

**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](http://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: March 29, 2017

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
- 7:01 Public Comment
- 7:05 Water Abatement Request – 49 Highland Circle
- 7:20 Discussion of Cemetery Fees
- 7:50 Discussion and Possible Votes on DPW and DPW-Related ATM Articles
- 8:00 DPW Director's Operational Report
- 8:15 Board Members' Reports, Concerns, and Updates
- 8:30 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:40 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 8:45 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 3/29/2017**

**Water Abatement Request – 49 Highland Circle**



## WATER ABATEMENT REQUEST

\*BOPW Meeting / Date Scheduled: 3 / 29 / 2017

                     **APPROVED**

                     **DENIED**

Name: Kathie Steinberg Acct Number 1902580

Address: 49 Highland Ct. Phone                     

Billing Date 12/23/16 Usage 27,600 Water Charge \$ 3,034.28

Billing Date                      Usage                      Water Charge \$                     

REASON Leak in pipe to pool house

\*DPW Director:                      **APPROVED**                      **DENIED**                      /                      / 2017

Abate/Usage:

---

---

---

---

---

Abate/\$\$:

---

---

---

---

---

COMMENT/NOTE:

---

---

---

---

---



**TOWN OF WAYLAND, DPW-WATER DIV  
41 COCHITUATE RD, WAYLAND MA 01778**

Hours: Monday 8 AM to 7 PM  
Hours: Tuesday 8 AM to 4 PM  
Hours: Friday 8 AM to 12:30 PM  
Phone: 508 358-3672

STEINBERG WILLIAM  
STEINBERG KATHLEEN  
49 HIGHLAND CIRCLE  
WAYLAND, MA 01778

**Remittance Coupon Please Return  
With Payment**

Account Number: 1902580

New Charges: \$3,064.28  
Credits: \$0.00  
Past Due: \$0.00  
Interest: \$0.00  
**Total Due: 01/23/17 \$3,064.28**

04 00 003500 0000306428 012317 00003064280

Account #	Service Location	Parcel Identifier	Billing Date	Due Date	Total Due
1902580	49 HIGHLAND CIRCLE	012-011	12/23/2016	1/23/2017	\$3,064.28

Meter Readings				Usage Summary		New Charge Summary			
Meter	Date	Type	Read	Rate	Total Usage	Charge	Quantity	Amount	Total
08769194	11/30/2016	ACT	438,100	RES	27,600	ADMINISTRATIVE FEE-RES	1	\$30.00	\$30.00
08769194	4/22/2016	ACT	410,500			Water		\$3,034.28	\$3,034.28

Tax Payer Message	Rate Information
<p><b>Water Saving Tips:</b> Check faucets and pipes for leaks. A small drip from a worn faucet washer can waste 20 gallons of water per day. Larger leaks can waste hundreds of gallons.</p> <p>Cut your showers short. Older shower heads can use as much as 5 gallons of water per minute. Speed things up in the shower for some serious water savings.</p> <p>Check your toilets for leaks. Put a little food coloring in your toilet tank. If, without flushing, the color begins to appear in the bowl within 30 minutes, you have a leak that should be repaired immediately.</p> <p>Limited supplies of Water Conservation Kits are available at the Wayland DPW Office, located at 66 River Road. Contact the office for details.</p> <p>FYI - Your water usage is shown above in Cubic Feet. 1 cubic foot of water equals 7.48052 gallons.</p> <p>PLEASE NOTE THAT THE MAILING ADDRESS FOR PAYMENTS HAS CHANGED TO: TOWN OF WAYLAND WATER/SEWER PAYMENTS P.O. BOX 663 MEDFORD, MA 02155-0007</p>	<p><b>RESIDENTIAL RATES:</b></p> <p>LESS THAN 1500 cubic feet \$5.15 per 100 cubic feet 1,501 - 3,000 cubic feet \$6.67 per 100 cubic feet 3,001 - 8,000 cubic feet \$7.63 per 100 cubic feet 8,001 - Plus cubic feet \$12.63 per 100 cubic feet</p> <p>IF YOUR WATER BILL IS NOT PAID IN FULL WHEN DUE, YOU WILL BE CHARGED INTEREST AT THE RATE OF 14% PER YEAR AND COLLECTION COSTS</p>

## Peters, Kristen

---

**From:** Peters, Kristen  
**Sent:** Thursday, March 23, 2017 11:09 AM  
**To:** 'Kathie Steinberg'  
**Subject:** RE: water abatement

Perfect! Thank you!

