

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Public Works

FILED BY: Dan Cabral

DATE OF MEETING: January 26, 2016

TIME OF MEETING: 7:00 PM

PLACE OF MEETING: DPW Facility – 66 River Road

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

Board of Public Works - MEETING AGENDA

- 7:00 Announcements and Agenda Review
- 7:05 Public Comment
- 7:10 Meeting with Energy Committee re: The Potential Installation and Maintenance of LED Street Lights
- 7:25 Review of Board of Selectmen Draft Sign Policy
- 7:35 Discuss and Potentially Set Transfer Station Revolving Fund Target Balance
- 7:50 Discussion of ATM Articles
- 8:00 Discussion of Library Drainage Project
- 8:10 DPW Director's Financial Report
- 8:25 Discussion of the Potential Installation of Birch Road Wells in Framingham
- 8:35 Board Members' Reports, Concerns, and Updates
- 8:45 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:50 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 9:00 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda

NOTE: Times are approximate and the Agenda Items may not be discussed in the exact order listed

BoPW Meeting 1/26/2016

**Meeting with Energy Committee re: The Potential Installation
and Maintenance of LED Street Lights**



WAYLAND STREETLIGHTING

Preliminary Discussion of LED Retrofit Opportunity



Framing the Opportunity

- Current Situation: Wayland has approximately 731 streetlights (60% incandescent). The lights are owned and maintained by Eversource for about \$110,000 per year (WY)
- Opportunity: Town can purchase the lights for \$1 and retrofit to LED creating substantial savings in both money and energy/carbon. Over 100 towns in MA have purchased their lights since law passed in late 1990s.
- Sources of information for this presentation: Towns of Wayland (WY), Weston(W) , and Lincoln (L) as well as Light Smart Energy Consulting (LS)– the largest vendor of LED services to towns in MA.

Annual Savings Potential of \$100,000

Current Cost	\$110,000 (WY)
Cost After Purchase incl. Maint.	\$70,000 (LS)
<u>Cost After Purchase and Retrofit</u>	<u>\$10,000 (LS, L)</u>
Total Estimated Savings	\$100,000/year

Estimated Retrofit Cost of \$84,000 Means Payback of Less Than One Year

\$200 per fixture (\$150 materials and \$50 labor) (LS, W, L)	\$146,000
<u>Minus Eversource Rebate</u>	<u>-\$62,000 (LS)</u>
Total Estimated Retrofit Cost After Rebate	\$84,000

- Can be financed in first year savings but timing (i.e. overlapping years) may require short term financing (no Town Meeting vote needed (LS,W))
 - *Eversource -- 2 years at 0%*
 - *State House notes*
 - *Tax Exempt Financing*

Estimated Maintenance Cost

- Lincoln: \$0 for three years with 300-400 lights.
- Light Smart Data: Wayland can expect 1-2 failures per year (0.2% failure rate)
 - *Maintenance typically contracted out on a per visit basis rather than monthly flat fee. (LS)*
 - *Should budget \$2000-\$3000 for annual maintenance (LS)*
- Current Situation: Incandescent lights fail on average every 14 months meaning that we pay Eversource to replace about 400 lights per year (not including those lights which are not incandescent.)

Lincoln Experience

■ Lincoln

- *Purchased and retrofitted lights in 2012.*
- *“Maintenance has been zero and the LEDs have been 100% reliable.”*
- *“I would highly recommend going through LightSmart Energy Consulting. They were able to answer all of our questions, go out to bid and oversee most to all of the project with the upmost of professionalism. They made this project seamless.”*
- *Liability: “not as worried about this as the lights at major intersections were looked at and there were always multiples and we felt that these lights were more reliable and had better lighting than what they were replacing.”*

Weston Experience

- Retrofit to High Pressure Sodium in 2009 and are currently planning another retrofit to LED.
- Lighting costs for approx. 850 fixtures reduced from \$130,000 to \$35,000 per year.
- Purchase Process: One Selectman donated \$1 and the remaining Board voted to accept.
- Lights paid back in 4 months so initial expense was entirely funded from savings.
- Liability: “This was not an issue that we thought was meaningful. I assume that a driver would have to prove first that a working street light would have prevented the accident and then that there was negligence on the part of the town for not fixing the light in a timely manner. I suggest telling the drivers to use their headlights at night and slow down if its too dark to see”

Sudbury Experience

- Retrofitted to High Pressure Sodium in 2005
- Purchased lights from Nstar in 2004 for \$15,407.31 with TM approval
- Lighting costs in 2005 for about 600 lights reduced from \$72,000 to \$43,440 per year
- In 2012 paying Republic/Siemens about \$700/month for maintenance on HPS
- Currently retrofitting to LED with grant funds
- DPW Director states there have been “no problems with liability”

Liability?

