

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

November 16, 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.

Public Comment

Tom Largy, of 59 Moore Road and member of the Surface Water Quality Committee, appeared before the Board to discuss the issue of beaver dams at Mill Pond.

Public Comment

Malcom Astley, of 147 Boston Post Road, appeared before the Board to discuss his concerns regarding the recent Board vote to stop plowing and maintenance services on shared drives.

Public Comment

Brown read a letter submitted for public comment by Gail Shapiro, of 201 West Plain Street, regarding the recent Board vote to stop plowing and maintenance services on shared drives.

Brown noted that he contacted Kadlik and Town Surveyor Alf Barry to discuss the status of an easement on the property at 201 West Plain Street.

Lowery noted that the easement at 201 West Plain Street does not grant access to Town, but is an easement granted by 205 West Plain Street to abutters.

Brown noted that he had asked Town Counsel Mark Lanza if the description of the discussion on the plowing of shared drives in the meeting agenda constituted a violation of open meeting law, as was noted in Shapiro's letter.

Lanza's response to Brown was that the agenda item did not constitute an open meeting law violation.

Brown noted that the Town had been plowing areas that it had no legal right to be on, which was confirmed by the Town Surveyor and Town Counsel.

Lowery noted that there is a difference between private ways, where the public has a right of access vs. private driveways, where the public has no right of access.

Astley asked what liability the Town faces regarding access of emergency vehicles.

Lowery noted that town holds no liability, as they are considered private driveways.

Kadlik noted that DPW plows would be immediately dispatched at the direction of the police or fire departments to provide any necessary emergency access.

Public Comment

Richard Turner, of 7 Nob Hill Road, thanked the DPW for the work done in preparation for Veteran's Day.

Items Included as Part of Agenda Packet for Discussion

- 11-12-2015 email from Gail Shapiro re: Plowing and maintenance of common drives

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

- 11-16-2015 email from Malcolm Astley re: Plowing and maintenance of common drives

Irrigation Application Reviews: 29 and 31 Covered Bridge Lane

Ben Stevens of Trask Developers appeared before the Board to discuss the irrigation applications for 29 and 31 Covered Bridge Lane.

Brown asked Kadlik if he had reviewed the applications for their compliance.

Kadlik replied that he had reviewed them and that they are in compliance.

Lowery noted that it appears the system for 31 Covered Bridge operated within the wetlands buffer.

Lowery noted that to install the irrigation system as planned, Stevens would need an order of conditions from Conservation or need to relocate the sprinkler heads within the area.

Lowery added that sprinkler heads are also located within the septic system reserve area, and suggested that any approval be on the condition that if the reserve area is ever used, the sprinkler heads would need to be removed.

Lowery urged Stevens to advise his customers that future regulations may preclude the usage of underground irrigation systems.

Wegerbauer asked if 29 and 31 Covered Bridge are considered two separate properties.

Lowery noted that 29 and 31 Covered Bridge will have two separate owners.

Brown noted that the application could be approved provided the combined area of both systems remains under 15,000 square feet.

Brown made a motion to approve the irrigation applications for 29 and 31 Covered Bridge Lane, with the condition that the plans are modified to reflect a combined irrigated area of less than 15,000 square feet total; and that should the reserve septic system be put into use in the future, the sprinkler heads in that area be removed.

Lowery 2nd.

Lowery added that he would like to see new irrigation systems be required to be metered separately in the future.

Lowery amended the motion to include the requirement that separate meters be installed on the irrigation systems at 29 and 31 Covered Bridge Lane.

No 2nd, amendment fails.

Baston, Brown, and Wegerbauer in favor of original motion. Lowery opposed.

Items Included as Part of Agenda Packet for Discussion

- Irrigation application and plan for 29 Covered Bridge Lane

- Irrigation application and plan for 31 Covered Bridge Lane

Discussion With Representative from Historical Commission

North Cemetery Preservation Plan

Elisa Scola and Tonya Largy, of the Historical Commission, appeared before the Board to discuss the preservation management plan for North Cemetery.

Lowery discussed the overall tone and extensive nature of the suggestions contained in the preservation management plan.

Baston asked if any Community Preservation Committee funds are available to assist with completing the report's suggestions.

Scola noted that some funding may be available, specifically to perform the recommended repairs to grave stones.

Scola also discussed the potential formation of a volunteer group to perform some of the maintenance recommendations.

Lowery noted judgements relating to paving, tree pruning, and planting were also included in the report.

Kadlik described the daily workload of the DPW Park and Highway Divisions. Scola noted that it was her hope that the study would assist the DPW in both justifying and securing funding for additional staffing.

Brown noted he would welcome the support of the Historical Committee in seeking additional employees with the Personnel Board.

Brown suggested that the Historical Commission develop a prioritized list of requests pertaining to North Cemetery for future discussion with the DPW.

Stone's Bridge

Scola discussed the status of the Stone's Bridge project, and noted that she and Lary have been appointed by the Historical Commission as representatives to the Permanent Municipal Buildings Committee.

Scola noted that the goal of the project is to restore half of Stone's Bridge to provide safe pedestrian access.

Lowery discussed with the Board the process for potentially of transferring the land from the Highway Division to Park Division.

Items Included as Part of Agenda Packet for Discussion
- 10-21-2015 email from Elisa Scola re: North Cemetery
- 06-30-2015 North Cemetery Preservation Management Plan

Discussion of Future DPW Major Capital Planning with WRAP Committee Liaison Anette Lewis

Brown noted that this discussion has been postponed to a future meeting.

Items Included as Part of Agenda Packet for Discussion
- 10-22-2015 email from Anette Lewis re: BOPW – WRAP Committee Liaison

Review of Justification for Additional DPW Employees

Kadlik discussed the status of the potential creation of a DPW Project Manager / Engineer position.