Kristen Peters  
DPW/WATER Department Assistant  
Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

---

**From:** Kathie Steinberg [<mailto:kathsteinberg@gmail.com>]  
**Sent:** Thursday, March 23, 2017 11:07 AM  
**To:** Peters, Kristen  
**Subject:** Re: water abatement

No, it is not an irrigation leak. I do not have an irrigation system. The leak was in a supply pipe that runs to our pool bath house and supplies the water for the hot water tank, toilet, shower and sink in the bath house as well as a hose bib. Hope that helps.

On Mar 23, 2017, at 11:02 AM, Peters, Kristen <[kpeters@wayland.ma.us](mailto:kpeters@wayland.ma.us)> wrote:

Good morning Kathie,  
I had a quick question. I apologize, is the abatement you are filing for because of an irrigation leak? If so I will need you to fill out an irrigation application.

Kristen Peters  
DPW/WATER Department Assistant  
Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

---

**From:** Kathie Steinberg [<mailto:kathsteinberg@gmail.com>]  
**Sent:** Friday, March 17, 2017 12:52 PM  
**To:** Peters, Kristen  
**Subject:** Re: water abatement

I will plan to be there on Wed, Mar 29th at 7 PM. Thanks. Kathie Steinberg

On Mar 6, 2017, at 8:12 AM, Peters, Kristen <[kpeters@wayland.ma.us](mailto:kpeters@wayland.ma.us)> wrote:

I apologize the meeting is on Wednesday the 29th

Kristen Peters  
DPW/WATER Department Assistant  
Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

---

**From:** Kathleen Steinberg [<mailto:kathsteinberg@gmail.com>]  
**Sent:** Saturday, March 04, 2017 12:46 AM  
**To:** Peters, Kristen  
**Subject:** Re: water abatement

Kristen,  
March 28th works better for me. What time should I plan? Thanks for your assistance. Kathie Steinberg

Sent from my iPad

On Mar 2, 2017, at 7:57 AM, Peters, Kristen <[kpeters@wayland.ma.us](mailto:kpeters@wayland.ma.us)> wrote:

Good morning,  
The dates for the BOPW meetings for March are the 14<sup>th</sup> and the 28<sup>th</sup>. Please let me know which works best for you.  
Thank you

Kristen Peters  
DPW/WATER Department Assistant  
Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

---

**From:** Kathie Steinberg [<mailto:kathsteinberg@gmail.com>]  
**Sent:** Wednesday, February 22, 2017 9:50 AM  
**To:** Peters, Kristen  
**Subject:** Re: water abatement

Thanks. Kristen. I will wait to hear from you.

On Feb 22, 2017, at 9:27 AM, Peters, Kristen  
<[kpeters@wayland.ma.us](mailto:kpeters@wayland.ma.us)> wrote:

Yes there will be a meeting in March. I will not know what the date is until the 28<sup>th</sup> but I will let you know.

Kristen Peters  
DPW/WATER Department Assistant

Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

---

**From:** Kathie Steinberg  
[mailto:kathsteinberg@gmail.com]  
**Sent:** Wednesday, February 22, 2017 9:25 AM  
**To:** Peters, Kristen  
**Subject:** Re: water abatement

Thank you Kristen for your prompt response. I am out of town next week and not able to make the meeting on 2/28. Will there be an opportunity at any of the March meetings? Thank you

Kathie Steinberg

On Feb 22, 2017, at 8:23 AM,  
Peters, Kristen  
<kpeters@wayland.ma.us> wrote:

Hello again,  
The next meeting is scheduled for  
February 28, 2017. That is next  
Tuesday. It is here at 66 River Rd at  
7:00 pm. Please let me know if you can  
make it. If so you will be placed on the  
agenda.