- Not an issue for Lincoln and Weston particularly given the reliability of the lights
- State limits Town's liability to \$100,000 per claim.
- Contacted John Senchyshyn in Wayland
 - *“The town carries separate liability coverage for law suits. Our coverage is sufficient for a 100K claim.”*
 - *“I believe a claimant would have to show negligence on the Town's part to include the Town in a lawsuit.”*

Process Going Forward

- Energy Advisory Task Force to complete its analysis and communicate results to DPW and Board of Selectmen
 - *Need to identify and address relevant issues from DPW and others*
- Eversource will deliver a Purchase and Sale Agreement for Town's legal review. Town should also inspect what it is purchasing.
- Town will recommend vendor for installation, maintenance, and Eversource billing.
 - *MAPC procurement or*
 - *Wayland separate procurement*
- Board of Selectman will vote to purchase the lights and approve the selection of the vendor

BoPW Meeting 1/26/2016

Review of Board of Selectmen Draft Sign Policy

From: Mike Lowery <lowery.mike@gmail.com>
Sent: Tuesday, January 12, 2016 7:06 AM
To: Chris Brown; Kadlik, Stephen; Cabral, Dan
Cc: Mary Antes
Subject: Fwd: BoS Draft Sign Policy

Gentlemen: The Selectmen are reviewing their policies concerning the large signboards and also the placement of other temporary sandwich board signs on the same area or adjoining areas.

The Selectmen are asking us to comment on their policy so that whatever regulations, policies, or bylaws the BoPW hopes to use will work in harmony with their policies. I know there is not time to consider this on tonight's agenda, but could we circulate this for consideration at a future BoPW meeting?

Thanks,
Mike Lowery

----- Forwarded message -----

From: Mary Antes <mantes2@verizon.net>
Date: Tuesday, January 12, 2016
Subject: Draft Sign Policy
To: Mike Lowery <lowery.mike@gmail.com>

Hi Mike,

Below is the draft sign policy. There are several things of particular interest to the DPW. The policy allows banners to be tied to the frames as well as to be stapled onto boards. It also allows a second, narrower, sign to be placed below the 4 x 8 sign. CAPA has been doing this for a long time, using the same banner for at least eight years. Because it seems to have worked well for them, we have permitted banners to be tied in the big signboards as well. The organizations using banners of either size make reserve the boards. I hope that allowing two signs would eliminate a sandwich board sign.

The policy calls for sandwich board signs to be put adjacent to the sign boards. That clearly doesn't happen at Five Paths. The land on which signs are placed at that intersection is town-owned land under the jurisdiction of the DPW. Signs placed on that spot are more visible than placing them adjacent to the sign boards. Is that something the DPW will allow? The board did not want to allow stick-in-the-ground signs.

The BOS' understanding is that the town's right-of-way varies from street to street so it is hard to make a general statement about signs having to be a certain distance from the street.

I was asked to get permission to hang a banner on the baseball fence at the entrance to the high school. It turns out that the schools don't think they have that responsibility and neither does recreation or DPW. No one claims responsibility so, once the signboards advertising the Lunar New Year celebration come down, one of those banners will go up on the fence (as they have for other events).

There may be other issues in addition to the three questions at the bottom of the policy. Once the board has the DPW's feedback, we will put the policy out for public comment since this is of interest to many groups.

Mary

SIGNS – PUBLIC DISPLAY AND USE OF TOWN SIGN BOARDS

The Town has made available frames to display four, 4 feet by 8 feet sign boards and four, 2 ½ feet by 8 feet banners to publicize events benefiting or open to the general public. The frames are located on Route 20 at the Weston town line, Route 20 at the intersection of Routes 27 and 126, the intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the corner of East Plain and Main Streets. The following procedures govern the use of these sign board.

