

# WAYLAND BOARD OF PUBLIC WORKS

Wayland Town Building

March 10, 2015

7:00 PM

## MEETING MINUTES

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

Meeting opened at 7:00 PM

(Brown announced that the meeting is being broadcast live)

Brown opened the meeting with a review of the agenda.

Brown asked for public comment

### **Public Comment**

Duane Galbi of 190 Stonebridge Road appeared before the Board to discuss the status of a request for traffic calming on Stonebridge Road that was filed approximately two years ago.

Brown explained the Board's Traffic Calming policies and procedures.

Brown noted that a Board vote was never taken regarding Stonebridge Road Traffic Calming, and requested that this issue be placed on the next agenda.

### **Public Comment**

Jon Stahl of 25 Michael Road appeared before the board regarding the traffic calming request for Glen Road, and asked if one of the traffic calming measures under consideration is making the street one-way.

Brown explained that it would be under the purview of the Board of Selectmen to make the road one-way, and was unaware of any consideration to do that.

Stahl commented that if it was a one-way, it would be a significant inconvenience to some area residents.

Brown ceded the chair to Mishara.

### **Traffic Calming Overview**

Mishara explained the various roles of the Board of Public Works, Board of Selectmen, and the Police Department in traffic calming.

## **Traffic Calming Hearing: Glen Road**

Police Chief Irving noted that the State established a special speed regulation of 20mph on Glen Road.

Irving reviewed the 5-year accident data for Glen Road, and noted that most crashes occur at the intersection of Glen and Rt. 20; with 8 occurring at that intersection and 1 occurring elsewhere.

Irving reviewed the speed data from Glen Road, which indicated that 85% of traffic is travelling at 30mph or below.

Mishara asked Irving if he feels there is a speeding problem on Glen Road.

Irving replied that based on the speed count, there appears to be a speeding issue, and in his opinion the road could benefit from some form of traffic calming.

Brown asked when the State established the special speed regulation.

Irving noted that the application was filed with the State in April 2009.

Lowery asked what level of enforcement has been done.

Irving noted the type of enforcement done, and explained the limitations of speed enforcement on Glen Road

Lowery asked if the Town receives revenues from the State from traffic citations.

Irving noted that a portion of citations issued does return to the Town, but added that the Police Department is not a revenue generating department; the goal of enforcement is to change driving behavior not generate revenue.

## **Public Comment**

Kate Jenney of 10 Glen Road appeared before the Board to discuss her concern with the speed of cut-through traffic and the number of motorists who use Glen Road as a cut-through.

Jenney described past incidents she has witnessed on the road.

Mishara asked Jenney what she suggested be done to address the speeding issue on Glen Road.

Jenney noted that the speed limit change has had a slight impact, but she feels a speed bump would help greatly.

Mishara asked if she has addressed this with her neighbors.

Jenney noted that she has, and she feels that her neighbors are all in agreement.

Jenney noted that she feels the area of the Rail Trail would be a possible location for the speed bump.

Kadlik reminded the Board that the distances and sight lines along Glen Road would likely prevent speed bumps from being a valid traffic calming measure.

The Board discussed the possibility of installing an elevated crosswalk at the Rail Trail crossing.

### **Public Comment**

Jon Stahl of 25 Michael Road noted that he agrees with Jenney's assessment.

Brown discussed the funding mechanisms used for traffic calming, and noted that a vote in favor by the Board of Public Works would still require approval at Town Meeting for funding.

Mishara asked if additional signage could be posted as an intermediate measure.

Irving noted the signage that is in place and discussed possible signs that could be added.

Goldsmith asked if a 3-way stop sign at the intersection of Glen and Michael is a viable option.

Irving advised against the placement of a 3-way stop.

Brown made a motion to ask the Irving and Kadlik to look into additional signage on Glen and Michael, and that the installation of a raised surface at the Rail Trail crossing be investigated when the Rail Trail is constructed.