Kristen Peters  
DPW/WATER Department Assistant  
Town of Wayland  
66 River Road  
Wayland MA 01778  
508 358 3674  
Fax 508 358 4082

**BoPW Meeting 3/29/2017**

**Discussion of Cemetery Fees**



CEMETARY FEE COMPARISON														
	Wayland	Dover	Marlboro	Medford	Northboro	Sherborn	Waltham	Sudbury	Weston	Acton	Hudson	Lincoln	Southboro	Average
Resident Lot Fees														
(w/ Perp. Care)														
Single Grave	\$600.00	\$1,900.00	\$800.00		\$600.00	\$1,000.00	\$1,550.00	\$551.00		\$1,000.00	\$276.00	\$10 per	\$850.00	\$912.70
Double Grave	\$1,150.00	\$3,800.00	\$1,600.00		\$1,200.00	\$2,000.00	\$2,300.00	\$1,101.00	\$2,400.00	\$2,000.00	\$551.00	Square	\$1,700.00	\$1,800.18
Triple Grave	\$1,700.00	\$5,700.00	\$2,400.00		\$1,800.00		\$3,100.00	NA		\$3,000.00		Foot	\$2,550.00	\$2,892.86
Four Grave	\$2,250.00	\$7,600.00	\$3,200.00		\$2,400.00	\$4,000.00	\$3,700.00	\$2,201.00	\$4,800.00	\$4,000.00	\$1,101.00		\$3,400.00	\$3,513.82
Past or Non-Resident Lot Fees														
(w/ Perp. Care)														
Single Grave	\$1,200.00	N/A - Lot sales to residents only	\$1,600.00		N/A		N/A - Lot sales to residents only	N/A		\$1,200.00	N/A		N/A	\$1,333.33
Double Grave	\$2,300.00		\$2,400.00		N/A			N/A		\$2,400.00	N/A		N/A	\$2,366.66
Triple Grave	\$3,400.00		\$4,800.00		N/A			NA		\$3,600.00	N/A		N/A	\$3,933.33
Four Grave	\$4,500.00		\$6,400.00		N/A			N/A		\$4,800.00	N/A		N/A	\$5,233.33
Full-Casket Burial Fees														
Wkday Adult	\$650.00	\$750.00	\$600.00	\$875.00	\$575.00	\$1,300.00	\$1,000.00	\$400.00	\$700.00	\$1,000.00	\$175.00	\$400.00	\$600.00	\$694.23
Wkday Child under 4	\$275.00	\$750.00	\$200.00	\$50.00	\$300.00	\$1,300.00	\$1,000.00	\$400.00	\$150.00	\$50.00	\$75.00			\$413.64
Sat <1:00 Adult	\$750.00	\$1,450.00	\$800.00	\$1,275.00	\$750.00	\$1,300.00	\$1,800.00	\$500.00	\$950.00	\$1,300.00	\$225.00	\$600.00	\$850.00	\$965.38
Sat <1:00 Child under 4	\$425.00	\$1,450.00	\$300.00	\$450.00	\$400.00	\$1,300.00	\$1,800.00	\$500.00	\$200.00	\$50.00	\$75.00			\$631.82
Sat >1:00 Adult	\$925.00	\$1,450.00	\$800 + \$90/hr	\$1,425.00	No Afternoon Burials	\$1,300.00	\$1,800.00							\$1,013.33
Sat >1:00 Child under 4	\$500.00	\$1,450.00	\$300 + \$90/hr	\$600.00		\$1,300.00	\$1,800.00							\$991.66
Sun / Hol Adult	\$1,000.00	\$1,450.00	\$1,000.00	\$1,275.00	No Sunday / Holiday Burials	\$1,800.00	\$1,800.00				\$300.00			\$1,232.14
Sun / Hol Child under 4	\$550.00	\$1,450.00	\$400.00	\$600.00		\$1,800.00	\$1,800.00				\$75.00			\$953.57
Creamtion Burial Fees														
Wkday Adult	\$250.00	\$300.00	\$200.00	\$150.00	\$250.00	\$300.00	\$500.00	\$100.00	\$250.00	\$300.00	\$75.00	\$200.00	\$225.00	\$238.46
Wkday Child under 4	\$250.00	\$300.00	\$200.00	\$150.00	\$300.00	\$300.00	\$500.00			\$200.00				\$275.00
Sat <1:00 Adult	\$350.00	\$700.00	\$300.00	\$550.00	\$325.00	\$300.00	\$900.00	\$200.00	\$300.00	\$400.00	\$75.00	\$300.00	\$475.00	\$398.08
Sat <1:00 Child under 4	\$350.00	\$700.00	\$300.00	\$450.00	\$400.00	\$300.00	\$900.00							\$485.72
Sat >1:00 Adult	\$400.00	\$700.00	\$300 + \$90/hr	\$700.00	No Afternoon Burials	\$300.00	\$900.00							\$550.00
Sat >1:00 Child under 4	\$400.00	\$700.00	\$300 + \$90/hr	\$600.00		\$300.00	\$900.00							\$533.33
Sun / Hol Adult	\$450.00	\$700.00	\$400.00	\$700.00	No Sunday / Holiday Burials		\$900.00		NA	NA	NA			\$630.00
Sun / Hol Child under 4	\$450.00	\$700.00	\$400.00	\$600.00			\$900.00		NA	NA	NA			\$610.00
Stillborn to 3 Months														
Weekday	\$150.00	\$750.00	\$200.00	\$50.00	\$300.00	\$100.00	\$225.00			\$50.00				\$228.13
Weekend	\$250.00	\$1,450.00	\$300.00	\$450.00	\$400.00	\$100.00	\$225.00			\$50.00				\$403.13

