

**WAYLAND BOARD OF PUBLIC WORKS
WAYLAND TOWN BUILDING**

June 4, 2012

7:00 PM

MEETING MINUTES

Approved June 19, 2012

Present: Michael Wegerbauer, Bob Goldsmith, Jon Mishara, Mike Lowery (Chair), Tom Abdella (Vice Chair), Don Ouellette and Diane Gorham

Lowery opened the Meeting and announced that he believed the meeting is being recorded.

Discussion with Fred Turkington – Financial Management and Reporting capabilities of the MUNIS system

Discussion about financial vendor & accounting needs with Fred. Fred asked the board to tell him what they want and they will see if we can do it or we will look at an outside vendor. Discussion. Goldsmith spoke for the need of a 5 or 10 year budget plan. Discussion about what they need from MUNIS. Wegerbauer said the RFP Abdella put together was not just for water but for general consulting needs. Discussion about comparative data and variances. Discussion about trends year after year. Lowery provided the Board with a handout showing the reports he would like to see. Turkington reviewed Lowery's sheet asking about the reasons behind requesting some of the data. Discussion about running the water fund as a business. Discussion about debt and providing information. Discussion about the water reserve and the reason for the level of the reserve. Lowery said that a capital plan and balance sheet is needed. Ouellette explained that currently they do have a capital plan but said that a 10 year capital plan is needed for some things like Baldwin pond. Discussion about the reason the board made a motion to go out for a bid for a vendor for financial support. Abdella said that water financial support is not the only thing they want the vendor for. They want someone 'On Call' to contact as they need. Turkington explained the MUNIS budget and reporting. Discussion about Public vs. Private sector accounting. Discussion about income statements. Abdella said that they should be able to tell how much water is coming through the system. Lowery said they will come up with a list for Turkington of the financial reporting they would like to see. Discussion about getting information in a timely fashion. Abdella said he will email a copy of the RFP to Turkington. Goldsmith spoke of setting water rates that won't fluctuate too much year to year. Wegerbauer mentioned the fact that in the three years of the DPW the Board has not been asked to do an annual review for Ouellette. Discussion.

Public Comment

Bill Fadden from Framingham regarding the Old Stone bridge

Neighborhood committee has been pulling logs off of the bridge . Will get estimates from a tree service to continue to haul logs. Ouellette said he had a call into the State regarding the ownership of the bridge. Ouellette is waiting for the document stating that ownership has been given to the Town. Fadden said that trees are growing on the bridge.

Linda Segal, Aqueduct Road – Segal questioned the decision to go to single stream recycling. Segal asked what process was used to make this change?. Is this a decision to help us recycle more as a green community?? Lowery deferred to Ouellette who said that this was discussed at the last meeting. Ouellette explained how this process is not covered under 30B in the procurement laws. Discussion. Ouellette explained that single stream recycling lowers the footprint and allows us to do a better job. This will in turn make it easier to recycle at the ball fields. Discussion. Mishara asked if there is a cost savings and is it more efficient? Ouellette said yes. Discussion about the Board not finding out about this sooner.

Anette Lewis Claypit Hill Road Lewis asked the Board if they plan to set the water rates tonight?? Regarding the Physical Alteration Permit Lewis asked if the Board is changing the permit or the regulations? Mishara replied that the Board is changing the regulations, to make it more current and bring it into the DPW. Lowery suggested Lewis look at a draft for suggestions. (Lowery handed Ms. Lewis a copy.) Discussion.

Water Abatements

25 Langden Wendy Burke

High bill discussed toilet leaks.

Plumber has fixed toilets

Invoice attached

Burke has requested to have \$300.00 abated

Mishara made a motion to abate \$300.00 from the most recent bill.

2nd Wegerbauer

Pitzker

Explained high bill and sprinkler issues. Found broken heads in the system. Discussion about repairs. Requested a \$2,500.00 abatement. Resident will be putting in a new half a system. Discussion about repairs.

Lowery will postpone request. Water division will change meter. Only one abatement request is allowed. Will wait for next billing.

17 Lodge Road

Perednas

Resident said they changed leaky spigots. Has a copy of the invoice. Asking for a \$400.00 abatement. Water usage has returned to normal.

Mishara made a motion to abate by \$400.00.

Mw 2nd

5-0 unanimous

Brad Duffy 35 Sears Road

Duffy explained that they closed on the property in July of 2011. They didn't move in until the fall. Irrigation was left on. A leak was found in a valve box behind large plants. Did not notice the leak. Shocked by the \$17,000 bill. Now he keeps a daily log of water meter. Now educated. Discussion about his irrigation system.

Mishara motion to abate bill to \$1,000.00 (big bill)

2nd bob

Discussion about past activity.

4-1 approved (Lowery)

Parkland Drive Traffic Calming

Residents from Parkland and Charles are present

Mishara said that some traffic and speed counts have been done. According to historical data there have been three traffic accidents. According to the traffic strips that were put down, speed does not appear to be a problem. However, there is a high volume of seasonal traffic. Ouellette said that he went with Police Chief Irving police Chief. The consulting firm took a look and they came up with some recommendations. Discussion. Discussion about extending the sidewalk 100' and putting in a crosswalk. Ouellette said that three trees will have to be removed before the sidewalk is put in. Discussion about how the barrels make people slow down so the strips aren't showing the true speed. Discussion about the location of the strips. The residents requested the barrels be removed. Discussion of the location to put the bump. Discussion about altering and creating a four way stop. Ouellette said he will speak to the Police Chief. Discussion about speed bumps. Ouellette admitted that this is a good location for speed bumps. The sense is the residents are ok with speed bumps. Discussion about sidewalk and signage. Ouellette said that he will pull barrels out and get traffic data. Will have group back again. The Board asked those who were present to speak to their neighbors. The residents asked that a traffic study be done during beach season. Board will ask them back.