1. Sign boards may be reserved by contacting the Department of Public Works.
2. Due to the demand for these signboards, priority is given as follows:
 - *Town Meeting and all elections, Special Town Meeting, and Candidates' Night take precedence over all organizations.
 - *Requests from Town departments
 - *Wayland civic, nonprofit, and Town-wide organizations
 - *Community Events
3. Signs must be 4 x 8 feet wood no thicker than 3/8 inch or 4 x 8 foot banner
 - *Boards may be painted attractively with waterproof paint
 - *Banners may be secured to the board or tied to the frame
4. A second sign may be tied securely below the 4 x 8 signs. These banners should be 2 ½ x 8 feet.
5. All signs must be delivered to the Wayland DPW building no later than 6:30am on the Monday on which they are to be displayed.
6. The usual period of display will be one week, from Monday to Monday. Signs must be picked up at the Wayland DPW building as soon as possible after they have been taken down.
7. The Town is not responsible for loss or damage to the signs.

When the Town signboards have already been reserved, town-wide civic and non-profit organizations may request permission in writing from the Board of Selectmen to display sandwich board or A-frame signs adjacent to the Town signboards or at the following locations: entrance to the Town Building and at the intersection of Old Connecticut Path and Cochituate Road. (Signs that stick in the ground are not acceptable.) Sandwich-board signs must be smaller than the Town signs. They must be placed so as not to obscure the Town signs and secured in such a way that they are not displaced by wind. They may be displayed for a period of two weeks and must be removed promptly after the advertised event. School theater productions are given blanket permission for advertising their productions as long as they abide by these regulations.

Remaining Questions:

1. Should out-of-town-organizations be allowed to display their signs on town-owned land? (Example: Private schools display signs across from Coach Grill.)
2. Should there be a limit to the number of sandwich boards displayed at one time? (As many as five free-standing signs have been observed at Five Paths.)
3. Should there be a penalty for not following the policy, such as not removing sandwich boards in a timely fashion or failing to secure the signs so they don't blow down? If so what?

BoPW Meeting 1/26/2016

**Discuss and Potentially Set Transfer Station Revolving Fund
Target Balance**

TRANSFER STATION DIVISION

1/21/2015 Budget Line-Item Comparison (56% of Year Complete)

ACCT #		FY13	FY14	FY15	FY16	FY16
		EXPENDED	EXPENDED	EXPENDED	EXPENDED (To Date)	EST TOTAL
24494000	51001 Salaries	\$ 120,541.37	\$ 125,706.14	\$ 127,298.00	\$ 70,253.24	\$125,000.00
24494000	51140 Overtime	\$ 8,496.92	\$ 5,868.16	\$ 7,145.30	\$ 7,157.48	\$11,000.00
24494000	52101 Professional services	\$ 11,197.31	\$ 9,661.77	\$ 51,576.65	\$ 13,665.94	\$26,000.00
24494000	52116 Equipment Repairs & Maint	\$ 24,107.26	\$ 26,535.87	\$ 10,769.53	\$ 7,407.67	\$13,000.00
24494000	52118 Equipment Rental	\$ 9,697.85	\$ 10,854.67	\$ 8,383.91	\$ 3,293.27	\$6,000.00
24494000	52123 Waste Ban Disposal	\$ 40,107.29	\$ 31,502.84	\$ 49,611.31	\$ 16,979.50	\$26,000.00
24494000	52148 Tipping Fees	\$ 97,604.60	\$ 113,621.90	\$ 93,233.90	\$ 77,464.38	\$126,000.00
24494000	54100 Supplies	\$ 10,780.66	\$ 17,874.12	\$ 17,580.29	\$ 9,112.50	\$17,000.00
24494000	54111 Vehicle Gasoline	\$ 2,192.11	\$ 3,323.03	\$ 4,922.58	\$ 1,777.71	\$2,000.00
24494000	54115 Uniforms	\$ 4,454.88	\$ 4,571.52	\$ 4,954.14	\$ 3,296.28	\$5,000.00
24494000	54500 Small Equipment	\$ 1,472.99	\$ 1,301.00	\$ 766.94	\$ -	
24494000	59710 Transfers to General Fund		\$ 42,831.00	\$ 42,895.00	\$ 23,863.00	\$57,726.00
24494000	59710 Transfers to Trust Fund				\$ 500.00	\$1,000.00
TOTAL EXPENSES:		\$ 330,653.24	\$ 393,652.02	\$ 419,137.55	\$ 234,770.97	\$415,726.00
24494000	54199 Revolving Fund Balance:	\$ 186,309.75	\$ 282,423.54	\$ 298,322.18	\$ 279,603.89	\$264,517.89
TRANSFER STATION REVENUE ACCOUNTS						<i>Estimated</i>
24494000	43245 STICKERS	\$312,199.00	\$259,100.00	\$291,752.35	\$ 241,842.50	\$270,000.00
24494000	43246 RECYCLE	\$21,819.28	\$17,954.04	\$10,140.99	\$ 2,865.41	\$5,500.00
24494000	43247 PAYT	\$132,650.00	\$126,729.00	\$111,276.00	\$ 66,040.00	\$118,000.00
24494000	43249 MISC. REVENUE	\$6,555.00	\$4,649.00	\$4,995.00	\$ 4,080.00	\$7,140.00
TOTAL:		\$ 473,223.28	\$ 408,432.04	\$ 418,164.34	\$ 314,827.91	\$400,640.00

