

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

December 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.

Water Abatement Requests

92 Commonwealth Road

Ronald Poore, 92 Commonwealth Road, appeared before the Board to discuss the request for abatement.

Poor noted that no leaks to the system were found, and he assumes that the meter is defective.

Brown noted that the meter is relatively new and that it is the Board's assumption that the water was used.

Lowery noted that, as the abatement was filed after 1/1/15, it is only subject to an abatement of 20% of the value of the claimed lost water.

Brown made a motion that the meter at 92C Commonwealth Road be tested and report back on its accuracy, delaying any fees and interest that may accrue.

Baston 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 10-15-2015 Letter requesting abatement

- 09-25-2015 Water Bill

- 92 Commonwealth Water Account Financial History

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

- 92 Commonwealth Water Usage History

170 Glezen Lane

Sotiris Diamandis, 170 Glezen Lane, appeared before the Board to discuss his request for abatement.

Diamandis noted that he has had his system checked several times and has found no leaks.

Diamandis questioned whether the meter system used in Town is faulty.

Lowery noted that the usage history demonstrates a seasonal pattern of usage.

Diamandis noted that his usage increased dramatically between 2010 and 2011.

Brown noted that the meter was changed at the time of the last abatement granted in 2011, and that the usage pattern has remained the same with the new meter.

Brown asked what basis Diamandis was requesting for abatement.

Diamandis' attorney noted that Diamandis asserts that the usage is incorrect, as his household has not changed its usage patterns and has checked for leaks but has not found any.

Lowery noted that the winter usage of water is very conservative, but the water used during summer indicates that an irrigation system is in use.

Diamandis noted that Lynch Landscaping has inspected his irrigation system and confirmed that there are no leaks present, and asked the Board if a letter from Lynch attesting this would prove the water readings were incorrect.

Lowery noted that unless Lynch Landscaping can provide a letter stating that they believe the water readings are incorrect, the assumption is that the reading is correct and the water was used.

Lowery noted that the meter could be removed and tested at the homeowner's expense if he believes the meter is incorrect, adding that the DPW would pay for the expense of testing the meter if it was found to be defective.

Diamandis responded that he did not wish to pay to have his meter tested.

Brown made a motion to deny the abatement of 170 Glezen Lane.

Wegerbauer 2nd, all in favor

Items Included as Part of Agenda Packet for Discussion

- 01-07-2015 Water Bill
- 09-16-2015 Water Bill
- 170 Glezen Water Usage History
- 170 Glezen Water Account Financial History

5 Hearthstone Circle

The Board reviewed the information pertaining to the request for abatement for 5 Hearthstone Circle.

Lowery requested that in the future residents filing for abatement be advised that abatements for irrigation are limited to 20% of value of the claimed lost water due to malfunctioning irrigation systems.

Brown made a motion to abate the 9/25/2015 water bill of 5 Hearthstone Circle from 12,600 units to 11,600 units, in accordance with the policy established by the Board of Public Works on July 1, 2014.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 09-25-2015 Water Bill
- 10-15-2015 Letter from Suburban Sprinkler
- 10-09-2015 Invoice from Suburban Sprinkler
- 08-04-2015 Invoice from Suburban Sprinkler

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

- 5 Hearthstone Water Usage History

26 Jeffrey Road (54 Rice Road)

The Board discussed the request for abatement for 54 Rice Road.

Brown made a motion to abate the 9/29/2014 water bill to 5200 units, waiving all interest and fees.

Lowery 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 11-07-2014 Water Bill
- 54 Rice Water Usage History
- 08-15-2015 Receipt from Lowe's
- 03-30-2015 Email requesting abatement
- 09-02-2015 Email regarding status of abatement
- 08-06-2015 Letter from DPW regarding status of water abatement
- 54 Rice Water Account Financial History

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

Anette Lewis, member of the WRAP Committee, appeared before the Board to discuss the WRAP committee and its role with the DPW.

Lewis discussed the status of Town-owned land and the creation of a more accurate database of parcels.

Lewis reviewed the 'Points for Discussion with Boards, Commission & Departments' that was distributed as part of the meeting packet.

Lewis clarified that the thresholds for projects is \$500,000 or greater and occurring within the next 20 years.

Brown discussed the potential loss of the DPW material storage area.

Lewis noted that the WRAP committee would like to know how much land the DPW needs to replace the storage area.

Lewis noted that the WRAP Committee would like to begin receiving information from Boards within the next 45 days.

*Items Included as Part of Agenda Packet for Discussion
- 10-28-2015 – Points for Discussion with Boards, Commissions, & Departments*

Discussion of Transfer Station Target for Retained Earnings

The Board discussed the status of transfer to the General Fund from the Transfer Station Revolving Fund to cover fringe benefits.

The Board discussed how the funds to be transferred are calculated.

Wegerbauer asked what portion of the funds transferred represents the Transfer Station and what part represent the Landfill.

Brown discussed the history of the OPEB calculation and department transfers.

Lowery requested that the first two line items be separated in the budget summary, as they represent expenses incurred by the Landfill, and the fringe benefit costs be added.

Wegerbauer noted that the Transfer Station budget shows that expenses are running roughly on pace with income, although the cushion is relatively high.

