

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: _____ April 12, 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 Review and Discussion of Policy for the Grading of Dirt Roads
- 7:25 Discussion of Actions and Results of Annual Town Meeting
- 7:40 Status Updates
 - Agreements to Maintain Library Drainage
 - Permitting for Triangular Laydown Area
 - Briefing on Meeting with David Fox
 - Proposal for Review of Land South of Rt. 20 for Laydown Area
 - Fields Opening Status
- 7:50 Communications Received by BOPW
 - Letter from Oak Hill Area Residents
 - Selectmen Questions
- 7:55 DPW Director's Financial Report
- 8:05 Board Members' Reports, Concerns, and Updates
- 8:20 Topics not Reasonably Anticipated by the Chair 48 Hours Prior to Posting, if any
- 8:25 Review and Approve Minutes (Delivered in Advance of the Meeting)
- 8:30 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 4/12/2017

Review and Discussion of Policy for the Grading of Dirt Roads

§ 158-12. Enforcement; violations and penalties.

- A. Failure to file with the Planning Board for permission to cut or remove trees or for destruction of any portion of a stone wall within any designated scenic road will require an immediate filing as detailed above, and the applicant shall be required to restore features. This restoration shall consist of replacing the stone wall as necessary and replacing the trees cut on a square-inch-per-square-inch basis (combined area of the replacement trees measured one foot above ground level to equal total area of the original tree trunk as measured at the stump) at locations specified by the Planning Board.
- B. Failure to comply with a duly issued decision of the Planning Board shall be subject to restoration as detailed above and other remedial measures that the Planning Board deems necessary. Any decision not carried out within two years of issue shall be void and shall require a new filing. The Planning Board and the Tree Warden shall have the authority to enforce the provisions of this article.
- C. Any violation of this article, MGL c. 40, § 15C (Scenic Roads) or a Planning Board decision issued under this article or MGL c. 40, § 15C shall be punishable by a fine not to exceed \$300.

ARTICLE V**Repairs to Private Ways****[Adopted 5-1-2002 ATM by Art. 23]****§ 158-13. Temporary repairs to private ways. [Amended 4-10-2008 ATM by Art. 5]**

The Board of Public Works shall have the authority to make temporary repairs to private ways which are open to the public, provided that:

- A. Such repairs are limited to grading and pot hole filling work necessary to make such private ways safe and convenient for the passage of vehicles;
- B. No drainage work shall be performed in connection with such repairs;
- C. Such repairs are determined by the Board of Public Works to be a public necessity;
- D. At least one landowner abutting the private roadway petitions the Board of Public Works for such repairs;
- E. No betterment assessments shall be charged for such repairs;
- F. The Town shall assume no liability and there shall be no liability on account of damages caused by such repairs;
- G. Such private ways shall have been open to public use for at least 15 years before any such repairs may be made; and
- H. No cash deposit shall be required for such repairs.

BoPW Meeting 4/12/2017

Discussion of Actions and Results of Annual Town Meeting

BoPW Meeting 4/12/2017

Status Updates

- Agreements to Maintain Library Drainage
- Permitting for Triangular Laydown Area
- Briefing on Meeting with David Fox
- Proposal for Review of Land South of Rt. 20 for Laydown Area
- Fields Opening Status

BoPW Meeting 4/12/2017

Communications Received by BOPW

- Letter for Oak Hill Area Residents
- Selectmen Questions

37 Oak Hill Road
Wayland, MA 01778
3/30/2017

Mr. Mike Lowery
Wellhead Protection Advisory Committee

Mr. Chris Brown
Chairman - Board of Public Works

Mr. Don Millette
Water Superintendent

Ms. Nan Balmer
Town Administrator

Ms. Julia Junghanns
Director of Public Health

Other

Wayland Town Bldg.
41 Cochituate Road
Wayland, MA 01778

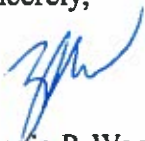
Wayland DPW
APR 03 2017
RECEIVED

Several of our members have received the attached mailings from EVERSOURCE regarding upcoming "planned maintenance" in ROW: 8.1 which runs through the Oak Hill neighborhood. These vegetation maintenance efforts are stated to involve both tree cutting and herbicide applications.

We would like to be sure that the appropriate town boards have received same and plan to take appropriate action(s) to prevent inappropriate tree cutting and herbicide application protect the town well and the town shade trees in our neighborhood.