BoPW Meeting 1/26/2016

Discussion of ATM Articles

BoPW Meeting 1/26/2016

Discussion of Library Drainage Project

BoPW Meeting 1/26/2016

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY16-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 1/21/2016

Week 29 of 52 Program percentage - 56%					ACTUAL EXPENSES		
	BUDGET	YEAR-TO-DATE	%		FY2015	FY2014	FY2013
<u>HIGHWAY</u>							
SALARIES	\$ 959,743.00	\$ 477,405.51	49.74%		\$869,973.50	\$925,976.01	\$929,176.78
SERVICE EXPENSES	\$ 227,700.00	\$ 156,863.81	68.89%		\$200,520.72	\$255,727.41	\$474,419.76
GOODS EXPENSES	\$ 74,800.00	\$ 35,161.37	47.01%		\$65,913.38	\$65,005.75	\$54,512.37
FY16 TOTAL	\$ 1,262,243.00	\$ 669,430.69	53.04%		\$1,136,407.60	\$1,181,703.42	\$1,403,596.54
<u>HIGHWAY-SNOW</u>							
OVERTIME	\$ 125,000.00	\$ 7,048.85	5.64%		\$229,040.35	\$154,947.64	\$188,254.04
EXPENSES	\$ 331,785.00	\$ 49,352.11	14.87%		\$721,887.27	\$479,879.04	\$423,406.34
FY16 TOTAL	\$ 456,785.00	\$ 56,400.96	12.35%		\$950,927.62	\$634,826.68	\$611,660.38
<u>TRANSFER</u>							
SALARIES		\$ 77,410.72			\$134,433.30	\$131,574.30	\$129,038.29
Sticker Revenue	\$ 241,842.50				\$291,752.35	\$259,100.00	\$312,199.00
Recycling Revenue	\$ 2,865.41				\$10,140.99	\$17,954.04	\$21,819.28
PAYT Revenue	\$ 66,040.00				\$92,076.00	\$126,729.00	\$132,650.00
Misc Revenue	\$ 4,080.00				\$4,995.00	\$4,649.00	\$6,555.00
TOTAL REVENUE	\$ 314,827.91				\$398,964.34	\$408,432.04	\$473,223.28
REVENUE-SUPPORTED EXPENSES		\$ 217,225.37			\$267,179.29	\$219,246.72	\$201,614.95
REVENUE-SUPPORTED SALARIES & EXPENSES		\$ 294,636.09	93.59%		\$401,612.59	\$350,821.02	\$330,653.24
REVOLVING ACCOUNT BALANCE		\$ 279,603.89			\$298,322.18	\$282,423.54	\$186,560.52
LANDFILL EXPENSES	\$ 65,000.00	\$ 13,640.51	20.99%		\$32,916.40	\$61,776.23	\$45,808.14
<u>PARK</u>							
Salary Budget	\$ 505,334.00						
Salary Transfers In	\$ -						
TOTAL SALARIES	\$ 505,334.00	\$ 300,789.40	59.52%		\$400,263.40	\$378,235.97	\$378,221.29
SERVICE EXPENSES	\$ 185,500.00	\$ 115,270.27	62.14%		\$97,502.83	\$101,809.80	\$112,011.11
GOODS EXPENSES	\$ 107,500.00	\$ 30,634.87	28.50%		\$122,435.11	\$128,289.42	\$117,243.36
FY16 TOTAL	\$ 798,334.00	\$ 446,694.54	55.95%		\$620,201.34	\$608,335.19	\$607,475.76
<u>WATER</u>							
SALARIES	\$ 731,834.00	\$ 372,039.80	50.84%		\$655,093.93	\$658,358.59	\$659,202.45
EXPENSES	\$ 1,485,117.00	\$ 749,377.66	50.46%		\$1,355,257.56	\$1,306,761.61	\$1,205,407.74
FY16 TOTAL	\$ 2,216,951.00	\$ 1,121,417.46	50.58%		\$2,010,351.49	\$1,965,120.20	\$1,864,610.19
WATER-BONDS	\$ 1,115,704.00	\$ 599,053.79	53.69%		\$1,046,453.13	\$1,167,749.37	\$1,215,021.25
TOTAL DPW FUNDING FOR FY15	\$ 5,049,140.91	\$ 2,511,169.02	49.73%		\$ 4,985,067.34	\$ 4,609,232.21	\$ 4,688,957.82