**Average Cemetery Fees Comparison**  
**- with Wayland's Cemetery fees**  
**(averaging 13 area Towns, including Wayland)**

	<b><u>Wayland</u></b>	<b><u>Average</u></b>
<b><u>Resident Lot Fees</u></b>		
<b><u>(w/Perp. Care)</u></b>		
Single Grave	\$600.00	\$912.70
Double Grave	\$1,150.00	\$1,800.18
Triple Grave	\$1,700.00	\$2,892.86
Four Grave	\$2,250.00	\$3,513.82
<b><u>Past or Non-Resident</u></b>		
<b><u>Lot Fees (w/Perp. Care)</u></b>		
Single Grave	\$1,200.00	\$1,333.33
Double Grave	\$2,300.00	\$2,366.66
Triple Grave	\$3,400.00	\$3,933.33
Four Grave	\$4,500.00	\$5,233.33
<b><u>Full-Casket Burial Fees</u></b>		
Wkday Adult	\$650.00	\$694.23
Wkday Child under 4	\$275.00	\$413.64
Sat <1:00 Adult	\$750.00	\$965.38
Sat <1:00 Child under 4	\$425.00	\$631.82
Sat >1:00 Adult	\$925.00	\$1,013.33
Sat >1:00 Child under 4	\$500.00	\$991.66
Sun/Hol Adult	\$1,000.00	\$1,232.14
Sun/Hol Child under 4	\$550.00	\$953.57
<b><u>Cremation Burial Fees</u></b>		
wkday Adult	\$250.00	\$238.46
Wkday Child under 4	\$250.00	\$275.00
Sat <1:00 Adult	\$350.00	\$398.08
Sat <1:00 Child under 4	\$350.00	\$485.72
Sat >1:00 Adult	\$400.00	\$550.00
Sat >1:00 Child under 4	\$400.00	\$533.33
Sun/Holiday Adult	\$450.00	\$630.00
Sun/Hol Child under 4	\$450.00	\$610.00
<b><u>Stillborn to 3 Months</u></b>		
Weekday	\$150.00	\$228.13
Weekend	\$250.00	\$403.13

## **Town of Wayland Cemeteries**

### **Total Number of Burials for:**

**2013 = 75**

**2014 = 69**

**2015 = 75**

**2016 = 68**

**Average = 71.75 burials**

### **Total Number of Cemetery Lots Sold for:**

**2013 = 26**

**2014 = 13**

**2015 = 11**

**2016 = 33**

**Average = 20.75**

### Increasing Cemetery Fees - Frequency

Town	Date of Last Increase	Frequency of Change
Waltham	2012	Plan for every 2-3 years
Dover	2010	Plan to increase in 2018
Medford	2008	No plans
Sudbury	2003	No plans
Weston	Several years ago	No plans. Last time raised by 25% from pricing that was 10 years prior.
Acton	2008	No plans. Prior to 2008, prices were changed in 1996.
Hudson	1987	Changing now.
Southborough	2012	No plans.
Medfield	2015	Increased in 2013, and 2015. Prior to this it was many years.
Concord	1996	Interment costs only have increased ever so slightly. Review annually.
		Do not anticipate increasing in the near future.
Marlboro	2010	No plans. Increased fees in 2010 by doubling all.

## **Cremation Research – January 30, 2017**

### **Medfield**

Cremains' Niches: Yes. 3 **Columbarium** units. 96 niches total. Chose an area that was on a hill and not suitable for full vault burials. Overlooks a lake making this desirable. Cost to the town for these 3 columbariums was \$5500. Town did much of the work themselves. They used Watertown Engineering to design it. Recommended them highly.

Fees for cremains columbarium: \$1200 to purchase a niche, holding 2 urns plus a plaque. \$150 to inter. Use Ackerman Monuments for all engraving of plaques.