Please let us know what actions are planned and how we can support those efforts.

Sincerely,



Zuania P. Wood
President
Oak Hill Wayland Neighborhood Association, Inc.



247 Station Drive, SE-370
Westwood, MA 02090

William Hayes
Senior Arborist
Electric Transmission
Vegetation Management

February 22, 2017

GULLEY, THOMAS E JR
OR CURRENT RESIDENT
20 MEADOWVIEW RD
WAYLAND, MA 01778-2902

ROW: 8-1 Property Location: 20 MEADOW VIEW RD WAYLAND, MA

Dear Abutter/Land Owner:

In accordance with the Commonwealth of Massachusetts regulations (220 CMR 22.00), Eversource is hereby providing notice of planned and scheduled vegetation maintenance work on the transmission right-of-way that is located within your town or city limits this year.

The planned maintenance will involve the selective removal of targeted vegetation species, primarily tall-growing trees within the ROW. The primary method of control will include manual cutting, selective mechanical mowing, and the application of federally approved and state-registered herbicides to control targeted vegetation.

Eversource's Integrated Vegetation Management Program (IVM) employs a Wire Zone-Border Zone method to maintain our transmission corridors. This method includes the establishment of two separate management zones:

- *The Wire Zone* is the area directly under the transmission lines, extending 15 feet outside the wires at ground level. In this zone, all trees and brush are removed, and native, low-growing plant communities that have a mature height of three feet or less are preserved.
- *The Border Zone* is the area 15 feet from the edge of the wires at ground level to the ROW easement edge. In this zone, incompatible trees and brush are removed and the native trees and shrubs that have a mature height of 25 feet or less are preserved where possible.

As required by the regulations, you are being informed of this work through this letter. We are also required to submit this notice to you through a door hanger or e-mail.

The vendor working this project is Lewis Tree Service. If you have any questions on the proposed work, please contact

Ed Sturtevant
Project Manager
(888)-862-0327 EXT 705
esturtevant@lewistree.com

If you have further questions on the proposed work, please contact me at 781-441-3932.

Sincerely,

A handwritten signature in cursive script that reads "William N. Hayes Jr.".



247 Station Drive, SE-370
Westwood, MA 02090

William Hayes
Senior Arborist
Electric Transmission
Vegetation Management

February 22, 2017

GULLEY, THOMAS E JR
OR CURRENT RESIDENT
20 MEADOWVIEW RD
WAYLAND, MA 01778-2902

ROW: 8-1 Property Location: 20 MEADOW VIEW RD WAYLAND, MA

Dear Abutter/Land Owner:

In accordance with the Commonwealth of Massachusetts regulations (220 CMR 22.00), Eversource is hereby providing notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) that is located within your town or city limits this year.

The vegetation work will involve the side pruning of trees within the ROW. The pruning work will be performed by qualified line clearance contractors and may include off-road bucket crews or manual climbing crews. In order to ensure the safe and reliable operation of the transmission system, we are required to manage vegetation so that it does not encroach upon the energized conductors. The work noted in your area will ensure that we obtain the clearances required to prevent vegetation encroachment. This work is being scheduled for the Summer/Fall of 2017.

As required by the regulations, you are being informed of this proposed work through this letter. We are also required to submit this notice to you through a door hanger or e-mail.

The vendor working this project is Lewis Tree Service. If you have any questions on the proposed work, please contact

Ed Sturtevant
Project Manager
(888)-862-0327 EXT 705
esturtevant@lewistree.com

If you have further questions on the proposed work, please contact me at 781-441-3932.

Sincerely,

William N. Hayes Jr.