Mishara 2<sup>nd</sup>, all in favor.

### **Traffic Calming Hearing: Pelham Island Road**

Irving reviewed the accident data from Pelham Island Road, and noted that the majority occur on Pelham Island Extension; with 11 occurring on the extension and 4 on the rest of Pelham Island.

Irving reviewed the speed data from Pelham Island, noting that 85% traffic is travelling at 30mph or below.

Irving noted that there is no speed regulation on Pelham Island Road, which sets the speed limit at 40mph, while Sudbury has a special speed limit of 30mph on their section of Pelham Island Road.

Irving noted that it is his intention to collect speed data and petition the state for a special speed limit soon.

**Public Comment**

Gary Slep of 40 Jeffrey Road expressed his concern of how narrow the road is, and requested that shrubbery in the town’s right-of-way be cleared to increase visibility. Slep expressed his concern for several sight lines at intersections on Pelham Island Road due to snow accumulation.

Lowery asked Kadlik if shrubbery could be trimmed back on Pelham Island Road.

Kadlik noted that the DPW cuts back as much of the brush as possible, and that Scenic Road Bylaws preclude extensive trimming.

Park and Highway Superintendent Mike Lindeman suggested that a letter be sent to residents notifying them of our intent to prune the road.

Kadlik noted that potholes on Pelham Island are currently in the process of being filled, and that completely repaving Pelham Island would be a major expense.

Brown added that the condition of Pelham Island Road is a major issue and should be addressed at a future meeting.

Brown made a motion to recommend that the DPW look at clearing as much brush as possible, first sending out a letter to advise residents of the intended pruning.

Lowery proposed to add to the motion that the Board will examine at a future meeting the reconstruction of a portion of Pelham Island Road.

Mishara 2<sup>nd</sup>, all in favor.

Slep asked if it is possible to paint the word SLOW on the asphalt.

Kadlik cautioned that he would consult with the Planning Board prior to considering any painting.

Mishara ceded the chair to Brown

**Discussion & Update on River’s Edge Property**

Rebecca Stanizzi of the River’s Edge Advisory Committee (REAC) appeared before the Board to discuss possible locations at the new DPW Facility for material storage.

Lindeman discussed the nature of the material being stored, and the size of the bins needed for the material.

Kadlik noted that the DPW has been actively investigating potential sites, but have not yet found an available adequate location.

Kadlik asked if a water feasibility study has been done by the REAC.

Stanizzi noted that they have done a piping study, and at this time Sudbury is not comfortable with the project, and Tata & Howard will conduct a feasibility study on behalf of Wayland.

Brown noted that the REAC is scheduled to go before the Board of Selectmen in late March to address this issue.

Brown noted that even if funding is granted, land would still be needed to store material for immediate needs.

### **Discussion of the Seasonality of Water Pumping and Water Rate Setting**

Goldsmith discussed data on water production and consumption rates, and reviewed graphs he had prepared and distributed to the Board.

<See attached graphs>

### **Discussion of the Eggleston Report on the High School Artificial Turf Field**

Brown noted that this item will be delayed until the next meeting.

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

Kadlik discussed the status of fields in preparation for spring.

Lowery discussed the status of unsecured temporary signs being placed in the right-of-way, and requested that the discussion of the Board's policy on temporary signs in the Town's right-of-way be placed on the next BoPW Meeting.

Lowery expressed his concern about the potential for flooding in Spring, and discussed with the Board the Town's level of preparedness for potential flooding.

Lowery discussed the status of the Sherman's Bridge project. He expressed his concern with material that drips from the bridge in hot weather, and asked that the material be identified.

Wegerbauer noted that he has requested alternative spaces for youth sports practice be placed on the next agenda.

Wegerbauer asked if anything can be placed on top of the snow to aid in melting.

Kadlik and Lindeman noted that there are no realistic alternatives to waiting for the snow to melt naturally.

