

WAYLAND BOARD OF PUBLIC WORKS

Wayland Town Building

April 28, 2014

7:00 PM

MEETING MINUTES

M. Lowery, C. Brown (7:48), B. Goldsmith, J. Mishara, M. Wegerbauer (8:28), D. Ouellette – Director (7:09)

Meeting opened at 7:04 PM

(Lowery announced that the meeting is being videotaped and recorded)

Lowery opened the meeting with a review of the agenda.

Lowery made a request for public comment – there was none.

Administrative Items:

Designate representative to the TA Search Committee

Lowery noted that he was the designee in the past, but would appreciate the committee appointing another member for the next round.

Goldsmith noted that it would be desirable to wait for the other Board members to arrive.

DPW Director's Report

Ouellette distributed a packet of ten 'Point Papers' describing the status of various ongoing DPW projects.

Ouellette discussed the current status of the DPW budget with the Board.

Ouellette discussed the status of the Transfer Station budget, and recommended that the sticker fee be raised from \$155 to \$160 for FY2015.

Goldsmith asked which budget Ouellette feels are tight.

Ouellette noted that Highway will be right at 100% in June, with the Parks Department also expected to be at 100% in June.

Lowery asked in funds for North Cemetery are in the budget?

Ouellette noted that they are not, as North Cemetery improvements are a capital budget item.

Ouellette discussed the status of the water budget, and proposed that Chamberlain Well cleaning be added as an operating expense for 2014.

Ouellette noted that a tree hearing may need to be scheduled, with Mike Lindeman as the DPW point of contact.

Ouellette discussed with the Board various ongoing DPW projects.

Mishara asked what the next critical step for the Route 27 / Route 30 intersection project was.

Ouellette noted next critical date is getting the 75% plan.

Mishara asked if another public hearing would be necessary on the project.

Ouellette replied that no further public hearing was necessary.

Lowery asked Stephen Kadlik about the status of paving Lincoln Road.

Kadlik noted that it could be added on to road repaving already approved, as the funds are available.

Discussion on Water Rate Setting for FY2015

Lowery noted that the Board will not be setting water rates at this meeting.

Goldsmith provided documentation to the Board regarding the setting of water rates.

Goldsmith discussed the provided documentation with the Board.

Goldsmith noted that he feels all other town departments should be subject to metered water rates.

Ouellette noted that Facilities transfers \$75,000 for water expenses of town departments.

Lowery expressed his interest to schedule a public hearing for rate setting.

Ouellette noted that he feels water rates should be maintained at their current rate. Ouellette discussed his point paper regarding water rate setting with the Board.

Brown asked if it is an option to set the rates every other year rather than annually.

The Board agreed that it was required to set the rates annually.

Discussion on Water Abatement Policy Concerning Irrigation Issues

Lowery drafted a notice to be mailed to water customers concerning the Board's abatement policy. Lowery distributed a copy to the Board for review.

The Board discussed the draft policy.

Goldsmith recommended that it be added to the policy that the Board would only grant one abatement per user.

Mishara suggested that an amnesty clause be added for the filing of irrigation permit applications, waiving the \$50 fee.

The Board discussed the status of multiple irrigation systems that as a whole add up to over 15,000 square feet.

Mishara noted the Mark Lanza's recommendation was that irrigation regulations be clarified.

Lowery expressed his desire to delay discussing this issue further until a future meeting.

Discussion on Transfer Station Fees for FY2015

Lowery noted that it was Ouellette's recommendation that the fees be raised to \$160.00.

Ouellette discussed the status of the Transfer Station budget with the Board.

Brown noted that an increase in sticker fee of \$5 would be more palatable than an increase in PAYT bag fees.

The Board discussed the status of the Transfer Station Budget and Transfer Station Sticker Prices.

Lowery noted that he would prefer the Board set rates immediately.

Wegerbauer made a motion that sticker fee be kept at \$155, with another evaluation at the end of 2015. Goldsmith 2nd.

Brown expressed his concern that the budget would run a deficit.

Brown amended the motion to increase sticker fee to \$160. Lowery 2nd. Goldsmith, Lowery, Mishara, and Brown in favor; Wegerbauer opposed.