BoPW Meeting 4/12/2017

DPW Director's Financial Report

TOWN OF WAYLAND DEPARTMENT OF PUBLIC WORKS

FY17-YEAR TO DATE OPERATING BUDGET SUMMARY AS OF 4/7/2017

Week 39 of 52 Program percentage - 78%					ACTUAL EXPENSES		
	BUDGET	YEAR-TO-DATE		%	FY2016	FY2015	FY2014
HIGHWAY							
SALARIES	\$ 1,030,407.00	\$ 725,220.91		70.38%	\$851,281.48	\$869,973.50	\$925,976.01
SERVICE EXPENSES	\$ 230,157.85	\$ 131,008.73		56.92%	\$254,814.72	\$200,520.72	\$255,727.41
GOODS EXPENSES	\$ 83,503.24	\$ 52,645.47		63.05%	\$73,263.51	\$65,913.38	\$65,005.75
FY17 TOTAL	\$ 1,344,068.09	\$ 908,875.11		67.62%	\$1,179,359.71	\$1,136,407.60	\$1,181,703.42
HIGHWAY-SNOW							
OVERTIME	\$ 125,000.00	\$ 176,405.70		141.12%	\$96,602.26	\$229,040.35	\$154,947.64
EXPENSES	\$ 325,000.00	\$ 570,588.98		175.57%	\$331,104.92	\$721,887.27	\$479,879.04
FY17 TOTAL	\$ 450,000.00	\$ 746,994.68		166.00%	\$427,707.18	\$950,927.62	\$634,826.68
TRANSFER							
	SALARIES	\$ 115,178.33			\$144,899.88	\$134,433.30	\$131,574.30
Sticker Revenue	\$ 209,026.36				\$ 279,892.50	\$291,752.35	\$259,100.00
Recycling Revenue	\$ 3,034.73				\$ 4,250.93	\$10,140.99	\$17,954.04
PAYT Revenue	\$ 67,954.00				\$ 118,223.00	\$92,076.00	\$126,729.00
Misc Revenue	\$ 4,495.00				\$ 6,705.00	\$4,995.00	\$4,649.00
TOTAL REVENUE	\$ 284,510.09				\$409,071.43	\$398,964.34	\$408,432.04
	REVENUE-SUPPORTED EXPENSES	\$ 335,637.62			\$361,603.29	\$267,179.29	\$219,246.72
REVENUE-SUPPORTED SALARIES & EXPENSES	\$ 450,815.95				\$506,503.17	\$401,612.59	\$350,821.02
TOTAL EXPENSES VS. REVENUE: 158.45%				-\$166,305.86	-\$97,431.74	-\$2,648.25	\$57,611.02
TOTAL EXPENSES VS. \$550,000 SPENDING CAP: 81.97%							
	REVOLVING ACCOUNT BALANCE	\$ 215,935.06			\$279,303.89	\$298,322.18	\$282,423.54
LANDFILL EXPENSES	\$ 65,411.40	\$ 42,340.03		64.73%	\$23,316.56	\$32,916.40	\$61,776.23
PARK							
TOTAL SALARIES	\$ 556,441.00	\$ 468,148.77		84.13%	\$497,669.11	\$400,263.40	\$378,235.97
SERVICE EXPENSES	\$ 191,518.66	\$ 153,899.01		80.36%	\$216,729.22	\$97,502.83	\$101,809.80
GOODS EXPENSES	\$ 119,780.89	\$ 77,098.28		64.37%	\$107,032.63	\$122,435.11	\$128,289.42
FY17 TOTAL	\$ 867,740.55	\$ 699,146.06		80.57%	\$821,430.96	\$620,201.34	\$608,335.19
WATER							
SALARIES	\$ 778,470.00	\$ 473,950.10		60.88%	\$675,805.03	\$655,093.93	\$658,358.59
EXPENSES	\$ 2,119,023.00	\$ 1,416,861.99		66.86%	\$1,623,242.01	\$1,355,257.56	\$1,306,761.61
FY17 TOTAL	\$ 2,897,493.00	\$ 1,890,812.09		65.26%	\$2,299,047.04	\$2,010,351.49	\$1,965,120.20
	WATER-BONDS	\$ 1,105,664.00	\$ 1,078,356.15	97.53%	\$1,064,627.31	\$1,046,453.13	\$1,167,749.37
TOTAL DPW FUNDING FOR FY17					\$ 5,089,148.18	\$ 4,985,067.34	\$ 4,609,232.21

BoPW Meeting 4/12/2017

Board Members' Reports, Concerns, and Updates

BoPW Meeting 4/12/2017

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

BoPW Meeting 4/12/2017

Review and Approve the Minutes of the 3/29/2017 Meeting

WAYLAND BOARD OF PUBLIC WORKS

DPW Facility
66 River Road
Wayland, MA 01778
March 29, 2017

MEETING MINUTES DRAFT

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, M. Wegerbauer, T. Holder (DPW Director)

Absent: J. Mishara.

Meeting opened at 7:00 PM

Brown announced that the meeting is not being recorded.

