

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

www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: _____ Board of Public Works

FILED BY: _____ Dan Cabral

DATE OF MEETING: _____ October 19, 2016

TIME OF MEETING: _____ 7:00 PM

PLACE OF MEETING: _____ DPW Facility – 66 River Rd

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
- 7:02 Public Comment
- 7:05 Irrigation Application Permit – 21 Clubhouse Lane
- 7:10 Roles and Responsibilities for Determining Water Ban Violation Fines
- 7:20 36 York Road – Water Ban Fine Appeal
- 7:25 Library Drainage Project Update
- 7:35 Discussion of Water Department Debt – Information to be provided by Finance Department
- 7:40 Discussion of Town Policy Regarding Restrictions on Use of Water Distribution GIS Layer to Staff Only
- 7:45 Update on Status of Potential DPW Lay-Down Area
- 7:55 Review and Update on Status of FY18 DPW Capital Requests
- 8:05 Discuss Special Town Meeting DPW/BoPW Articles and Articles Affecting DPW/BoPW
- 8:20 Discussion of Temporary Sign Policy
- 8:30 DPW Director's Financial Report
- 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)
- 8:55 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 10/19/2016

Irrigation Application Permit – 21 Clubhouse Lane



TEL: 508-358-3672

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

41 Cochituate Road
Wayland, MA 01778
EMAIL: water@wayland.ma.us

Permit# _____

* EXISTING IRRIGATION
SYSTEM - 5 YRS OLD
FAX: 508-358-3679

Application & Agreement for the Installation of an Underground Irrigation System

As governed by Town Bylaw Chapter 191

Please complete all applicable sections of this application and review the attached bylaws concerning irrigation systems.
Systems which cover more than 15,000 square feet are prohibited from being installed or expanded.

Location: 21 Clubhouse Lane, Wayland
Lot Area & Description (limited to 15,000 square feet): FRONT LAWN, RT SIDE LAWN, LT SIDE LAWN
Owner: MARK ROSEN
Address: 21 Clubhouse Lane Wayland, MA 01778
Phone: 617-686-2191
Contractor: LEMO CORP
Address: 125 BROOK ST HUDSON, MA 01749
Phone: 978-562-0060

Please attach a proposed plan of the installation & calculation of the square footage.

The Plan MUST include:

- ☒ Area covered by the irrigation system (SEE ABOVE) — AND DIAGRAM
- ☒ The location of the entire septic system (within 20 ft of a septic system prohibited)
- ☒ Backflow device (manufacturer and model) FEBLO 765 PVB
- ☒ Rain Gauge / Moisture Detector (manufacturer and model) RAIN BARO WIRELESS
- ☒ Programmable Timer RAIN BARO ESPRIMO
- ☐ Shutoff Valve

I/we understand and agree that the Town of Wayland does not guarantee to furnish constant water pressure nor uninterrupted service, and that the Board of Public Works reserves the right to restrict the use of water during dry seasons or under any emergency condition.

Owner Signature: [Signature] Date: 10/13/16
Contractor Signature: [Signature] Date: 9.27.16

The Board of Public Works and the Department of Public Works urge conservation and the prevention of water waste. Please conserve by watering at appropriate time of the day.

