

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: October 25, 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
- 7:01 Public Comment
- 7:05 Public Hearing: Joint Meeting with BOPW, Interim DPW Director, and Planning Board for Tree Hearing for Scenic Roads
- 7:15 Public Hearing: With BOPW and Interim DPW Director for Tree Hearing for Shade Trees
- 8:00 Public Hearing: Water Rate Hearing
- 8:15 Roles and Responsibilities for Determining Water Ban Violation Fines
- 8:25 36 York Road – Water Ban Fine Appeal
- 8:30 Review of Potential New Water Meter System with Water Supt Don Millette
- 8:40 Update on Status of Potential DPW Lay-Down Area
- 8:50 Discuss Special Town Meeting DPW/BoPW Articles and Articles Affecting DPW/BoPW
- 9:00 DPW Director's Operational Report
- 9:05 Board Members' Reports, Concerns, and Updates
- 9:20 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 9:25 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 9:30 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 10/25/2016

**Public Hearing: Joint Meeting with BOPW, Interim DPW
Director, and Planning Board for Tree Hearing for Scenic Roads**



Public Hearing

Town of Wayland

Tree Warden *and* Planning Board

In accordance with Public Shade Tree and Scenic Road laws (MGL-CH87, Sec 3 and CH40, Sec 15C), the Tree Warden, and, the Planning Board will hold a joint Public Hearing which will take place in the Wayland DPW Facility, 66 River Road at 7:00 PM on 10/25/2016 concerning the removal of the following trees:

TREE #	STREET	SPECIES	DIAMETER	LOCATION
1522	Plain Road	Maple	14"	34 Plain Road
1523	Plain Road	Oak	16"	32 Plain Road
1524	Plain Road	Oak	32"	Across from 6 Plain Road
1525	Glezen Lane	Pine	6"	Across from 32 Glezen Lane
1529	Lincoln Road	Oak	30"	109 Lincoln Road
1529a	Glezen Lane	Oak	32"	124 Glezen Lane
1530	Draper Road	Oak	18"	Across from 60 Draper Road
1531	Plain Road	Pine	32"	Across from 169 Plain Road
1532	Plain Road	Pine	30"	Across from 169 Plain Road
1601	Plain Road	Hickory	16"	Plain Road between Poles 6-8
1602	Plain Road	Oak	48"	Plain Road between Poles 6-8
1603	Plain Road	Oak	12"	Plain Road between Poles 5-6
1604	Rice Road	Oak	24"	209 Rice Road
1605	Rice Road	Oak	38"	Rice Rd. between Poles 32-33

BoPW Meeting 10/25/2016

**Public Hearing: With BOPW and Interim DPW Director for Tree
Hearing for Shade Trees**



Public Hearing

Town of Wayland

Tree Warden

In accordance with Section 3 of Chapter 87 of the MGL, a Public Hearing will take place in the Wayland DPW Facility, 66 River Road at 7:15 PM on 10/25/2016 concerning the removal of the following trees:

<u>TREE #</u>	<u>STREET</u>	<u>SPECIES</u>	<u>DIAMETER</u>	<u>LOCATION</u>
1124	Oxbow Rd	Pine	16"	Oxbow Rd @ Farrar Rd
1518	Glezen Ln	Maple	14"	Across from #25 Glezen Ln
1519	Parkridge Rd	Oak	24"	#19 Parkridge Rd Corner of 3 Emerson Rd @ Richard Rd
1520	Emerson Rd	Pine	14"	Richard Rd
1521	Melody Ln	Maple	20"	#3 Melody Ln Corner of Training Field Rd @ Glezen Ln
1526	Training Field Rd	Pine	24"	Glezen Ln
1527	School St	Maple	18"	Across from #51 School St
1528	Dean Rd	Maple	32"	#64 Dean Rd
1606	Woodridge Rd	Oak	16"	#145 Woodridge Rd Across from #63 Stonebridge Rd
1607	Stonebridge Rd	Oak	12"	Rd

