

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

July 15, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, M. Wegerbauer, S. Kadlik (Director)

Absent: J. Mishara

Meeting opened at 7:00 PM

(Brown announced that the meeting is being recorded)

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

Wayland Arts Fair: Use of Town Building Parking Lot September 9, 2015

Brown made a motion to allow the Wayland Arts Fair to use the parking lot of the Town Building on September 9, 2015.

Baston 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 2015-07-13 Letter from Town Administrator Nan Balmer to Board of Selectmen re: Request for Parking at Town Building for Wayland Arts Fair
- Wayland Arts Fair Plan Draft
- 2015-04-08 – Letter of Agreement between Wayland Recreation Department and Arts Wayland

Review and Approve Minutes (Delivered in Advance of the Meeting)

Baston noted that on Page 7, Loker Conservation Area was specifically cited as a potential location for a soccer field.

Lowery made a motion to accept the 6/23/15 minutes as amended.

Baston 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Board of Public Works 6/23/2015 Meeting Minutes Draft

5 Paths Intersection: Review of TEC Scope of Services & Fee Proposal

Kadlik described the details of the TEC Scope of Services and Fee Proposal to the Board. Kadlik noted the planned changes to the pedestrian crossings at the intersection.

Brown asked Kadlik for an estimate on the cost of construction of the intersection.

Kadlik estimated that the construction would cost approximately \$200,000, with the exact figure to be provided by TEC in an office estimate.

The Board discussed funding options for the intersection.

Kadlik noted that he believes funding for the initial design could be paid from the operating budget.

*Items Included as Part of Agenda Packet for Discussion
- 2015-06-30 TEC Scope of Services & Fee Proposal*

Public Water Rate Hearing

Lowery described the nature of the water rate hearing, noting that the intention of the hearing is to gather public input on water rates, not to establish rates.

Duane Galbi of 190 Stonebridge Road asked if there is a comparison available of water rates in other towns.

Lowery noted that variables make a direct comparison difficult.

Galbi added that he had compared Wayland's water rates to the Town of Sudbury, and noted that he believes Sudbury bills water at only one tier rate.

Don Millette, DPW Water Superintendent, noted that Sudbury has seven tiers in its water rate structure.

Wegerbauer noted that rates in other towns do not necessarily account for necessary infrastructure improvements.

Lowery noted that Framingham bills water usage in five tier rates, with a specific tier established to bill irrigation at the highest rate.

Lowery noted that water rates are set based upon the need of the water division, and are not based on a comparison to other towns.

Galbi asked the Board if the cost to provide water increases with volume.

Lowery noted that increased usage may require more pumping equipment or the potential installation of an additional well.

Brown added that restrictions placed upon the Town by the State limit the amount of water pumped.

Brown declared the public water rate hearing closed at 7:25PM.

Public Comment

Anette Lewis of 33 Claypit Hill Road requested the Board to consider holding future meetings at the Town Building.

Lewis suggested that the meeting location continue to be placed on the Town Building meeting list, even if occurring at the DPW Facility.

Discussion of Stonebridge Road Traffic Calming

Brown read the opinions of the Police and Fire Chiefs relating to the installation of speed bumps on Stonebridge Road.

Kadlik noted that, in his opinion, the installation of speed bumps on Stonebridge would be extremely unsafe, particularly in winter weather.

Brown noted that flashing signage or radar signs are also optional traffic calming measures.

Kadlik provided the Board with a quotation for the purchase of electronic speed limit signs.

Wegerbauer suggested that input from residents as to the potential location of the installation of a flashing sign, as well as a sign-off from residents prior to the sign's purchase, be obtained.

Baston discussed with the Board the potential for implementing a 3-way stop at the intersection of Stonebridge and Oak Hill as a potential traffic calming measure.

Kadlik noted that stop signs are not considered viable means of traffic calming.

The Board discussed the requirements for the installation of stop signs at an intersection.

Lowery discussed the history of tickets issued on Stonebridge, noting that 44 warnings and 4 tickets have been issue in the last year, adding that he would prefer to see increased ticketing.

Brown noted that given the interest in this topic, he envisioned gathering information on possible traffic calming measures, and potentially taking a vote at the next meeting.

Brown noted that traffic calming options include the installation of static signs, flashing signs, radar signs, and speed bumps.

Lowery added that he is opposed to spending the Town's funds to place speed bumps on a connector road, and expressed his desire to see increased enforcement prior to the implementation of traffic calming measures.

Baston suggested that a series of traffic calming steps be developed, beginning with the implementation of static signs and increased enforcement prior to installing a flashing sign.

Brown noted that the Board should bring any individual ideas for a traffic calming proposal to the next meeting for discussion and review.