Other Designated Area for Cremains' Burials: No

### **Waltham**

Cremains' Niches: Not at present. Looking into this for 2019. Plan on charging more for these cremains' burials versus ground cremains' burials. Town believes it could be a possible source of income. Cemetery Contact does not agree.

Other Designated Area for Cremains' Burials: Urn garden. Use an area on a hill that was not suitable for full vault burials. ~200 cremains' lots in this area. Each lot holds two urns. Flat marker only.

Fees for Cremains in Designated Area: \$950 to purchase lot. \$500 to bury.

### **Southboro**

Cremains' Niches: Yes, but not popular at all. Was built in 2005. 168 niches, and can expand into more. They have only sold **15** since 2005.

Fees for Niche Burials: \$600 to purchase a niche. \$100 to bury.

Other Designated Area for Cremains' Burials: None. But they allow cremains' burials in a general full vault burial lot.

### **Dover**

Cremains' Niches: No. Cemetery Contact wants one. Cemetery Commissioners do not.

Other Designated Area for Cremains' Burials: Laying out new area for designated cremains' burials in spring of 2017. Lot size 4' x 8', 3 cremains' burials allowed per lot, flat marker only.

Fees for Cremains in Designated Area: \$1,900 to purchase lot. \$300.00 to bury.

## **Medford**

Cremains' Niches: No.

Other Designated Area for Cremains' Burials: Separate area for ~800 lots.

Fees for Cremains in Designated Area: \$925 to purchase a lot. \$150 to bury.

## **Sudbury**

Cremains' Niches: No

Other Designated Area for Cremains' Burials: 3 separate cremation areas. Largest contains 92 graves, 3.5' x 10'. Sold as single or as a whole lot equaling 4 graves. Smallest section contains 21 graves total.

Fees for Cremains in Designated Area: \$251 to purchase a lot. \$100 to bury.

## **Weston**

Cremains' Niches: No. Majority of their residents prefer an earthen burial

Other Designated Area for Cremains' Burials: Specific lots set aside for cremains only. Size is 8' x 6'. Flush markers only. Also have a Cremains Scattering Garden. Area was donated by a member of their Conservation Commission. Cremains are interred just below the surface in an informal manner. Not thrown. Staff must be in attendant for the below surface scattering.

Fees for Cremains in Designated Area: Designated cremains burial - \$1,750 to purchase a lot. \$250 burial fee. Cremains Scattering Garden burial - \$875 to purchase. \$125 scattering fee.

## **Acton**

Cremains' Niches: No

Other Designated Area for Cremains' Burials: They are using 2 grave lots that are not suitable for full vault burials for cremains' only burials. These are scattered throughout the cemetery. Six cremains allowed per lot. Lots purchased allow 2 cremains with one flush marker.

Fees for Cremains in Designated Area: \$450 to purchase a lot. \$200 to bury.

## **Hudson**

Cremains' Niches: No, but they are looking into doing a cremation wall.

Other Designated Area for Cremains' Burials: ~200 lots in designated area. Each lot can contain 4 cremains and a stone.

Fees for Cremains in Designated Area: \$151 to purchase a lot. \$50 to bury, \$75 in winter.

## **Concord**

Cremains' Niches: No

Other Designated Area for Cremains' Burials: Area holds 50 lots. Built in 2011. No spaces left and will be creating another area for cremains' only. Each lot measures 4' x 5'. 4 interments per lot. Flat stone only.

Fees for Cremains in Designated Area: \$750 to purchase lot. \$500 to bury. 2<sup>nd</sup> person in same burial container additional \$50 rather than charging for 2 interments.

## **Marlboro**

Cremains' Niches: Not at present, but are looking into using a hill with lots of ledge as an area for this in the distant future.

Other Designated Area for Cremains' Burials: A large, flat section is used. 200 plots total. Very few left.

Plans are underway to expand their cemeteries.

Fees for Cremains in Designated Area: \$600 to purchase lot. \$200 to bury.

## **Sherborn**

Cremains' Niches: No

Other Designated Area for Cremains' Burials: None. Developing a new burial area in active cemetery. High rock ledge at one end with a grassy top. May use this for scattering cremains on the side of the rock with a wildflower garden.

Fees for Cremains in Designated Area: In regular full vault site, charge \$300 to bury cremains. Or, family can do the burial themselves for a fee of \$100.