BoPW Meeting 10/25/2016

Public Hearing: Water Rate Hearing

BoPW Meeting 10/25/2016

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

BoPW Meeting 10/25/2016

36 York Road – Water Ban Fine Appeal

BoPW Meeting 10/25/2016

**Review of Potential New Water Meter System with Water
Superintendent Don Millette**

BoPW Meeting 10/25/2016

Update on Status of Potential DPW Lay-Down Area

BoPW Meeting 10/25/2016

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

BoPW Meeting 10/25/2016

DPW Director's Operational Report

DPW Director's Report

OCTOBER 25, 2016

Water Division

- C.C. Construction has completed the temporary water main installation. They are expected to start night work on 9/26
UPDATE – Pressure test and Chlorination taking place on 10/20/16, Main Street Water Main expected to be placed in service the week of 10/24.
- Water Management Act permitting still on hold, new permit expected in Summer of 2018
- Waiting on last 1 quote for Water System Leak Detection. Expect to start system leak survey in October
- Working on updated Lawn Sprinkler permitting procedures

Treatment

- Baldwin Pond Well #3 Pump developed a loud grinding noise. Brought in Maher Services to take a look. Said we had moisture in lower shaft bearing. Ok to run for now until new motor can be sourced. Expecting quote for work by 9/23, pump motor is readily available. Replacement should be done by 9/30. – **UPDATE** – Pump motor replaced on 9/27
- Bad Vibration developed in the pump motor at Chamberlain Well. Found Faulty Angle Drive coupling to be at fault. Removed faulty coupling, waiting to have motor rebalanced. **UPDATE** – Motor rebalancing completed on 10/11, motor now running perfectly.

Distribution

- Crews diagnosed 2 leaks on the home owners side of water services. Both were repaired.
- Crews assist in locating a waste water leak on Rt. 20 (10/19/16).
- Replaced 3 out-of-service Fire Hydrants
- Received delivery of new Hydrant Marking flags - crews are placing them on hydrants

Highway Division

- 10 Service Requests
- Backfill and loam Old Conn East
- Assist Water Dept. with 1 water break 1 install hydrant
- 6 Signs Made and Installed
- Repair 2 Manholes Maiden Lane

Park Division

- 10 Service Requests
- Conducted 3 Burial Interments
- Marked out New Location for Church of the Holy Spirit Remains
- Install 133 Arborvitae shrubs Lakeview Cemetery
- Responded to 1 Police call-in for downed tree

Transfer Station Division

- In FY2017, 1835 Full Stickers have been sold as of 10/13/2016. Of those, 643 were paid by check (71%), 449 were paid by credit card on-site (24%), and 104 were purchased online (5%). At this point in FY2016, 2000 stickers had been sold (8% decrease).
- In FY2017, 170 Recycle-Only Stickers have been sold as of 10/13/2016. Of those, 134 were paid by check (79%) and 36 were paid by credit card on-site (21%). At this point in FY2016, 176 stickers had been sold (3% decrease)

BoPW Meeting 10/25/2016

Board Members' Reports, Concerns, and Updates

BoPW Meeting 10/25/2016

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

BoPW Meeting 10/25/2016

Review and Approve the Minutes of the 10/19/2016 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
October 19, 2016
7:00 PM
MEETING MINUTES
DRAFT

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

Aida Gennis of the Board of Library Trustees noted that a public meeting will be held on November 2, 2016 to review the proposed plans for a new library.

Irrigation Application Permit – 21 Clubhouse Lane

Kevin Ruday of Lembo Corporation appeared before the Board to discuss the application for the installation of an irrigation system at 21 Clubhouse Lane.

Lowery noted that the application is not complete, and the application should not be considered until all necessary information is obtained.

Brown noted that the Board is not in a position to approve the application at this meeting, and will review the completed application at a future meeting.

Items Included as Part of Agenda Packet for Discussion

- 21 Clubhouse Lane Irrigation Application

Items Distributed for Discussion

- 21 Clubhouse Lane Irrigation Plan

Consideration and Possible Vote to Transfer Land at 195 Main Street

Brown noted that the Board has been requested to declare 195 Main as surplus.

Brown described the process by which the DPW would relocate the material lay-down area.

Aida Gennis appeared before the Board to discuss the timeline for the construction of a new library at 195 Main Street.

The Board discussed potential sites for a new DPW laydown area.
The Board reviewed the language of the proposed motion to transfer 195 Main Street.

