

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

October 20, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), W. Baston, J. Mishara (left at 8:59), M. Wegerbauer, S. Kadlik (Director)

Absent: M. Lowery (Vice Chair)

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 Hearing: With BOPW and Park Division Superintendent for Public Tree Hearing for Shade Trees

Patrick Scranton of 31 Concord Road appeared before the Board to object to the removal of Tree 1513 at 31 Concord Road.

Brown clarified that if any member of the public objects to the removal of any trees on the list, they would not be removed.

Brown made a motion to remove the trees on the shade tree list, with the exception of Tree 1513.

Mishara 2nd, all in favor.

(Shade tree list attached to meeting minutes)

Items Included as Part of Agenda Packet for Discussion

- List of Shade Trees for discussion

- 10-12-2015 email from Patrick & Emily Scranton re: Request to Halt Tree Removal at 31 Concord Road

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

- 10-20-2015 email from Lynn Heavey re: Tree Removal (Pine Tree at 227 Lake Shore Drive)

Discussion and Possible Vote on Water Fund Current Year Transfer Article for Special Town Meeting

The Board discussed the details of the \$331,725.00 from the Water Enterprise Fund to cover FY16 Fringe Benefit Costs.

Brown noted that a transfer such as this is done annually to account for fringe benefit and indirect costs.

Wegerbauer noted that he would like to see more detail in how the numbers are calculated. Mishara made a motion to approve the transfer from the Water Fund to General Fund in the amount of \$331,725.00, conditional upon an appropriate explanation of the breakdown to the Chair regarding the calculation of Health & Life and Retirement costs.

Wegerbauer 2nd, all in favor.

Discussion and Possible Vote on the DPW Plowing of Common Drives

Kadlik noted that the areas in question are private properties where the Town has no rights or easements.

Kadlik noted that he had consulted with Town Surveyor Alf Barry about the common drives in question.

Baston asked if a notice will go out to affected residents to inform them if any changes are made.

Kadlik replied that notice will go out.

Brown made a motion to request that the DPW cease the plowing and treatment of private property and notify the owners of the property.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Overhead views of Mitchell St, Alpine Rd, High Rock Rd, Bennet Rd (McManus Ct), Reservoir Rd Ext, Boston Post Rd (Behind Shir Tikva)

Public Hearing: Joint Meeting with BOPW, Park Division Superintendent, and Planning Board for Public Tree Hearing for Scenic Roads

The Planning Board convened before the Board of Public Works to participate in the Public Tree Hearing for Scenic Roads.

Tree 1509: 15 Old Connecticut Path

The Planning Board noted there are no objections to the tree's removal, but would like the planting of a replacement tree to be considered.

The Board of Public Works noted that they have no objections to the removal of tree 1509.

The Planning Board voted unanimously to remove Tree 1509 at 15 Old Connecticut Path.

Brown made motion to remove tree 1509 at 15 Old Connecticut Path.

Mishara 2nd, all in favor.

Tree 1516: 80 Plain Road

Highway and Park Superintendent Mike Lindeman described the condition of the tree and discussed cracks in the tree evident in pictures provided.

Lindeman noted that due to the extensive damage to the tree, saving it by pruning and cabling is not a viable option.

The Planning Board asked Lindeman if the tree could possibly be bolted.

Lindeman noted that the tree is not healthy enough and the split is too large to pull back together.

Wegerbauer asked if it would be possible to plant a replacement tree in its place.

Lindeman noted that there is not sufficient room to plant a new tree.

The Planning Board voted unanimously to remove Tree 1516 at 80 Plain Road.

Brown made motion to remove Tree 1516 at 80 Plain Road.

Mishara 2nd, all in favor.

(Scenic Tree List attached to meeting minutes)

Items Included as Part of Agenda Packet for Discussion

- List of trees for discussion on Scenic Road.

Water Fund Analysis Update from Chris Woodcock

Chris Woodcock of Woodcock & Associates appeared before the Board to discuss the status of the Water Fund Analysis.

Woodcock discussed the notion of charging or not charging municipal and not-for profit water accounts.

Woodcock noted that according to state regulations, they could continue to not charge, but charging for water usage does provide an incentive to conserve water.

Woodcock noted that an alternative rate structure is an option for charging municipal meters.

Woodcock discussed the status of new water regulations that have been discussed, but not finalized, by the State Water Resource Commission.

Woodcock advised that any potential changes to municipal rates be delayed until the new fiscal year.

Brown asked Woodcock to clarify the State's position on increasing the frequency of water billing.

Woodcock noted that the state currently recommends billing monthly or bi-monthly, and added that drive-by systems are used in surrounding towns to accomplish frequent billing.

Woodcock noted that more frequent billing allows you to establish rate structures that encourage increased water conservation.

Woodcock noted that conservation measures should focus on residential discretionary water usage.

Brown asked if the Water Division is considering a drive-by or fixed based reading system.

Water Superintendent Don Millette noted that they would like to evaluate various forms of meter-reading technology.

Mishara asked if there are any known dangers or public health issues with any of the reading options.