**BoPW Meeting 3/29/2017**

**Discussion and Possible Votes on DPW and DPW-Related ATM  
Articles**



**BoPW Meeting 3/29/2017**

**DPW Director's Operational Report**

# **DPW Director's Report**

**March 29, 2017**

## **Water Division**

### **Superintendent**

- Annual State Report Completed and submitted to DEP
- Working on Lead and Copper Sampling Plan – 4/7 DEP submittal deadline
- Received update from EPA for UCMR 4 water testing. They have a preliminary list of substances that we will be required to test for starting in January of 2018. We will need to create a separate budget request for this testing outside of the normal allotment we have for water testing.
- Information gathering for the 2016 Consumer Confidence Report
- Located and priced out dual water meter set-up for customers that want an irrigation system – per BoPW request
- Working on updated Lawn Sprinkler permitting procedures

### **Treatment**

- Repaired leaks on Chemical fill lines
- Hypochlorite bulk tanks drained and cleaned at Happy Hollow, Baldwin Pond, Chamberlain, and Campbell
- Repair leaks in 5 Membrane Filter Cartridges
- Joe Worthington's treatment plant training continuing

### **Distribution**

- Repaired Fire Hydrant at 45 Highland Circle
- Repaired Water Main Break at 34 Rich Valley Road
- Repaired broken Fire Hydrant on Lakeshore Drive
- Shoveled out Fire Hydrants after Snow Storm
- Continued Clean-up at 107 Old Sudbury Road
- Received delivery of Hydrant Marking flags. Crews are placing them on hydrants.

## **Highway & Park Division**

- 21 Service Requests
- Cleared snow from catch basins and fire hydrants
- Responded to 3 pothole complaints
- Conducted 5 Burial Interments
- Responded to 2 snow and ice events, 1 of which required plowing
- Responded to 3 sign requests
- Rebuilt 9 Catch Basins / Manholes
- Responded to 3 requests to grade dirt roads
- Responded to 12 tree calls by Police
- Began the assembly of benches for fields and parks

## **Transfer Station Division**

- In FY2017, 1930 Full Stickers have been sold as of 3/24/17. Of those, 1330 were paid by check (69%), 474 were paid by credit card on-site (25%), and 116 were purchased online (6%). At this point in FY2016, 2071 stickers had been sold (7% decrease).
- In FY2017, 194 Recycle-Only Stickers have been sold as of 3/24/17. Of those, 154 were paid by check (79%) and 40 were paid by credit card on-site (21%). At this point in FY2016, 203 stickers had been sold (4% decrease).

## **BoPW Meeting 3/29/2017**

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

**BoPW Meeting 3/29/2017**

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

**BoPW Meeting 3/29/2017**

**Review and Approve the Minutes of the 3/21/2017 Meeting**

# **WAYLAND BOARD OF PUBLIC WORKS**

DPW Facility  
66 River Road  
Wayland, MA 01778  
March 21, 2017

## **MEETING MINUTES DRAFT**

Present: M. Lowery (Acting Chair), W. Baston, J. Mishara, M. Wegerbauer, T. Holder (DPW Director)

Absent: C. Brown

Meeting opened at 7:00 PM

Lowery announced that the meeting is being recorded.

### **Discussion on the Status of Off-Site Mitigation Relating to 150 Main Street Project**

Town Planner Sarkis Sarkisian and Planning Board Chair Daniel Hill appeared before the Board to discuss the status of the 150 Main Street Project.

Lowery provided copies of letters that several residents sent in opposition of the installation of traffic light mast arms at the intersection of Route 27 and Plain Street.

Gretchen Dresens of 155 Main Street appeared before the Board to discuss her opposition to the installation of traffic light mast arms at the intersection of Route 27 and Plain Street.

Molly Upton of 23 Bayfield Road appeared before the Board to note that TEC appeared at the last Board of Public Works meeting as representative of the contractor.

Holder clarified that TEC was representing the Town at the last Board of Public Works meeting.

Kevin Courchine of 15 Mitchell Street appeared before the Board to request that any reasonable steps to allow for the more efficient flow of traffic through the intersection be considered.

Holder discussed the 2013 Planning Board Decision, noting that mast arms are not currently under consideration and there are no plans to differ from the decision.

Baston asked if mast arms will be installed during the MassDOT reconstruction of the intersection of Route 27 and Route 30.

Holder noted that he was unsure and would have to consult the plans.

Lowery noted that he has asked the Police to compile accident data from the intersection of Route 27 and Plain Street.