BoPW Meeting 1/26/2016

**Discuss the Potential Installation of the Birch Road Wells in
Framingham**

BoPW Meeting 1/26/2016

Board Members' Reports, Concerns, and Updates

BoPW Meeting 1/26/2016

**Topics not Reasonably Anticipated by the Chair 48 Hours Prior
to Posting**

BoPW Meeting 1/26/2016

Review & Approve Minutes of the 1/12/2016 and 1/15/2016

BOPW Meetings

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

January 12, 2016

7:00 PM

MEETING MINUTES

DRAFT

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara (Left at 10:04), 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.

Brown asked for public comment – there was none.

Review of Draft of Bylaw Change Concerning the Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping (Fire Chief Houghton in Attendance)

Chief Houghton appeared before the Board to discuss the proposed change to the bylaw concerning privately-owned fire hydrants.

Brown asked who is sponsoring the article for Town Meeting.

Houghton replied that he hoped it could be submitted as a joint article between the Fire Department and the Board of Public Works.

Lowery made a motion to support the article for submission to 2016 Annual Town Meeting as amended, with sponsorship to be determined.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft of proposed bylaw changes

Discuss and Potentially Set Transfer Station Revolving Fund Target Balance

Brown noted that at a recent Finance Committee meeting, it was discussed that the Transfer Station is currently operating with a budget deficit of approximately \$7000.

Brown added that at the Finance Committee meeting, they also discussed personnel issues, recommending that further research be conducted regarding the proposed Town Engineer position as well as potential ways to reduce overtime expenditures within the Water Division.

Wegerbauer noted that there is no urgent need to set the desired Transfer Station Revolving Fund balance at this time, but a plan to reduce the balance should be established in the future.

Brown requested that this topic be placed on the next meeting agenda.

Items Included as Part of Agenda Packet for Discussion
- 12-31-2015 Transfer Station Budget Line Item Comparison

Preliminary Discussion of WRAP Requirements

Baston discussed a recent meeting he had with DPW Park & Highway Superintendent Michael Lindeman regarding the information sought by the WRAP Committee pertaining to the Park Division.

Brown asked Kadlik if any progress had been made by DPW staff regarding obtaining information for the WRAP Committee.

Kadlik noted that an initial staff meeting has occurred, and some information pertaining to the Transfer Station had been forwarded to Wegerbauer.

Lowery noted that the Board's proposed article for 2016 Annual Town Meeting seeking the transfer of custody of a small portion of Lakeview Cemetery may be pertinent to the WRAP Committee.

Items Included as Part of Agenda Packet for Discussion
- Highway WRAP Discussion
- Park WRAP Discussion

DPW Director's Operational Report

Kadlik reviewed the 1/12/2016 Director's Report submitted to the Board.

Millette discussed the current status and scheduling of the Happy Hollow Well shutdown.

Brown noted that the recent water main break on Charena Road was the second to occur within the last several years.

Items Included as Part of Agenda Packet for Discussion
- 2016-01-12 DPW Director's Report

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

Baston noted that on page 2, it should be clarified that it was stated the DPW would pay for the expense of testing the water meter at 170 Glezen Lane if it was found to be defective.

Baston noted a typographical correction on page 6.

Brown made a motion to approve the minutes of the 12/15/2015 meeting as amended.

Baston 2nd.

Baston, Wegerbauer, Brown, and Lowery in favor; Mishara abstain.