Discussion about putting the skating rink at the beach parking lot. The sense of the residents is that it is OK. Ouellette said that money (\$1,500.00) is needed for the skating rinks. Ouellette told the Board that the rinks are not currently on the Recreation priority list. Discussion.

Roles, Responsibilities, BoPW/DPW relationship

Abdella talked about what the Board sees itself doing as far as short term goals and objectives. Abdella would like to discuss what the Board does vs. what Ouellette and the DPW does. Explained the importance of getting good information to make policy. Discussion. Lowery spoke of creating a list of all powers and responsibilities the board has. Discussion. Discussion about the exclusive charge of the Water Department. Discussion about hiring a consultant for water financials. Discussion about the process of choosing the financial consultant. Mishara told the Board that even though they have exclusive rights they can delegate. Discussion about having a special water meeting every few months. Abdella mentioned the difficulty in getting information. Discussion about the push back regarding the RFP. A couple Board members said they feel like they are getting stonewalled. Discussion about the reason for the financial information. Ouellette said that he thought the main concern was for water reporting not to put a financial consultant on retainer. Abdella said that he believed the annual cost would be around \$15,000.00. Ouellette said that he can take the money out of engineering services. Discussion about itemizing action item. Discussion about increasing the level of communication. Abdella suggested this topic be tabled to be discussed at a later date. Abdella suggested each member brainstorm individually in the meantime. Discussion participating in the DPW Directors review. Ouellette said that if they do participate it will happen in executive session. Discussion. Lowery said that what ever the process is the board will look into it. Discussion about a special meeting on June 25th ?? regarding the Board's responsibility.

Relationship with other boards

Ouellette told the Board about the bike racks. Ouellette said he applied for a MAPC grant that will cover the cost of the racks. Discussion about locations for the racks.

Lowery made a motion that Lowery made a motion that the Board feels that this is a good idea

2nd Abdella

Unanimous

Set Water Rates

New water rates will go into effect in September.

Lowery stressed the importance of setting the rates rationally. Discussion about how to lower rates and return money. Discussion about setting a lower admin fee for a period of time. Discussion about how the water reserves should reflect the anticipated needs.

Abdella stated to be transparent about what we are reserving for. Discussion about refinancing. Lowery asked permission for Goldsmith to contact Paul Keating regarding financing. Discussion about the capital budget. Discussion about changing to the fixed meter program. Ouellette said that they really need to go back to town meeting.

Discussion about warning people that irrigation related abatement requests will not be

heard beginning July 1, 2013. Discussion about leading residents to good vendors to avoid irrigation problems. Lowery said that irrigation bans be universal, not just for town water. Lowery said that we need the towns permission at Town meeting to do this. Discussion about rate setting options. Discussion about how much to keep in reserve and how best to get to that point. Lowery pointed out that if they had authority to borrow in an emergency the reserve level could be lowered. Discussion about inter-municipal insurance and the fact that we are self insured. What happens if something get struck by lightning? Ouellette reminded the Board that Abrahams recommended \$2.4 million to keep in reserve. Lowery asked Abdella for a list of those things they need to look at and discuss at a future meeting.

Water Billing & Alternatives

Send a copy of the text that reflected the vote regarding no irrigation related abatements will be heard after July 1, 2013. Send out in the tax bill. Mishara asked that Lanza check vote for irrigation system to make sure its OK. Discussion about an odd/even water ban beginning on July 1.

Lowery said that he visited the staff and looked at Vadar, the water software. Lowery said that he got permission to speak with the Vendor. Lowery said that currently abatements are done by hand.

Physical Alteration Permit Redraft

The Board agreed to table this item for now

Board Members reports & concerns

Notification issue clearer notification of water related violations. Discussion about Heard Farm area where there is old farm equipment that dogs are getting hurt on. Ouellette told the Board about the new Board of Health policy regarding the disposal of sharps. Ouellette said that there is an NSTAR meeting regarding the clearing under high tension lines. The NSTAR cutting involves a lot of 30 – 40 year old trees. Ouellette said that this is Not a DPW issue. This does not even involve public land. This is a home owner issue. Ouellette said that NSTAR has the right to do what they are planning to do. Mishara told the board that they are meeting with the Permanent building committee on Thursday to discuss the new DPW facility. The new Permanent Building committee members would like to collaborate with this board. Joint public meeting on Thursday June 7th. Lowery said that he asked Turkington to ask Lanza the status on the open meeting complaints. **

Follow up on action items from previous meeting

Wegerbauer asked if single stream will reduce the need for staff?? Ouellette said that it may allow us to use staff differently

Wegerbauer asked if water staff is utilized in other area of town and other DPW divisions? Ouellette said only when plowing.

Lowery asked Ouellette to get the physical alteration permit for Sage Hill Fire chief to discuss possible locations for emergency access to Dudley pond. Mishara asked that the Parkland traffic calming request to be followed up with Chief Irving for the residents.

Directors Report

Lowery asked Ouellette to convey to Stubby the Boards' appreciation for the condition of the town over the Memorial Day weekend at the cemetery. Ouellette said that the flag pole at the Cemetery needs to be repainted. Wegerbauer asked about the road condition survey. Ouellette said that he only has a few hours left to finish. Ouellette said that a member of the Historical Commission has a bunch of project requests regarding monuments. Listed are 3 monuments where foundations have failed. The Historic Commission does have some money. They said they will try to help any way they can. Ouellette said that he has pushed Weston & Sampson regarding the transfer station property. Discussion.

Mishara made a motion to adjourn at 10:30 pm
2nd Abdella
Unanimous

Lowery asked the future agenda's have an end time of 10:00