

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

October 7, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara (left at 8:59), M. Wegerbauer, 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.

Public Comment

Stephen Curtin of 27 Snake Brook Road and President of the Wayland Baseball and Softball Association appeared before the Board to discuss the condition of Art King Field.

Curtin noted that they are looking for the dragging and lining of fields to be done on a more consistent basis.

Brown noted that the overall condition of the fields have been impacted by the water ban presently in effect.

Brown asked Kadlik if a better communication system can be developed to ensure that the fields are lined and raked.

Kadlik noted that the DPW gets the schedule from the Recreation Department, and that he has worked with Recreation Department Director Jessica Brodie to ensure the DPW receives a schedule that clearly indicates what the DPW need to address.

Frank Krasin of the Recreation Commission asked when a schedule is needed to ensure that field preparation is completed.

Kadlik noted that the schedule encompassing all scheduled sporting events needs to be given to the DPW by Friday 6:30AM.

Stephen Sadler of 22 Michael Road asked Kadlik if the schedule should be provided further in advance.

Brown asked DPW Park and Highway Superintendent Michael Lindeman about the status of Riverview Field.

Lindeman replied that Riverview Field was re-cut today and a DPW crew will be working on King Field tomorrow.

Brown asked whether Art King or Riverview Field is in better condition.

Lindeman noted that Riverview Field is in better overall condition than Art King Field.

Lindeman noted that field preparation is coordinated through the Recreation Department, and the DPW needs to receive one master list with a complete game schedule to ensure that all fields are lined.

Brown noted that the DPW had received an email from a field user alerting the department to a potential safety issue at Art King Field.

Kadlik noted that the Town's response to a concern over the safety of an athletic field is to close the field to prevent any liability for potential injury.

Brown requested Lindeman assess the condition of the fields, and requested that the user who emailed their safety concerns look at the field again to determine if they feel their concerns have been adequately addressed.

Lindeman noted that crews will attempt to remove as many lips on the field as possible and mitigate any that remain to the best of their ability.

Kadlik noted that the baseball schedule runs until November and then begins again in March, leaving a very small amount of time to rejuvenate the fields.

Kadlik cautioned that due to present conditions, some fields may not be playable next year.

Brown noted that twice this summer the Town's wells have run dry, necessitating the need for the current water use restrictions.

Wegerbauer asked if any maintenance to fields has been done this fall.

Lindeman noted that any maintenance done this time of year is limited, as it must be completed around athletic schedules.

Lindeman noted that two DPW crews are deployed every day, and fields should be dragged and lined prior to every game.

Public Comment

Thaddeus Thompson of 77 West Plain Street and member of the Library Trustees appeared before the Board to discuss a Special Town Meeting Article to apply for a grant that would potentially cover up to 45% of the cost of the construction of a new library.

Thompson noted that the grant requires that two potential sites be studied – one being 5 Concord Road and the other to be determined.

Brown noted that if the former DPW Facility at 195 Main Street were to be declared surplus, it is then relinquished to the Board of Selectmen for them to determine options for its future use.

Baston noted that at last Wednesday's WRAP meeting, he got the impression that they are exploring opportunities to share space for various community activity centers and suggested that Thompson address them.

Public Comment

Richard Turner of 7 Nob hill Road appeared before the Board to express his concern for the dissolution of the Beautification Committee and the status of the Veteran's Memorial.

Turner noted that the meorial needs to be prepared for Veteran's Day, as a ceremony is planned to mark the 40th Anniversary of the Vietnam War.

Turner requested that the Veteran's Memorial be maintained by the DPW in the future.

Turner noted that it needs to be weeded and the flagpole sockets are clogged with dirt.

Lowery noted that he feels this is an operational concern that should best be brought to the DPW Director.

Lowery added that the Park Division is currently understaffed and is in need of two additional employees, and encouraged Turner to support the DPW's request for additional staffing.

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

- 9-21-2015 Letter from Wayland Beautification re: Dissolution of Beautification Committee

- 9-28-2015 Letter from Richard Turner to Board of Public Works re: Disbandment of Beautification Committee

Irrigation Application Review – 344 Commonwealth Road

Chip Ely from Lynch Landscaping appeared before the Board to discuss the Irrigation Application for 344 Commonwealth Road.

Kadlik noted that he has reviewed the plan and the proposed installation is in compliance.

Baston asked if any water runoff will be recycled into the irrigation system.

Ely replied that it is not, and that the cost of such a system would be approximately \$80,000.

Mishara made a motion to approve the irrigation permit of 344 Commonwealth Road.

Wegerbauer 2nd.