DPW Director Signature: _____ Date: _____

* Fee: \$50.00
Check # 1937

BoPW Meeting 10/19/2016

**Consideration and Possible Vote to Transfer Land at 195 Main
Street**

BoPW Meeting 10/19/2016

**Roles and Responsibilities for Determining Water Ban
Violation Fines**

BoPW Meeting 10/19/2016

36 York Road – Water Ban Fine Appeal

BoPW Meeting 10/19/2016

Library Drainage Project Update

BoPW Meeting 10/19/2016

**Discussion of Water Department Debt – Information to be
provided by Finance Department**

BoPW Meeting 10/19/2016

**Discussion of Town Policy Regarding Restrictions on Use of
Water Distribution GIS Layer to Staff Only**

BoPW Meeting 10/19/2016

Update on Status of Potential DPW Lay-Down Area

BoPW Meeting 10/19/2016

Review & Update on Status of FY18 DPW Capital Items

DPW 5-YEAR CAPITAL PLAN							
Highway, Park, and Transfer Station Divisions							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
DPW 01	INFRASTRUCTURE	ROAD RENOVATIONS	\$1,610,000	\$1,770,000	\$1,945,000	\$2,140,000	\$2,355,000
DPW 02	EQUIPMENT	HEAVY EQUIPMENT	\$190,000		\$80,000	\$95,000	
			Trackless H8		Wacker H32	Tractor P59	
DPW 03	EQUIPMENT	HEAVY TRUCKS			\$120,000		
					Backhoe P55		
			\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
			Dump H13	Swap Loader P52	Dump H20	Dump H15	Swap H14
DPW 04	EQUIPMENT	LIGHT TRUCKS			\$550,000	\$250,000	
					Vac Truck H41	Dump H18	
						\$220,000	
						Roll-Off L2	
DPW 05	EQUIPMENT	MISC EQUIPMENT	\$95,000	\$95,000	\$90,000	\$95,000	\$90,000
			Dump H4	Dump P54	Utility Pickup P50	Dump P53	H2 Util
			\$95,000	\$95,000	\$50,000		\$95,000
			Park Dump	Dump H5	SUV H1		Dump P60
DPW 06	EQUIPMENT	COMPACTOR REPLACEMENT		\$95,000			
				Gang Mower P57			
DPW 07	EQUIPMENT	SMALL EQUIP REPLACEMENT	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
DPW 08	EQUIPMENT	SNOW MELTER	\$500,000				
DPW 09	INFRASTRUCTURE	LAKEVIEW CEMETERY ROAD REPAVING	\$185,000				
DPW 10	INFRASTRUCTURE	TS WETLAND MITIGATION & ACCESS RD	\$2,200,000				
TOTAL			\$5,195,000	\$2,510,000	\$3,155,000	\$3,160,000	\$2,860,000
Water Division							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
WTR 01	EQUIPMENT	MTR REPLACEMNTS & READING SYS	\$1,150,000				
WTR 02	EQUIPMENT	MANGANESE TREATMENT PILOT STUDY	\$110,000				
WTR 03	INFRASTRUCTURE	SECOND WATER TANK - SITE STUDY	\$50,000				
WTR 04	INFRASTRUCTURE	WATER MAIN PROJECTS	\$700,000	\$700,000	\$700,000	\$1,000,000	\$1,600,000
WTR 05	EQUIPMENT	VEHICLE REPLACEMENTS		\$95,000	\$90,000	\$90,000	\$90,000
				Dump W4	Util W5	Util W6	Util W3
WTR 06	EQUIPMENT	REPLACE FILTERS MEDIA					\$140,000
							LCF Util W9
WTR 07	INFRASTRUCTURE	CAMPBELL MANGANESE REMOVAL CONST		\$1,000,000			
WTR 08	INFRASTRUCTURE	SECOND WATER TANK CONSTRUCTION		\$5,000,000 (Est)			
WTR 09	INFRASTRUCTURE	WELL CLEANING AND REHABILITATION	\$65,000		\$3,000,000 (Est)		
TOTAL			\$2,075,000	\$6,795,000	\$3,790,000	\$1,090,000	\$1,830,000
DPW / Recreation / FacilitiesMOU							
DPW presents rehab & renovation requests, REC presents design requests, and FAC presents new construction requests							
	CATEGORY	DESCRIPTION	2018	2019	2020	2021	2022
MOU 10	LAND / IMPROVEMENT	ALPINE FIELD DESIGN & CONSTRUCTION		\$200,000			
MOU 12	LAND / IMPROVEMENT	TOWN BLDG FIELD RENOVATION & IRRIGATION CONST	\$100,000				
MOU 13	LAND / IMPROVEMENT	H.S. JV BASEBALL FIELD IMPROVEMENTS	\$50,000				
MOU 14	LAND / IMPROVEMENT	MOU RECREATION CAPITAL MAINTENANCE	\$75,000	\$85,000	\$95,000	\$105,000	\$115,000
MOU 16	LAND / IMPROVEMENT	PLAYGROUND CONSTRUCTION			\$100,000	\$100,000	\$175,000
MOU 17	LAND / IMPROVEMENT	RIVERVIEW BALL FIELD RENOVATION & IRR CONST		\$150,000			
MOU 20	LAND / IMPROVEMENT	CLAYPIT HILL SCHOOL FIELD RENOVATIONS			\$150,000	\$150,000	
MOU 21	LAND / IMPROVEMENT	MIDDLE SCHOOL FIELD RENOVATIONS			\$50,000		
MOU 26	LAND / IMPROVEMENT	CLAYPIT HILL SCHOOL BASKETBALL COURT REHAB					\$250,000
TOTAL			\$225,000	\$435,000	\$395,000	\$355,000	\$540,000



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY18 - FY22 (FIVE YEARS)

PROJECT INFO:

Construction - Road Renovation Projects	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Michael Lindeman - Acting DPW Director / Board of Public Works	M. Lindeman - 508-358-3672
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

Chris Brown - Board of Public Works	9/13/2016
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

This is funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile.

PROJECT JUSTIFICATION:

The funding requested represents a 15-year resurfacing schedule, factoring in an annual 10% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding to ensure the Town's roads and municipal ways remain in safe and usable condition.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022):

ELEMENT	Prior to Date	2018	2019	2020	2021	2022	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		1,610,000	1,770,000	1,945,000	2,140,000	2,355,000	\$ 9,820,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 1,610,000	\$ 1,770,000	\$ 1,945,000	\$ 2,140,000	\$ 2,355,000	\$ 9,820,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	DPW 01
Dept	Department of Public Works
Schedule:	FY2018
Relationship to General Plan:	Ongoing maintenance and investment in the Town's infrastructure.
History:	Part of the ongoing repair and maintenance of Town roadways.