Coinstruction in Zone I Wellhead Protection Areas – Town Regulations and Review Procedures

Lowery discussed the proposed construction of a residential garage at 24 Glezen Lane.

The Board discussed the nature of the property and its location within the Zone I.

Lowery expressed his desire for the Board to be notified of construction within the Zone I.

Brown suggested that the discussion of this issue be delayed to a future meeting.

DPW Director Transition Process

Lowery noted that there will be a meeting with John Senchyshyn on Wednesday, 4/30/2014 with Lowery and Goldsmith attending.

Ouellette recommended the appointment of an interim DPW Director until a permanent DPW Director is hired.

Ouellette noted that their direction of DPW staff needs to be done as a Board, not as individual members.

Goldsmith recommended that the appointment of an interim director be discussed with the Town Administrator and Personnel Board first.

Ouellette expressed that he feels that a permanent DPW Director needs to be found independent of the search for Town Administrator.

Kadlik noted that his current job description as Superintendent of the highway Department dictates that he fill in in the absence of the DPW Director.

The Board discussed the necessity of backfilling Kadlik's current position should he be named interim DPW Director.

Administrative Items

Designate representative to the TA Search Committee

Lowery expressed his desire to be replaced as BoPW representative on the Town Administrator Search Committee.

The Board discussed potential appointments to the Town Administrator Search Committee.

Lowery nominated Chris Brown, Mishara 2nd. Lowery, Goldsmith, Mishara, and Wegerbauer in favor; Brown abstain.

(Wegerbauer/Lowery) BoPW Electronic To-Do List

Lowery discussed the construction of an electronic to-do list, and distributed a copy to the Board.

Lowery discussed the nature of the electronic to-do list with the Board and the web site used to compile the list.

Status of DEP Transfer Station Access Road Appeal

Mishara expressed that he felt Town Counsel should be involved in communicating with the DEP.

Lowery distributed a letter to the Board regarding the Access Road Appeal

The Board discussed the status of contacting the DEP to resolve the issue of the Transfer Station Access Road appeal.

Brown made a motion to have Lowery draft a letter to Town Counsel regarding the Transfer Station Access Road appeal. Goldsmith 2nd, all in favor.

Board Members' Reports, Concerns, and Updates

Wegerbauer expressed his desire for the DPW to collaborate with Recreation to designate alternate practice fields for youth sports teams.

Lowery asked Ouellette about the status of the community pool's water bill.

Ouellette noted they are making regular payments and catching up.

Lowery expressed his desire to review a complete roads survey.

Ouellette noted that approximately 20 roads are left to be completed, with Joe Doucette expected to complete it fairly quickly.

Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Lowery noted that Raytheon is not sampling sentinel wells on Cow Common.

The Board discussed the nature of the sampling that has been done at the well, and determined that it has not been sampled.

Ouellette noted that the sampling needs to be done by a trained lab tech, and that it is not within the purview of the DPW to undertake.

Lowery discussed setting this issue as a topic for a future meeting.

Brown discussed temporary speed bumps on Glezen East, and if they will be installed this year.

Kadlik noted that they are scheduled to be installed, and estimated that the installation will occur within the next month.

Ouellette expressed that if speed bumps are desired, they should be permanent.

Lowery noted that the DPW was not obligated to install temporary speed bumps every year.

Mishara noted that a public hearing should be scheduled to discuss the installation of permanent speed bumps.

Ouellette noted that permanent speed bumps cost app \$7000 each, and a funding mechanism is not currently in place.

The Board discussed adding Glezen East traffic calming as a future agenda item.

Ouellette and Kadlik noted that the town is now obligated to install three additional permanent speed bumps on Glezen West.

Review and Approve Minutes; Status of Posting to Web Page

The Board reviewed the minutes of the 4/16/14 meeting.

Mishara noted two grammatical corrections.

Lowery made a motion to accept the minutes as amended. Mishara 2nd, all in favor.

Lowery expressed his appreciation at the job Ouellette has done as DPW Director.

The Board discussed Ouellette's tenure as DPW Director.

Lowery made a motion to adjourn. Brown 2nd, all in favor.

Meeting adjourned at 9:56 PM