Lowery asked if the position would be shared with other Town departments.

Kadlik noted that the position would likely be utilized by other Town departments when necessary.

Kadlik discussed the potential creation of an additional Senior Foreman position.

Wegerbauer noted that the argument for additional employees should focus on the increase in workload incurred by the DPW.

Baston noted that an updated organizational chart would be beneficial to submit to the Planning Board as well.

Brown asked if the operating budget could be reduced with the creation of a DPW Project Manager /Engineer Position.

Lowery noted that it would not impact the operating budget, as funding for such services are typically linked to specific capital projects.

Wegerbauer suggested the compilation of a spreadsheet highlighting the hours of additional work incurred by the DPW.

The Board discussed the staffing demands placed on the DPW by the maintenance of athletic fields in Town.

Brown expressed his desire to quantify the amount of increased work in man-hours and cost.

Lowery suggested that the Historical Commission and Recreation Department consider sending a note of support for additional DPW employees to the Personnel Department.

Brown added that the Historical Commission, Surface Water Quality Commission, Public Ceremonies Committee, Facilities Department, and Conservation Commission be asked to consider supporting the DPW's request as well.

Lowery noted that if the request for additional staffing is not granted, the Board will need to assess what work the DPW can realistically be expected to continue to perform.

The Board discussed the nature of the presentation to be made to the Personnel Board on 11/30/2015.

Items Included as Part of Agenda Packet for Discussion

- DPW Project Manager / Engineer Information

- DPW Additional Maintenance Workers / Senior Foreman Information

Discussion of Transfer Station Target for Retained Earnings

Wegerbauer requested that the Transfer Station account data be compiled in spreadsheet form.

The Board discussed potential factors to be considered in establishing a target for retained earnings.

Wegerbauer asked if any improvements could be made to make the experience at the Transfer Station better.

Brown requested that this topic be included as an agenda item at the next meeting.

Items Included as Part of Agenda Packet for Discussion

- Transfer Station Budget Summary
- Transfer Station Account Munis Reports

Board Vote to Authorize the Assessor's Office to Lien Over Delinquent Water Bills to the Tax Bills

Brown made a motion that the Board sign the letter included in the packets to authorize delinquent water bills to be liened over to the tax bills.

Lowery noted that the vote should not occur until a list of the properties to be liened is provided.

Brown withdrew his motion and delayed further discussion to a future meeting.

Items Included as Part of Agenda Packet for Discussion

- Draft letter to authorize the Assessor's Office to Lien Over Delinquent Water Bills to the Tax Bills

DPW Director's Financial Report

Kadlik discussed the current DPW Operating Budget Summary with the Board.

Items Included as Part of Agenda Packet for Discussion

- 11-05-2015 DPW Operating Budget Summary

Board Members' Reports, Concerns, and Updates

Baston discussed the Board of Public Works bullet points he selected for submission to the WayCam Weekly Buzz for Board review.

Baston asked about the status of the Library Drainage project.

Kadlik noted that the DPW continues to work with Tighe & Bond, and have applied for an extension to the project.

Lowery asked if a written plan with Tighe & Bond has been adopted yet.

Kadlik noted that further investigation into the drainage flow and mapping needs to be completed before a written plan can be drafted.

Lowery expressed his dissatisfaction with the progress of the project.

Lowery noted his concern for the current status of the aquifer, and noted that a plan to address future water shortages needs to be established.

Lowery asked if it is under the purview of the DPW to maintain playground equipment for the School Department.

Kadlik noted that the DPW has been maintaining the playground equipment on school grounds.

Lowery noted that a portion of Lakeview Cemetery technically falls under the purview of the Recreation Department, and that a land transfer to rectify this issue needs to be arranged. Lowery requested that Kadlik speak with Town Surveyor Alf Barry to determine a plan to address the issue.

Brown noted that a new traffic calming request has been received by Woodridge Road.

Brown requested that Woodridge be placed on the next agenda, with notification sent to resident who submitted the request.

Lowery distributed a draft letter to be submitted to Police Chief Irving regarding enforcement of speed limits on Stonebridge Road.

Baston suggested that the costs associated with responding to traffic calming requests be added to the letter.

Lowery noted that he will add language pertaining to the costs associated with traffic calming to the letter.

The Board discussed the status of street lights in Town and whose purview they fall under.

Brown discussed issues surrounding the plowing of common driveways and asked the Board if it should be placed on a future agenda item.

The sense of the Board was that it does not need to be placed on a future agenda unless new information is uncovered.

Wegerbauer noted that the Board had asked Chris Woodcock of Woodcock and Associates for ideas on establishing a municipal water rate structure and the setting of the undesignated fund balance.

Brown noted that the answers to the questions posed would likely be included in Woodcock's next report.

After Board discussion, it was determined that December meetings will be held on Tuesday, December 1, 2015 and Tuesday, December 15, 2015.

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

- 11-16-2015 Draft letter from BOPW to Chief Irving re: Request for more effective enforcement of speed limits on Stonebridge Road

Review & Approve Minutes of the 10/20/2015 BOPW Meeting

Brown noted changes to be made to Kadlik's comment on page two.

Brown made a motion to approve the minutes of the 10/20/2015 meeting as amended.

Wegerbauer 2nd.

Baston, Brown, Wegerbauer in favor. Lowery abstain.

Items Included as Part of Agenda Packet for Discussion
- 10-20-2015 BOPW Meeting Minutes Draft

Wegerbauer made motion to adjourn.

Baston 2nd, all in favor.

Meeting adjourned at 9:46PM