Updated

10/5/2016



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY18 - FY22 (FIVE YEARS)

PROJECT INFO:	Equipment - Snow Melter	No
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Michael Lindeman - Acting DPW Director / Board of Public Works	M. Lindeman - 508-358-3672
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:	Chris Brown - Board of Public Works	9/13/2016
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:	To offset the loss of snow storage areas previously used by the DPW.
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PROJECT JUSTIFICATION:	When construction of the River's Edge housing development begins, the DPW will lose their primary material lay-down area. Additionally, the pending development of 195 Main Street will eliminate the other site previously used for snow storage. To date, a suitable lay-down area in Town has not been identified, and any potential lay-down sites identified to-date are considerably smaller. As a result, the DPW is seeking alternative storage and removal options for a number of different materials, including snow. The acquisition of a snow melter would allow the DPW to melt snow on-site, effectively eliminating the need for a designated "snow farm" area as well as the need to haul loads of snow across Town. The anticipated operational life of a snow melter is anticipated to be 20-25 years.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

A.	ALTERNATIVE MEANS TO SATISFY NEEDS
B.	MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
C.	MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
D.	OPERATIONAL BUDGET IMPACT
E.	PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022):								
ELEMENT	Prior to Date	2018	2019	2020	2021	2022	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		\$500,000.00					\$ 500,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?	X		Increased fuel consumption for the operation of the snow melter
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
	1. Borrowing/Cash Capital		
	2. CPA Funds		
	3. Grants or Gifts		
	4. Other		

WARRANT DETAILS	
Request Number	DPW 08
Dept	Department of Public Works
Schedule:	FY2018
Relationship to General Plan:	Added this year.
History:	This is a new problem that has occurred and needs immediate attention.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST

FY18 - FY22 (FIVE YEARS)

PROJECT INFO:	Construction - Transfer Station Wetland Mitigation & Access Rd <i>Project Title</i>	No <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Michael Lindeman - Acting DPW Director / Board of Public Works <i>Sponsor (Advocate) Name</i>	M. Lindeman - 508-358-3672 <i>Contact Information</i>
APPROVING BODY / VOTE:	Chris Brown - Board of Public Works <i>Contact Name and Email Address</i>	 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	This is funding to complete the Transfer Station Wetland Mitigation and Access Road, per the Order of Conditions issued by the Conservation Commission in 2013.	
PROJECT JUSTIFICATION:	The request is intended to compliment the existing \$100,000 funding received at ATM15 for the installation of culverts and critter crossings. This project has been on hold due to the pending River's Edge Project. Now that the project is progressing, upgrades to the access road should be made in conjunction with the development of that site.	

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022):

ELEMENT	Prior to Date	2018	2019	2020	2021	2022	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		2,200,000					\$ 2,200,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	DPW 10
Dept	Department of Public Works
Schedule:	FY2018
Relationship to General Plan:	Upgrades to sustain use of Transfer Station access road.
History:	

Updated

10/13/2016

BoPW Meeting 10/19/2016

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

BoPW Meeting 10/19/2016

Discussion of Temporary Sign Policy

BoPW Meeting 10/19/2016

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY17-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 10/14/2016