Brown asked for Public Comment – there was none.

Brown recognized DPW Park and Highway Superintendent Michael Lindeman, who will be retiring on March 30 after 29 years of service to the Town.

Water Abatement Request – 49 Highland Circle

Kathleen Steinberg of 49 Highland Circle appeared before the Board to discuss her request for abatement.

Brown discussed the proposed new meter reading system, noting its role in the early detection of water leaks.

Lowery made a motion to abate the 11/30/2016 reading from 27,600 units down to 13,900 units, waiving all interest and fees.

Brown advised Steinberg of the Board's policy to grant only one abatement per household.

Baston 2nd, all in favor.

Items Included in the Packet for Discussion

- 49 Highland Circle Abatement Request

Items Distributed for Discussion

- 49 Highland Circle Usage History

Discussion of Cemetery Fees

DPW Park and Highway Superintendent Michael Lindeman appeared before the Board to discuss the status of cemetery rates and the available land within the Town's cemeteries.

Lindeman noted that, in his opinion, the rates should not be raised unless there is a specific objective behind it.

Lindeman estimated that Lakeview cemetery has enough lots to allow sales to continue for 30 years, while North has enough available lots to allow for 50 years of sales.

Lindeman suggested that the existing land development account be used to save funds to facilitate future cemetery growth and development.

Lowery asked if the old landfill on the south side of Rout 20 were developed as a laydown area, could the spoils currently kept at Lakeview Cemetery be moved there.

Lindeman recommended that the spoils be left at Lakeview Cemetery as long as possible, as it is more efficient to use in its current location.

Lindeman discussed the potential creation of a cremation area in Lakeview Cemetery.

The Board discussed the potential legal restrictions placed on the use of revenue generated from the sale of cemetery lots.

Lowery noted that he feels the rates should be increased substantially to reflect the increased costs incurred by the Town since rates were last raised in 2003.

Cindy Bryant of 56 Pemberton Road and owner of Bryant Funeral Home discussed the current status of the cemetery and offered historical perspective on the sales of lots.

Bryant noted that there are numerous cemetery lots that have been sold in the past that may never be utilized.

Baston asked if a provision to buy back unused lots could be developed.

Lindeman noted that locating owners of unused lots is often difficult, and the Town can only compensate the funds for the actual sale of the lot, and not the perpetual care.

Lowery noted that expenses have risen by approximately 25% since cemetery rates were last adjusted in 2003, and he is in favor of raising rates by 25% now, with an annual 2% increase in the future.

Lowery added that lot sale costs are currently about 25% below the average of comparable towns, and suggested the lot sale prices increase 25%, with funds to be deposited in the land development account.

Brown urged the Board to conduct further discussion prior to setting rates.

Lowery requested that a discussion and vote on cemetery rates and fees be placed on a future agenda.

Wegerbauer noted that in his opinion, examining how available cemetery space is managed is a higher priority than increasing rates and fees.

Lowery added that both fees and space should be further discussed and considered by the Board.

Holder noted that he will conduct further research to determine how cemetery rates and fees are deposited and allotted.

Wegerbauer suggested the use of available funds be used to hire for cemetery consultants for additional insight.

Items Included in the Packet for Discussion

- Cemetery Fee Comparison
- Average Cemetery Fee Comparison
- Cemetery Lots Sold Data
- Cemetery Fee Increase Frequency Comparison
- Cremation Research

Items Distributed for Discussion

- Town of Wayland Cemetery Fees and Charges Schedule

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

The Board discussed the process for Town Meeting Articles to be brought forth under abbreviated procedure.

Baston noted that he is unsure if the article to authorize the acquisition of an easement at 89 Stonebridge will be conducted under abbreviated procedure.

Lowery discussed the article for Transfer Station Access Road improvements, noting that the article appears uncontroversial.

Holder added that the DPW is continuing to struggle to establish a usable laydown area.

The Board discussed the process of raising the Transfer Station Revolving Fund spending cap.

Wegerbauer questioned whether costs associated with the maintenance on the Transfer Station garage should be borne exclusively by the users of the Transfer Station.

Lowery noted that the Board intends to offer an amendment to the Plastic Bag Reduction bylaw article on Town Meeting floor to remove the Board of Public Works as the enforcement authority.

Lowery noted that the amendment could transfer authority to the Board of Selectmen of eliminate the enforcement provision entirely.