**Review and Approve Minutes of the 2/12/15 Meeting**

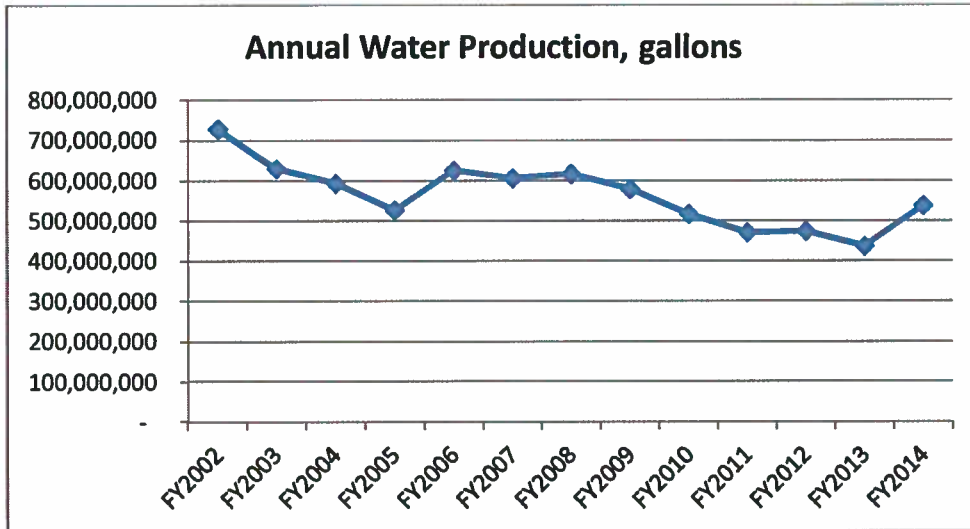
Wegerbauer asked that 'by age groups' be added to the discussion on the designation of alternate sports practice areas.

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

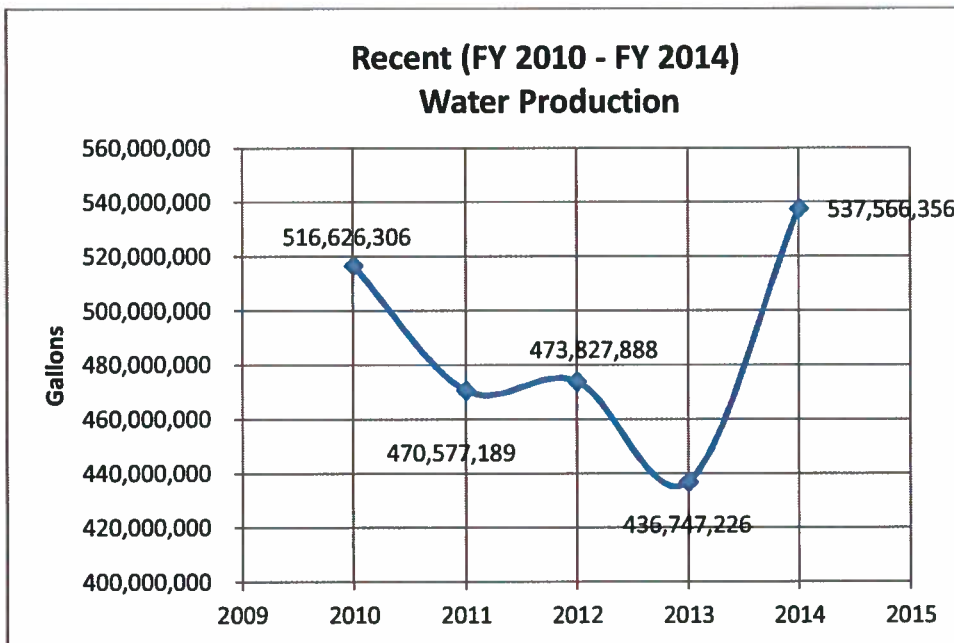
Brown made a motion to adjourn.

