

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Garage

August 27, 2014

7:00 PM

MEETING MINUTES

C. Brown (Acting Chair), B. Goldsmith, M. Lowery, J. Mishara, M. Wegerbauer, S. Kadlik (Director)

Meeting opened at 7:02 PM

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

Brown opened the meeting with a review of the agenda.

Brown made a request for public comment

Linda Segal, 9 Aqueduct Road, appeared before the Board to comment on the 7:30 agenda item 'Discussion of State Aid for Water & Sewer Improvements'.

Segal noted that the Board of Selectmen had discussed this issue at their 8/25/2014 meeting, but were provided with limited information prior to their discussion.

Segal questioned the nature of the funds earmarked in the bill, and expressed her desire for the Board to convey more information regarding the project.

Water Abatement Request – 17 Bow Road

Chuck and Nora Welti of 17 Bow Road appeared before the Board to discuss their request for water abatement.

The Board discussed the nature of the request, and proposed that the water usage be billed at a rate commensurate with the water rates that were in place when the water usage should have been billed.

Lowery made a motion calculate the unbilled usage at the water rates that were in place at the time billing should have been done.

Goldsmith 2nd, all in favor.

Lowery discussed the status of abatements granted for administrative issues with the Board, and noted that the Board should be apprised of all administrative abatements over \$2000.00. The Board clarified that homeowners do not need to appear to address abatements caused by administrative issues.

Election of a BoPW Member to Serve on the River's Edge Advisory Committee

The Board discussed the composition of the River's Edge Advisory Committee.

Brown asked for a volunteer for the committee – there was none.

Lowery expressed his concern regarding potential conflicts of interest between members of the Board of Public Works and the River's Edge Advisory Committee.

Goldsmith asked if the Board of Public Works could name a designee to serve on the committee.

Brown noted that the Board could address their concerns with the Town Administrator, and determine if a designee for the Board could be appointed.

Discussion of State Aid for Water & Sewer Improvements

The Board discussed the nature of the bill, its potential uses and its origins.

Goldsmith noted possible uses for the funding, and expressed his desire to make a request to the Town Administrator for a committee to be formed to determine how the funds should be dispersed.

Lowey noted that he is unsure what, if any, connection between the bill and the proposed River's Edge development exists.

Mishara suggested that a subcommittee be formed to serve under the Board of Public Works.

Brown suggested that this issue could be addressed with the Board of Selectmen at their scheduled joint meeting on 9/15/2014.

Discuss Lifting the Current Water Use Restrictions to Facilitate Upcoming Hydrant Flushing

Kadlik expressed his desire for the Board to authorize the lifting of the current water usage restriction in anticipation of hydrant flushing in October.

Goldsmith made a motion to allow Kadlik to lift the water ban, with hydrant flushing to occur after October 1.

Mishara 2nd, all in favor.

Review and Discussion of DPW FY2016 Capital Appropriation Requests

Kadlik discussed DPW Capital Item 1: Road Renovations, noting that it is a continued yearly appropriation.

Kadlik discussed DPW Capital Item 2: Cemetery Upgrades, which continues funding the planned upgrades to cemeteries.

Kadlik discussed DPW Capital Item 3: Heavy Equipment replacement of Wacker Unit H21, and described the unit's current condition and its uses.

Kadlik discussed the removal of DPW Capital Item 4: Heavy Truck replacement of Dump Truck H19.

Kadlik noted that Unit H19 was recently refurbished to extend its life and eliminate the need for its replacement.

Lowery expressed his concern that Unit H19 was completely removed from the vehicle plan and is not scheduled for replacement.

Kadlik expressed his opinion that Unit H19 is too large for effective and efficient use in Town.

Kadlik discussed DPW Capital Item 5: Light Truck replacement of Dump Truck H3, and described the vehicle's current condition and its uses.

Kadlik discussed DPW Capital Item 6: Light Truck replacement of Fleet Maintenance Truck M1, and described the vehicle's current condition and its uses.

The Board expressed their desire that the year and mileage of the vehicles scheduled for replacement be added to the capital requests.

Lowery expressed his desire for the 20-Year Vehicle Capital Plan to also be provided to the Finance Committee.

Kadlik discussed DPW Capital Item 7: Small Equipment replacement of a chipper, and described the current condition of the DPW chippers and their uses.

Kadlik discussed DPW Capital Item 10: Transfer Station Environmental & Road Upgrades, and noted that work cannot progress until legal challenges are resolved.

Kadlik discussed the new DPW Capital Request for \$50,000 for Tree Work.

The Board discussed whether a contract for tree work is appropriate for a capital request, and expressed their desire to confirm with the Finance Committee that this is appropriate for a Capital Request.

Goldsmith expressed a similar concern for the DPW Capital Request for \$70,000 for Small Equipment Replacement.

Kadlik noted that the Capital Appropriation Requests were reviewed by Finance Director Brian Keveny.

