

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Garage

June 26, 2014

7:00 PM

MEETING MINUTES

M. Lowery, C. Brown, J. Mishara, M. Wegerbauer (Arrived 8:33), S. Kadlik (Director)

Meeting opened at 7:06 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.

Public Comment

Nancy Leifer – 73 East Plain Street, appeared before the Board to discuss the proposed 1-year permit extension for 150 Main Street. She informed the Board that the Planning Board will be holding a meeting on 7/8/14, where they will discuss the removal of ‘Condition 30’ from the agreement.

Irrigation Application Review – 9 Parkridge Road

Matt Roman – builder of 9 Parkridge Rd, appeared before the Board to discuss the application for irrigation.

Lowery asked Kadlik if the irrigation application meets the Town’s bylaws.

Kadlik confirmed that it appears the submitted application and plans comply with the town’s bylaws.

Lowery asked Roman about the design of the lot.

Roman described the layout of the lot to Lowery.

Lowery discussed potential changes to irrigation regulation that may be enacted in the future.

Mishara made a motion to approve the irrigation application for 9 Parkridge Road as accepted. Brown 2nd. Vote: Brown and Mishara in favor, Lowery opposed.

Water Abatement Request – 20 Meadow View

Thomas Gulley – 20 Meadowview, appeared before the Board to discuss his request for abatement.

Gulley described to the Board the nature of his request and described his calculations to determine the amount he requested for abatement.

Brown noted that Gulley had been granted abatement in 2012.

Gulley described the nature of his previous abatement.

Lowery clarified that the past abatement was due to a water leak, but the current request for abatement is due to a billing irregularity.

Brown made motion to abate \$78.47 from the water bill of 20 Meadowview, waiving any interest and late fees. Mishara 2nd, all in favor.

Water Abatement Request – 81 Draper Road

Stephanie Alpert – 81 Draper Road, appeared before the Board to discuss her request for abatement.

Lowery described the nature of irrigation systems and the Board’s approach to granting abatements for irrigation issues.

Lowery requested that Alpert file an application for her existing irrigation permit, free of charge, prior to the issuance of an abatement.

Brown made motion to abate the water bill of 81 Draper Road to 9000 cubic feet, waiving any interest and penalties. Mishara 2nd, all in favor.

150 Main Street, LLC Request for 1-Year Permit Extension

The Board discussed a letter submitted by Civil Design Group requesting a 1-year extension to the Physical Alteration Permit.

The Board discussed the regulations relating to the extension of physical alteration permits.

Lowery noted that the physical alteration permit regulations require the granting of a 1-year extension.

Mishara made motion to approve extension for 1 year. Brown 2nd, all in favor.

Ameresco LOI – Discussion and Board Vote

The Board discussed the contents of the revised Ameresco Letter of Intent.

Lowery noted that language that had been agreed to be added was not included.

Mishara suggested that the Board write in the desired missing language and initial the edits.

Mishara wrote the amendments agreed upon by the Board into the Letter of Intent to include the language that the agreement expressly excludes the quarry behind Happy Hollow Wells in care and/or custody of the Board of Public Works.

Brown made a motion to sign the Ameresco agreement dated June 12, 2014 as amended. Mishara 2nd, all in favor.

Water Abatement Request – 19 Highgate

Susan Yu – 19 Highgate, appeared before the Board to discuss her request for abatement.

Yu described the nature of her issue and the steps she took to repair the water leak.

The Board discussed the usage history of 19 Highgate with Yu.

Mishara made motion to abate the water bill of 19 Highgate to 4200 cubic feet, provided Yu files an irrigation permit application, free of charge. Brown 2nd, all in favor.

Lowery advised that she review the list of requirements placed on new systems to see if her system complies with the current regulations.

Yu agreed to register her system, review the updated requirements, and consider their implementation.

Ameresco LOI – Discussion and Board Vote

Anne Harris, of the Energy Initiatives Temporary Advisory Committee, appeared before Board to discuss the revised Ameresco Letter of Intent.