Lowery 2<sup>nd</sup>, all in favor.

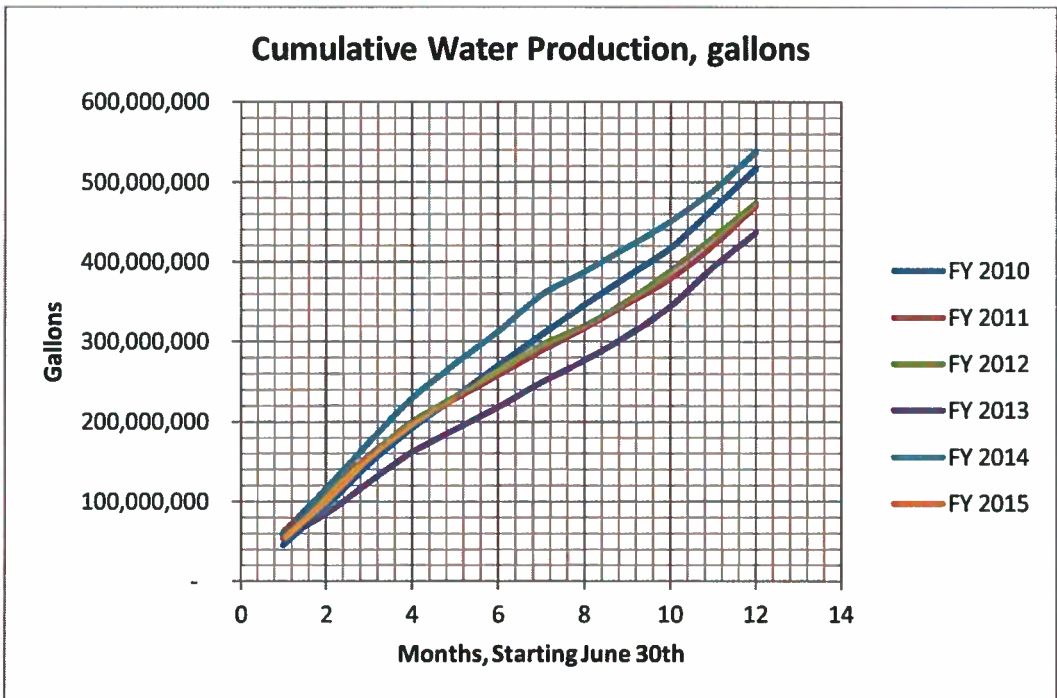
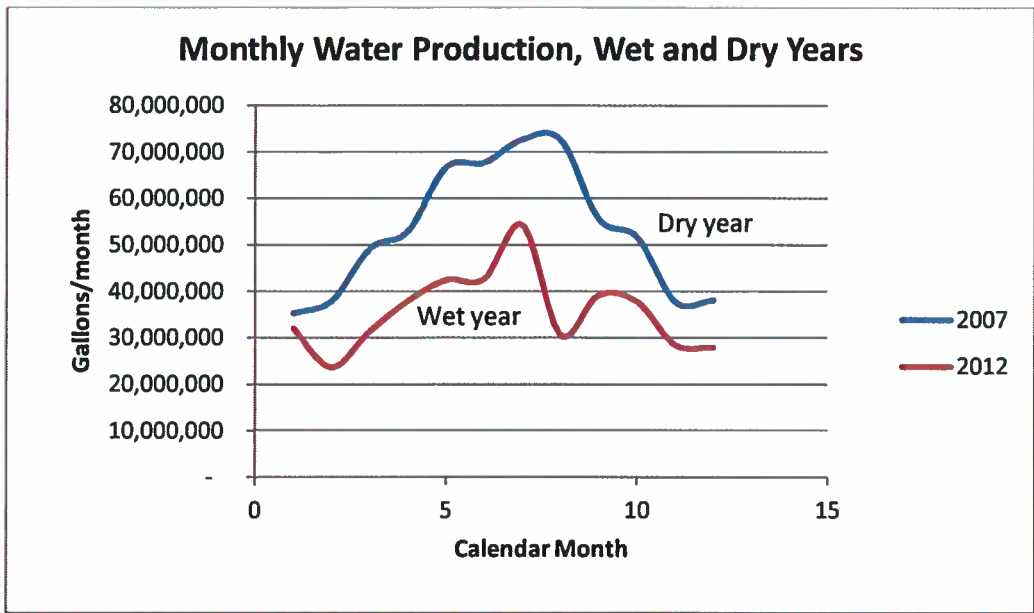
Meeting adjourned at 9:34 PM.



