

# WAYLAND BOARD OF PUBLIC WORKS

DPW Facility

September 13, 2016

7:00 PM

## MEETING MINUTES

Present: C. Brown, (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara, M. Wegerbauer, M. Lindeman (Acting DPW Director)

Meeting opened at 7:00PM

Brown noted that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

### **Public Comment**

Pat Harlan of 15 Happy Hollow Road appeared before the Board to discuss the status of the Give & Take section of the Transfer Station and expressed her desire for it to be expanded year-round.

Brown requested that the status of the Give & Take at the Transfer Station be placed on a future agenda for discussion.

### **Public Comment**

Richard Stack of 37 Pequot Road appeared before the Board to discuss the status of irrigation systems and expressed his concern for their continued use and their effect on the water supply.

### **Water Ban Exemption Request – 19 Happy Hollow Road**

Nick Sharis of 19 Happy Hollow Road appeared before the Board to discuss his request for exemption from the water ban to allow for a recently-installed lawn to be established.

Brown asked Millette if under pending DEP guidelines, if an exemption for a new lawn be allowed.

Millette confirmed that an exemption would be allowed under the permit regulations.

Millette suggested that watering be limited to two days a week during evening hours.

Lowery asked Sharis if his irrigation contractor had relayed the information the Board had provided concerning potential usage limits when his irrigation application was approved.

Sharis replied that his irrigation contractor did not inform him.

Wegerbauer suggested that neighboring residents be required to be notified that a home has been granted a water ban exemption.

Baston suggested to Sharis that he consider hand-watering his lawn.

Brown made a motion to approve a water ban exemption for 19 Happy Hollow Road to allow for irrigation on odd-numbered days between 7:00PM and 7:00AM.

Wegerbauer 2<sup>nd</sup>.

Brown and Wegerbauer in favor. Baston, Lowery, and Mishara opposed. (Motion failed)

Sharis asked if any form of rebuttal is available, as he has expended a considerable amount of money on his lawn.

Lowery suggested that Sharis request that the irrigation contractor assist in watering the new lawn.

*Items Included as Part of Agenda Packet for Discussion*  
*- 19 Happy Hollow Irrigation Application*

### **Water Ban Exemption Request – 250 Old Connecticut Path**

Al Litchfield of Oxbow Development appeared before the Board to discuss his request for exemption from the water ban to allow for a newly-installed lawn to be established.

Millette noted that drip-irrigation is permissible during the water ban.

Brown made a motion to approve a water ban exemption for 250 Old Connecticut Path to allow for irrigation on even-numbered days between 7:00PM and 7:00AM.

Wegerbauer 2<sup>nd</sup>.

Brown and Wegerbauer in favor. Baston, Lowery, and Mishara opposed. (Motion failed)

*Items Included as Part of Agenda Packet for Discussion*  
*- 205 Old Connecticut Path Irrigation Application*

### **Interview with DPW Director Candidate Richard Sullivan**

Richard Sullivan appeared before the Board to discuss his candidacy for the DPW Director's position.

Sullivan described his education and career history, including his role within the Weston DPW.

Brown asked Sullivan's opinion on the creation of a Town Engineer position.

Sullivan replied that, in his opinion, the role of a Town Engineer is critical to the DPW and described his experiences working with Weston's Town Engineer.

Lowery asked Sullivan if the Town of Weston's wastewater operations fell under the purview of the DPW.

Sullivan responded that Weston's wastewater is separate from the DPW.

Sullivan added that he currently possesses a Grade 3 water distribution license.

Mishara asked Sullivan about his understanding of the role of the Board and their interaction with the DPW Director.

Sullivan replied that he has read the MOU between the Board and the DPW Director, and his understanding is the Board plays a role in budgeting and policy, while the DPW Director and Town Administrator are responsible for operational and personnel issues.

Wegerbauer asked Sullivan for an example where he has streamlined operations in the past.

Sullivan described personnel issues he addressed and resolved while working in Weston.

Wegerbauer asked Sullivan about his experience in communicating with the public.

Sullivan replied that he considers himself a problem solver, and described interactions he has had with the public regarding road construction projects.

Brown asked Sullivan about his involvement in the capital planning process in the past.

Sullivan described his past role in capital planning, and noted that Weston's capital equipment planning was solely his responsibility.

[Brown departed at 7:58PM – Lowery assumed role of Chair]

Lowery asked Sullivan if he has any questions for the Board.

Sullivan asked the Board for their expectations from the Director and the Department.

Wegerbauer noted that keeping the public and the Board informed, project coordination, and technological utilization are important.

Lowery expressed his desire for the DPW Director to maintain a long-term view of the Town's infrastructure.

Baston asked Sullivan if he has any experience with radio-read water meters.

Sullivan noted that Weston has conducted two studies and has done extensive research on radio-read systems, but capital funding has not yet been obtained.

*Items Included as Part of Agenda Packet for Discussion*  
*- Richard Sullivan Resume and Cover Letter*

### **Board Review and Vote on DPW Capital Requests**

Lindeman described the FY2018 Capital Request Forms

Lindeman discussed the capital request for road renovation projects, asking the Board if a separate item should be sought for cemetery road resurfacing.

Lindeman described possible funding sources for the repaving of town cemeteries.

[Brown returned at 8:19 PM – Brown resumed role of Chair]

The sense of the Board is that funding for repaving the cemetery should be sought separately.

The Board discussed the CIP for the purchase of a snow-melter.

Brown noted that the snow-melter CIP should specify that it will increase operating costs.

Lindeman noted that the DPW is requesting an additional light dump truck.