Week 15 of 52

Program percentage - 30%

	BUDGET	YEAR-TO-DATE	%	FY2016	FY2015	FY2014
HIGHWAY						
SALARIES	\$ 1,030,407.00	\$ 277,728.98	26.95%	\$851,281.48	\$869,973.50	\$925,976.01
SERVICE EXPENSES	\$ 230,157.85	\$ 78,577.91	34.14%	\$254,814.72	\$200,520.72	\$255,727.41
GOODS EXPENSES	\$ 83,503.24	\$ 33,053.61	39.58%	\$73,263.51	\$65,913.38	\$65,005.75
FY16 TOTAL	\$ 1,344,068.09	\$ 389,360.50	28.97%	\$1,179,359.71	\$1,136,407.60	\$1,181,703.42
HIGHWAY-SNOW						
OVERTIME	\$ 125,000.00	\$ -	0.00%	\$96,602.26	\$229,040.35	\$154,947.64
EXPENSES	\$ 325,000.00	\$ 6,798.65	2.09%	\$331,104.92	\$721,887.27	\$479,879.04
FY16 TOTAL	\$ 450,000.00	\$ 6,798.65	1.51%	\$427,707.18	\$950,927.62	\$634,826.68
TRANSFER						
SALARIES	\$ 51,486.73			\$144,899.88	\$134,433.30	\$131,574.30
Sticker Revenue	\$ 195,972.59			\$ 279,892.50	\$291,752.35	\$259,100.00
Recycling Revenue	\$ 1,440.31			\$ 4,250.93	\$10,140.99	\$17,954.04
PAYT Revenue	\$ 27,930.00			\$ 118,223.00	\$92,076.00	\$126,729.00
Misc Revenue	\$ 1,075.00			\$ 6,705.00	\$4,995.00	\$4,649.00
TOTAL REVENUE	\$ 226,417.90			\$409,071.43	\$398,964.34	\$408,432.04
REVENUE-SUPPORTED EXPENSES	\$ 178,794.14			\$361,603.29	\$267,179.29	\$219,246.72
REVENUE-SUPPORTED SALARIES & EXPENSES	\$ 230,280.87			\$506,503.17	\$401,612.59	\$350,821.02
TOTAL EXPENSES VS. REVENUE:	101.71%			123.82%	100.66%	85.89%
TOAL EXPENSES VS. \$550,000 SPENDING CAP:	41.87%					
REVOLVING ACCOUNT BALANCE	\$ 215,935.06			\$279,303.89	\$298,322.18	\$282,423.54
LANDFILL EXPENSES	\$ 65,411.40	\$ 4,430.63	6.77%	\$23,316.56	\$32,916.40	\$61,776.23
PARK						
TOTAL SALARIES	\$ 556,441.00	\$ 189,164.29	34.00%	\$497,669.11	\$400,263.40	\$378,235.97
SERVICE EXPENSES	\$ 191,518.66	\$ 55,258.95	28.85%	\$216,729.22	\$97,502.83	\$101,809.80
GOODS EXPENSES	\$ 119,780.89	\$ 32,905.75	27.47%	\$107,032.63	\$122,435.11	\$128,289.42
FY16 TOTAL	\$ 867,740.55	\$ 277,328.99	31.96%	\$821,430.96	\$620,201.34	\$608,335.19
WATER						
SALARIES	\$ 778,470.00	\$ 182,848.31	23.49%	\$675,805.03	\$655,093.93	\$658,358.59
EXPENSES	\$ 2,119,023.00	\$ 663,800.85	31.33%	\$1,623,242.01	\$1,355,257.56	\$1,306,761.61
FY16 TOTAL	\$ 2,897,493.00	\$ 846,649.16	29.22%	\$2,299,047.04	\$2,010,351.49	\$1,965,120.20
WATER-BONDS	\$ 1,105,664.00	\$ 203,602.78	18.41%	\$1,064,627.31	\$1,046,453.13	\$1,167,749.37
TOTAL DPW FUNDING FOR FY17	\$ 5,785,719.54	\$ 1,698,931.44	29.36%	\$ 5,089,148.18	\$ 4,985,067.34	\$ 4,609,232.21

BoPW Meeting 10/19/2016

Board Members' Reports, Concerns, and Updates

BoPW Meeting 10/19/2016

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

BoPW Meeting 10/19/2016

Review and Approve the Minutes of the 9/27/16 Meeting

-D R A F T -
WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility
September 27, 2016
7:00 PM
MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara, M. Wegerbauer, M. Lindeman (DPW Park & Highway Superintendent), J. Doucette (DPW Senior Foreman)

Meeting opened at 7:01 p.m.

Mike Wegerbauer entered at 7:05 p.m.

Jon Mishara entered at 7:10 p.m.

Brown noted that the meeting is being recorded by WayCam.

Brown opened the meeting with a review of the agenda.

Public Comment

Alan Reiss of 463 Old Connecticut Path approached the Board to discuss the Give and Take area at the Transfer Station.

Mr. Reiss stated that he liked Give and Take, that it is a great deal for residents, and he has been a long time user.

His complaint concerning this area is that it has turned into Not Give, and, Take As Much As You Want, to sell or for your own business. How do we control this?

Mr. Reiss shared a photo on his iphone to the Board showing an SUV with items from the Give and Take indicating that the owner of the SUV was *over* taking items.

Mr. Reiss suggested posting a sign to limit the time that someone could spend there.

He spoke with employees of the Transfer Station who shared that with a lack of staffing it was difficult to monitor this area.

Mr. Reiss suggested the "Broken Window" premise taken from the "Freakanomics" book which showed how NYC dealt with spray painted subway windows. Subway windows would get spray painted, the subway system would pull the subway out of commission to wash the windows, which in turn would impact the schedule of the subway system, and New Yorkers would be late for work. The solution was to tell people if you do not spray paint the windows then you would not be late for work. Mr. Reiss suggested that we tell residents that we will shut down the Give and Take if they do not abide by the rules set forth, thus, if you abide by the rules you can access the Give and Take.

The Board indicated to Mr. Reiss that this topic is on the agenda and would be discussed further.

Irrigation Application Review – 14 Caulfield Road

Chris Hopkins from Twin Pines Landscaping approached the Board regarding the irrigation application for 14 Caulfield Road.