Lowery noted that, in his opinion, Town drinking water should not be used to irrigate lawns, and pending state regulations may change how irrigation systems are permitted in the future.

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

Items Included as Part of Agenda Packet for Discussion

- 344 Commonwealth Irrigation Application
- 344 Commonwealth Irrigation System Specifications
- 344 Commonwealth Irrigation Plan

Water Abatement Request – 12 Park Lane

The Board discussed the status of the abatement request of 12 Park Lane.

The Board discussed the usage history of 12 Park Lane.

Brown made a motion to abate the 11/7/2014 water bill from 13,700 cubic feet down to 2100 cubic feet, waiving all interest and penalties.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 11-7-2014 12 Park Lane Water Bill
- 11-29-2014 Fire Right Irrigation repair invoice
- 12-2-2014 Email from Neha Gandhi requesting abatement
- 9-29-2015 12 Park Lane Water Bill
- 2-5-2015 BOPW Meeting Minutes Excerpt
- 12 Park Lane Water Usage History Report
- 12 Park Lane Water Account Financial History

Discussion of Wayland Community Pool Water Bill

Brown noted that the bill now appears current, and asked that the adoption of a modified rate structure for the pool be considered.

Mishara noted that since they are a non-profit, they could be billed only at the lowest tier rate.

Lowery noted that the Board is preparing to discuss municipal water rates with the Town, and is willing to potentially consider the Wayland Community Pool for municipal rates as well.

Wegerbauer asked what the financial implications for other rate payers would be if a municipal structure were applied.

Wegerbauer added that he believes a flat rate would go against the message of encouraging conservation.

Lowery noted that DPW Water Superintendent Don Millette's input should be received prior to implementing any potential municipal rate structure.

Baston noted that Chris Woodcock is scheduled to advise the Board on rate structure and suggested that his advice be considered prior to changing the rate structure.

Brown requested that he be provided the usage and billing data of municipal water accounts for further analysis.

Mishara asked about other non-profits that might fall into the same category as the Community Pool.

Kadlik asked the Board if interest and penalties should be waived on the Community Pool's water bill.

Lowery made a motion to waive any penalties and fees incurred on the Community Pool to date.

Brown 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Wayland Community Pool Water Usage History Report
- Wayland Community Pool Water Account Financial History
- 8-11-2015 Water Rate Structure

Discussion of School / East Plain / Rt 30 & Five Paths Intersection Redesign Funding Services

Brown noted that per discussion with the Finance Committee, they would like the Board to consider submitting funding for these projects as Capital items for Annual Town Meeting.

Lowery noted that formal cost estimates on the projects have not yet been attained.

Lowery noted that in the past the Board has voted not to reconstruct the 5 Paths intersection, but upgrade the lights and crosswalks.

Brown asked the Board if CIPs should be submitted to Finance Committee with cost estimates.

The Board discussed the potential costs to upgrade the Five Paths Intersection; estimating costs could reach \$550,000.

Kadlik noted that new signals, new crosswalks, new signal loops, and the incorporation of the aqueduct trail will all add to the cost of upgrading 5 Paths Intersection.

Lowery noted that in his opinion it should be placed as an article due to its \$550,000 estimated cost.

Kadlik noted that School / East Plain / Route 30 intersection could potentially cost \$275,000.

Brown asked if 5 Paths could be redone without upgrading the crosswalk signals.

Kadlik noted that any changes would need to incorporate updated crosswalk signals.

Brown noted that he will readdress the status of funding of the intersection improvements with the Finance Committee.

Kadlik noted that the CIP for tree work can be eliminated, as funding is included in the operating budget.

Discussion of BoPW Positions on Fall Town Meeting Articles

Brown noted that there is a mid-year transfer of approximately \$300,000 from the Water Fund to the General Fund to cover the costs the Town incurs relating to the Water Fund.

The Board noted that they have asked for justification for the number but have not yet received a response.

Mishara asked what position the Board should take at Town Meeting.

Lowery suggested that the Board inform the Town that they have asked for how this number was determined but have not yet received it.

Lowery suggested that the Board should have to vote to accept that transfer, as the Board is responsible for the fund.

Wegerbauer asked about the status of the balance of the Transfer Station revolving fund.

Kadlik replied that funds in the account are from the Transfer Station balance left over at the end of each fiscal year when operating expenses are subtracted from income.

Discussion of Status of Landfill Access Road

Kadlik noted that a water main would need to be run under the access road to create a loop to provide water to the potential River's Edge Development.

Mishara asked if the River's Edge Development would contribute money to the construction of the water main and road.