Items Included as Part of Agenda Packet for Discussion
- 12-15-2015 Board of Public Works Meeting Minutes Draft

Update of Library Drainage Project (Tighe & Bond in Attendance)

Ian Catlow and Janet Moonan of Tighe & Bond appeared before the Board to discuss the status of the Library Drainage project.

Catlow discussed the history of the Library Drainage Project and the MEMA Hazard Mitigation Grant Funding that was obtained.

Catlow described the current status of the drainage system in the area of the Library.

Catlow and Moonan provided a large map of the area in question as reference to illustrate the routing of drainage in the area.

Catlow and Moonan described the current process of hiring an outside contractor to assist in the locating of drainage lines.

Lowery asked Catlow and Moonan about the status of a MEMA grant extension request.

Moonan replied that the grant extension was requested last week, and the timeframe for a response from MEMA is not currently known.

Brown asked if the request for extension is routine.

Moonan noted that MEMA has indicated it is fairly routine, and since there are no changes in scope, the granting of the extension is very likely.

Catlow noted that the project would need to be completed within the year extension.

Baston discussed potential alternative drainage plans with Catlow and Moonan.

Lowery asked if any funding has been received from the Federal Government to date.

Kadlik noted that no funding has yet been received from the Federal Government, and approximately \$4,000 has been spent by the Town this year to date.

Lowery expressed his desire for the establishment of a definitive plan with a specific project timeline.

Lowery requested that a copy of the MEMA grant extension request be provided to the Library Board of Trustees.

Brown asked what the consequences would be if the project was not completed with the 1-year extension.

Catlow replied that the MEMA funding would be lost.

Wegerbauer asked what the probability of the drainage improvements will help.

Moonan noted the improvements are designed to address a 25-year flooding event.

Mishara asked if there is any chance the changes could make the drainage worse.

Catlow replied that based on the models they have run, the drainage will not be made worse by the proposed changes.

Baston volunteered to walk the area in question with Catlow to discuss the project further.

Lowery asked that Tighe & Bond keep Kadlik up to date on the status of the library drainage project so that Kadlik could then provide updates to the Board.

Items Included as Part of Agenda Packet for Discussion

- 2010-11-01 MEMA Grant Application

- 2016-01-06 MEME Grant Modification Request

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Kadlik distributed a time frame for the construction of the Rt27/Rt30 Intersection that he had received from TEC earlier in the day.

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

- 2016-01-12 Memo re: Rt 27/30 Intersection Improvements

Board Members' Reports, Concerns, and Updates

Lowery noted that the Historical Commission is interested in exploring the option of using Community Preservation Committee funds to restore the stone wall that has partially collapsed at North Cemetery.

Lowery noted that the white fence in the area of Mansion Beach on Lakeshore drive is in very bad condition, and expressed his desire to see the issue resolved.

Lowery discussed the status of Framingham's Birch Road Wells and their attempt to reactivate the wells.

Lowery noted that the concern is that the Birch Road Wells would draw from the same aquifer as Wayland's existing wells, and that assurances would be needed that the Birch Road Wells will not negatively impact the Town's wells.

Millette noted that, in his opinion, a study needs to occur to determine what affect the activation of the Birch Road Wells would have on the wells in Wayland.

Brown discussed the status of the FEMA reimbursement for last winter's winter storms.

Wegerbauer noted that the River's Edge Advisory Committee is discussing amending the Request for Proposals, and discussed the current status of the project.

Discussions of Future Use of 195 Main Street

Aida Gennis, Anne Knight, and Suzanne Woodruff of the Board of Library Trustees; and Brud Wright of the Recreation Commission, appeared before the board to discuss the potential future uses of 195 Main St.

Gennis discussed the process by which the Board of Public Works could transfer the land in question.

Lowery asked about the portion of the library grant application that dictates who has care and custody of the land being studied as potential library locations.

Gennis discussed the process of the grant application, noting that the Board of Library Trustees would need jurisdiction over the parcel before the grant application is submitted.

Lowery asked if the library grant excludes the potential for having two library facilities.

Gennis noted that it was very unlikely that a grant would be awarded to build a second library.

Brown noted that he does not believe the Board needs to declare the land surplus this evening; that it would only need to be done prior to Town Meeting.

Lowery asked if the draft article will be modified so that it would include both 195 Main Street and 193 Main Street, which is under the care and custody of the School Committee.