Lowery discussed upcoming expenses to be incurred by the transfer station related to the access road and removal of the salt shed, as outlined in the Conservation Orders of Condition.

Wegerbauer noted that in his opinion, the access road expense should not be placed on the Transfer Station users.

Lowery responded that the only users of the access road are patrons of the Transfer Station.

Wegerbauer noted that, in his opinion, a fund balance of \$100,000 would be a target.

Kadlik noted that the containers at the Transfer Station need to be replaced soon.

Kadlik noted that any budget shortfall in the Transfer Station revolving account would result in a deficit being carried into the following fiscal year.

Brown noted that, in his opinion, any repairs done to the building at the Transfer Station should be taken from Transfer Station funds.

Lowery expressed his support to adjust the sticker price to the needed level to attain the desired fund balance, but with limited annual pricing fluctuations.

Brown requested that the discussion and potential setting of the desired Transfer Station revolving fund balance be placed on the next agenda.

Items Included as Part of Agenda Packet for Discussion

- Budget Line-Item Comparison
- Transfers to General Fund
- Breakdown of FY16 Indirect-Administration & Fringe Benefit Costs
- Breakdown of FY17 Indirect-Administration & Fringe Benefit Costs
- Transfer to Trust Fund (OPEB)

REAC Update

Wegerbauer discussed the status of the Rivers Edge Property with the Board.

Wegerbauer noted that although there were no proposals received, there was a lot of interest in the property.

Lowery noted that the Town Meeting vote to transfer the land stipulated that it included the availability of affordable housing.

Lowery noted that in the event developers for the River's Edge project cannot be found, he suggests that the construction of a crematory be considered for the site.

Lowery added that the crematory operated by the Town of Duxbury could be referenced.

DPW Director's Financial Report

Kadlik noted that overall expenditures within the DPW budget are on target.

Lowery requested that the cost of fringe benefits be calculated into the Transfer Station budget.

Items Included as Part of Agenda Packet for Discussion

- 12-10-2015 Budget Summary

Board Members' Reports, Concerns, and Updates

Baston provided the three bullet points to be submitted to the WayCam Weekly Buzz

Baston discussed the potential bullet points to be submitted to the WayCam Weekly Buzz.

Lowery noted that he recently attended an executive session with the Board of Selectmen regarding the Glezen Lane traffic settlement, and an executive session will likely be needed at the next Board of Public Works Meeting.

Lowery requested that the status of the Library Drainage Project be placed on an upcoming agenda, and would like the consultants to be present at the meeting.

Lowery asked Kadlik if he has consulted with Town Planner Alf Barry about the status of the portion of Lakeview Cemetery that is currently technically under the purview of the Recreation Commission.

Kadlik responded that he has spoken with Barry, who will provide a plan of the area in question.

Baston discussed proposed changes to the parking lot of The Depot, clarifying that there are no plans to pave it.

Lowery noted that the Historical Commission expressed their concern about stones that have fallen from the stone wall at North Cemetery.

Lowery distributed materials regarding the pricing structure of the cemetery, and suggested that cemetery fees be examined in a future meeting.

Brown asked Kadlik about the status of the plowing of Highfields Road.

Kadlik noted that he has confirmed that it is not an accepted road and will not be plowed or maintained by the DPW.

Brown noted that the Energy Committee would like to meet at the next meeting regarding the installation and maintenance of new energy-efficient street lighting.

Brown asked Kadlik about the status of a repair invoice that was submitted to the Town by a resident on Hazelbrook Lane who claims the road damaged her vehicle.

Brown signed the letter addressed from BOPW to Chief Irving regarding the request for more effective enforcement of speed limits on Stonebridge Road for distribution to Chief Irving, Town Administrator Nan Balmer, Kadlik, and Stonebridge resident Duane Galbi.

Kadlik responded that the issue was forwarded on to the Town Administrators Office, and Assistant Town Administrator John Senchyshyn has responded to the resident.

The Board discussed the preparation of documents requested by the WRAP committee.

Brown suggested that each Board member present take a DPW division, and bring to the next meeting for review.

After Board discussion, it was determined that Lowery would address the Water and Cemetery concerns, Wegerbauer address the Transfer Station, Brown would address Highway, Baston would address Park, and Mishara would address Administrative concerns.

The Board determined that the next meetings scheduled will be January 12, 2016 and January 26, 2016.

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

- 12-15-2015 Letter from BOPW to Chief Irving re: Request for more effective enforcement of speed limits on Stonebridge Road

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

- 12-15-2015 Wayland Weekly Buzz Proposed Submission

- Cemetery Fee Comparison

- 10-31-2015 Wicked Local.com article, "Inside look at Colonial gravestones in Wayland" by Judith Canty Graves

Review & Approve the Minutes of the 12/1/15 Meeting

Lowery noted an addition to be made on page 8 noting that the leaf removal at Heard House was in preparation for the Wayland Historical Society Open House.

Baston noted a typographical correction to be made on page 5.

Brown made a motion to approve the minutes of the 12/1/2015 meeting as amended.

Lowery 2nd, all in favor.

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

- 12-01-2015 Board of Public Works Meeting Minutes Draft

Baston made motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:46PM