Lowery explained the language added to the Letter of Intent, and requested she have Bob Mercier and representatives from Ameresco review and initial the Board’s amendments.

Kadlik noted that he will provide the amended Letter of Intent to Mercier for his review and signature.

Discussion on Water Rate Setting for FY2015

Lowery noted that it was the sense of the Board to leave rates at their current level, barring no new information.

Lowery invited any additional comments regarding water rate setting.

Lowery discussed the status of billing municipal water rate meters, and in his opinion, it appears that the charges are equitable, although Lowery noted that he would prefer to send them a bill.

Kadlik noted that Finance Director Brian Keveny recommended that the Board consider a small rate increase for FY16.

Brown made motion to keep the rates and fees unchanged for 2015. Mishara 2nd, all in favor.

Town Counsel Response on Whether Proposed Notice on Lawn Irrigation Systems can be Applied to Pre-2003 Systems

The Board discussed the communication with Town Counsel regarding the proposed irrigation notice.

Brown suggested that the proposed letter intends that any modification to an old system would result in the whole system required to be brought into compliance with the Ch. 191 irrigation bylaw.

Lowery noted that the Board could request at Town Meeting a change to the bylaw requiring irrigation systems to be brought into compliance.

Mishara noted that he felt some changes needed to be made to the proposed notice prior to public distribution.

The Board reviewed the proposed notice and suggested amendments deemed necessary.

Mishara noted that he would conduct a further review of the proposed notice and amend it as necessary.

Lowery made motion that the Board authorize Mishara to make the changes he deems necessary per the advice of Town Counsel; and to then provide the amended notice to Kadlik for public distribution. Brown 2nd, all in favor.

Road Inventory & Methodology for Road Paving Decisions

Lowery noted that in the past the DPW has proposed drafting an inventory and methodology regarding road repair and maintenance.

The Board discussed with Kadlik how an accurate road inventory can be compiled.

Kadlik noted that he is in the process of gathering data to compile for the Board's review and described the process by which he considers roads for repair.

Kadlik described the costs associated with repairing roads in need.

Brown suggested asking for increased funding at the fall Town Meeting for road repairs.

Kadlik discussed with the Board the condition of various private roads in town, and how upgrades to private ways are funded.

Brown asked about the status of Sycamore Road.

Kadlik responded that the residents of Sycamore paid a private contractor to pave it rather than have it funded through a betterment.

The Board continued to discuss the status of determining roads in need of repair.

The Board requested that Joe Doucette provide the Board a 10-minute demonstration of Utility Cloud at the next meeting.

Wegerbauer noted that it is the Board's desire to pave the roads that most need paving.

Linda Segal – 9 Aqueduct, asked the Board what the status of intersection of West Plain and Old Connecticut Path with respect to the Danforth development.

Kadlik replied that plans are still being held up by the developer in the town of Framingham.

Review and Approval of Sudbury Intermunicipal Agreement

The Board discussed the purpose of the agreement.

Wegerbauer suggested Mishara review the agreement on behalf of the Board.

Kadlik noted that Town Counsel and the Board of Selectmen have approved the agreement.

Wegerbauer made a motion that the Board approves the agreement, conditional upon Mishara's review and no objection is made by Monday, June 30. Brown 2nd, all in favor.

Lowery noted that any legal agreement requiring Board signature needs to be available for the Board's review at least 24 hours prior to meeting time.

Linda Segal noted that the attached plan referenced in the agreement was not included.

Kadlik subsequently retrieved the attachment for the Board's review.

DPW Director's Report / Project Status Updates / Budget Status

Kadlik discussed the work that has been done by the DPW recently and distributed a handout for the Board's review.

Kadlik discussed the current status of traffic calming on Glezen West, and noted that per agreement, three additional speed tables need to be added at the cost of \$7000 each.

Lowery discussed the status of the "No Left Turn" sign at Town Building and asked who is responsible for replacing it.

Kadlik noted that the sign falls under the purview of the Historical Commission.