Wright discussed the status of 195 Main Street and the process of declaring the land surplus.

Wright expressed his desire to develop a shared use of the land in question, and expressed his concern that the stipulations in the library grant request would preclude that from consideration.

Wright asked the Board about the process of transferring the land.

Brown replied that assuming the proposed transfer was approved at Town Meeting, the Board of Library Trustees would want the Board of Public Works to transfer the land to them.

Lowery requested the Board of Library Trustees provide a copy of any document indicating that the land needs to be in the Library Trustee's care and custody before the sight can be considered.

Lowery discussed the nature of the land transfer that was conducted by the Board pertaining to the River's Edge project.

Wright noted that the Recreation Commission has explored potential uses of 195 Main Street for some time, and asked the Board to consider alternative and shared uses for the parcel.

Gennis discussed the language of the draft article, and the potential of broadening its scope to encompass additional municipal uses.

Wright noted that options for Town meeting articles include a joint article or the filing of separate articles for the same parcel of land.

Brown expressed his concern that the draft article language limits the options of the Board to only transfer the land to the Library Trustees.

Lowery noted that the WRAP committee was formed to provide recommendations for the transfer of parcels in situations such as this.

Lowery expressed his concern that the process dictated by the State to file the grant application is unnecessarily convoluted, and expressed a desire to find a way the Board of Library Trustees can file the application without gaining the care and custody of the land.

The Board discussed a proposed plan of a potential layout incorporating both a library and a playing field on the site.

Gennis noted that the plan was not provided by the Board of Library Trustees.

Wright clarified that the plan was drafted by Town Planner Sarkis Sarkisian.

Wright asked the Board if the Recreation Commission should draft an article with language sufficiently broad to satisfy the concerns regarding the transfer of the land.

Lowery noted that two conflicting articles will potentially confuse the Town and will likely be questioned during warrant hearings.

Brown asked Kadlik if he foresees any ongoing uses for 195 Main Street.

Kadlik replied that the site could possibly be used for snow storage and as a material lay-down area.

Brown noted that he will meet with Town Counsel to discuss the process of declaring the land surplus.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Transfer Former Highway Garage Site to Library Trustees

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

Discussion of ATM Articles

Accept Modified Route 30 and 27 Intersection as a Town Way

Brown made a motion to submit an article to 2016 Annual Town Meeting to Accept Modified Route 30 and Route 27 Intersection as a Town Way.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Accept Modified Route 30 and 27 Intersection as a Town Way

Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)

After Board discussion, it was determined that on line 3 of the text (including pedestrian crossings) should be added following ‘improvements to the intersection’.

Mishara made a motion to submit an article as amended to 2016 Annual Town Meeting to Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path), with a cost estimate of \$300,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)

Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road)

Mishara made a motion to submit an article to 2016 Annual Town Meeting to Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road) with a cost estimate of \$300,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road)

Transfer Custody of Small Portion of Lakeview Cemetery

Lowery made a motion to submit an article to 2016 Annual Town Meeting to Transfer Custody of a Small Portion of Lakeview Cemetery, as written or later amended by Town Counsel.

Wegerbauer 2nd, all in favor.

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

- Draft Article to Transfer Custody of Small Portion of Lakeview Cemetery

Water Conservation Restrictions Apply Uniformly to Public Wells and Private Wells

Lowery noted that this article seeks to expand upon an existing Town bylaw.

Wegerbauer expressed his concern that the potential article has not yet been fully discussed and vetted by the Board.

The Board discussed the impact on residents who have already invested in private wells.

Mishara expressed his desire to see empirical evidence of the impact private wells are having on the Town's water supply.

Lowery made a motion to submit an article to 2016 Annual Town Meeting for Water Conservation Restrictions to Apply Uniformly to Public Wells and Private Wells.

Motion failed for lack of 2nd.

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

- Draft Article for Water Conservation Restrictions to Apply Uniformly to Public Wells and Private Wells

Larger Future Landscape Irrigation Systems Must be Supplied by Private Wells

The Board discussed the nature of the potential article.

Baston noted that in his opinion increased education regarding irrigation systems needs to be conducted.

Baston expressed his concern for the impact on water revenue the rate change would have.

Lowery noted that the sense of the Board is that the article is not ready for voting, and as such should be passed over for vote.