Lowery asked Mr. Hopkins if he had told the homeowner that there is a water ban in place. Mr. Hopkins acknowledged that he had told the homeowner and that they were clear on the limitations set forth by the water ban.

Mr. Hopkins confirmed that there is no well water.

He confirmed that there is no seed going in for a lawn, that there is an existing front lawn.

He shared that a new septic system may need to go in if they do a new addition, at which time they may need to seed.

He confirmed for the Board that the irrigation system is contained to 9300 square feet total, and assured them it will be kept under 15,000.

Brown and Lowery addressed spray heads with Mr. Hopkins.

Lowery emphasized not having the irrigation near the septic system.

Lowery shared that the State may have new regulations, limiting use by the calendar period of time.

Lowery wanted Mr. Hopkins and other contractors to be aware that sub-surface systems save on water, they are efficient, and their usage is different than above ground ones.

Lowery requested that Mr. Hopkins and other contractors tell homeowners that if they spend more initially on these systems, they can save money in the long run with lower water usage.

Lowery stated that he is against irrigation systems using the town's purified water. A better use could be using re-claimed water.

Lowery and Lindeman discussed that Don Millette may start to look further into regulating irrigation systems. It was asked about the possibility of separately metering irrigation systems.

Lindeman stated that discussions with Millette indicated that our present billing system is not capable of billing a deduction meter accurately. Lowery stated that further discussion should take place with Millette regarding separate irrigation meters.

Mishara made a motion to approve the Irrigation Application for 14 Caulfield Road, subject to review of the as-built drawing by Don Millette, Superintendent of Water.

Wegerbauer 2nd, 4 in favor, Lowery abstained.

Items Included as Part of Agenda Packet for Discussion

- 09-19-2016 Irrigation Application and associated plans

Items Distributed for Discussion

- Full engineer's plans of proposed irrigation system for 14 Caulfield Road

Irrigation Exemption Request for 9 Aqueduct Road

Mr. Harvey Segal approached the Board seeking an exemption regarding the irrigation ban as it relates to landscaping surrounding the foundation of his house. He distributed photos of the

plantings with different dates showing the consequence of the lack of water, along with a map of this area.

He stated that abiding by the first ban of odd/even watering had little to no consequence to the health of his plants. Then when moving to watering twice a week, then to watering after 5 p.m., he showed the impact of the lack of water on his plants.

He wants to use a drip hose, and, watering would be for ~300 square feet of space.

Board stated that he can water plants, minus the dead ones, with a drip system subsurface only. Above system not allowed.

Wegerbauer motioned to accept, then withdrew his motion. Mr. Segal agreed to withdraw the exemption and motion.

Discussion with Mr. Segal followed stating that the system needs to be buried, such as covered with mulch, and tucked under.

Lindeman pointed out that a developer in town watered their new lawn by hand only, and it looks very good. They did well with only using a handheld hose.

Items Distributed for Discussion:

- *Photos of plantings and drawing of 9 Aqueduct Road*

Discussion of 'Give and Take' Area at Transfer Station and Options for Keeping Open Year-Round

Lindeman presented a photo of a 20 foot storage container, approximate cost \$6,000, and that these funds are available in the budget.

Dimensions are 8' x 20'

The present 'Give and Take' area is located far from a location that can be monitored.

If it is moved up closer to the Transfer Station's office building, it will be easier to monitor.

The container will have limited space and can contain items better.

It will also be easier to monitor the items that are brought in.

The doors on the container can be shut and closed.

Lowery stated that a "vulture" has a purpose, and its purpose is to reduce the volume of "stuff" that has to be dealt with at the landfill. Thus anyone should be able to use the 'Give and Take' unless a problem occurs with over use.

Brown asked if there are rules in place for use of 'Give and Take?'

Lindeman suggested that if not we can institute rules.

Brown asked about items that are left behind - can they be rolled over to the next day?

Lindeman stated that the issue about monitoring this area could be solved by putting out only good, usable "stuff", and move 'Give and Take' closer to the office to monitor.

It could be opened at the beginning of the day, closed up at the end of the day, and offer year round use.

Mr. and Mrs. Ray and Pat Harlan of 15 Happy Hollow Road addressed the board requesting that the 'Give and Take' be accessible through winter months.

They stated that out of the many years of use at the Transfer Station they have never seen rules for the 'Give and Take'. They agreed it would be beneficial to put rules in place for residents'

usage of 'Give and Take' but not for businesses. Concerned that Transfer Station staff may not be able to enforce the rules or monitor the 'Give and Take' area.

Lindeman stated that there are doors on the container that he is proposing that can be closed and shut that will help with controlling this area.

Lindeman pointed out that no building permit is needed for the container. It is mobile also, so could be moved to different locations if needed. Eagle Containers is a company that produces these containers and there are many other companies to choose from.

