

# WAYLAND BOARD OF PUBLIC WORKS

Wayland Town Building

July 23, 2014

7:00 PM

## MEETING MINUTES

M. Lowery, C. Brown, B. Goldsmith, J. Mishara, 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.

Lowery made a request for public comment.

Lowery discussed a letter received from a resident regarding the potential construction of a sidewalk on Old Sudbury Road.

Kadlik discussed the status of installing a sidewalk, and the work necessary to complete the installation.

The Board discussed the source of funding for the installation of a sidewalk.

Brown asked if the DPW is bound by any obligation to install the sidewalk.

Kadlik replied that to the best of his knowledge, there is not contract in place requiring the DPW to do this work.

The Board noted that the project currently falls under the purview of the Planning Board to progress forward.

### **Water Abatement Request – 7 Grove Street**

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

The Board discussed the nature of Friedman's abatement request.

Brown made a motion to abate the water bill in question for 7 Grove Street down to 10,000 cubic feet, waiving any interest and penalties. Lowery 2<sup>nd</sup>, all in favor.

### **Irrigation Application Review – 3 Dylan's Circle**

Steven Breitmaier, owner and contractor of 3 Dylan's Circle, appeared before the Board to discuss his application for an irrigation permit.

Lowery noted that a permit for irrigation does not absolve the homeowner of his obligation to prevent water from irrigation reaching wetlands, and suggested he also discuss his plans for irrigation with Conservation.

The Board discussed the Board's policy regarding irrigation systems with Breitmaier.

Breitmaier asked why the Board does not allow irrigation systems to be installed within 20 feet of a septic system.

Lowery speculated that it is due to the concern that an undue amount of water may infiltrate the septic system, but not he will investigate the source of the regulation further.

Lowery asked Breitmaier if he considered a separate meter for irrigation.

Breitmaier said he will leave the decision to install a separate meter up to the home buyer.

Mishara made motion to approve the irrigation application as presented. Brown 2<sup>nd</sup>. Brown, Mishara, and Goldsmith in favor; Lowery opposed.

### **Discussion of Baystone Development Physical Alteration Permit for West Plain St & Rt 126 Intersection**

Lowery discussed the status of the Physical Alteration Permit, and his conversation with Town Counsel regarding the permit.

Lowery distributed a draft of a letter to the Board for comment and review.

The Board discussed the language of the letter and agreed to several changes.

Lowery made a motion to accept the language as amended. Mishara 2<sup>nd</sup>, all in favor.

Duane Galbi, of 190 Stonebridge Road, requested a copy of the Physical Alteration Permit for West Plain and Route 126.

Goldsmith provided Galbi with a copy for his review.

### **Report of DPW Director Advisory Committee Members**

Lowery discussed the status of the DPW Director Search Committee with the Board.

Lowery noted to the Board that it was the recommendation of the committee to provide Kadlik with a 1-year contract.

Mishara made motion to support committee's recommendation of Kadlik as DPW Director. Brown 2<sup>nd</sup>, all in favor.

### **Public Comment**

Roy MacDowell, representative for Baystone Development, noted that he's lived in town for 38 years and thinks the choice of Kadlik and DPW Director is an excellent choice.

MacDowell provided an update of the Baystone Development project to the Board and the current status of the project.

The Board provided MacDowell a copy of the draft letter concerning the Physical Alteration Permit for West Plain Street and Route 126, and agreed to mail a final copy of the letter to MacDowell as well.

**Review Status – Open Traffic Calming Requests (Pequot, Parkland / Charles, Pelham Island)**

Lowery discussed with the Board the status of traffic counts on Pequot Road.

Kadlik noted that there was an error with the counter, and the Police Department is currently redoing the count.

Lowery asked Kadlik what the cost of getting a traffic count from an outside contractor.

Kadlik replied that he believes it costs about \$1700 per week.

Lowery requested that any past Board of Public Works meeting notes regarding traffic calming requests for Pelham Island be reviewed.

Kadlik recalled that traffic calming measures on Pelham Island Road may have been delayed due to the reconstruction of the Pelham Island Bridge.

Lowery noted that the traffic calming regulations make traffic calming measures subject to budgetary restrictions.

Mishara suggested seeking a \$25,000 capital item to address traffic calming requests.

Goldsmith added that the capital request may be best pursued through the Finance Committee as a budgetary item.

The Board discussed funding options for traffic calming.

**Generic ConCom Orders of Condition for Standard DPW Activities**

Lowery noted that in other towns, a standard order of conditions exists to allow for regular DPW work to be completed in a timely and efficient manner.

Kadlik noted that he has worked with Brian Monahan of the Conservation Commission to do this in the past, but it still has not been completed.

