given to us. Whacker, plus Sanders. 6 to 8 vehicles. We are getting rid of some equipment and to salvage some equipment.

Need to prepare for Town Meeting as it relates to equipment/trucks, and reason for more vehicles.

Ouellette confirmed that vehicles are not taken home.

DPW Garage Discussion

Lowery spoke with Town Moderator regarding DPW garage.

Need a visual of the condition of the garage. Lowery to ask Moderator if we can bring in our own visuals. Cost can be from \$1500 to \$2000.

Jeff Alberti of Weston and Sampson can assist us with this. Can do a presentation.

Lowery to ask Moderator if it is OK to bring in Weston and Sampson.

Lights Discussion

Wegerbauer discussed concerns brought to him about the lights.

Concerns about walkway safety to and from ice rink.
Ouellette stated ice rink has been used one day.
Ice rink has 2 inches of ice. Need 4 inches thick in order to skate on rink.
Recommendation made to get onto the next Recreation meeting agenda this issue of lights.
Need to get the word out to the public.
Ouellette stated that the cost of lights/electrical usage can be budgeted.

Discussion Regarding Water Fund Balance

Concern of residents for the high balance in the water fund.
Brown tried to schedule a meeting with citizens twice.
Brown sketched out money for citizens.
Citizens requested that he pose his questions via email.
Effort has been made to reach out to citizens.
Lowery posed how best to use the surplus.
Brown stated \$1.4 million capital items draw down.
Wegemauer agreed to go forward with hiring someone and to go through the correct process.

Traffic Signal Maintenance Agreement

In regards to the 20 Wayland Agreement, Ouellette to get a signed copy for board.
Permit numbers get filled in. Blanks OK for now.
Brown has a clean copy in pdf form to give to Ouellette.

Ideas for Field Capital Improvements

Brown discussed in the past go to Town Meeting and ask for \$125k in Field Capital Improvement. FINCOM says it needs to be more specific to show how money is being used.
Recommendations come from Recreation. We are in alignment with the Recreation's goals.
Lowery asked for a punch list.
Ouellette stated he has a laundry list.
Board discussed reviewing this list at next meeting.

Wellhead Protection Plan

Mishara reported going to the DEP website. Question was are we mandated by law to submit this plan?
Mishara stated no but we have submitted a plan. Website talks about benefits of this plan for DPWs.

Could have some financial benefits to have this submitted and approved by the DEP.

We have letter to Mike Hatch that says we have been accepted (12/14/11 letter).

Discussion : To submit an “amended” plan in about 6 months

Request Mike Hatch to talk to Ouellette about contacts for
DEP Wellhead Protection Plan

Next meeting will finalize amended plan.

Follow-up on Action Items from Previous Meeting

Board asked Ouellette about signage and Chief Irving.

Test strip machine.

Ouellette to contact Chief Irving.

End of Draper, make lines more visible.

Send Chief email, access history, adjacent to Park land.

Mishara to email chief and cc Ouellette.

Easement for 27/30, paving over septic system discussion.

Reported that Junghanns, Board of Health is getting close. Conservation is also involved.

Mike Abrahams to attend next meeting to discuss electric water meters.

D. Gorham to follow-up regarding wireless in Senior Center.

Ouellette to check with Stubby, Highway Department, regarding plowing Mainstone development.

Danforth Farms

Lowery reviewed Danforth Farms documents with board.

If start construction, have to pay Wayland 1.5 million.

Good response.

DIRECTOR’S UPDATE AND REPORT

Ouellette presented a budget update.

Enterprise Fund article submitted.

Water possibly to be an enterprise fund. Kept separate.

Transfer treated separately.

The DPW is looked at as a whole.
Lowery presented water bonds question.
Ouellette stated they pay at their own schedule.
Water bonds a separate line item.
Will be zeroed out at end of the year.
Mishara asked about Highway Snow if this money is not used.
Ouellette said its good to buy salt in the spring, when it is less expensive so we are fully stocked for the next winter season.