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

- Draft Article Larger Future Landscape Irrigation Systems Must be Supplied by Private Wells

Regulating Temporary Signs Within Town-Owned Rights of Way

The Board discussed the nature of the potential article.

Mishara suggested that DPW should be spelled out 'Department of Public Works'.

The Board continued discussion on the language of the potential article.

Lowery made a motion to submit an article to 2016 Annual Town Meeting Regulating Temporary Signs Within Town-Owned Rights of Way, with DPW spelled out 'Department of Public Works' and 'without notice' added following disposed of.

Mishara 2nd.

Lowery noted that State law allows anyone to remove a sign placed illegally within the public right-of-way.

Lowery and Mishara in favor; Brown and Wegerbauer opposed; Baston abstained.

Motion failed.

Items Distributed for Information and Use by the Board of Public Works
- Draft Article Regulating Temporary Signs Within Town-Owned Rights of Way

Board Members' Reports, Concerns, and Updates (Continued)

Wegerbauer discussed how OPEB deductions are calculated, noting that he understands them to be based on budget, not employee head count, and asked if a more equitable method of calculation should be discussed with the Finance Director.

Brown noted that it is his understanding that the calculation is based on budgeted employees.

Wegerbauer noted that any retroactive OPEB deductions pertaining to landfill employees should not be deducted from the Transfer Station.

Baston noted that the Community Preservation Committee is seeking funding to get a conservation restriction on 200 acres of Mainstone Farm, absorbing a large amount of the available CPC funds.

The Board acknowledged Baston's draft of talking points for the WayCam Weekly Buzz.

Items Distributed for Information and Use by the Board of Public Works
- 2016-01-12 – Wayland Weekly Buzz Proposed Submission

Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Litigation Regarding Bernstein et al v. Wayland Planning Board et al.

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 discuss strategy with respect to a pending litigation regarding Bernstein et al v. Wayland Planning Board et al.

Mishara 2nd.

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

Brown invited attendance by DPW employees Stephen Kadlik and Daniel 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 10:28 PM.

The Board reconvened in open session at 10:35 PM

Baston made motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 10:36 PM

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

January 15, 2016

2:00 PM

MEETING MINUTES

DRAFT

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara (Participating Remotely), M. Wegerbauer (Participating Remotely), S. Kadlik (Director)

Brown announced that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown announced that Mishara and Wegerbauer will be participating remotely due to geographic distance.

Brown stated that a quorum of the Board of Public Works is physically present at the meeting, all persons are audible to one another, and all votes will be roll call votes.

Brown asked for public comment – there was none.

Reconsideration of Temporary Sign By-Law Article for ATM

Brown discussed the nature of reconsideration of the article regulating temporary signs.

Brown made a motion to approve the article regulating temporary signs within town-owned rights of way.

Baston 2nd.

Wegerbauer noted that his concern was that the article was not fully discussed prior to Board vote.

Brown described a past meeting with the Board of Selectmen where an article for a temporary sign bylaw was discussed as a consideration for Annual Town Meeting.

Lowery noted that a proposed article on a temporary sign bylaw was discussed at the April 28, 2015 Board of Public Works, and added that he had had a meeting with Town Counsel to ensure the article was properly prepared.

Lowery noted that he had also requested Police Chief Irving and Kadlik to weigh in on the proposed article regulating temporary signs.

Lowery noted that Irving responded with his support for the article.

Kadlik noted that there are three areas in Town where the placement of ‘a-frame’ signs within the right-of-way is permitted.

Mishara suggested that in the second paragraph of the text, “without first obtaining the written consent of the Selectmen,” be added to the article.

Lowery noted that he felt the addition is reasonable and accepted it as a friendly amendment to the original motion.

Baston suggested the addition of a seventh pro argument: “Protect motorists’ field of view that could be obstructed by temporary signs.”

Lowery accepted Baston’s addition as a friendly amendment.

Brown made a motion to vote on the article for annual Town Meeting regulating temporary signs within the town-owned rights of way, with friendly amendments from Mishara and Baston added.

Rolle Call Vote: Mishara – aye, Wegerbauer – aye, Lowery – aye, Baston – aye, Brown – aye

Items Distributed for Information and Use by the Board of Public Works
- Draft of proposed bylaw

Brown made motion to adjourn.

Lowery 2nd

Rolle Call Vote: Mishara – aye, Wegerbauer – aye, Lowery – aye, Baston – aye, Brown – aye

Meeting adjourned.