Woodcock he does not believe that there are any public health dangers associated with any of the meter reading options.

Baston noted that a constant signal is not emitted by drive-by systems, and is activated only when the reading vehicle drives by.

Wegerbauer added that the transmitting device is mounted outside the house.

Kadlik noted that the water division has just taken delivery of a new van where the reading equipment could be mounted.

Wegerbauer expressed his support for a fixed network system to eliminate the need for drive-by readings.

The Board discussed the status of the proposed meter reading pilot study.

Brown asked Woodcock what percentage of towns are using a wand-reading system today versus radio reads.

Woodcock replied that the technology is approximately 20 years old, and most towns now use a radio-read system.

Mishara suggested that the Board determine what reading system should be used rather than undertaking a pilot study.

Wegerbauer asked Woodcock if he can recommend any methods for billing municipal water usage.

Woodcock replied that billing municipal water usage is not common, but Lexington charges municipal usage at a separate rate structure.

Woodcock added that another option may be to charge them at just the lowest rate.

Woodcock noted that the establishment of a municipal/non-profit rate class should be explored in the future.

Brown asked if the Town's 20-year Withdrawal Permit application would be negatively affected by the 6-month water billing cycle.

Woodcock noted that although the 6-month billing cycle is unusually long, it would not be likely to greatly impact the permit process.

Wegerbauer noted that the Board would like Woodcock's opinion on the desired undesignated fund balance level.

Woodcock discussed the ideal reserve fund balance and the benefits of maintaining a larger reserve.

Items Included as Part of Agenda Packet for Discussion
- FY16 Water Department Indirect/Administration & Fringe Benefit Costs

Review and Possible Vote on DPW FY17 Expense Budget

The Board discussed the potential increase of DPW staffing levels by two employees.

Brown asked that the review of the justification for the two new DPW employees be placed on the next agenda.

Brown asked if the River's Edge material removal costs have been included in the FY17 Operating Budget.

Kadlik replied that the costs have not been included in the FY17 budget as the timetable for when the costs would be incurred has not yet been determined.

Brown made a motion to support the DPW FY17 Operational Budget.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- DPW Budget Changes FY2016 to FY2017
- DPW Budget Comparison Summary

Transfer Station Access Road Discussion

Kadlik noted that this was included as an addendum to the contract for the design & construction of the DPW Facility.

Brown noted that he would like to see the project design continue forward.

Mishara asked if the amendment complies with the outstanding Order of Conditions.

Kadlik replied that it would.

Wegerbauer noted that he feels the construction documents should not be funded until River's Edge construction begins.

Kadlik clarified that the addendum is for obtaining the construction documents, not for the construction itself.

Brown made a motion that the Board defer the 7/24/2015 Design and Construction Administrative Services, Amendment 6 – Exhibit A as presented by Weston & Sampson.

Mishara 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- 7/24/2015 Design & Construction Administration Services for a New Department of Public Works Facility – Transfer Station Environmental and Road Upgrades.*

DPW Director's Operational Report

The Board discussed the DPW road resurfacing schedule with Kadlik.

Brown asked Lindeman about the status of the Art King Ball Field.

Lindeman replied that the users decided to use an alternative field, and the Art King Ball Field will be officially closed when the DPW begins renovations.

Millette discussed the status of water ban enforcement, noting that they have recently issued 4 second violation notices.

Millette noted that the Water Division attempted to shut down the Happy Hollow wells as a test, and noted that consumption was still too high to take the Happy Hollow wells offline.

Millette noted that interconnections for water supply with three towns exist, although agreements to use those connections is not in place, and it has not yet been determined the direction of flow between the interconnections.

Brown asked about the status of Sherman's Bridge.

Kadlik noted that the bridge was closed for two days while twenty planks were replaced.

*Items Included as Part of Agenda Packet for Discussion
- 10-20-2015 DPW Director's Operational Report*

Board Members' Reports, Concerns, and Updates

Wegerbauer asked about the placement of the chevron signs on Rice Road.

Doucette noted that the placement was dictated by the State.

Wegerbauer offered to contact Finance Director Keveny to discuss the status of the Transfer Station budget.

Wegerbauer wanted to ensure that the CIP for the radio-read pilot study is coming from the undesignated funds balance.

Brown confirmed that the Water Enterprise Fund is the funding source.

Baston discussed the WayCam public access show the Weekly Buzz, and noted he received an email requesting bullet points from Board meetings be sent to the program.

Baston discussed potential bullet points from the last meeting for submission.

Brown noted that he attended an executive session with the BOS regarding Crown Path on Monday.

Review & Approve Minutes of the 10/7/2015 BOPW Meeting

Mishara noted the omission of the word 'not' from Lowery's comment at the top of page 4.

Brown made motion to approve the minutes of the 10/7/2015 meeting as amended.

Mishara 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- 10-7-2015 BOPW Meeting Minutes Draft*

Mishara made motion to adjourn

Brown 2nd, all in favor.

Meeting adjourned at 9:14PM