Items Included as Part of Agenda Packet for Discussion

- 2015-07-08 Email from Fire Chief David Houghton

- 2015-07-01 Email from Police Chief Robert Irving

Items Distributed for Information and Use by the Board of Public Works

- 2015-07-13 Quote from Signal Services, Inc. for the Purchase of Electronic Speed Signs

Review of Woodcock & Associates Proposal (Don Millette in attendance)

Millette noted that Woodcock & Associates would review the financials of the water division in conjunction with Tata & Howard's review and update of the Water Division Capital Efficiency Plan.

The Board discussed recent water main replacement projects that have been completed.

Millette described the leak detection program conducted by the town, noting that unaccounted for water is currently at 15%, with the goal to reduce it to below 10%.

Brown noted that a professional report would be advantageous to have when seeking necessary funding at Town Meeting.

Baston asked where funding for water infrastructure upgrades would be sourced from.

Lowery noted that the funds would be sourced from the Water Enterprise Fund, either through raising rates or long-term bonding.

Baston asked how long water main replacements conducted now will last.

Millette discussed different measures to ensure pipes' longevity, and noted that they are expected to last 50 to 100 years.

Brown questioned Task 2 of the proposal (Establish a Public Advisory Committee), noting that he would prefer the funding and time dedicated to 'Task 2' be directed elsewhere.

Wegerbauer noted that, in his opinion, refunding administrative fees would be the best method to control the Water Fund balance.

Brown noted that Task 5 of the proposal (Perform Data Analysis and Detailed Rate Study) is listed as 'TBD', is that the results of the previous tasks in the proposal would determine the necessity of the rate study.

Brown noted that he feels that it is the sense of the Board that it does not want to change rates, but may adjust the administrative fee.

Wegerbauer made a motion that the existing water rate remain in effect for the coming year, but the administrative fee may be adjusted to accommodate a to be determined targeted fund balance.

Lowery noted that, in his opinion, since rate-setting is not on the agenda, a vote should take place at a later date.

Brown noted that the rate hearing could be continued to the next meeting if the Board desires.

The Board discussed the scheduling of a vote to establish water rates.

Brown expressed his desire to delay voting on rates until the next meeting.

Wegerbauer's motion received no 2nd – motion falls flat.

Lowery made a motion that the water rate hearing be continued to the next meeting, where further discussion will and a vote on the establishment of water rates will occur.

Brown requested that a public notice of the meeting be placed in the newspaper.

Baston 2nd, all in favor.

Brown made a motion to approve the Woodcock & Associates Proposal, with 'Task 2' be redirected from establishing a public advisory committee to instead be used for public information gathering and education.

Lowery 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Woodcock & Associates Scope of Work for Planning and Financial Consulting Services

Special Town Meeting Article Consideration

Brown discussed an email received from Town Administrator Nan Balmer, noting that the Board of Selectmen had requested that articles for Special Town Meeting be limited to only those that cannot be delayed until Annual Town Meeting.

Brown noted that the Board had previously identified five potential articles for Special Town Meeting, and noted that the Town Administrator had requested that the Board prioritize the articles.

Millette noted that the potential article to amend the water ban bylaw essentially needs to be worded as dictated by the State.

Brown asked if it is essential for the water ban bylaw to be brought to Special Town Meeting and not Annual Town Meeting.

Millette noted that the State will require the ban be implemented automatically every year from May through September.

The Board determined that the amended water ban bylaw should be presented for review by Town Counsel.

The Board determined that the temporary sign bylaw can be delayed until Annual Town Meeting.

The Board determined that an article securing funding to replace the totaled Water Division truck should be presented at Special Town Meeting.

The Board discussed the 5 Paths intersection study, and determined that a Town Meeting article is not needed to fund the study.

Brown asked Kadlik if a sufficient estimate on Route 30 / School / East Plain intersection has been obtained to bring an article forward.

Kadlik replied that a Town Meeting article is not needed to fund the design.

Brown concluded that the only two articles to be brought forward for Special Town Meeting consideration are the articles regarding the revised water ban bylaw and the Water Division vehicle replacement.

Wegerbauer made a motion to approve the design expenditure with TEC for the design of the 5 Paths Intersection in the amount of \$19,800.

Lowery 2nd, all in favor.

Wegerbauer made a motion to approve the design expenditure with TEC for the design of the Route 30 / School / East Plain intersection in the amount of \$13,500.

Lowery 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- DPW 5-Year Capital Plan*

Capital Planning

Brown noted that Fiscal Year 2017 CIP's need to be submitted to the Finance Committee no later than September 15.

Lowery expressed his opinion that submitting CIP's so early is unreasonable due to changes.

Kadlik discussed a change made to the DPW Five-Year Capital Plan combining the \$200,000 requested for water meter replacement with the \$800,000 for water meter radio read equipment.

Lowery noted that traditionally there has not been any opposition to meter replacement funding, but expressed his concern about combining that with the controversial remote read meter program.

Brown agreed with Lowery's assertion that keeping the articles separate may be the best strategy for Town Meeting.

Brown discussed the list of open capital accounts, and requested that a review of open capital items be placed on the next agenda.

Lowery noted that the 15-year vehicle plan should be updated to reflected the anticipated increased life expectancy associated with the new facility.