Nancy Leifer of 73 East Plain Street appeared before the Board to note that she had found this discussion reassuring, and asked if the police could compare accident data between the intersection of Route 27 and Plain Street with the intersection of Route 20 and Route 27.

Dresens noted that mast arms were not installed during the recent reconstruction of the intersection at the intersection of West Plain and Old Connecticut Path.

Judy Courchine of 15 Mitchell Street appeared before the Board to ask about the flow of traffic exiting the parking lot of the CVS lot.

Jesse Adelman of 9 Linn Lane, and speaking on behalf of the developer of 150 Main, noted that the plans allow for turns in both directions exiting the lot.

Adelman asked if the final intersection plans would need Board approval or could be approved on the Departmental level.

Lowery noted that although communication with the Board is expected, the plans could be approved by the Director.

***Items Distributed for Discussion***

- 1/15/2013 TEC Traffic Engineering Peer Review #2 – 150 Main Street LLC
- 3/19/2017 Letter from Paul and Gretchen Dresens opposing installation of mast arms at Route 27 and Plain Street
- 3/20/2017 Letter from Sergio Alvarado opposing installation of mast arms at Route 27 and Plain Street
- 3/20/2017 Letter from Sheila Carel opposing installation of mast arms at Route 27 and Plain Street
- 3/20/2017 Letter from Pam Grant opposing installation of mast arms at Route 27 and Plain Street
- 3/20/2017 Letter from Tim Hanlon opposing installation of mast arms at Route 27 and Plain Street
- 3/20/2017 Letter from Arlene Schuler opposing installation of mast arms at Route 27 and Plain Street
- 3/21/2017 Letter from Alice Boelter opposing installation of mast arms at Route 27 and Plain Street
- 3/21/2017 Letter from Debbie Collett opposing installation of mast arms at Route 27 and Plain Street
- 3/21/2017 Letter from Nancy Leifer opposing installation of mast arms at Route 27 and Plain Street
- 3/21/2017 Letter from Gail Shapiro opposing installation of mast arms at Route 27 and Plain Street

**Discussion and Review of Water Enterprise Fund Analysis / Water Enterprise Capital Plan**

Lowery noted that he had anticipated receiving a capital plan summary from David Fox of Raftelis Financial, which was not provided.

Holder replied that it was his understanding the Fox would be providing more information at a future Board meeting following the Board's review of the Water Enterprise Capital Plan.

Lowery noted that the Board asked Fox for his recommendation on how to charge Municipal water users.

Wegerbauer requested that Fox provide a rate model to Board members as soon as possible to allow for comprehensive review.

The Board discussed the Water Enterprise long-term capital plan as well as potential funding for capital projects.

Wegerbauer noted that in the past the Board's objective was to return surplus retained earnings to rate payers in the form of an administrative fee reduction.

Lowery requested that a spreadsheet showing all potential capital projects illustrating the borrowing implications of the projects.

Holder discussed the work necessary for the demolition of the house at 107 Old Sudbury Road, and asked if retained earnings could be used to fund the expenses.

Lowery noted that the possibility of getting a grant to fund the demolition of the house.

Lowery requested the Fox provide a rate model the week of April 4, meet with the Board on April 11, and schedule a rate hearing on April 25, and rate setting in May.

Wegerbauer requested that a 10-year capital plan be developed with an annual target spending amount of \$700,000.

Lowery noted that in his opinion \$700k is a realistic funding level for water main replacement.

Holder expressed his desire to have Fox meet with Finance Director Brian Keveny to discuss the status of the Water Enterprise Fund.

***Items Included in the Packet for Discussion***

- Tata & Howard Capital Efficiency Plan Executive Summary
- Water Division 'Real-World' Capital Plan

**Discussion and Possible Votes on DPW and DPW-Related ATM Articles**

Lowery and Baston noted that they have submitted slides for presentation at Town Meeting.

The Board discussed strategy pertaining to the presentation of Town Meeting articles.

Lowery noted that the Plastic Bag Reduction Bylaw would need to be amended on Town meeting floor to remove the Board of Public Works as the enforcement agent.

Mishara suggested that a discussion with the Board of Selectmen occur signaling the Board of Public Work's intent.

**Library Drainage Project Update**

Lowery discussed the funding shortfall in the Library Drainage Project.

Lowery noted that, in his opinion, the Board does not need to take any action on this.



Lowery asked about the status of gaining access rights to the drainage system.