Is leak reduction the primary reason for falling production? Could there be some reduction in consumption?



Decrease from "average" production to a "wet summer" production is about 17%.



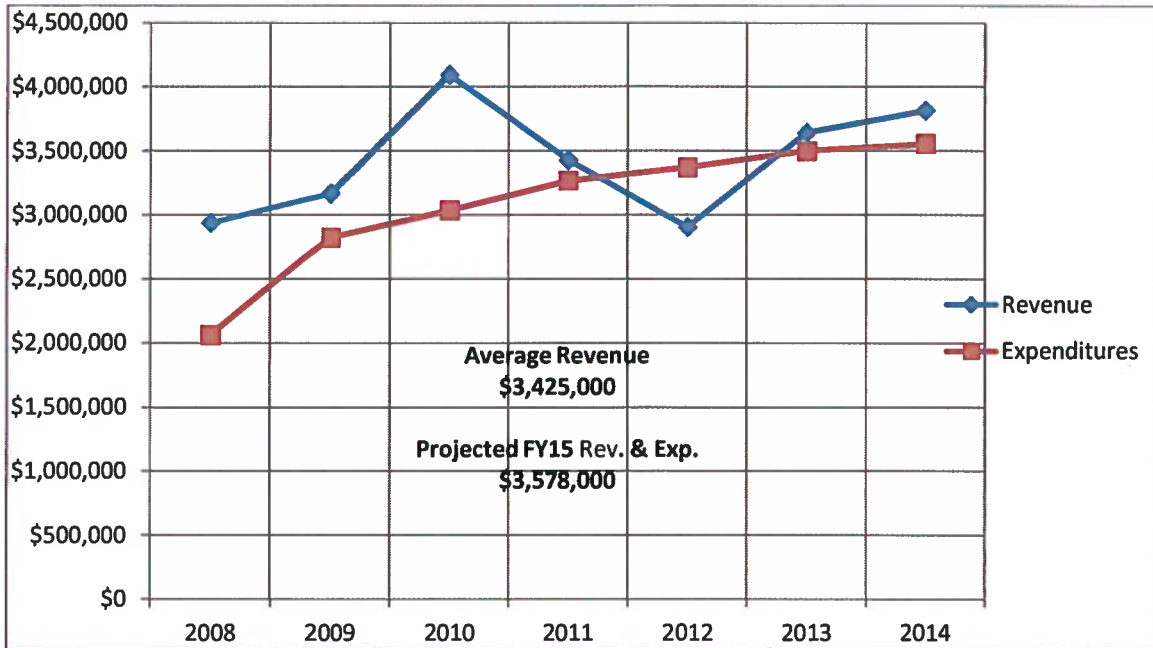
Bulge in monthly water production occurs during May – September. Variation from year to year occurs primarily from late spring to early fall. A shortfall in water production (and corresponding drop in revenue) can be predicted in late fall.

Decrease from “average” production to a “wet summer” production is about 17%.