Kadlik described the necessity of replacing multiple pieces of small equipment annually the cost the DPW over \$25,000 combined.

Brown noted that perhaps more detail should be added to the Small Equipment Capital Request.

Lowery questioned why the Capital Request for Small Equipment is not combined with the Small Equipment request for a chipper.

Kadlik noted that the \$30,000 for years 2017 forward in Capital Request 7: Small Equipment could be removed or combined with the new Capital Request for Small Equipment Replacement.

The Board discussed the Capital Requests for Small Equipment Replacement, and determined that the future annual request for \$30,000 in Capital Request 7 would be removed.

Kadlik discussed the new DPW Request for 2 John Deere Gators in conjunction with the Fire Department, noting their necessity and potential usage.

Kadlik discussed Water Capital Item 1: Pump Station Upgrades, and noted that the need for funding beyond 2017 would need to be revisited.

Kadlik discussed Water Capital Item 4: Water Main Projects, and noted that this is a continued annual appropriation.

Lowery noted the Water Capital Item 5: Billing Software was removed from the Capital Plan, and noted that it should be reinstated and moved to 2017.

Kadlik discussed Water Capital Item 6: Vehicle Replacements, and described the vehicle's current condition and its usage.

Kadlik discussed Water Capital Item 7: Meter Replacements, and noted that it continues the planned replacement of older style water meters.

Kadlik discussed Water Capital Item 8: Happy Hollow Access Road, and discussed the location and current status of the proposed access road.

Goldsmith discussed the status of the Undesignated Fund Balance, and expressed his desire to examine it prior to determining the source of capital funding.

Goldsmith expressed his desire to seek further guidance to determine the best source of funding water capital items.

Lowery made a motion that the seek recommendations to determine the sources of funding for water capital items in the FY2016 budget from the Town Finance Department.

Brown 2nd, all in favor.

Board Members' Reports, Concerns, and Updates

Brown discussed the status of the School St / East Plain / Route 30 intersection, noting that the Board of Selectmen appeared to be in favor of 'Option 3', as presented TEC.

Brown noted that the Board of Public Works voted to try 'Option 1', due to its lower cost and that it doesn't disturb park land.

Brown suggested that discussion of the intersection be placed on the agenda for the next Board of Public Works meeting.

Mishara added that the 9/15/2014 Board of Public Works joint meeting with the Board of Selectmen should be posted.

Mishara discussed the PMBC recommendation for the addition of an epoxy covering to be added to the floor of the new DPW Facility vehicle maintenance area.

Kadlik expressed his desire for an epoxy floor with a non-slip substance added for safety reasons.

Lowery asked if this was in the original plan, and how much it would cost to add it.

Brown noted that it was not in the original plan and would cost approximately \$90,000 to add, but there is a contingency to fund items like this.

Brown noted that the floor coating would need to be redone every 7 to 10 years at the cost of approximately \$90,000.

Lowery made a motion to endorse addition of a non-slip epoxy coating to the floor of the new DPW Facility vehicle maintenance area.

Goldsmith 2nd, all in favor.

The Board discussed the current status of the construction of the new DPW Facility.

Lowery discussed the need to update the DPW section of the Annual Town Report.

Kadlik noted that he has distributed it to his superintendents for input, and will compile the results for the Board's review.

Lowery expressed his desire for a report detailing the expenses incurred due to damages resulting from the 7/3/2014 storm.

The Board discussed the status of the traffic calming request for Pequot Road.

Kadlik noted that traffic data from Pequot is still not available from the Police Department.

Kadlik added that it is his understanding that the count has been done by the Police Department, but has not yet been downloaded and analyzed.

Lowery discussed the status of DPW Capital Accounts that have been closed.

Kadlik explained that the Finance Committee had requested unused accounts be closed, and former DPW Director Don Ouellette had closed accounts totaling \$426,000.

Kadlik noted that the \$426,000 was returned back to the Water Enterprise Fund.

Lowery added that any Capital Account closures need to be reviewed and authorized by the Board of Public Works.

Goldsmith discussed the current designated fund balance was \$2,200,000, and expressed his desire for a breakdown of what those designations are.

Lowery made a motion to ask the Finance Department to break down what the designated portion of the fund balance is.

Goldsmith 2nd, all in favor.

Goldsmith discussed the current state of drainage issues on Plain Road in the vicinity of Mill Pond with Kadlik.

Goldsmith noted he will circulate a suggested list of reports to be received from the DPW for the Board's review

Goldsmith requested a 20 minute agenda item to review requested DPW reports be added to an upcoming Board of Public Works meeting.

Goldsmith provided a number of documents pertaining to storm water management for review by the Board.

Kadlik discussed the current status and ongoing process of mapping out the Town's drainage system.

Review and Approve Minutes

Lowery noted that the minutes should note that Brown was acting as Chair.

Brown made motion to accept the minutes of the August 13, 2014 meeting as amended.

Mishara 2nd, all in favor.

Brown made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 9:14 PM