Lindeman noted the ages of the vehicles slated to be replaced.

Lindeman described the various locations throughout town where snow is stored, including 195 Main Street, the Town Beach parking lot, and the current DPW lay-down area.

The Board reviewed the FY2018 CIP forms for the Water Division.

Millette described the proposed meter reading system and discussed the differences between the systems under consideration.

Millette noted that capital funding for water mains is not included in this year's capital to allow the DPW to coordinate infrastructure improvements.

The Board encouraged the addition of \$700,000 for water main improvements be added to the capital plan.

Millette discussed the CIP for the manganese treatment pilot study.

Wegerbauer discussed the potential for Wayland to get water from the MWRA.

Millette noted he could seek a cost associated with joining the MWRA.

Lindeman described the FY2018 CIP forms pertaining to the MOU between the DPW, Recreation, and School Department.

Brown made a motion to approve the FY2018 CIP forms as presented, with the addition of \$700,000 for water main improvements as well as a separate CIP for Lakeview Cemetery road improvements.

Mishara 2<sup>nd</sup>, all in favor.

The Board reviewed the DPW Capital accounts slated for closure.

Brown made a motion to approve closure of the capital accounts listed, with remaining funds associated with the Water Division returned to Water Enterprise Fund.

Mishara 2<sup>nd</sup>, all in favor.

***Items Included as Part of Agenda Packet for Discussion***

- DPW 5-Year Capital Plan
- DPW Long-Term Vehicle Plan
- FY2018 CIP Forms
- FY2019 CIP Forms
- FY2020 CIP Forms
- DPW Capital Accounts for Closure

**Library Drainage Project Update**

[Baston recused himself at 9:14PM]

Lindeman described the current status of the bidding of the library drainage project, noting that the project contract has been combined with the Rail Trail Construction contract for bid.

***Items Distributed to the Board for Discussion***

- 9/13/2016 Email from Janet Moonan re: Library Drainage Update

[Baston returned to the Board at 9:18 PM]

**Board Discussion of DPW Director Candidate**

Brown described the interview process for the DPW Director's position.

The Board discussed their impressions of Sullivan.

Lowery made a motion that the Board recommends the hiring of Richard Sullivan for the position of DPW Director.

Baston 2<sup>nd</sup>, all in favor.

**Discuss Special Town Meeting DPW/BOPW Articles and Articles Affecting DPW/BOPW**

Brown described articles currently being brought forth for Town Meeting concerning the DPW/BOPW.

Brown noted that work is currently underway to draft warrant articles concerning the purchase of properties for use by the Water Division.

Brown described a petitioner's article to rescind the funding for the Happy Hollow Well Access Road.

### **Update on Status of Potential DPW Lay-Down Area**

Brown described a meeting between Town Administrator Nan Balmer, Conservation Administrator Brian Monahan, Town Surveyor Alf Berry, and DPW employees Michael Lindeman and Joe Doucette concerning the status of the potential DPW lay-down area.

Lowery noted that currently the Town has no signed commitment requiring the DPW to cease operations and vacate the current lay-down area.

Brown noted that the Board of Library Trustees will likely approach the BOPW shortly asking for the transfer of 195 Main Street.

The Board noted that a loop to the water system needs to be completed by the Developer to supply water to the River's Edge project.

### **Board Comment & Review of BOPW and DPW Annual Reports**

The Board noted two typographical correction to the BOPW Annual Report.

Brown made a motion to approve the amended BOPW and DPW Annual Reports.

Lowery 2<sup>nd</sup>, all in favor.

#### ***Items Included as Part of Agenda Packet for Discussion***

- Board of Public Works FY2016 Annual Report

- DPW FY2016 Annual Report

### **DPW Director's Financial Report**

The Board reviewed the DPW Financial Report.

#### ***Items Included as Part of Agenda Packet for Discussion***

- 9/2/2016 DPW Financial Report

### **Board Members' Reports, Concerns, and Updates**

Wegerbauer asked about the time frame for the completion of the paving of Old Connecticut Path.

Doucette noted that the rebuilding of catch basins was more extensive than anticipated, resulting in a delay of the project.

Lindeman noted that the construction at the intersection of School St, East Plain St, and Route 30 is largely complete, and construction at 5 Paths is just beginning.

[Mishara departed at 10:08 PM]

### **Review and Approve the Minutes of the 8/8/2016 Meeting**

Baston provided a note amending his public comment.

Brown made motion to approve the minutes of the 8/8/2016 meeting as amended.

Lowery 2<sup>nd</sup>, all in favor.

Wegerbauer requested that the irrigation application, approval, and inspection process be placed on a future agenda.

#### ***Items Included as Part of Agenda Packet for Discussion***

*- 8/8/2016 Meeting Minutes Draft*

#### ***Items Distributed for Discussion***

*- Baston's amended public comment*

### **Executive Session to Review and Approve the Executive Session Minutes of the 8/8/16 Meeting**

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) to review and approve the executive session minutes of the 8/8/16 meeting.

Wegerbauer 2<sup>nd</sup>.

Roll Call Vote: Wegerbauer – aye, Lowery – aye, Brown – aye, Baston – aye

Brown invited the attendance by DPW employees Mike Lindeman, Joe Doucette, and Dan Cabral.

Brown noted that the Board will reconvene in open session in approximately five minutes for the purpose of adjourning.

The Board entered into executive session at 10:12 PM.

The Board reconvened in open session of 10:16 PM.

Lowery made a motion to adjourn.

Wegerbauer 2<sup>nd</sup>, all in favor.

Meeting adjourned at 10:16 PM.