Mr. Harlan asked why there are bikes behind one of the present containers. Lindeman did not know why.

Wegerbauer stated concern over the size of the proposed container, and that maybe it could be deeper. He also suggested that we could put one container behind an additional container if needed.

Lindeman stated that the depth would be the same no matter what the size of the container.

Wegerbauer suggested we try the container for the purpose of the 'Give and Take.'

Mrs. Harlan suggested speaking with another town such as Sudbury and Weston to see how they operate their 'Give and Take.'

Lindeman indicated that we have reached out to Sudbury. He stated that if a building was put in and was over 120 square feet of space then we would need permits. With the container, 8 ' tall x 8 ' wide x 20 ' long, no permits necessary, we can move it, and it can easily be made handicap accessible.

Mishara made a motion to approve Year Round 'Give and Take' area with the use of a container.

Brown 2nd, all in favor.

Items Distributed for Discussion

-Photo of Container

Library Drainage Project Update

Mike Lindeman indicated that we are on schedule for the Library Drainage Project.

October 5th is the bid opening for this project.

It should be finished before frost.

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

- Vote to approve new language for property acquisition

Brown opened the discussion.

Lowery summarized that he and Brown have attended a few FinCom and Board of Selectmen meetings.

Regarding the 15,000 square feet of irrigation for the recreation fields, the Selectmen voted 5 – 0 to approve. FINCOM did not take it up last night, but should not be in opposition to this. A

plan needs to be drafted. Brown stated 15,000 square feet is acceptable, allowing for the Recreation fields to be irrigated.

Also, the Procurement Officer, Beth Doucette, has been very helpful and can help us through this process, to try and avoid any pitfalls.

Information was provided by Doucette to Lowery regarding a Grant program which is for partial reimbursement for drinking water supply protection, with a maximum of \$350,000, with 50% matching, to help communities buy properties in well head protection areas, opening in September and closes in December and needs a Town Meeting vote, on a per property basis. This is our first property and there are no guarantees on getting the money.

8 Glezen Lane – Brown was informed by Town Council that state law says we can only pay for a property at 25% above the average of the assessed price based on the past three years' assessments. That would be \$886,000. The asking price is \$1.2 million. In 2004 this property sold for one million.

An appraisal has been requested for both 8 Glezen Lane and 107 Old Sudbury.

The Assessors have a different value than the MLS value for 8 Glezen Lane, and may adjust their FY 2017 assessment. We can take the FY 2017 assessment into account which would raise the average price for the past three years, if we negotiate a July closing.

FinCom advises to come with the assessed value to Town Meeting floor.

Lowery states that one member of FinCom was using CPA funds as a comparison where the law for CPA funds says we cannot pay more than the assessed value.

Brown reported that a letter was drafted to the seller yesterday showing interest in the property, requesting access for the need of an assessment.

There is interest in all zoned properties in Zone 1 and an RFP has been issued in Zone 1.

FinCom is asking that this Board look at our 5 year Capital spending plan in the Water Department to determine how we are going to pay for \$7 million in spending.

Baston asked if perhaps this was just once in a lifetime versus buying all 7-8 properties in Zone 1.

FinCom is not taking a position on it until the appraisal is in. FinCom is asking us to authorize new language for a motion to apply for the grant. Beth Doucette will apply for the grant. FinCom wants to know what the number will be that appears on the right corner of each of these articles. We should have estimated costs.

The assessment information obtained from the appraisal – may wish to consider a high number such as the listing price today because once the appraisal comes in, then FY2017 price possibly comes in higher. Right now the math comes out that we will use \$886,000.

It may be best to put a high number in the warrant which gives us flexibility on the Town Meeting floor. We cannot amend the number up.

FinCom asked us to vote a policy to see if we will come to Town Meeting with the assessed value or another number. If we support using the appraised value, then FINCOM can act on it. This may speed up the process.

Lowery stated that he is leery of using a bigger number than legally allowed to spend.

This may suggest to the public to be against it. Mishara stated using the asking price may be better, then we can gear it down. He stated that the property will not sell for more than the asking price, so the asking price would be reasonable.

Brown stated factoring in the assessment, the price could be \$956,000, but could go up based on the FY2017 assessment changes, then the three year average could go up.

Mishara suggested creating language that is conditional on the pending appraisal in order to support the number.

Lowery suggested using the appraised value and to look into what else we can do with this money.

Mishara stated that if the property is causing toxins, that there could be evidence of it in the water supply. Zone 1 is protected, but how to protect the water.

Lowery stated that they have a failed septic system in a Zone 1 area. A new system would have to go in.

Brown stated that a modified septic system would have to go in and the Board of Health would not look too favorably at this. There is a possibility that we as abutters could lobby the Board of Health for a new technology system. All could factor into the appraised and selling price.

Lowery spoke of getting it out of Zone 1 as a possibility. Even an INA system is not allowed in Zone 1 per the DEP.

