

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Garage

May 28, 2014

7:00 PM

MEETING MINUTES

M. Lowery, C. Brown, J. Mishara, M. Wegerbauer (8:28), S. Kadlik (Director)

Meeting opened at 7:00 PM

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

Lowery opened the meeting with a review of the agenda.

Public Comment

Barbara Matyi, her son Christian Matyi, and attorney Michael Brewster appeared before the Board to discuss a complaint regarding the maintenance of a Lakeview Cemetery plot owned by Barbara Matyi.

Barbara Matyi noted that sod, plantings, and wood chips she had put down had been removed by the DPW recently.

The Board discussed with Matyi the work in question recently performed on the plot.

Matyi noted that she did, and continued to describe the work she had done in the area of the cemetery plot and the issues that has arisen.

Lowery noted that he desired to establish an understanding of the cemetery rules and expectations between the Board and Matyi, and described the process the DPW undertakes in addressing graves that are not in compliance with cemetery regulations.

Lowery suggested that a meeting be arranged between Matyi, the DPW Director, and the DPW Superintendent in charge of cemeteries meet to discuss her concerns.

Water Abatement Request – 7 Grove Street

Richard Friedman of 7 Grove Street appeared before the Board to discuss his request for a water abatement.

Friedman described the water leak to the Board and what he had done to rectify the issue.

Mishara asked if he was certain the leak that caused his high bill was repaired.

Friedman replied that he felt certain that he has.

Brown noted that abatements are granted only once for an issue, and asked Friedman if he would prefer to wait until the next billing cycle to ensure the leak was repaired.

Friedman agreed to delay his abatement request until the completion of the next billing cycle, and will return before Board in July.

Water Abatement – 153 Woodridge Road

Jeffrey Baron of 153 Woodridge Road appeared before the Board to discuss his request for a water abatement.

Baron described the nature of his issue and the steps he took to rectify it.

The Board discussed Baron's usage history during the summer billing cycle.

Brown made motion to abate Baron's bill down to 5800 cu ft., waiving any accrued interest and late fees. Mishara 2nd, all in favor.

Discussion on Ameresco Letter of Intent Regarding Potential Solar Energy Installation

Anne Harris, Co-Chair of the Energy Initiatives Advisory Committee, appeared before the Board to discuss the proposed Letter of Intent from Ameresco regarding potential solar panel installation sites.

Harris discussed the nature of the Letter of Intent, and the amendments that have been made in response to concerns raised by the Board in discussion during the May 14, 2014 Board of Public Works meeting.

Lowery noted his desire to have all Board members the opportunity to review the Letter of Intent.

Brown wondered if the proposed installation area at the Happy Hollow Well Site within the Zone I should be removed from consideration.

Harris responded that she had a conversation with Ameresco regarding construction in the Zone I, and that Ameresco is aware of the necessary requirements established by the DEP.

Harris noted that representatives of Ameresco would be willing to meet with the Board to discuss the area in question.

Lowery discussed his concerns with development within the Zone I, and noted that he would suggest that the Zone I be excluded.

Lowery made a motion to add the language to the Letter of Intent with respect to the Happy Hollow Well Site to include, "outside Zone I", and eliminate the area in the Zone I from consideration. Brown 2nd, all in favor.

Lowery expressed his concerns regarding the demands on DPW manpower that may be requested by Ameresco.

Harris noted that she had posed the issue to Ameresco, and they assured that there would not be an overwhelming demand on DPW manpower.

Mishara added that in his opinion, from a practical standpoint it is in Ameresco's best interest to maintain a positive working relationship with the town.

Review Proposed Notice on Irrigation Systems

Lowery distributed a draft of regulations concerning lawn irrigation systems for review by the Board.

Mishara noted that an exception to irrigation systems installed prior to regulation may need to be added.

Lowery asked Mishara if the language could be changed to make the notice in compliance with the town's Chapter 191 bylaws.

Mishara agreed that it could, but would like it reviewed by Town Counsel for approval.

Lowery agreed to amend the notice for review by Mishara and Town Counsel.

Kadlik noted that the requirement for stamped plans for irrigation systems may be an issue for homeowners.

Lowery acknowledged that it may be a recommendation that the Board may not be able to require of residents.

The Board continued to discuss the language and content of the proposed Irrigation notice.

Mishara noted that he felt the notice should also be advertised in the paper and placed on the town website.

Lowery agreed to make the amendments discussed by the Board and request Town Counsel to determine if the Board has the authority to require existing irrigation systems be registered and brought into compliance with current code.

Discuss Memorandum to ZBA Regarding Construction in Zone I Well Protection Area

Marissa Kivett, 24 Glezen Lane, appeared before the Board to discuss the memorandum issued to the Zoning Board of Appeals concerning construction activities at her residence located within the Zone I area.

Kivett noted that the contents memo seem reasonable to her.

The Board discussed the sensitivity and importance of the Zone I area with Kivett, and requested that she take reasonable measures to prevent any possible sources of contamination within the Zone I.

Lowery made a motion that the Board of Public Works adopts the draft memo to be delivered to the Zoning Board of Appeals. Brown 2nd, all in favor.

DPW Director Transition Process – Discuss Desirable Characteristics and Requirements for DPW Director Position

Lowery read a message from John Senchyshyn regarding the appointment of participants to the DPW Director Search Committee.

Lowery discussed with the Board the process by which applicants will be vetted and recommended for the position.