Lindeman suggested that a side letter of agreement allowing the DPW to use the land as a laydown area until construction begins would sufficiently protect the interests of the Board of Public Works and the DPW.

Wegerbauer suggested that the Board's concerns be addressed with Town Counsel.

Brown noted that he is comfortable with the motion, provided that there is an understanding that an MOU is drafted allowing the use of 195 Main Street as a temporary lay-down area.

Brown made a motion to authorize the transfer of 195 Main Street as written.

Mishara 2nd.

Lowery noted that, in his opinion, a vote on the agreement should be delayed until the motion can be more thoroughly analyzed.

Lowery noted the document should also specifically convey the buildings on the land.

Gennis noted that she would convey the Board of Public Works' desire for an MOU to the Board of Library Trustees, and it is her sense that there would be no issue with drafting an MOU.

Mishara offered a friendly amendment to section 2, line 2 to add "...including any buildings and structures situated thereon..."

Brown, Mishara, Wegerbauer, and Baston in favor of amended motion. Lowery abstain.

[Motion as passed attached]

Items Distributed for Discussion

- Motion re: 195 Main Street

Library Drainage Project Update

[Baston recused himself at 8:21 PM]

Lindeman noted that the contract has been awarded and a pre-construction meeting is scheduled for the morning of October 20.

[Baston returned to the Board at 8:24 PM]

Items Distributed for Discussion

- 10/19/2016 email from John Moynihan re: Library Drainage/Rail Trail Project Update

Roles and Responsibilities for Determining Water Ban Violation Fines

Brown noted that discussion of this item will be delayed until the next meeting.

Lowery suggested that irrigation contractors require to be licensed by the Town and that regulations be provided to contractors by the Building Department when applying for a permit.

36 York Road – Water Ban Fine Appeal

Brown noted that discussion of this item will be delayed until the next meeting.

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

Lowery discussed the current status of the Water Reserves, and described an accounting error concerning Water Enterprise Fund debt that has been corrected.

Mishara asked if the analysis includes the potential acquisition of two properties.

Lowery noted that the analysis does not.

Items Distributed for Discussion
- Water Outstanding Debt June 30, 2016

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

Lowery discussed the status of a Town policy concerning access to data layers within the GIS system.

Update on Status of Potential DPW Lay-Down Area

Brown discussed an October 13, 2016 letter to the Board from Town Administrator Nan Balmer, requesting the Board of Public Works to furnish a plan to vacate the current DPW lay-down area.

The Board reviewed an October 19, 2016 email from John Moynihan regarding the status of the River's Edge Water Loop and construction of the Transfer Station Access Road.

The Board discussed the language of a letter to be sent to the Board of Selectmen in response to their request.

Brown summarized the proposed changes to the letter to be sent by the Board of Public Works to the Board of Selectmen.

Mishara made a motion to authorize Brown to make the changes discussed to the letter in response to the Board of Selectmen.

Baston 2nd.

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

Items Distributed for Discussion

- 10/13/2016 letter from Town Administrator re: DPW lay-down area"
- 10/19/2016 email from John Moynihan re: River Edge Water Loop and Transfer Station Road Work

Review & Update on Status of FY18 DPW Capital Items

Lindeman described proposed changes to the DPW CIP Forms.

Brown made a motion to remove the CIP for the snow melter, authorize the CIP for the Transfer Station Wetland Mitigation and Access Road, reduce the requested funding for the Road Renovation CIP from \$1,610,000 to \$700,000, and draft a CIP for \$250,000 for the establishment of an interim lay-down area.

Lowery 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- DPW 5-Year Capital Plan
- Road Renovations Projects CIP Form
- Snow Melter CIP
- Transfer Station Wetland Mitigation & Access Rd CIP

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

Brown noted that Recreation is not currently being charged for water used for field irrigation.

Lindeman noted that his recollection was that all water usage was to be charged to Facilities upon the formation of the DPW.

Lowery noted that every water meter should be read and billed.

Brown discussed the status of appraisals received for the property at 107 Old Sudbury Road.

Wegerbauer discussed the potential installation of innovative and alternative (I&A) solutions to the issues of septic systems located within a Zone 1.