The Board determined that Brown would offer an amendment to name the Board of Selectmen as the enforcement agent.

Lowery noted that he would inform Board of Selectmen Chair Cherry Karlson and Town Administrator Nan Balmer of the Board's position.

DPW Director's Operational Report

Holder discussed the DPW Director's Operational Report.

Lowery requested that the Board received a copy of the Annual State Report submitted to the DEP.

Lowery asked what extra funding would be needed for increased water testing for UCMR 4 testing.

Lowery asked about the status of the withdrawal permit.

Holder noted that the permits are being reviewed by region, Wayland's has not been reviewed yet, and will continue to operate under the current permit.

Lowery noted that he would like more information concerning the repairs conducted to the filter membrane cartridges.

Lowery asked if sidewalk sweeping still occurs.

Lindeman noted that sidewalks in main sections of Town are typically swept, but they are not done town-wide.

Baston inquired about the recent repairs made to dirt roads.

Lindeman noted that repairs were made to private roads open for public use.

Lowery noted that repair work, including the grading of private dirt roads for public use, must be approved by the Board of Public Works.

Holder noted that since the repairs were made in the interest of public safety, the Director had the authority to institute the repairs.

Brown asked that the policy for the grading of dirt roads be placed on the next agenda.

Items Included in the Packet for Discussion
- 3/29/2017 DPW Director's Report

Board Members' Reports, Concerns, and Updates

Wegerbauer asked Holder if he had spoken to Health Department Director Julia Junghanns about the distribution of mosquito pellets in the catch basins.

Holder noted that he had informed Junghanns that the DPW would be unable to assist in the pellet distribution this season due to time and staffing constraints.

Lowery asked about the status of gaining access agreements for the library drainage system.

Holder noted that he has a draft of the agreements and anticipates distributing them shortly.

Lowery asked about the status of permitting for the triangle laydown area.

Holder noted that he is continuing to pursue permitting.

Lowery added that he would discuss the status with Conservation Administrator Linda Hansen.

Lowery asked about the status of an evaluation of the old landfill on the south side of Route 20.

Holder replied that Weston & Sampson has submitted a proposal to evaluate the land.

Lowery asked for staffing updates on filling the positions of Park & Highway Superintendent as well as Town Engineer.

Holder noted that one application for the Park & Highway Superintendent position was received, with an interview scheduled for next week.

Holder noted that there are 4 finalists for the Town Engineer position, with interviews scheduled for next week.

Baston provided a spreadsheet of historical water pumping data for discussion.

Baston discussed the work conducted by IW Harding for the library drainage project and issues observed with the paving that has been done.

Holder noted that he has offered the services of the DPW to conduct loaming and seeding for the area only.

Brown discussed issues he observed concerning the new signals at the Five Paths intersection, noting that at some angles both directions of lights are visible.

Wegerbauer noted that the lights previously in place had louvers on them.

The Board determined that April's meeting would occur on 4/11/2017 and 4/25/2017.

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

Lowery requested that on page 4 it be noted that 'Baston felt that access to the Verizon property was necessary and would work with Holder'.

Baston noted typographical corrections on pages 2, 3, and 4.

Brown made a motion to accept the minutes of the 3/21/2017 meeting as amended.

Wegerbauer 2nd.

Baston, Lowery, Wegerbauer in favor. Brown abstain.

Items Included in the Packet for Discussion
- 3/21/2017 BOPW Meeting minutes Draft

Baston made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:21 PM.

Respectfully submitted,
Daniel Cabral
DPW Office Coordinator-Administrator

BoPW Meeting 4/12/2017

Action Items

FOR FUTURE DISCUSSION

Water Rate Discussion with Dave Fox (4/25/17)

Water Rate Hearing (4/25/17)

Discussion and Vote on Cemetery Rates and Fees (post Town Meeting)

Discussion of Historical Water Pumping Data (post Town Meeting)

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)

Water Abatement: 11 Snake Brook (meeting date TBD)

FOR STAFF

Research status of cemetery fee deposits / allotment

Consider / research cemetery consultants

Send copy of DEP Annual State Report submission to Board

Consider Five Paths Intersection Light Louvers

Consider Spring Tree Hearing

Retrieve VADAR 1-Year Water Usage Data

Spreadsheet of future potential capital projects with borrowing implications

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