Lowery noted that it is incumbent upon the Board to make a list of recommended qualities that they feel are important for a new DPW Director.

Lowery requested Board members email him the recommended qualities.

Discussion on Water Rate Setting for FY2015

Lowery noted that VADAR has not yet provided the water usage report he had requested.

The Board discussed the documents pertaining to water rate setting previously provided by Goldsmith for review by the Board.

Brown noted the difficulty in setting rates without clear data on FY2013 and FY2014.

Mishara noted that previous DPW Director Don Ouellette had recommended the rates be left at their current level.

Lowery suggested that the point paper provided by Ouellette regarding water rate setting be reviewed.

Kadlik distributed a detailed budget summary of the Water Department for the Board's review.

The Board discussed the status of the Town's water permit and the town's water usage.

Lowery noted his desire to have a discussion with Water Department Superintendent Mike Hatch regarding the water permitting process.

The Board discussed the variables involved in setting water rates.

Brown noted that changing the rates creates another variable, and it may be best to leave them alone.

Wegerbauer noted that he felt a significant analysis of the rate structure is not necessary.

Mishara noted that it is his concern that the rate may potentially be too high.

Lowery noted that the board may wish to request Finance Director Brian Keveny provide a forecast of the water reserves at the conclusion of FY2014.

Mishara suggested that Keveny be invited to the June 11, 2014 water rate hearing.

Lowery noted that a representative of the Finance Committee should also be invited to the water rate hearing.

Brown noted his desire to see the year-end balance for the last five years.

Wegerbauer suggested that the administrative fee be adjusted to compensate for any overage.

Brown asked if the Board anticipates setting the rates the night of the public hearing.

The Board agreed that rate setting should occur at a later meeting to allow for further consideration of any recommendations.

Transfer of Rocky Point to Conservation per Town Meeting Authorization

Lowery noted that the Board has not yet Transferred Rocky Point to Conservation.

Lowery distributed the wording of a motion to transfer Rocky Point to the Board for review.

Mishara made a motion, as prepared by Town Counsel, that the Board of Public Works: 1.) determine that the parcel of land having an area of 29,984 square feet, acquired pursuant to a vote of the Town on March 11, 1968, shown as Parcel 47C-006 on the Town's Assessor's Map and as "Rupbert F. Doyle, 0.8 +/- Acres" on a plan entitled "Plan of Land in Wayland, Mass. Compiled From Plans and Deeds" dated Sept. 20, 1967, Scale 1" = 100' prepared by the Wayland Engineering Department and recorded in Book 11628, Page 219 at the Middlesex Registry of Deeds is no longer needed for municipal public works purposes; and 2.) transfer the care, custody, management and control of said parcel of land to the Wayland Conservation Commission of conservation and passive recreation purposes. Lowery 2nd, all in favor.

Board Members' Reports, Concerns, and Updates

- DEP Determination – Landfill Access Road

Lowery noted that the DEP has approved the order of conditions for the Landfill Access Road.

- PMBC Report – DPW Garage

Mishara noted things are currently on schedule and on budget.

Kadlik noted that he met with John Moynihan and noted that River Road is determined to be an 'ancient road', and described its status to the Board.

The Board discussed trees located within the proximity of the road and under whose authority they may be removed.

Mishara noted that the general contractor bears responsibility for trees removed in error.

Brown asked if the general contractor has acknowledged the error.

Mishara replied that he got the sense that the issue has been acknowledged by the general contractor.

- **Tree Trimming & Line-of-Sight Issues – Rail Trail**

Lowery noted he had a discussion with the chairman of the Rail Trail Committee, who noted that trees previously tagged for trimming had not been attended to.

Lowery also noted the Rail Trail Committee Chairman's concern that trimming of sightlines be addressed to alleviate any safety concerns.

Kadlik responded that he believed the issue had been addressed by the DPW with the past several days.

- **Status of Testing Sentinel Wells on Cow Common**

Lowery discussed with the Board the status of taking samples from the Sentinel Wells on Cow Common.

Lowery noted that the Conservation Commission determined that Raytheon will continue to monitor the wells and send the data to Brian Monahan Conservation Commission.

Lowery noted that that data should also be supplied to the Board of Health and Board of Public Works.

Wegerbauer made a motion to request Lowery to ask that the data from the Cow Common Sentinel Wells be sent to the Board of Health and Board of Public Works. Mishara 2nd, all in favor.

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

Lowery discussed the status of taking catch basin cleanings and comingling it with compost.

Lowery noted that the issue is that the regulations require a beneficial use determination made before the sweepings in questions be removed from the site.

Kadlik distributed to the Board a copy of the regulations governing street sweepings for review.

The Board discussed the town's practices of cleaning catch basins and the disposal of debris.

Lowery discussed with the Board describing the process necessary to allow the removal of compost made from sweepings.

Kadlik noted that no compost that he is aware of is currently being removed from the site.

Kadlik note that he has had preliminary talks with Cavicchio Landscaping about removing the pile.

Wegerbauer asked that the issue concerning the disposal of catch basin cleanings be placed on the agenda for a later meeting for further discussion.

Lowery suggested that further information be included in a future DPW Director's Report.

Review and Approve Minutes; Status of Posting to Web Page

The Board noted several amendments to be made to the meeting minutes of April 28, 2014.

Lowery made a motion to approve the minutes provided for review. Mishara 2nd, all in favor.

Lowery thanked the DPW in the great job they've done in preparing the town for Memorial Day.

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

Meeting adjourned at 9:51 PM