The Board discussed the various potential requirements for septic systems located on properties within the Zone 1 that could serve as an alternative to pursuing the purchase of these properties.

Lowery discussed limitations associated with I&A septic systems.

Lowery noted that the septic system at 8 Glezen Lane has not failed title 5 as previously believed, but is in need of repair.

Lowery discussed the potential relocation of the leaching field to a less-sensitive area of the property of 8 Glezen Lane outside the zone 1.

Brown asked if the relocation of the leaching field would preclude the Board's desire to pursue the purchase of the property.

Lowery acknowledged that it would likely be difficult to gather the necessary support at Town meeting to purchase the property.

Brown discussed a public records request that was submitted to the Board by the petitioner who has brought forth a Town Meeting article to defund the construction of the Happy Hollow Well Access Road.

Lowery noted that his recollection is that no study or request for a study was done to examine the possibility of making upgrades to the existing Happy Hollow Well Access Road.

Mishara suggested that Brown search his Board of Public Works email records to determine if any relevant discussion has taken place.

Discussion of Temporary Sign Policy

Brown noted this item will be passed over for a future agenda.

DPW Director's Financial Report

The Board reviewed the DPW Financial Report.

Items Included as Part of Agenda Packet for Discussion

- 10/14/2016 DPW Financial Report

Board Members' Reports, Concerns, and Updates

Wegerbauer requested that the potential to lease or purchase nearby space for use as a lay-down area be explored.

Wegerbauer requested that it be explored if anything can be done to improve the radius of the right-hand turn from Old Connecticut Path onto Cochituate Road during the construction currently under way.

Lowery discussed the status of the put and take area.

Lindeman noted that an enclosed structure has been ordered and is scheduled for delivery on Monday, October 24.

Baston noted that he was part of an interview for a new perspective DPW Director.

Brown noted that a Traffic Calming request for Bow Road was received today.

The Board determined that meetings for November will be set for November 1 at the Town Building, November 15 and 16 prior to Town Meeting, and November 22.

Review and Approve the Minutes of the 9/27/2016 Meeting

Lowery noted a correction to the Finance Committee vote taken referenced on page 7.

Brown made a motion to approve the minutes of the September 27, 2016 meeting as amended.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 9/27/2016 Meeting Minutes Draft

Mishara made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 10:00 PM.

MOTION RE: 195 MAIN STREET

BOARD OF PUBLIC WORKS MEETING - OCTOBER 19, 2016

I move that the Board of Public Works:

(1) Determine, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the parcel of Town-owned land on Main Street (Route 27), Wayland, Massachusetts known and numbered as 195 Main Street, Wayland, Massachusetts, containing 3.2 acres, more or less, as described in a deed dated July 23, 1928 and recorded with the Middlesex South Registry of Deeds in Book 5291, Page 148, is no longer needed for municipal public works purposes; and

(2) transfer the care, custody, management and control of: a.) the portion of said parcel of land including any buildings and structures thereon under the Board of Public Works' jurisdiction shown as "Area to be Transferred to Care and Custody of the Library Trustees 2.3 Acres \pm " on the unrecorded plan entitled "Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries At The Highway Garage", dated October 12, 2016, prepared by the Town of Wayland Massachusetts Town Surveyor's Office to the Board of Library Trustees for library purposes, effective upon the receipt of grant award from the Commonwealth of Massachusetts and a town meeting appropriation for the construction of a new town library on said land so transferred for library purposes; b.) the portion of said parcel of land under the Board of Public Works' jurisdiction shown as "Area to be Transferred to Care and Custody of the Recreation Commission 1.9 Acres \pm " on said plan to the Recreation Commission for recreation purposes, effective upon the receipt the approval of a plan and a town meeting appropriation for the construction of a recreational facility on said land so transferred for

recreation purposes; and c.) the portion of said parcel of land shown as “Area to be Transferred to Care and Custody of the School Department 0.6 Acres \pm ” on said plan to the School Committee for school purposes, effective upon the commencement of construction of a new town library on said land so transferred to the Board of Library Trustees for library purposes or the commencement of construction of a recreational facility on the land so transferred to the Recreation Commission for recreation purposes.