Hannah Williams – Ouellette stated 2 pieces to be installed. Need to mulch first.
95% complete.
Need concrete curbing.
Fiber mulch needed.
Planted 3 coniferous trees on the backside. Removed scrub trees and one dead tree.
To open in April 2012.
Recommended discussion at next meeting: Need public awareness 2 weeks before Town Meeting.
Need to also get out to the media the condition of the DPW Highway Garage.
Wegerbauer invited the Recreation Board to join our next Board meeting.

Review and Approve Minutes

Corrections to January 3, 2012 Minutes presented. Minutes approved.

Topics Not Reasonably anticipated by the Chair prior to posting

George Harris has requested all emails from October 1, 2011 forward be made available.

Brown discussed talking to Town Counsel. It is up to the Board to decide. .

Lowery discussed Mr. Harris' request as being overly broad.

Discussion: emails relating to topics within Board's jurisdiction

Use a cc for an email that goes to a Wayland Board of DPW public file

Lowery tags his emails from and to Board members to a pdf file

Municipal Retention Policy is in existence

Brown suggested setting up one generic box that cc can go into.

Wegerbauer made a motion to request Mr. Harris provide a narrower scope, and to deny his request at present.

2nd Mishara

Lowery stated that another possibility is to keep paper emails in DPW file.

Discussion.

Motion ammended to reject Harris' request as presently written.

4-1 approved (Lowery objected)

BOARD TO FINCOM FOR BUDGET MEETINGS DISCUSSION

Board moved to FINCOM meeting at 9:30 p.m.

Discussion between Ouellette and FINCOM Board members.

Road Maintenance to increase to \$300K. Fuel/asphalt/concrete keeps escalating in price.

Trying to maintain "healthy" road work.

Want to contract work out such as road resurfacing.

Chapt. 90 – took hits, brought back to 70% from 10 years ago.

Need funds for preventative maintenance.

Fuel drives cost of paving.

Need to recommend this on an annual basis.

Large contract going out next spring.

Projects: Rt. 30, 27/30 to Weston town line, then Pemberton

\$40K to \$50K per year if a capital item

Need to create a tangible plan for Town Meeting regarding roadwork, similar to what was done for water.

Should be in the operating budget.

Need coherence.

Plan to support ongoing budget item.

Personnel Services for highway and water. We do not have a lack of work for the DPW.

Transfer Station is s revolving fund.

Parks: Trees have to come down

Prevailing wage – have to comply with this

\$25K to \$45K to remove trees. Still a lot of "dead hangers".

Contract Services: tree removal, fertilization, tree replacement

Roads: Scenic Road

To take down a tree, need unanimous votes from Boards without any citizen objecting.

Water: a higher priority, if pushed to make a decision between water and highway
Capital improvement – increase

Chemical costs have tripled

Increase in salaries. Had a full time superintendent who is now gone.

New person for treatment plant

Salary budget is increasing.

keep most expensive capital item in reserve (\$2.0m Water Tank)

25% operating budget in reserve (\$825K)

3.3 million is current balance

DPW Board is talking about engaging a consultant to help with finances. To revisit water rates in six to twelve months.

Town can fund the Enterprise Fund but the Fund cannot fund the town.

Brown made a motion to adjourn meeting at 10:21 p.m.

2nd Mishara

Unanimous in favor

To Do List:

1. Irrigation systems and abatements discussion
2. Mr. Ford to attend meeting after next 2 meetings for Wireless Meter Reading
3. F/up with Town Moderator re: Weston & Sampson
4. Get onto next Recreation meeting agenda for issue of lights
5. Get original signed copy of 20 Wayland agreement
6. Laundry list for Field Capital Improvements
7. Finalize amended plan for Wellhead Protection Plan
8. Mike Abrahams, next meeting, re: electric water meters
9. D. Gorham f/up re: wireless in Senior Center
10. Plowing Mainstone
11. Invite Recreation Board to next meeting