Goldsmith noted that the specificity of different projects may preclude a generic from order being created, and suggested an informal hearing process be considered.

Lowery suggested that the standard DPW work process of cleaning out catch basins be used as a starting point for establishing a generic order.

Brown noted that Kadlik should have a discussion with Monahan to establish what can be potentially drafted for generic orders of condition.

Kadlik agreed to discuss the issue with Monahan.

### **Board Members' Reports, Concerns, and Updates**

#### **Finance Committee Encouraging Long-Term Planning Process**

Lowery discussed with the Board a recent Finance Committee meeting he attended.

Kadlik discussed with the Board the current status of CIPs for fiscal year 2016.

#### **Water Use Restriction**

Brown asked Kadlik about the status of the imposition of a water use restriction.

Kadlik responded that the DPW is in the process of publicizing it, and it is scheduled to be in the July 24 edition of the Wayland Town Crier.

#### **Status of Lake Shore Drive – Dudley Pond Run**

Lowery noted that many residents of Lake Shore Drive are concerned about the condition of the road, and asked about the status of pothole filling.

Kadlik noted that pothole filling is continuing, and the resurfacing of Old Sudbury Road is currently underway.

#### **Status of 5-Corners Intersection**

Mishara asked Kadlik what the about the current status of 5-Corners Intersection.

Kadlik noted that he met with the Chief Irving and representatives of TEC, and will discuss the findings from the meeting with the Board when they are received.

#### **Repair of Castlegate Monuments**

Lowery noted that the monuments need repair, and want to know if the DPW is capable of repairing them.

Kadlik noted that it is a major project outside the scope of normal DPW operations.

#### **DPW Reporting to the Board**

Goldsmith noted that in the past there have been issues obtaining requested financial information from the DPW for the Board's review.

Goldsmith suggested that Board members compile a list of what information they would like from Kadlik, and discuss the feasibility of obtaining the information desired.

Goldsmith suggested the necessity to establish boundaries regarding the Board's oversight of the DPW.

Mishara noted that in his opinion, budgeting and rate setting are the Board's primary concerns.

Lowery requested Goldsmith provides a draft of a list of expectations for discussion at the next meeting.

### **Status of Landfill Access Road Appeal**

Lowery discussed a recent communication from Town Counsel with the Board.

Goldsmith noted that the Board may want a representative to offer testimony.

Mishara noted that this is a DEP Administrative Hearing, and not a hearing in the court of law.

Lowery noted he will offer the assistance of the Board of Public Works to Brian Monahan and Town Counsel if necessary.

### **Sustainable Water Management Initiative (SWMMI) Report**

Lowery discussed the recent SWMMI report, and distributed a portion of the report concerning addressing Wayland to the Board for their review.

### **Scheduling**

The Board discussed the scheduling of August Board of Public Works Meetings.

The Board determined that the meeting dates for August will be 8/13 and 8/27.

Lowery requested that Water Superintendent Mike Hatch be available for an hour in an upcoming meeting to discuss water issues with the Board.

Lowery noted that there is not enough information to schedule a traffic calming hearing at this time.

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

Kadlik distributed a proposed Cemetery Burial/Interment Permission Form for the Board's review.

Lowery noted that he had no objection to the form, but it should be reviewed by Town Counsel.

The Board determined that the document needs to be reviewed by Town Counsel, but does not need to be brought back to the Board for adoption.

Kadlik discussed the proposed 2016 \$800,000 capital item for the adoption of radio read meters.

Lowery noted he would rather delay this item until the year the Town must apply for the 20-year water permit.

After Board discussion, it was their sense that it should be delayed until fiscal year 2017.

The Board discussed the status of transfer station sticker sales with Kadlik.

Goldsmith asked the Board that if a fund is established for traffic calming, how much that fund should be.

Mishara noted that the funds would be for traffic studies, traffic counts, speed bumps, etc.

After Board discussion, it was determined that \$30,000 should be sought to fund traffic calming.

### **Review and Approve Minutes**

On page 1, regarding a request for quotes on pedestrian signals, Lowery noted that Mishara, not him, that initiated the request.

Brown noted that on page 6, the minutes should state that Lowery stepped down from his position as Chair prior to making a public comment.

In the Executive Session Minutes, Brown noted a typo on page 1.

Mishara made a motion to accept the minutes of the 7/23/14 Board of Public Works Meeting as amended. Brown 2<sup>nd</sup>, all in favor.

Brown made a motion to accept the Executive Session Minutes of the 7/23/14 board of Public Works Meeting as amended. Lowery 2<sup>nd</sup>. Brown, Lowery, Goldsmith in favor; Mishara abstain.

Brown made a motion to adjourn. Mishara 2<sup>nd</sup>, all in favor.

Meeting adjourned at 9:07 PM