Wegerbauer stated it would need to be inspected annually.

Lowery stated that we would be getting a \$80,000 discount, due to the septic.

Mishara asked about funding.

Brown stated that no one is living there, so would have time to “breathe” and think it out; spread our money out. Perhaps buy and let it sit for a couple of years.

Brown stated we would be spending \$1.2 million plus additional funds for the other property and let it sit for a couple of years.

Lowery spoke of paying through the Water Enterprise funds.

Brown stated that the BoPW needs to be approving new language for the grant, and determine language for what is to be brought to the Town Meeting, and, what number will appear at the top of article.

The property has a current average assessed value of \$886,000 using the 25%.

The assessed value could go up to 1 million.

Wegerbauer stated it could be 1 million 33.

Lowery stated it would be 1 million 50 minus the cost of the septic.

Brown stated that we would have to defend our numbers somehow.

The Board runs the risk if the number is too low – it could be a non-starter with the seller, and we could be wasting our time.

Brown stated to put out 1.2 or 1.25 million, then we would have the flexibility to change if appraisal comes in at a million dollars.

Mishara stated to go with the list price then come down from there.

He suggested motion to use current listing price as the estimated cost in the town warrant as of 9/27/17, \$1.225 million to ensure flexibility.

Brown made a motion to wait on creating a policy.

Mishara 2nd, all in favor.

Brown made a motion to approve applying for the grant and for creating language.

Lowery 2nd, all in favor.

Board to wait for appraisal to then come up for a policy.

107 Old Sudbury

This was supported 2 to 1 by FinCom.

Brown stated that an appraisal for this property has been ordered. Not having to go out to RFP.

This is a unique property.

Last assessed value was \$470,000

Signed P&S is in place, contingent upon Town Meeting approval at \$500,000 if the appraisal is less than \$500,000.

Brown said we need to make a decision on what number to go to Town Meeting.

Approximately \$570,000 assessed.

We have P&S, so \$500,000 is good.

Brown made a motion to approve new language for applying for the grant for 107 Old Sudbury.

Lowery 2nd, all in favor.

Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main:

Discussion regarding the petitioner's article to strip access road to the Happy Hollow Wells.

Lowery asked moderator to be the main opposition to this article.

Brown stated that the Selectmen voted 0 – 5 to support the article.

Need to review with Don Millette.

Petitioner believes we can redesign a road at the high school for less money. FinCom will supply the comments.

Brown distributed comments from the Selectman to Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main.

Selectmen voted.

Regarding the high school parking lot between playing fields, it is an easement issue on school property.

Lowery stated a new road would be in custody of the DPW Highway. Brown stated it would go across school property to then get to DPW property.

Brown made a motion for BoPW to support petitioner's article to eliminate Stonebridge water access road and water main.

Wegerbauer 2nd, 0 in favor, 5 opposed.

Lowery reported he attended a meeting with Library Board of Trustees, the Recreation Commission, and others, to surrender our old DPW property. Is it time to do this.

Town Meeting voted to transfer this to everyone involved. Submit plans.

Possibly put in grass fields, library, park our school buses on the old DPW site. Issues based on swale and size.

WRAP Committee recommended parking school buses on Middle School property along School Street area, and to exit onto School Street.

There could be historical issues.

There could be issues with cutting down trees.

Parking spaces an issue.

Items Included as Part of Agenda Packet for Discussion

-Article XX: Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resource Protection

-Article XX: Appropriate Funds to Purchase 8 Glezen Lane for Water Resource Protection

Items Distributed for Discussion

-Article 14: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main

Update on Status of Potential DPW Lay-Down Area

Lindeman stated no update.

Brown stated that the Rivers Edge Committee and Sarki Sarkisian are concerned.

They want to work with the BoPW to resolve these issues.

Temporary meeting to discuss a temporary lay down area but not sure where this would be.

The Residents and Rivers Edge Committee have concerns with using the existing site.

We have no other place to go to be used as a lay-down area.

Joe Doucette reported that the town of Sudbury has 50 acres for lay-down, and Hudson has 40 usable acres for lay-down.

We would have .75 acres.

Board asked Joe Doucette to obtain more information from additional surrounding towns for more data.

Lindeman stated that using Loker as a designated area for lay-down area and snow storage may be an issue due to it being a park way, and may be deeded park land , and conservation area, causing issues.

Wegerbauer wanted to know can we do anything with this?

Lowery stated that there may be a deed restriction on this land posted on the WRAP Committee's site.

Lindeman spoke of this area being in residential areas under the school department jurisdiction, and ConCom.

Wegerbauer stated that we need to have a resolution – is it usable or not?

Brown stated that he is sitting down with Sarkisian and Becky on Friday, 9/30/2016 to discuss the lay down area issue.