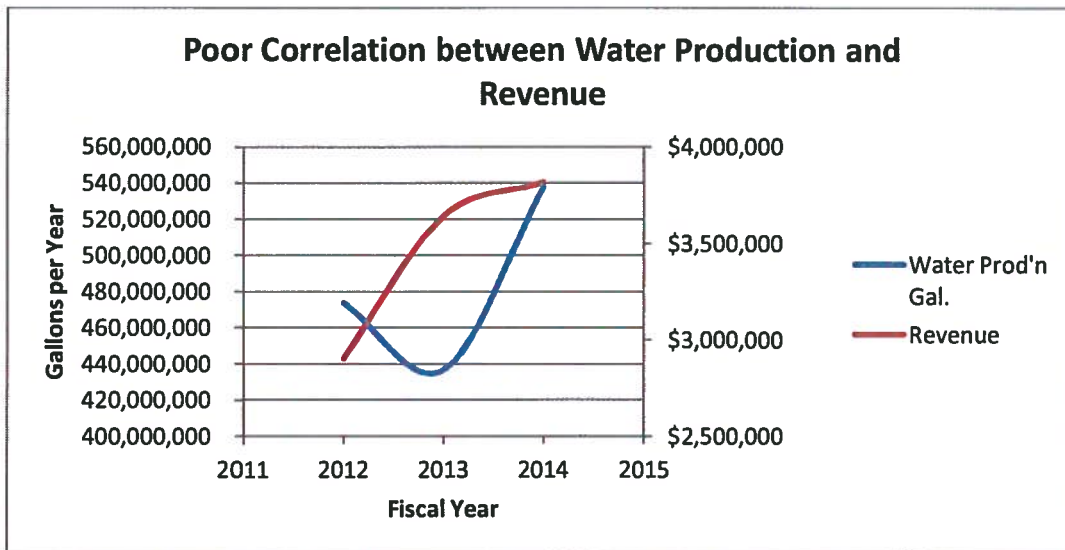
R. Goldsmith  
January 24, 2015



### FY Revenue and Operating Expenses



Flat revenue and increasing expenditure history suggest "breakeven" in FY15 or FY16, with potential operating losses thereafter



Revenue does not correlate well with water production. "Revenue" is "receipts", and does not account for irregular meter readings and billings, and when customers pay bills.

## Recent Historical Water Department Revenue and Expenditures

### What are the Costs and Revenue Sources?

| FY 2015 Projected Operating Expenses |             |      |
|--------------------------------------|-------------|------|
| Personal Services                    | \$714,000   | 20%  |
| Expenditures                         | \$1,283,000 | 36%  |
| Debt                                 | \$1,086,000 | 30%  |
| Fringe Transfers                     | \$495,000   | 14%  |
|                                      | \$3,578,000 | 100% |

| FY 2015 Projected Revenue |             |      |
|---------------------------|-------------|------|
| Penalties and Interest    | \$25,000    | 1%   |
| Water Meter Charges       | \$3,009,054 | 88%  |
| Water Admin Fee           | \$300,000   | 9%   |
| Water Service Order       | \$40,000    | 1%   |
| Misc. Revenue             | \$50,000    | 1%   |
| Interest on Savings       | \$8,000     | 0%   |
|                           | \$3,432,054 | 100% |

### Thoughts on Water Department Finances

1. Operating costs are substantially fixed.
2. 88% of revenue is meter charges, ( $0.88 \times \$3,578,000 = \$3,148,000$  are predicted meter charges.
3. Projected FY15 revenue is \$3,425,000 (number varies depending on which set of financials is used.) FY16 revenue could be \$130,000 below expenses.)
4. A wet year would reduce water production by ca. 17%, or about \$535,000. Unlikely for FY 2015.
5. Current non-obligated, undesignated fund balance is \$2,330,000 (per Brian Keveny). This is below target reserves. Conclusion: Undesignated fund balance should not be used to fund operating expenses or capital procurements.
6. Reported revenue (receipts) is an inaccurate measure of the balance between expenditures and revenues that would be based on actual water consumption.
7. A rate increase should be considered to cover likely future operating deficits and rebuild reserves.

R. Goldsmith  
January 24, 2015