Kadlik noted that it is the hope that the River's Edge Development would partially pay for the construction.

Lowery noted that the tear-down of the old salt shed and removal of the composting area also need to occur.

Lowery added that he feels the Board has a responsibility to consider conducting part of the work outlined in the Order of Conditions.

The Board discussed when the current Order of Conditions expire, which Lowery agreed to investigate.

DPW Director's Financial Report

Kadlik discussed the current status of the DPW Budget.

Brown noted that the operating budget should be discussed at the next meeting following the tree hearing.

Kadlik noted that the funding for the additional two DPW employees would not be included in the budget until approved by the Personnel Board.

*Items Included as Part of Agenda Packet for Discussion
- 10-01-2015 DPW Financial Report*

Board Members' Reports, Concerns, and Updates

Status of Happy Hollow Well Cutover

Kadlik noted that EverSource was on site this morning to connect power to the Happy Hollow Wells.

Kadlik noted that the Town's water usage is still high and the wells cannot be shut off.

Lowery expressed his concern with the Board's continued approval of irrigation permits.

Mishara noted that he believes the Board is obligated to approve systems that are in compliance with Town bylaws.

Lowery noted that, in his opinion, the Board could deny permits.

Baston suggested that the Board consider changing policy to give the Board increased say over the approval process.

Mishara suggested that the reduction of the permitted square footage of irrigation systems be considered.

Status of 20-Year Water Permit Renewal

Kadlik noted the application was submitted and the DEP has not yet contacted the Town.

Discuss WHC Event – North Cemetery October 4

Lowery noted that he did not attend the 10/4/2015 meeting.

Lowery noted that the Board received a number of recommendations in the past concerning North Cemetery, but many of the recommendations were prohibitively expensive.

Discuss WRAP Committee Kickoff Meeting

Baston discussed the recent WRAP meeting, noting that he expressed his concern at the meeting that the maintenance requirements of additional municipal-use land and facilities be considered in future plans.

Kadlik noted that a number of the small lots controlled by the BoPW are held for the potential creation of shared septic fields.

Wegerbauer requested that info concerning the status of the Transfer Station Revolving Fund be provided to him.

Wegerbauer requested that a discussion of the Transfer Station Revolving Fund, the desired fund reserve level, and ideas for fund spending options be placed on a future agenda.

Baston suggested that if the composting area is lost, an alternative should be explored.

Brown added that the expenses for the removal of materials from the DPW material storage area be placed in the FY17 expense budget.

Wegerbauer updated the Board on the status of the River's Edge proposal.

Baston discussed an alternative speed bump design that could potentially satisfy the concerns of fire departments.

Brown noted that Mary Antes has requested that Board members elect a representative to participate in an upcoming meeting with the families moving into the Habitat for Humanity development to provide information pertaining to the DPW.

Lowery requested that DPW employee Dan Cabral attend.

Kadlik noted that multiple entities are looking at potential usage of 195 Main Street, and that the Board must first declare the land surplus.

Brown noted that in his opinion the Board is not prepared to declare the land surplus.

Kadlik discussed the upcoming Pop-Up Park Event at Town Center, and noted that he cannot utilize DPW services for the event, as it is being held on private property.

Executive Session for the Purpose of Approving the Executive Session Minutes of the 9/8/2015 Joint Meeting with the Board of Selectmen

Brown made a motion that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) for the purposes of reviewing and approving the executive session minutes of the 9/8/2015 Joint Meeting with the Board of Selectmen.

Lowery 2nd.

Baston aye, Lowery aye, Brown aye, Wegerbauer aye.

Brown noted the Board will reconvene in open session in approximately 5 minutes for the purpose of approving minutes and adjourning.

Brown invited the attendance of DPW Director Stephen Kadlik, DPW Park & Highway Superintendent Michael Lindeman, and DPW employee Daniel Cabral.

The Board entered into executive session at 9:07PM.

The Board returned to open session at 9:10PM.

Items Included as Part of Agenda Packet for Discussion
- Printed motion to enter executive session

Review & Approve Minutes of the 9/8/2015 Joint Meeting with the Board of Selectmen and the 9/15/2015 Meeting

Lowery made a motion to accept the minutes of the 9/8/2015 Joint Meeting with the Board of Selectmen.

Baston 2nd, all in favor.

Baston noted a typographical error on page three of the 9/15/2015 minutes.

Brown made motion to approve the minutes of the 9/15/2015 meeting as amended.

Baston 2nd, all in favor.

Brown made motion to adjourn

Baston 2nd, all in favor.

Meeting adjourned at 9:14PM