Lowery asked if the blowing out of the sandbeds indicates there is still an issue with iron content, and requested that Water Superintendent Mike Hatch compile a report on the current status.

The Board discussed the status of proposed changes to the East Plain and Route 30 intersection.

Lowery noted that he will communicate with Chief Irving regarding the plans for the temporary reconfiguration of the intersection.

Lowery noted that John Moynihan negotiated an agreement that G&R Construction will plant trees to replace the ones that were inadvertently removed along River Road.

Duane Galbi – 190 Stonebridge, noted that topsoil had been removed by the contractor from the site, and asked if that was part of the original plan.

Lowery replied that the question would be best addressed by the Permanent Municipal Building Council or John Moynihan.

Board Members' Reports, Concerns, and Updates

Kadlik distributed a copy of the DPW budget for review and discussion by the Board.

Wegerbauer noted his desire to develop alternative green spaces in town for sports practice.

Kadlik noted that he will discuss it with Nancy McShea.

Wegerbauer requested it be added to the agenda for the next meeting.

Lowery discussed the recent SWMI meeting he attended in Hudson.

Lowery requested that a copy of the SWMI Draft Report be sent to Mike Hatch and all Board Members for review and comment.

- Scheduling: Traffic Calming, Water Abatements, Tree Hearing

Lowery noted he hasn't heard back from Town Planner Sarkis Sarkisian regarding dates for a fall tree hearing.

The Board discussed the status of various traffic calming requests.

Mishara asked about the status of Parkland, noting that funds were approved at Town meeting for traffic calming.

Mishara added that a conversation should occur with former DPW Director Don Ouellette regarding what has been done related to Parkland Drive traffic calming.

Duane Galbi – 190 Stonebridge, asked about the status of traffic calming on Stonebridge.

Kadlik replied that he does not have information from the Police Chief Irving regarding Stonebridge.

Lowery noted that the Board has been advised by Town Counsel that little could be done outside of the legal agreement regarding Glezen West traffic calming.

- DPW Director Selection Process

Lowery discussed the status of the process, and noted that the committee intends to hold another meeting in the near future.

- NSTAR Tree Removal / Rail Trail Sight Lines

Lowery noted that according to Park Superintendent Lindeman, all the trees of concern have been removed.

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

Lowery discussed the process of setting water use restrictions for the purposes of conservation.

Brown suggested that the Board place the decision for conservation be delegated to the DPW Director.

Wegerbauer suggested that restrictions limiting watering to odd / even days be implemented, with unrestricted hand watering allowed.

The Board discussed the process of notifying the public of water conservation efforts.

Kadlik noted that per his conversation with Mike Hatch, conservation methods are currently advised.

Lowery made a motion that a state of water conservation is required, and the DPW Director will institute certain measures at a date he will determine, but will not be enforced until notification via electronic signboards, the Town website, and printed media occur. The limitation shall be that underground irrigation will only be used on odd / even days. Hand watering is allowed at any time, and irrigation systems may only be used from 7:00 AM to 7:00 PM. Brown 2nd, all in favor.

Brown added the DPW Director may institute greater restrictions as necessary and allowed by town bylaw.

Lowery noted that public notice is required when the restrictions are lifted as well.

Possible Vote to Release Executive Session Minutes

Lowery noted that he had asked Town Counsel, who advised that the executive session minutes don't need to be released until the matter has been settled.

Lowery requested that the topic, 'Executive Session for Purpose of Approving Executive Session Minutes from the 6/11/2014 Meeting' be added to the next meeting agenda.

Review and Approve Minutes

Mishara noted an addition under first paragraph on the 6th page: 'Lowery stated that the Board will reconvene in open session in approximately 10 minutes for the purpose of adjourning.'

Wegerbauer made motion to approve the minutes as amended. Brown 2nd, all in favor.

The Board discussed possible days for upcoming meetings.

Lowery noted that a discussion regarding Board Meeting days will occur at the next meeting.

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

Meeting adjourned at 10:31 PM