Baston asked if snow melting equipment should be added to the capital plan.

Kadlik replied that the acquisition of a snow-melter is under consideration.

DPW Director's Report

Kadlik discussed the contents of the DPW Director's Report provided to the Board.

Kadlik discussed the status of installing block on Pelham Island Road in the area of Heard Pond, noting that the block has been delivered but not yet installed.

Kadlik discussed the status of Sherman's Bridge, noting the MassDOT had agreed to fund \$150,000 of the material cost, but MassDOT rescinded their offer for funding as a result of concerns raised by residents to MassDOT.

Kadlik discussed a recent meeting with the Conservation Commission concerning Sherman's Bridge.

Lowery suggested that Town Counsel be consulted to determine if the Conservation Commission has jurisdiction over the repair of the bridge decking.

Kadlik noted that, in his opinion, there is no longer anything to adhere the decking of the bridge to, and that any further issues with the bridge decking will result in its closure.

Brown asked if a Capital Article for the repair of the bridge should be considered for Annual Town Meeting.

The sense of the Board was that a capital item of \$200,000 should be considered for Annual Town Meeting.

Wegerbauer noted that, in his opinion, the Town should not take on the liability of rebuilding the bridge if it is not done to State safety standards.

Lowery asked Kadlik about the status of the Happy Hollow Wells.

Kadlik noted that the transformer has been installed and that an issue with a faulty valve was identified and corrected.

Brown asked Kadlik about a recent issue regarding the owner of a plot in Lakeview Cemetery.

Kadlik described the nature of work that the DPW has been conducting in to bring plots into compliance as outlined in the Town Cemetery Rules and Regulations as part of their regular maintenance schedule.

Kadlik noted that the plot owner expressed her displeasure with the removal of the out-of-compliance items, and proceeded to reinstall non-compliant material on the plot.

Lowery noted that if violations continue, the DPW has the authority to escort her off the grounds, as the violation is clear.

Lowery suggested that a certified letter be sent to the plot owner noting the aspects of the plot that are out of compliance.

Lowery noted that he had made a request to Lisa Eggleston be contacted regarding the placement of sentinel wells.

Kadlik noted that he had received a response from Eggleston noting that she does not have any input to offer regarding their placement.

Wegerbauer requested that Kadlik explore potential user improvements that could be made to the Transfer Station that could be paid out of the Revolving Fund.

Wegerbauer suggested that the Board set a target for the Transfer Station fund in the future.

Kadlik noted that the market for recycling has decreased dramatically, resulting in an increased removal cost incurred by the town.

Kadlik added that the current recycling contract with Casella Recycling is currently being negotiated by the Town's Procurement Officer.

Lowery asked about the status of drainage mapping.

Kadlik noted that the Vac Truck has recently been used at the DPW Facility as well as the library.

Kadlik described the recent work done pertaining to the library drainage.

Lowery asked what the process is to gain approval from the Conservation Commission to conduct the necessary repairs.

Kadlik noted that the project engineers are responsible for drafting a notice of intent with the Conservation Commission.

*Items Included as Part of Agenda Packet for Discussion
- 2015-07-15 DPW Director's Report*

Board Members' Reports, Concerns, and Updates

Wegerbauer asked about the status of the well irrigation at the Wayland Country Club.

Kadlik distributed a letter sent out by the Board of Health concerning the issue.

Lowery noted that the Historical Commission asked the DPW if they could remove material in the area of Stone's Bridge, and that given the current shortage of labor and the lack of storage space for the material, the DPW cannot accommodate the request at this time.

Baston noted that the Community Preservation Commission would like to know what the Board would like to do with Stone's Bridge by September.

Lowery suggested that perhaps the Conservation Commission should be the owner of the land, as they have completed the purchase of the adjacent lot.

Lowery discussed upcoming DPW personnel staffing issues, specifically the hiring of two Water Division employees, the potential hiring of a Town Engineer, and the replacement of senior personnel who will be leaving soon.

Baston asked about the status of punch-list items in the DPW Facility.

Kadlik responded that they continue to meet and address punch-list items as they become evident.

Brown asked Kadlik about the source of paint spilled at Cochituate Field.

Kadlik noted that the DPW was alerted to the paint by the Police Department, and its source is unknown.

*Items Distributed for Information and Use by the Board of Public Works
- 2015-07-15 Letter to Wayland Country Club from Wayland Board of Health re: Irrigation Well Status*

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

Brown noted that he was invited to attend the Board of Selectmen Executive Session concerning the status of the Glezen Lane Traffic Settlement, and that the Board has been advised by Town Counsel to determine what it would cost to obtain a preliminary design of the intersection.

Kadlik noted that a preliminary estimate has already been obtained and has been forwarded to the Town Administrator.

Brown requested that the estimate be sent to him as well.

Wegerbauer made a motion to adjourn.

Baston 2nd, all in favor.

Meeting adjourned at 9:59 PM.