

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

September 15, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara M. Wegerbauer (left at 8:25), S. Kadlik (Director)

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.

81 Sears Road Water Ban Exemption Request

Marcus Cohn of 81 Sears appeared before the Board to discuss his request for exemption from the current water ban.

Cohn described the process that he has undergone installing a new lawn at his home and noted he is requesting an exemption to allow him complete the lawn installation.

Cohen noted he is physically unable to hand water the lawn.

Brown asked if a permit has been issued and it was confirmed that it had.

Brown noted that he is inclined to vote in favor of granting the exemption.

Baston asked Water Superintendent Don Millette if he knows when the water ban may be rescinded.

Millette replied that it is likely to last at least through the end of September.

Brown made a motion to approve a water ban exemption for 81 Sears Road to allow use of the irrigation system for 3 times a day, 10 minutes at a time.

Mishara 2nd.

Baston, Brown, and Mishara in favor. Lowery opposed. Wegerbauer abstain.

Items Included as Part of Agenda Packet for Discussion

- 81 Sears Water Usage History Report

Water Abatement Request – 1 Nolan Farm Road

Julng Xe of 1 Nolan Farm Road appeared before the Board to discuss her request for water abatement.

Brown asked Xe if she had been using the irrigation system this summer.

Xe replied that she has not.

Brown noted that the Board's normal policy is to wait an entire billing cycle prior to granting abatement to ensure the issue that had caused the high bill has been repaired.

Lowery explained the financial risks taken on by the homeowner when operating underground irrigation systems.

Wegerbauer noted that he would like to see further usage history before calculating an amount for abatement.

Brown made a motion to authorize the DPW staff to abate the 10/2014 water bill for 1 Nolan Farm down to the amount of water that is used for a similar reading date on or around 10/2015, prorating two months usage.

Mishara 2nd.

Lowery expressed his opinion that the Board should adhere to the established policy for abatement.

Baston, Wegerbauer, Brown, and Mishara in favor. Lowery opposed.

Items Included as Part of Agenda Packet for Discussion

- 12/17/2014 Water Bill
- 1 Nolan Farm Water Account Comments Report
- 1 Nolan Farm Usage History Report
- 1 Nolan Farm Water Account Financial History
- 8/3/2015 Invoice from Bill Norman Landscape & Irrigation

Physical Alteration Permit – 150 Main Street

Kadlik noted that the applicants are scheduled to appear before the Planning Board on 9/29/2015 to appeal a building permit that had been denied.

Phillip Henry, Design Engineer of 150 Main Street, appeared before the Board to discuss the Physical Alteration Permit in question.

Henry noted that the permit was initially granted in 2013, later granted a 1-year extension, and they are now seeking to reapply for the permit with no changes in scope.

Lowery noted that actions that may be taken by other Boards may necessitate changes to the design, the Board of Public Works should delay granting the permit until those issues are settled.

Henry noted that any potential changes would necessitate the physical alteration permit to be re-filed with the Board of Public Works.

Lowery noted that the Board's regulations state the plans need to be on file with the Building Department, and explained that the role of the Board of Public Works in the permitting process.

Lowery noted that the Board is following its bylaws and regulations in reviewing and granting its permits.

Mishara noted that the physical alteration permit is fairly routine, and recommends that a vote be deferred until approvals from other boards are received.

Mishara made motion to pass over the approval of the Physical Alteration permit for 150 Main Street.

Lowery 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- 8/9/2015 Physical Alteration Permit and associated plans
Items Distributed for Information and Use by the Board of Public Works

Public Comment

A Lincoln resident appeared before the Board to note that he had recently struck a pothole on Waltham Road and damaged a tire.

He noted that he had not reported the pothole prior to hitting it because he felt the DPW would have eventually addressed it.

He noted his dissatisfaction with the Board's response, and asked what higher authority he should consult with to get resolution.

Brown suggested he contact an attorney.

Review of FY2017 Capital Budget Items

Items Included as Part of Agenda Packet for Discussion
- FY16 DPW 5-Year Capital Plan
- FY17 DPW 5-Year Capital Plan
- DPW Long-Term Vehicle Plan

1. Construction – Road Renovation Projects

Baston asked if the \$1,700,000 requested includes the potential costs increases to be incurred with the loss of the DPW material storage area.

Brown asked Kadlik how much Chapter 90 funding the Town receives from the State.

Kadlik noted the number varies, but it averages approximately \$300,000.

Brown suggested that the funding sought be reduced by \$300,000 to \$1,460,000 to account for anticipated Chapter 90 funding.

Brown suggested 10% annual cost escalation be factored in to future years as well.

Brown made motion to change the amount requested for Construction – Road Renovation Projects to \$1,460,000, with a 10% cost escalation factored in for every year thereafter.

Lowery suggested that the 2016 roads be noted as tentative on the DPW Road Reconstruction Schedule.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Construction – Road Renovation Projects

- Wayland DPW Road Reconstruction Schedule

2. Infrastructure – Cemetery Upgrades

Kadlik noted that bid documents had identified the final cost to expand North Cemetery at \$1,900,000, and discussed work that has already occurred.