Holder noted that he does not believe he will need access to the Verizon Property, but will need access agreements to the other parcels.

***Items Included in the Packet for Discussion***

*- 2017-03-06 – Library Drainage Project Update from John Moynihan*

**Discussion of Transfer Station Usage Fees and Rates**

Lowery discussed comparable pay-as-you-throw costs amongst surrounding towns.

The Board discussed transfer Station rates of comparable towns and individual item charges.

Holder discussed the ongoing process of seeking of expanding the vacant Transfer Station part-time position with a full-time position.

Lowery asked how the transfer Station spending cap is set and who is responsible for setting it.

Lowery asked if the Board would like to set rate for the Transfer Station tonight.

Mishara made a motion to keep the Transfer Station rate fee structure unchanged in its entirety.

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

***Items Included in the Packet for Discussion***

*- Transfer Station Town-by-Town Cost Comparison*

*- Transfer Station FY18 Proposed Budget*

*- 3/10/17 Transfer Station Budget Report*

**Five Paths Signal Update**

Holder discussed the status of the intersection, noting the lights are up, functioning, and the video loops are active.

Holder discussed outstanding change orders with the project with the Board.

**DPW Director's Financial Report**

The Board reviewed the DPW Financial Report.

Holder discussed the status of MS4 stormwater permitting, noting that the permit takes effect on July 1, 2017.

Holder noted that Wayland does not have a budget to account for the permit, and suggested to Town Administrator Nan Balmer the a budget of \$30,000 be established to get the project started.

*Items Included in the Packet for Discussion*  
*- 3/10/17 DPW Budget Summary*

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

Baston noted that if irrigation is banned outright, it may impact the Water Enterprise Fund income.

Baston requested the pumped water volume per month for the last 10 years.

Wegerbauer asked if the DPW distributes mosquito control pellets.

Senior Foreman Joe Doucette noted that the DPW did it approximately 10 years ago, but it is now handled by the Health Department.

Wegerbauer suggested that the DPW coordinate with the Health Department to determine when the pellets should be deployed.

Lowery discussed the status of the stone pillars at Castle Gate, noting that they are in need of repair.

Lowery suggested that Baston, Lowery, and Holder collaborate to assess the cost of restoration and explore the possibility of funding the expense through the CPC.

Lowery asked about the status of assessing the use of the old landfill on the south side of Route 20.

Holder replied that he has contacted an engineer, but has not yet gotten a response.

Lowery asked if a Notice of Intent has been obtained for the interim laydown area.

Holder noted that he will consult with the Conservation Department to hire a contractor to draft an NOI.

Lowery noted that the Historical Commission wants to put a bench on the property of the Town Building, and advised the Commission to discuss the possible installation with Holder.

Lowery asked about the status of the DEP Water Withdrawal Permit.

**Review and Approve the Minutes of the 2/28/2017 Meeting**

Mishara made a motion to approve the minutes as presented.

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

*Items Included in the Packet for Discussion*  
*- 2/28/2017 BOPW Meeting minutes Draft*

Baston made a motion to adjourn.

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

Meeting adjourned at 9:24 PM.

Respectfully submitted,  
Daniel Cabral  
DPW Office Coordinator-Administrator

# **BoPW Meeting 3/29/2017**

## **Action Items**

### **FOR FUTURE DISCUSSION**

Receive water rate model from Dave Fox (week of 4/4)

Water Rate Discussion with Dave Fox (4/11/17)

Water Rate Hearing (4/25/17)

Water Rate Setting (May meeting)

Cellular-Read Meters public hearing (meeting date TBD)

Discussion of Town Temporary Sign Policy (meeting date TBD)

Heard Road traffic calming public hearing (meeting date TBD following consultation with Town Counsel and Conservation Commission)

Discussion of irrigation application process / irrigation system information sheet (meeting date TBD)

### **FOR STAFF**

Get Proposals for Route 20 South Old Dump Site Review

Consider Spring Tree Hearing

Retrieve VADAR 1-Year Water Usage Data

Spreadsheet of future potential capital projects with borrowing implications

Explore availability of grant to pay for 107 Old Sudbury Demolition

Draft 10-Year Water Capital Plan with target annual spending of \$700k/year

Get update on Water Withdrawal Permit status

Get access agreements for Library Drainage Project

Determine who sets Transfer Station Spending Cap

Coordinate deployment of mosquito pellets with Health Dept

Get pumped water volume per month for last 10 years (emailed 3/23/17)