Board members discussed alternatives: 0 Orchard Lane in Zone 1, may not be an ideal area due to restrictions from being in Zone 1 near Baldwin Pond. Restrictions due to conservation area, recreation area, school area, and may take years to change these areas to a less restrictive one. Recreation portion of Loker may be a more attractive location per Brown.

Lowery said a Selectman suggested maybe capping the landfill. Funds are available from the state to utilize old landfill spaces so this may not be out of the question.

Baston stated capping our landfill may be better used as a park.

Brown suggested capping landfill as our lay-down area. Lowery said it may be more feasible to do this.

Discussion of Water Loop at River's Edge Site

Brown stated the Developer would create a loop from River's Edge to the Transfer Station to 66 River Road building to the road. Does the town pay for this, or does the Developer?

Wegerbauer stated that we put out to bid on what it will take to get water to the site.

Can petition this for an additional sum.

Best practice is to create a loop per Mishara and Brown.

Brown stated that when the new Town Center site was built, Don Millette met with both parties involved to make it happen.

RFP does not state to create a loop.

Tata and Howard have determined that we have enough water capacity to create a loop. Better to wait to get the water permit to get a real answer to know if we really have enough water.

Wegerbauer stated that it should all go on the Developer to meet all of the requirements.

FY2018 – ask for a road to the Transfer Station. Need to add this cost for FY 2018 Budget and Capital Plan per Brown.

Brown states cost could be \$1 million for the road

Mishara stated it is a part of ConCom order. Lowery stated it would entail the demolition of the salt shed, leaf area, and a new road.

Brown made a motion to include the cost of the transfer station access road in the FY 2018 budget.

Mishara 2nd, all in favor.

Scheduling for October BOPW Meetings

October 19, 2016 – a Wednesday meeting. Do we want to include the Water Hearing at this meeting? Brown will be checking with Don Millette to confirm and plan.

October 25, 2016 – Tree Hearing as well as BOPW meeting

DPW Director's Operational Report

Lindeman stated all was status quo. School Street/East Plain/Rt 30 completed and just finishing up.

Five Paths is on schedule, and to be completed in approximately one month.

Rt 27/30 will be complete in approximately 14 months from now.

Board pointed out that they have been receiving compliments on the repaving of Old Conn Path.

Wegerbauer asked that the DPW Facebook page be updated with information on the ongoing status of Rt 27/30.

Items Included as Part of Agenda Packet for Discussion

- DPW Director's Report, September 27, 2016

Board Members' Reports, Concerns, and Updates

Lowery asked that Temporary Signs Policy be put on the next agenda.

Lowery inquired about irrigating the Town Hall fields; that to water them it may be best to fill up a tank with water from the Waste Water Management system, with no spraying into the air. He stated that Recreation is willing to conserve water. Perhaps a drip system could be used.

Lindeman stated that it takes 8 – 10,000 gallons to water the size of the inside of a track to give Lowery an idea of size and watering. There is approximately 28 weeks of irrigating.

Lowery stated for the Spring Town Meeting, to consider water regulations. Think about a gentler restriction in size for irrigation systems. Look into planning on metering them.

Brown reported no news at present on the new DPW Director candidate.

Lowery commented on the unpermitted irrigation system at 51 Maiden Lane is being investigated per Don Millette. Question about what sanctions are there for installing without a permit.

Per Lowery, the perpetrator has 30 days to remedy, then a \$250 fine is instituted daily until the irrigation system has been approved. He suggested licensing/registering contractors who do this work.

Lowery asked about the status of the transfer of cremains from the Church of the Holy Spirit to North Cemetery.

Lindeman stated that we are waiting on the Episcopal Diocese. He pointed out that there have been a few letters to the Editor in the Wayland Town Crier regarding individuals' concerns with the church's decision.

Baston asked what would be the cost to join the MWRA.

Lowery stated that there is a spreadsheet with information on costs, would be costs to changes to infra structure, etc. that needs to be looked at. Lowery says we still have Baldwin Pond debt, so could possibly be paying twice.

FINCOM is looking for this information.

Baston stated that some towns use MWRA to supplement in the summer months.

Brown to speak with Don Millette concerning MWRA, and, when will the present water ban end.

Baston submitted Wayland Weekly Buzz.

Items Distributed for Discussion

-Wayland Weekly Buzz, 5 – 8, September 27, 2016 Proposed Submission

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

Birch Road Wells – Wegerbauer stated we need to obtain information from Don Millette. Also wants the BoPW's To-Do-List that is created during a meeting to be tracked.

Review and Approve the Minutes of the 9/13/2016 Meeting

Page 1, under **Public Comment**, second paragraph, correct typo to **status**.

Page 3, change from **[Brown departed at 7:58PM]** to **when Brown left room, Lowery became the Chair**, and, **when Brown returned to room, Brown became the Chair again**.

Brown made a motion to approve with corrections the September 13, 2016 Meeting Minutes. Mishara 2nd, all in favor

Brown made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 9:08 p.m.