Kadlik noted that since he is still gathering information, he recommends that this item be delayed a year.

Mishara suggested that the description be changed from adding plots to general maintenance and paving.

Brown noted that the project description and justification should be amended to note it is for the paving of Lakeview Cemetery, and the note that it would generate revenue should be removed.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Infrastructure – Cemetery Upgrades

3. Heavy Equipment Replacement – Elgin Sweeper H7

Kadlik discussed the various uses and the useful life expectancy of the Sweeper.

Baston asked Kadlik if street sweeping could be contracted out.

Kadlik noted that it has been explored, but due to frequent requests and emergency clean-ups, it is regularly deployed on short notice.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Heavy Equipment Replacement – Elgin Sweeper H7

4. Equipment Replacement – Small Swap Loader L1

Lowery noted that no identified funding source is listed on the CIP.

Brown added that the funding source should be listed as borrowing/cash capital.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – Small Swap Loader L1

5. Equipment Replacement – F350 Dump P58

Brown requested that the mileage of the current truck be obtained.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – F350 Dump P58

6. Equipment Replacement – Trash Compactor

Lowery noted that the source of funding should be listed as borrowing/cash capital.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – Trash Compactor

7. Equipment Replacement – John Deere Turf Tractor P59

Kadlik described the uses of the tractor.

Brown requested that the hours of the current tractor be obtained.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – John Deere Turf Tractor P59

8. Tree Work

Baston noted several dead branches hanging over the Depot parking lot that appear in danger of falling.

Brown made a motion that the amount should be increased to \$75,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Tree Work

9. Small Equipment Replacement

Brown suggested that specific items to be purchased are identified.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Small Equipment Replacement
- Park Division Small Equipment List

10. Facility – Pump Station Upgrades

Millette noted that the Happy Hollow project was not designed with a stand-by generator, and in his opinion one needs to be installed to ensure water service is maintained in the event of a power outage.

Millette noted that the current portable generator is not capable of running all the new pumps at Happy Hollow.

Millette noted that the building was originally designed with a 175kw generator, but it was eliminated from the budget.

Lowery asked if the DEP has given their opinion on the status of the generator.

Millette noted that he has not discussed it with the DEP, but will in the future.

Lowery suggested that justification included is that the town has three new wells that exceed the current capacity of the existing equipment.

Mishara asked if it should be taken out of the Water Enterprise Fund.

Lowery noted that Brian Keveny should be asked his opinion on the source of funding.

Lowery suggested that Keveny look at the totality of all the requests and makes a recommendation on how they are to be funded.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Facility – Pump Station Upgrades

- Estimated construction costs of generator installation

11. Equipment – Radio Read Meters

Brown asked how the \$193,000 per year annual savings was calculated.

Lowery replied that it was determined in Abraham Report done a number of years ago.

Wegerbauer suggested that depending on cost, a water meter pilot study should be sought at Town Meeting.

Millette explained to the Board how a potential pilot study could be conducted.

Baston suggested that meters be replaced as a part of the pilot study from replacement meter funding.

Lowery noted that it was his understanding is that the \$200,000 identified for meter replacement is for the completion of the program to replace old meters with newer ones.

The Board discussed possible methodology for rolling out new meters.

Millette noted that as part of the Water Management Act permit renewal, the Town will be asked to increase the frequency it conducts water billing.

Wegerbauer suggested seeking funding of \$150,000 for a pilot program.

Brown asked if the \$200,000 would still be sought for meter replacement.

Lowery noted that the meter replacement is a separate issue.

Lowery noted in his opinion, \$150,000 would not be enough.

The Board determined that \$180,000 be sought to fund a meter pilot program.

Lowery suggested that the \$200,000 CIP for Equipment - Water Meter Replacement be renamed to the Completion of Meter Replacement Program.

Rename to Remote Meter Reading Pilot Program for \$180k.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Equipment – Radio Read Meters
- FY17 CIP: Equipment – Water Meter Replacement

12. Facility – Water Tank Cleaning

Lowery noted that \$138,000 of the estimate provided is for the installation of a coating on the exterior of the tank.

Millette noted that it is for an epoxy coating the seals the concrete.

Baston asked if anything that may be removed from the tank would be of hazardous nature.

Millette noted that rust is commonly the primary material removed.

Brown asked why the requested amount increased.

Millette noted that the increase is in response to the report and estimates recently received.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Facility – Water Tank Cleaning
- Tata & Howard water tank cleaning estimate
- Water Storage Tank Inspection Report

12. Infrastructure – Water Main Projects

Lowery asked if a defensible list of proposed water main projects has been completed.

Millette replied that he expected it to be completed within a week.

Lowery noted that Brian Keveny should be asked how best to finance this.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Infrastructure – Water Main Projects
- 2007 Recommended Water Main Improvements

13. Other – Billing Software

Millette noted that the current software dates back to approximately 2000.

Millette noted that there is specific water billing software he would like to research.

Lowery suggested that the rental of software, as opposed to its purchase, be considered.

Brown suggested that the CIP remain, but noted that the cost, structure, and method of payment may change in the future.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Other – Billing Software

14. Construction – Happy Hollow Well Access Road

Kadlik noted that the request includes the installation of a water main in addition to the construction of the road.

Millette noted that the water main was added to the project to loop the system.

Brown asked if it will be a public road or private access.

Kadlik noted that it will be a private access paved road to allow trucks access to the pump station.

Lowery suggested that the CIP be retitled Happy Hollow Access Road and Water Main.

Brown asked if the water main in question is on the Tata & Howard report.

Millette noted that it may be included on the updated report scheduled to be received soon.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Construction – Happy Hollow Access Road

Baston expressed his concern about the costs the DPW will potentially incur due to loss of the material storage area and suggested that those be addressed as well.

Lowery noted that he agrees that any capital item that may be needed as a result of the loss of the land it should be prepared and submitted at this Town Meeting.

Lowery suggested that \$500,000 be sought for the purchase of a snow melter.

Kadlik suggested that one be rented first to assess its overall usefulness.

Brown asked if the lease of a snow melter could be put in this year's operational budget.

Kadlik replied that it could.

Brown made a motion that the Board approve of the FY17 capital budget items as amended throughout the meeting, with the expectation that they may change prior to Town Meeting.

Baston 2nd, all in favor.

Review of DPW Submissions to Annual Town Report

Brown made a motion that Baston write the 2015 Board of Public Works portion of the Annual Town Report, to be reviewed at the next meeting.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- *Memo to the Board requesting the completion of the report.*
- *Copy of 2014 Board Annual Report*
- *Copy of the 2015 DPW Annual Report*

Discussion of BoPW Positions on Fall Town Meeting Articles

Brown noted that there will be an article at Town meeting transferring \$300,000 into the Water Enterprise Fund from the general fund.

Lowery requested that Brown contact Brian Keveny to provide the text of the article and an explanation.

DPW Director's Operational Report

The Board opted to pass over this item.

Items Included as Part of Agenda Packet for Discussion

- *9/15/2015 DPW Director's Operational Report*

Board Review and Acknowledgment of State Ethics Commission Conflict of Interest Law for Municipal Employees

The Board members submitted their signed acknowledgement of receipt of the Summary of Conflict of Interest Law for Municipal Employees

Items Included as Part of Agenda Packet for Discussion

- *State Ethics Commission Summary of Conflict of Interest Law for Municipal Employees*

Board Members' Reports, Concerns, and Updates

Tata & Howard Water Management Act Permit Renewal Application

The Board acknowledged that they had received a copy of the permit renewal application.

Discuss/Vote to Confer with Brian Keveny on Transfers to Water Department for Municipal Water Use

Lowery noted that at a recent Finance Committee meeting Keveny was asked about transferring money from General Fund to the Water Enterprise Fund to cover the water usage by municipal buildings.

Lowery encouraged Kadlik and Millette meet with Keveny to discuss further.

Review of Draft Request to Police Department re: Stonebridge Road

Lowery noted that he has not yet written the request.

Explanation of \$300,000 Transfer to Water Enterprise Fund, as Discussed by Brian Keveny at Recent FinCom Warrant Hearing

Lowery noted that this issue had already been discussed.

Invitation to 9/30/15 Wayland Real Asset Planning Committee (WRAP) Kickoff Meeting

Baston asked if the Board owns the site of the former DPW Facility.

Lowery noted that the board are the custodians of the land but do not determine what happens to the land.

Lowery suggested that the land, the building, and its DPW usage be discussed at a future meeting as its own agenda item.

Brown asked if anyone has a desire to represent the Board at the WRAP Meeting.

Baston noted that he would attend on behalf of the Board.

Lowery noted that he had planned to attend the meeting as well.

Brown noted that the judge issued a 180-day stay to the Glezen Lane turn restrictions, and that the plaintiffs in the case had filed an emergency stay.

Brown discussed the upcoming meeting schedule for the board.

Brown noted that the Planning Board would like the Tree Hearing to occur on 10/20/2015.

Brown suggested that the Board hold only one meeting in October on the 20th.

Following Board discussion, the Board would hold one meeting in October, on 10/20/2015, and include the Tree Hearing as part of it.

*Items Included as Part of Agenda Packet for Discussion
- 8/27/2015 WMA permit Renewal Application*

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

Brown noted that there were none.

Review & Approve Minutes of the August 25, 2015 Meeting

Baston requested that an action item list be incorporated into the meeting minutes.

Brown noted that Kadlik introduced a local landscaper to the Wayland-Weston Crew Team to facilitate the transportation of the docks.

Brown made a motion to approve the minutes of the 8/25/2015 meeting as written.

Mishara 2nd, all in favor.

Mishara made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 9:08 PM.